

[Class Schedule Modified 01-23-07]

Course Information

PA 5328 Navigating the Federal Workplace; Or, How Washington Works
Spring 2007

Monday 7:00 – 9:45 PM
Location: WSTC 1.302

Professor Contact Information

Dr. Don Arbuckle
Office: Westec 1.208
Email: donald.arbuckle@utdallas.edu
Tele: 972-883-5340
Office hours by appointment

Course Description

In this course we will examine how policymaking at the Federal level is conducted in Washington D.C., concentrating on administrative policymaking mechanisms in the Executive Branch. During the first weeks of the semester we will discuss Congress and the lawmaking process, where all policymaking begins, and look at the structure of the Presidency and the enormous Executive Branch bureaucracy. We will survey the general theoretical outlines of policymaking and the many players who participate in this often unruly and byzantine process. We will spend the second half of the semester concentrating on the Federal regulatory process, an often overlooked but critically important means by which much of Federal policy is actually devised and put into effect. It is the policy place where the lofty and generalized goals of statutes are translated into the day to day business of governance; that is, strictures on the behavior of state and local governments, businesses, NGOs, educational institutions, and other institutions, and individual citizens.

This course requires significant student participation. You are expected to complete reading assignments and come to class prepared to summarize and analyze the reading. You also are expected to bring your experience with you and incorporate it into your evaluation of the reading. Finally, clear, cogent, and concise writing is a mainstay of all graduate work and improvement in your writing will be another goal of this course.

Student Learning Objectives

This course will provide students with an overview and understanding of the Federal policymaking process with a focus on the administrative, regulatory process in the Executive Branch. We will examine and analyze various processes and players that make

up the complex suite of policymaking mechanisms by which the generalized mandates of statutes are converted into specific requirements affecting individuals and institutions across the nation. We will read and discuss scholarly literature in the field as well as examine individual regulations, methods of regulatory policy analysis, and the specific oversight mechanisms, such as OMB review, that are part of the daily business of regulatory policymaking.

By the end of the semester, you will have:

1. A sound understanding of the mechanisms of Federal policymaking, particularly those of administrative rulemaking in the Executive Branch.
2. The ability to analyze the major issues, processes, and controversies associated with administrative public policymaking, and to present these ideas orally, both informally and formally.
3. An improved ability to write clearly and effectively, and to conduct research and present it cogently in writing.

Expectations

This is a graduate level course, and you are expected to attend class and participate in class discussions. There will be a significant number of written exercises which you are expected to ensure are of high quality and to submit on time. There is also a substantial reading load associated with the course – you are expected to complete reading assignments on time and come to class prepared to discuss what you have read. If you cannot attend class, are going to be late, or are going to be delayed in handing in assignments, see or contact me before the due date. Professors get cranky when confronted with excuses after the fact.

Course Requirements

1. Weekly Assignments. Everyone in the class is expected to complete all the reading for that week and come to class prepared to discuss the reading. In addition, you will be assigned several short papers on the reading. These will be graded and returned to you. In these assignments and others, you will be graded on the quality of your writing as well as its substantive content. Thus, your writing needs to be clear, well-reasoned, and free of grammatical and punctuation errors. I strongly encourage you to find someone who is a good writer to proofread your papers before you hand them in.
2. Groups. Each of you is assigned to one of two workgroups. These are listed at the end of this syllabus. Each group will review a book that you will select from a list which I will provide and make a power point presentation to the class. Group 1 will present on February 21th; Group 2 on March 14th.

3. Short Papers. You will be assigned 2 short essays (5 pages) on topics associated with our reading and discussion. These are to be analyses and critiques of issues associated with the reading, and not simply summaries of the reading. These will be due on February 7th and March 28th.

4. Research Paper. A major requirement of the course is the preparation of a high-quality research paper. The paper should be 12 to 15 pages in length and on a topic covered by the course. You will write a 2-page proposal on your topic and submit it to me by February 28th. In the proposal, explain why you have chosen this topic and how you plan to research it. Also be prepared to discuss your proposal with the class. The subject of your paper must address a major issue associated with the course reading. The paper should be carefully written and follow either the requirements for style listed at the end of the syllabus or another professionally accepted style guide, such as the Chicago Manual or MLA. Once your topic has been approved, you may begin your research.

When your paper is complete, you will make a presentation to the class discussing your major findings. After this presentation, you will hand in your paper. The papers and presentations will be due on Wednesday, April 18th, the last day of classes for the semester.

