

Public Budgeting Systems
Fall 2022
Morgan Hall 316; Tuesdays 3:30-6:00 PM
Syllabus

Instructor: Dr. MaCherie M. Placide

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Virtual Office Hours: Tuesdays 1:00-2:00 PM, Wednesdays 12:00-2:00PM; set-up an appointment by email

Course Description:

This course will examine the financial and budgetary processes and problems of public agencies at the local, state and federal levels. The focus principally is to understand and analyze the theories, policies, as well as the essential parts of finance and budgetary decision-making and processes. As a public administrator, it is important to be able to have full working knowledge of budgets that you will manage for your department.

Course Objectives:

By the end of this course, you will be able to:

1. Describe the purpose of public budgets;
2. Know the types of budgets used;
3. Describe the budget process at the local, state, and federal levels;
4. Understand how fiscal policy relates to public budgets;
5. Understand the relationship of monetary policy on the federal budgets;
6. Understand the budget priorities of the public sector and how they have changed over time.

Required Text and Materials:

Willoughby, Katherine G. (2014). Public Budgeting in Context: Structure, Law, Reform and Results. Josey-Bass Publishers: San Francisco, CA. ISBN: 978-1-118-50932-6 (Hardback Book)
A pdf version of this textbook is available for this course at Western Online. [Who knew!]
Additional articles are available for review under Discussion Boards at Western Online.

Course Expectations:

Covid-19 Pandemic: The country is still in a pandemic! Vaccinations have helped reduce the number of infections but the virus continues to mutate. All students are required to wear a mask in-class. If you refuse to wear a mask, you will be dismissed from class and disciplinary action can begin against you. The variance in infections will also direct the attendance and meeting times of this class. In other words, it may become flexible.

Student effort: A university course is collaboration between student and professor. You are expected to do all the readings for the course and to read them on time. Lecture material supplements, it does not repeat text material, the reading assignments are yours, not mine to do for you. As a rule, you should be prepared to spend at least 2 hours of your time working on this course outside of class for every hour you spend in class. It is your responsibility to do the reading, studying and outside assignments for the course. If you are having difficulties understanding the material and/or the assignments, I will be glad to work with you outside class; however, you have the primary responsibility to give the course the attention it demands.

You are expected to do the following:

- Read all the assigned course readings, prepare thoroughly;
- Participate in class discussions;
- Display appropriate courtesy, leave personal conversations in the hall;
- Adhere to course deadlines and timetables;
- Provide constructive feedback; challenge each other intellectually, be respectful of others and different opinions. We all have different views, let's agree to disagree accordingly.

The effort you put into this course by completing all assignments, will produce good results in your grade for this course. It is up to you!

Attendance: Class attendance is strongly encouraged. Regular attendance is expected and it is extremely difficult to do well in this course without attending on a regular basis. Participation is a factor in determining your final grade—it is impossible to participate if you do not attend. I may feel it necessary to take attendance in order to provide extra points on exams for those who are putting forth the effort to come to class.

Smokeless Tobacco Use: If you are one who indulges in the use of smokeless tobacco, leave this outside the class. The discharge of unwanted tobacco juice in class is a distraction to others and has public health issues. So before coming to class, **UNPACK THE LIP!**

Participation: Ask questions concerning the readings, instructor discussion, and comments of your classmates. Participation challenges intellect! Don't be afraid to ask questions or pose interesting comments. Provide constructive feedback and respect the exchange of information from your classmates.

Make-up Examinations: If a student has a University-approved excuse (via Student Development and Orientation) AND if the instructor is notified PRIOR to the examination, arrangements for a make-up will be made. If a student fails to notify the instructor, the student will receive a zero for the exam. Please note: I reserve the right to develop and administer a different exam if a make-up is given. Exams missed due to court appearances in which you are a defendant; do not count as a legitimate excuse. For any other questions regarding approved excuses consult: <http://www.sdo.wiu.edu/handbook/handbook.pdf>

Western Online Familiarity

- Because this course requires that all assignments and exams are completed digitally, you must become familiar with Western Online and its features, particularly the discussion board.
- Please refer questions about Western Online and other IT questions/issues to WIU Utech at (309) 298-2704.

Online Decorum

- Student use standard English in group discussions [avoid on-line jargon, i.e., lol,lmao]
- Please note: technological failure will not be accepted as an excuse for missed deadlines. The WIU IT has a back-up plan in case of technology malfunction.

Submission and Formatting Guidelines

- Submitted work [i.e., papers and written assignments] must be typed, double spaced, have 12-point font (Times New Roman), one-inch margins on all sides and conform to APA guidelines.

