



HIED 640, 01W, Policy Making in Higher Education

COURSE SYLLABUS: SUMMER I 2025

INSTRUCTOR INFORMATION

Instructor: Professor Michael K. Ponton
Office Hours: Please email me to schedule an e-appointment
University Email Address: Michael.Ponton@tamuc.edu
Preferred Form of Communication: Email
Communication Response Time: 24–36 hours

COURSE INFORMATION

Required Textbooks

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).
Bardach, E., & Patashnik, E. M. (2020). *A practical guide for policy analysis: The eightfold path to more effective problem solving* (6th ed.). Sage.

Required Supplemental Readings

Cairney, P. A. (n.d.). *Chapter 2 policymaking in the UK: What is policy and how is it made?*
<https://paulcairney.files.wordpress.com/2013/08/chapter-2-20-8-13-cairney-policy-policymaking-uk.pdf>
Dill, D. D. (1997). Higher education markets and public policy. *Higher Education Policy*, 10(3/4), 167–185.
McGuire, C. (n.d.). *Policy analysis* [Video]. YouTube.
<https://www.youtube.com/watch?v=H-Daq1bD2M&list=RDLVMjAH7YqKOSI&index=3>

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Course Description

Examines the development, implementation, and enforcement of policies by institutions of higher education, state higher education agencies, governing boards, and the government. Emphasis is placed on the impacts of policies on institutions and students.

Anonymous comments from previous students:

“Dr. Ponton is a fantastic instructor! He provides comprehensive feedback on assignments and is always available to help and answer questions” (Summer 2023 student)

“I am surprised at how much I am learning from the group project!” (Summer 2023 student)

“What a great class! I would absolutely take another course taught by Dr. Ponton again!” (Summer 2024 student)

Student Learning Outcomes

1. Understand basic concepts of policy making and analysis.
2. Understand how to use basic concepts in analyzing given policy positions.
3. Understand how to use the APA style guidelines.
4. Develop autonomy in learning.
5. Develop group work skills.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Proficiency using the D2L learning management system, Microsoft Word, and ETAMU email.

Instructional Methods

This is an entirely online course.

Student Responsibilities or Tips for Success in the Course

Students should access the course minimally every 2 days in order to check announcements and read the postings of colleagues. Students should check their ETAMU email daily to ensure timely receipt of messages from the instructor and University.

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GRADING

Final grades in this course will be based on the following scale:

A = 90%–100%

B = 80%–89%

C = 70%–79%

D = 60%–69%

F = 59% or Below

Weights of the assessments in the calculation of the final letter grade.

Personal Policy Paper	20%
Forum Posting	15%
Group Policy Report	50%
<u>Evaluation by Group Members</u>	<u>15%</u>
TOTAL	100%

Assessments

1. Students should work approximately 34 hours per week in completing course assignments.
2. The course calendar (which includes due dates for assignments) is at the end of this syllabus.
3. In the Period 1 content section for the course in D2L, an overview of the assigned Personal Policy Paper and its associated tasks will be posted in the document titled *Personal Policy Paper*. Students should follow the tasks as outlined in the document. **The paper must be emailed to the instructor by the due date/time.** The grading rubric for this paper will be 60% content and 40% APA usage (includes grammar).
4. For the graded forum, post a discussion of approximately 300 words (do not exceed this by much; be focused in your writing) that addresses the following: What are the mechanisms that influence higher education policy making at the institutional level, and what are the policy instruments that institutions use for policy making? Highlight specific content from your readings—assigned in this course and found on your own—to support your discussion. The grading rubric for this posting will be 60% content and 40% writing (includes grammar and APA usage). Note that “APA usage” refers to proper in-text citations, the format for end-of-posting citations, and miscellaneous construction (e.g., grammar) areas.
5. Before or near the beginning of Period 3, the instructor will email as well as post to D2L the names of students assigned to each group. In the Period 3 content section, an overview of the assigned Group Policy Report and its associated tasks will be

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posted in the document titled *Group Policy Report*. Each group will have a discussion board forum to conduct its work; discussions should be in this forum (i.e., avoid synchronous methods as these are difficult to schedule) so that the instructor can monitor activity, and email between members should be used for document exchanges. Students should discuss which of the presented scenarios they want to pursue as a group.