Grading

Your grade will be based on the following:

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| 1. Class Participation and
written exercises on reading | 15% |
| 3. Group Book Report | 15% |
| 4. 2 Essay Papers | 30% |
| 5. Research Paper | 40% |

Required Reading Materials. There are 5 required books.

1. James Q. Wilson. American Government, Brief Version. 8th ed. 2008
2. Joel D. Aberback and Mark Peterson, eds. The Executive Branch. 2005
3. Stella Z. Theodoulou and Matthew A. Cahn. Public Policy, The Essential Readings. 1995
4. Cornelius M. Kerwin. Rulemaking, How Government Agencies Write Law and Make Policy. 3rd ed. 2003
5. Cindy Skrzycki. The Regulators, Anonymous Power Brokers in American Politics. 2003

These books may be purchased at Off Campus Books, 581 W. Campbell Rd., Richardson, TX. (972 907-8398).

Additional assignments will include reading from the stupendous amount of information issued by the Federal Government now available on the web.

UTD POLICIES

Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the

university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision

of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of F.

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:
The University of Texas at Dallas, SU 22
PO Box 830688
Richardson, Texas 75083-0688
(972) 883-2098 (voice or TTY)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

Off-Campus Instruction and Course Activities

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address given below. Additional information is available from the office of the school dean. (http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm)

PA 5328 COURSE SCHEDULE SPRING 2007 [The descriptions and time below may be modified at the discretion of the Professor. **Modified 01-23-07**]

January 10 Introduction to PA 5328

January 17 Class cancelled - weather

**January 24 Introduction to the UTD Library
Congress and Lawmaking**

Reading: U.S. Constitution [available on internet]
Wilson, chs 2 and 9
Theodoulou, ch. 23 and 24

January 29 Executive Branch - - the Presidency

Reading: Wilson, ch 10
Theodoulou, ch. 25
Aberbach, Gen Intro xiii-xxix, chs 5, 7, 13

February 7 The Bureaucracy

Reading: Wilson, ch 11
Theodoulou, chs 27 and 28
Aberbach, chs 8, 9, 10

February 14 How Policy is Made - - General

Reading: Wilson, ch 13
Theodoulou, chs 1 and 5, and Part II (chs 11-21)

Due: First Short Essay

February 21 The Players

Reading: Wilson, chs 6 and 7
Theodoulou, chs 22, 30-36
Aberbach, ch 6

Due: Book Report Presentation Group 1

February 28 How Policy is Made - - Specific. The Administrative State

Reading: Kerwin, ch. 1

Skrzycki, chs 1 and 2
Theodoulou, ch 29

March 7 Spring Break - -no class

March 14 The Regulatory Process

Reading: The Administrative Procedure Act
Rulemaking Process GAO
Kerwin, chs 2, 3, and 4
Vermont Yankee v. NRDC
Motor Vehicle Manufactures v. State Farm
Due: Research Paper Proposal

March 21 Policy Analysis - - Law, Science, and Economics

Reading: Theodoulou, ch 20
OMB Circular A-4 [on internet]
Annual OMB Report on the Costs and Benefits of
Regulations [internet]
Skrzycki, ch 5
Viscusi/Stigler
Morrall, "Saving Lives: A Review of the Record"
Due: Book Report Presentation Group 2

March 28 Regulatory Oversight - - OMB Review

Reading: Executive Order 12866
John Graham memo to agencies October 2003 [internet]
OMB/OIRA website
Graham, Noe, Branch, "Managing the Regulatory State."
[internet]
Kerwin, ch 5

April 4 Centralized Review Controversy

Reading: Heinzerling and Claybrook
DeMuth and Ginzberg
William West on OMB review
GAO on regulatory review process [internet]
OIRA Administrator controversy
Due: 2nd Short Essay

April 11 Recent Developments

Reading: Information Quality Act [internet]
 OMB Peer Review Bulletin [internet]
 Good Guidance Practices Bulletin [internet]

April 18 Conclusion

Presentation of research papers
Research papers due.

PA 5328 GROUP ASSIGNMENTS

Group 1 Bartholomew Agengo
 Charlotte Bristow
 Avani Kanojia
 Irene Rodriguez
 Amy Ward-Meier

Group 2 Brian Bodine
 Norman Herrera
 Carol Lack
 Tyler Seibold
 Amanda Westphal