Accommodations:

In accordance with University policy and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies faculty of a specific need for accommodation. It is imperative that students bring such needs to the faculty member's attention, as faculty is not legally permitted to inquire about such particular student needs. Students who require special assistance in emergency evacuations should contact their faculty to discuss emergency procedures. Contact Disability Support Services (309) 298-2512 for additional services.

Academic Misconduct:

Academic misconduct will not be tolerated in any shape or form. Academic misconduct is a serious offense and constitutes grounds for failing the course regardless of your grade on other assignments. Academic misconduct includes:

1. Cheating on exams: copying another student's answers.
2. Plagiarism including:
 - a. Submitting a paper someone else has written.
 - b. Copying directly from the book you read.
 - c. Using materials obtained via electronic sources without proper documentation.
 - d. Failure to properly document quotations used in your paper.

Incomplete Policy:

In accordance with University policy, incompletes will only be given in rare instances where you cannot complete the course requirements during the semester—due to circumstances beyond your control. You must keep me informed regarding circumstances in a timely manner. However, the decision to allow an incomplete is at the discretion of the instructor.

For more information regarding academic misconduct and incomplete work refer to your student handbook at <http://www.wiu.edu/handbook/handbook/pdf>.

Title IX

WIU values Title IX, and other federal and state laws prohibiting sex discrimination, including, sexual assault/misconduct, dating/domestic violence, and stalking. If you, or someone you know, has been the victim of any of these offenses, we encourage you to report this to the Title IX Coordinator at (309) 298-1977 or anonymous online at http://www.wiu.edu/equal_opportunity_and_access/request_form/index.php. If you disclose an incident to a faculty member, the faculty member must notify the Title IX Coordinator. The complete Title IX policy is available at: <http://www.wiu.edu/vpas/policies/titleIX/php>.

In-Class Course With Online Class Assignments:

This course is taught in-class, which means we will meet Tuesdays from 3:30-6:00 PM. During these meetings we will review and discuss readings and topics assigned. The course outline indicates the curriculum is divided into eight modules. It is set-up this way to allow you to complete online discussions (amongst yourselves), as well as written assignments and quizzes. All written assignments, quizzes, midterm exams, and online discussions must be submitted to folders designated at Western Online. I will not accept any paperwork in-class [it's all digital]! A few caveats about the module concept are that assignments will be opened by Monday morning (12:00 AM) and you will have thirteen days (13) ending on [every other Sunday @11:59 PM] to complete all the assignments and exams listed. Once the window to the module closes, however, after 11:59 PM you will not be able to submit assignments.

This course is designed for you to gain access to Western Online on any computer connected to the internet. **Inabilities to access Western Online because of technical malfunctions are NOT ACCEPTABLE reasons for not completing assignments.**

I will be available via email, cell phone and virtual office (Google Meet). I will also post updates to the course using the ANNOUNCEMENT setting at Western Online—make sure you check periodically.

Course Evaluation:

Students, you will demonstrate learning through the following participations in threaded posts/class discussions, performance on exams, written assignments and final written projects. Because this is a blended course (undergraduates and graduates) the certain assignments will be different for each group.

Written Assignments:

For each module you will complete an assignment related to the material covered in that module. These assignments are designed to get you engaged with related theories and practices of public budgeting. A rubric is available for grading **Modular written assignments are worth 50 points each.**

Discussion Board:

For each module you will participate in a discussion board. These forums are designed to get you to critically thinking about public budgeting and finance at the local, state, and federal level. The specific discussion board guidelines, as well as a rubric for grading, assignments and are posted at Western Online. **Discussion board assignments are worth 30 points each.**

Exams:

- a. **Online Quizzes:** Each module will have online quizzes associated with the readings. They will focus on terminology and concepts in a format of true/false, multiple choice. Online quizzes are timed roughly 60 to 75 minutes. **Online quizzes are worth 20 points each.**
- b. **Midterm Exam:** The midterm exam is an in-depth exercise in a case study format to measure your overall understanding of the readings, discussions, written exercises, and quizzes. The exam will consist of a list of terminology and questions. Undergraduates students may work together on the exam as a team (I actually encourage it and will provide an opportunity for you to communicate with each other). Graduate students must complete the exam individually. **Midterm exam is worth 100 points.**

Final Project:

1. **Municipal Budget Proposal: UNDERGRADUATES ONLY*** This is a project intended to increase your understanding of the many purposes budget documents are expected to serve. You will analyze the fiscal condition of a municipality and provide the opportunity

to apply course concepts to real world applications. Choose a municipality addressing the assignment guidelines. **Your topic must first be approved. Proposals are due 9/13/2022 and are worth 20 points.** More information regarding the details of the project can be found under “Written Assignments” at Western Online.

