

GOVT 351
ADMINISTRATION IN THE POLITICAL SYSTEM
VIRTUAL FORMAT

Term: Fall 2025

Instructor: Bill Bolling

Day/Time: T-TH @ 9:00–10:15 AM

Phone: (804) 240-8020

Location: Virtual

Email: wbolling@gmu.edu or

bill.bolling@comcast.net

Course Overview:

This course will introduce the student to public administration in its political context. It examines bureaucratic politics and behavior in the political process; bureaucratic engagement with other executive agencies, the legislature, the president, the judiciary, and clientele groups; the role of bureaucrats in policy making and implementing agency strategies, and the political and public implications of administrators' actions in policy implementation.

Learning Objectives:

In this course, the student will:

- Develop an understanding of the administrative process at various levels of government
- Develop an understanding of the relationships among political institutions, office holders, citizens, and public administrators.
- Analyze the implications and impact of non-elected, administrative decision-making and actions.
- Enhance critical thinking skills through research and writing.

Required Textbook:

Politics of the Administrative Process, Donald F. Kettl, 9th edition, Sage/CQ Press, 2024

ISBN: 97681071875551

Class Structure:

This will be a 100% virtual course, taught through a combination of synchronous and asynchronous instruction.

- Tuesday: Live Zoom lectures will be presented each Tuesday from 9:00-10:15 AM.
- Thursday: On Thursday from 9:00-10:15 AM, students will be asked to complete individual written reports on Case Studies associated with weekly topics.

NOTE: A virtual quiz will be given each week on material covered during that week's Zoom lecture, individual Case Study work, and associated readings.

Some additional video content and supplemental readings may also be used.

Power Point slides from video lectures will be posted on Blackboard.

Class Attendance and Participation:

Attendance grades will be awarded. Students are expected to attend and participate in the live video lectures that will be held each Tuesday from 9:00-10:15 AM.. Students will be expected to have their cameras activated so they are “on screen” during all video lectures and class sessions.

Students are expected to timely complete and return all written materials associated with weekly Case Study work and weekly quizzes. *A key goal of this class is to teach students the importance of self-performance and timely completion of assignments.* **Any assignments that are not completed and submitted on time will not be accepted.**

Grading:

- Attendance: There will be 13 online lecture sessions. These sessions will be held via Zoom on Tuesday from 9:00-10:15 AM. *Attendance at these sessions is mandatory.* Attendance at each session will be awarded 10 points, for a total of 130 possible points based on attendance.
- Case Studies: On Thursday from 9:00-10:15 AM students will be asked to complete individual written reports on Case Studies that are included in each chapter of our textbook. There are three Cases Studies included in each chapter. Each weekly Case Study report will be worth up to 10 points toward your final grade. 130 total points will be available for the semester from all Case Study reports.
- Weekly Quiz: Each week students will be required to complete an online quiz that covers information discussed in the weekly lecture and Case Studies. Students will have until the next class session to complete the quiz and return results to the professor. These quizzes are open book. Quiz grades will be percentage based and added together for a semester average. There will be 120 possible points awarded for these weekly quizzes.
- A mid-term and final exam will also be administered. The mid-term and final exam are closed book and the GMU Honor Code applies. Each exam will count as 200 points toward the student's final grade.

Based on the above, there will be a total of 780 possible points for the semester. The final grading scale for this course will be as follows:

A – 702-780 points

B – 624-701 points

C – 546-623 points
D – 468-545 points
F – anything below 468 points

+/- grades will be given at the instructor's discretion.

Academic Standards

Academic Standards exist to promote authentic scholarship, support the institution's goal of maintaining high standards of academic excellence, and encourage continued ethical behavior of faculty and students to cultivate an educational community which values integrity and produces graduates who carry this commitment forward into professional practice.