I suggest you review the following:

McGuire, C. (n.d.). *Policy analysis* [Video]. YouTube.
<https://www.youtube.com/watch?v=H-Daqo1bD2M&list=RDLVMjAH7YqKOSI&index=3>

Prof. McGuire's c.v. is available at
https://www.umassd.edu/media/umassdartmouth/profiles/arts-and-sciences/public-policy/McGuire_FullCV.pdf

Please note that I encourage you to always vet the expertise of any author before reading their work; this is the practice of a scholar :)

6. Students should follow the tasks as outlined in the *Group Policy Report* file. **The PPT report must be emailed to the instructor by the due date/time.** The grading rubric for this PPT will be 60% content and 40% writing (includes grammar and APA usage). Note that “APA usage” refers to proper in-text citations, the format for Reference slide citations, and miscellaneous construction (e.g., grammar) areas.
7. Each individual will evaluate their group members (use a scale from 0 to 100) with respect to their individual contribution to the discussion, analyses, and preparation of the PPT. These evaluations will be averaged in determining the 15-point evaluation grade. I will not provide a rubric as I do not know the agreed upon tasks for each group member. **The evaluation must be emailed to the instructor by the due date/time. A student who does not submit the evaluation will receive a zero that will be averaged with their group members’ evaluation of their contribution to the PPT.**

If I have a clear indication from the group member evaluations that a group member did not contribute in any significant way to the group's project, I will not give the non/poor performing group member the same grade as the other members for the group project as this would not be fair. Any group member who receives an aggregate evaluation of 69% or less (i.e., a D or worse) from their colleagues will receive a group project grade that is weighted (i.e., multiplied by) by the aggregate evaluation; for example, if the group project grade is 38 points and a group member's aggregate evaluation is 50%, this group member will receive 19 points.

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8. Alignment of student learning outcomes with assessments:

Assignments	Student Learning Outcomes				
	SLO1	SLO2	SLO3	SLO4	SLO5
Readings	X	X		X	
Personal Policy Paper	X		X	X	
Forum Posting	X	X	X	X	
Group Policy Report	X	X	X	X	X

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements.

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a ETAMU campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

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Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

Interaction with Instructor Statement

The preferred method of communication is email; thus, use email to message as well as schedule e-conferencing.

The assessment feedback time is within one week of the assignment due date. Any delays in this time (e.g., due to travel) will be communicated.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Submitted assignments should not have been submitted for any previous courses.

Students are expected to submit all assignments no later than their due dates/times. Any assignment submitted past the due date/time (i.e., by the end of the day, ETAMU time, of the respective due date) will receive a zero without exception unless an extension is approved by the instructor *in advance of the due date/time* (note: a request for an extension in advance of the due date/time does not mean an extension is approved; *explicit approval before the due date/time is required to avoid a zero*). Exigencies will be handled on a case-by-case basis.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

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ETAMU Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

Artificial Intelligence

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence (AI), ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

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In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

East Texas A&M University

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

East Texas A&M University will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Civility Statement

East Texas A&M University enhances civility and collegiality of administrators, faculty, staff, students, and guests through intentional acts of respect, trust, self-accountability, and collaboration. We recognize our strength is found in togetherness as we commit to kindness through one on one communication, fostering a healthy environment of conflict resolution and teamwork. The university is also committed to incorporating the tenets of civility in ways that do not silence traditionally marginalized voices.

ETAMU Supports Students' Mental Health

The Counseling Center at ETAMU, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

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Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and ETAMU Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web

URL:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all ETAMU campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



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COURSE CALENDAR

Period	Dates ¹	Assignments
1	6/2 – 6/8	Complete Personal Policy Paper (due 6/8 ²); Read Cairney and Dill Articles (in that order)
2	6/9 – 6/15	Read Bardach and Patashnik; Post to Forum (due 6/15 ²)
3	6/16 – 6/22	Work in Assigned Groups to Choose a Scenario; Begin Researching the Scenario
4	6/23 – 6/29	Complete Group Work; Submit Policy Report (PPT) and Evaluation of Group Members (due 6/29 ²)

¹Dates are Monday to Sunday.

²End of the day, ETAMU time.

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