2. **Financial Research Grant Proposal: GRADUATE ONLY**** Graduate students as you know, the readings and discussions clarify the research tradition and approaches to the study of public administration/political science. Readings further highlight research strategies and questions that require answers. For this project you will contribute by developing a research question and design a research project. The research must be based on fiscal monetary policy that impacts either a local, state, or federal program. The project will be presented in the form of a grant. **Your topic must be approved before conducting the research. Proposals are due 9/13/2022 and worth 20 points.** More details regarding the format may be found under “Written Assignments” at Western Online.

The final project—Municipal Budget Proposal and Final Research Grant Proposal are worth 100 points.

Course Evaluation	Total Points
Online Discussions	8 @30 = 240
Written Assignments	7 @ 50 = 350
Project Proposal	20
Exams	7 quizzes @ 20= 140 1 midterm @ <u>100</u> 240
Final Project	100
Total Points	950

To determine your grade, divide your total points earned by total points of the course materials, multiplied by 100.

Example: Your Total Points Earned = 920

$$\text{Total Points of Course Materials} = 950 \quad 920/950 = .97 \times 100 = 97\%$$

Undergraduate Grading Scale

A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	<60

Graduate Grading Scale

A	100-90
B	89-80
C	79-70
D	69-60
F	<59

Course Schedule

Disclaimer: The instructor reserves the right to alter or change the syllabus to fit the needs of students or the demands of curriculum objectives.

Dates/Module	Readings	Online Discussion	Written Assignment	Quiz/Exam
8/22-9/4 Module 1: Overview of Modern Public Budgeting	Willoughby Chp. 1	Aaron Wildavsky and the Demise of Incrementalism by Irene Rubin	Personal Budget	Quiz 1 Covering Chp. 1 and online discussion reading.
9/5-9/18 Module 2: Budget Foundations in Selected Countries/Budget Law and History of US Federal Government	Willoughby Chps.2-3	Public Budgeting: The Concept of Budgeting as a Political Choice by Irene Rubin	Budget Foundations in Selected Countries United Nations Development Program Human Development	Quiz 2 Covering Chp. 2-3 and online discussion Final Project Proposals due 9/13/2022
9/19-10/2 Module 3: Budget Foundations in US States and Localities	Willoughby Ch. 4-5	City-County Consolidation: The Case of the Illusive Cost by Leland and Thurmaier	State Budget Analysis	Quiz 3 Covering Chps. 4-5 and online discussion reading
10/3-10/16 Module 4: Executive Leadership and Budget Agenda/Budget Powers of the Legislature	Willoughby Chps. 6-7	Issues in Budget Execution by McCaffery and Mutty	Covid-19 Relief Spending	Quiz 4 Covering Chp. 6-7 and online discussion reading
10/18	NO CLASS MEETING	Read and complete assignments for Module 5	Online Week	
10/17-10/30 Module 5: Public Budgeting and the Courts	Willoughby Ch. 8	Deficit Politics and Constitutional Government: The Impact of Gramm-Rudman-Hollings by LeLoup, Graham, and Barwick	No Written Assignment	Midterm Exam Due 11/1 @11:59 PM No Quiz

Dates/Module	Readings	Online Discussion	Written Assignment	Quiz/Exam
10/31-11/13 Module 6: Bureaucracy Citizens, Media and Public Budgets	Willoughby Ch. 9	Police Budgeting, Winning Strategies by Coe and Wiesel	PEFA Executive Performance Indicators and Grades of Financial Practices by Country	Quiz 5 Covering Chp. 9 and online reading
11/8	NO CLASS MEETING	Read and complete assignments for Module 6	Online Week	
11/14-11/27¹ Module 7: Budget Mechanics and Reform	Willoughby Ch. 10	The Obama Administration and PBB: Building the Legacy of Federal Performance- Informed Budgeting by Joyce	Budget Mechanics and Reform	Quiz 6 Covering Chp. 10 and online reading
11/30-12/13 Module 8: Funding with Taxes and Other Revenues	Willoughby Ch. 11	Budgeting for Unincorporated Area Services by Washington	Municipal/Grant Projects due 12/13 @11:59 PM	Quiz 7 Covering Ch. 11 and online reading No final exam

¹ Thanksgiving Holiday Week 11/21-11/25 No class on 11/22.