As members of the George Mason University community, we are committed to fostering an environment of trust, respect, and scholarly excellence. Our academic standards are the foundation of this commitment, guiding our behavior and interactions within this academic community. The practices for implementing these standards adapt to modern practices, disciplinary contexts, and technological advancements. Our standards are embodied in our courses, policies, and scholarship, and are upheld in the following principles:

- **Honesty:** Providing accurate information in all academic endeavors, including communications, assignments, and examinations.
- **Acknowledgement:** Giving proper credit for all contributions to one's work. This involves the use of accurate citations and references for any ideas, words, or materials created by others in the style appropriate to the discipline. It also includes acknowledging shared authorship in group projects, coauthored pieces, and project reports.
- **Uniqueness of Work:** Ensuring that all submitted work is the result of one's own effort and is original, including free from self-plagiarism. This principle extends to written assignments, code, presentations, exams, and all other forms of academic work.

Violations of these standards—including but not limited to plagiarism, fabrication, and cheating—are taken seriously and will be addressed in accordance with university policies.

[The process for reporting, investigating, and adjudicating violations is outlined in the university's procedures here.](#) Consequences of violations may include academic sanctions, disciplinary actions, and other measures necessary to uphold the integrity of our academic community.

The principles outlined in these academic standards reflect our collective commitment to upholding the highest standards of honesty, acknowledgement, and uniqueness of work. By adhering to these principles, we ensure the continued excellence and integrity of George Mason University's academic community.

Student responsibility:

Students are responsible for understanding how these general expectations regarding academic standards apply to each course, assignment, or exam they participate in; students should ask their instructor for clarification on any aspect that is not clear to them.

Accommodations for Students with Disabilities

Disability Services at George Mason University is committed to upholding the letter and spirit of the laws that ensure equal treatment of people with disabilities. Under the administration of University Life, Disability Services implements and coordinates reasonable accommodations and disability-related services that afford equal access to university programs and activities. Students can begin the registration process with Disability Services at any time during their enrollment at George Mason University. If you are seeking accommodations, please visit the [Disability Services website](#) for detailed information about the Disability Services registration process. Disability Services is located in Student Union Building I (SUB I), Suite 2500. Email: ods@gmu.edu. Phone: (703) 993-2474.

Student responsibility:

Students are responsible for registering with Disability Services and communicating about their approved accommodations with their instructor in advance of any relevant class meeting, assignment, or exam.

FERPA and Use of GMU Email Addresses for Course Communication

The Family Educational Rights and Privacy Act (FERPA) governs the disclosure of education records for eligible students and is an essential aspect of any course. **Students must use their GMU email account** to receive important University information, including communications related to this class. Instructors will not respond to messages sent from or send messages regarding course content to a non-GMU email address.

Student responsibility:

Students are responsible for checking their GMU email regularly for course-related information, and/or ensuring that GMU email messages are forwarded to an account they do check.

Title IX Resources and Required Reporting

As a part of George Mason University's commitment to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community, the University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. Accordingly, **all non-confidential employees, including your faculty member, have a legal requirement to report to the Title IX Coordinator, all relevant details obtained directly or indirectly about any incident of Prohibited Conduct** (such as sexual harassment, sexual assault, gender-based stalking, dating/domestic violence). Upon notifying the Title IX Coordinator of possible Prohibited Conduct, the Title IX Coordinator will assess the report and determine if outreach is required. If outreach is required, the individual the report is about (the "Complainant") will receive a

communication, likely in the form of an email, offering that person the option to meet with a representative of the Title IX office.

For more information about non-confidential employees, resources, and Prohibited Conduct, please see University Policy 1202: [Sexual and Gender-Based Misconduct and Other Forms of Interpersonal Violence](#). Questions regarding Title IX can be directed to the Title IX Coordinator via email to TitleIX@gmu.edu, by phone at 703-993-8730, or in person on the Fairfax campus in Aquia 373.

Student opportunity:

If you prefer to speak to someone confidentially, please contact one of Mason's confidential employees in [Student Support & Advocacy \(SSAC\)](#), Counseling and [Psychological Services \(CAPS\)](#), [Student Health Services \(SHS\)](#), and/or the [Office of the University Ombudsperson](#).