**Political Science 3318**

**Spring 2013**

**Introduction to Public Policy**

**Section: 35661**

**Lecture: Thursday 11:30 to 1:00.**

**Heyne 28**

***Required Texts:***

* **Lawrence R. Jacobs and Theda Skocpol, Health Care Reform and American Politics: What Everyone Needs to Know, 2010, Oxford University Press.**
* **Michael Lewis, The Big Short: Inside the Doomsday Machine, 2010, W.W. Norton and Company.**
* **Martha Derthick, Up in Smoke, 3rd Edition, 2011, CQ Press.**

**I do not place book orders with the University bookstore. The least expensive way for you to obtain the books is either by downloading a digital copy or by using one of the on-line sellers such as Amazon.com. Amazon often has used copies of these books at very low prices. Make sure you obtain copies of the books. They are used extensively in the course.**

**CLASS STAFF**

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| **Instructor:** | Harrell R. Rodgers, Ph.D.  Professor of Public Policy and Public Finance, Department of Political Science |
| Office: | 406 PGH |
| Office Hours: | Tuesday and Thursday: 9-11:15 and by appointment |
| E-mail: | H[**rodgers@uh.edu**](mailto:rodgers@uh.edu) (Communicate with Professor Rodgers at this address, not on Blackboard) |
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**Teaching**

**Assistants**: Markie McBrayer **email: Markie.McBrayer@gmail.com**

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**Class Learning Objectives:**

* Apply the rational model of policy analysis beginning with identification of a pressing policy problem, as well as its causes and consequences.
* Analyze alternative policy proposals across key criteria (e.g., effectiveness, sustainability) in order to develop clear policy recommendations.
* Synthesize unwieldy and or conflicting facts, figures, and information to identify what we know and need to know about a particular policy.
* Appreciate the political and institutional constraints on policymakers, policy analysts, and policy proposals within our system of governance.
* Recognize the significance of agenda setting as a form of political power and develop strategies for increasing attention to overlooked problems or perspectives.
* Evaluate the role of interest groups and policy networks in organizing political conflict, refining policy proposals, and shaping policy outcomes.
* Understanding the implementation process and accurately assess the likelihood of successful policy implementation over time.
* Appreciate the challenges and opportunities facing a policy analyst in our political institutions and develop strategies for increasing the odds that your policy analysis will be appropriately used.
* Recognize the advantages and limitations of policy analysis within a representative democracy, and critically evaluate the appropriate role for policy analysts in the policymaking process.
* Understand the interdependence of politics and public policy—how political forces shape policy choices and how policy choices re-shape future political dynamics.

**Class Meetings:**

We will meet once a week and each week there will be on-line assignments. Each member of the class will be expected to carefully read the assigned materials for the class and be prepared to contribute to the class discussion. In some weeks there will be a deadline for the completion of the on-line assignments, including the quizzes over the reading assignments.

**Attendance**:

Attendance is required. **Attendance means being in class when the class begins and being present when the class ends.** I will give you two absences, with or without a valid excuse (such as a doctor’s excuse). After two absences, I will reduce your total grade point accumulation by 10 points. If this policy causes you to fail the class, so be it. I am not running a correspondence course. I expect you to be in class, on time, and a participant in the class. If you are not interested in doing so or cannot do so, please drop this class.

**You may not use your laptop or phone in my class. Turn both your phone and laptop off before the class starts and leave them off during the class.**

**Major Tests:**

There will be three major exams over the course materials. The tests dates and materials to be covered are listed below.

**Test Dates:**

**First Exam: February 15th**

Time Slot 1: 9:00 AM - 11:30 AM

Time Slot 2: 12:00 PM - 2:30 PM

Time Slot 3: 3:00 PM - 5:30PM

**Second Exam: March 29th**

Time Slot 1: 9:00 AM - 11:30AM

Time Slot 2: 12:00 PM - 2:30 PM

Time Slot 3: 3:00 PM - 5:30 PM

**Final Exam: May 6th**

Time Slot 1: 9:00 AM - 12:00 PM

Time Slot 2: 12:00 PM - 3:00 PM

Time Slot 3: 3:00 PM - 6:00 PM

**PLEASE NOTE:**

All make-up exams will be given on May 1st, 12:00**-2 PM**. **You do not have the right to skip any of the exams**. Only one excused missed exam may be made-up. You must have a valid, documented excuse for missing an exam. Valid excuses include:

1. Sickness or hospitalization – Requiring the care of a Doctor
2. Death of an immediate family member.
3. Traffic accident on the way to the exam (police report will be required.)

Maintenance issues with your automobile, having overslept, work schedule conflicts will not be counted as an excused absence. If you are prone to making these kinds of excuses, you should not take this class. Ultimately, you are required to show up for the three exams on the specified dates. If you miss one, it better be important and documented.

**Readings Quizzes:**

On-line: Each week you will have readings assignments. There will be three ten point quizzes over the assigned readings.

**DISCUSSION BOARDS:**

There will be two discussion boards. You will be given an article or articles to read. You write an original posting and reply to at least one classmate‘s posting. There is no limit on the number of posting you can make on a topic, but you must post at least one original and one reply. Rules of "netiquette" apply! Flaming, comments that are derogatory to nationality, race, religion, sexual orientation are not acceptable. You can disagree with someone’s opinion, but do so respectfully. These are exercises to engage you in free thinking. Do not let preconceived ideas limit you.

**How Are Discussion Board Posts Graded?** In grading your post the first question we ask is did you accurately summarize the argument or points made by the author or authors? If you do not provide evidence that you understand the points made in the article, we lower your grade. If you distort the author’s argument, we reduce your grade. Second, we ask if you gave hard thought to the arguments made. Did you really think through the arguments? Third, did you thoughtfully critique the arguments? Last, how thoughtfully did you respond to at least one other member of the class? We grade effort not your opinions. Can you do all this in three or four sentences or in five hasty minutes? No, not really. You will need to carefully think about the article and write several carefully crafted paragraphs.

Each discussion board is worth a maximum of 10 points for a potential combined total of 20 points.

How to analyzing the Logic of an Article:

1. The main purpose of the article is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. The key question the author is addressing is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. The most important information in the article is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. The main inferences/information in this article is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. The key concept(s) we need to understand in this article is \_\_\_\_\_\_\_\_\_\_\_.
6. The main assumption(s) underlying the author’s thinking is \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
7. If you take this line of reasoning seriously, the implications are \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
8. The main point(s) of view presented in this article is (are) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

How to Avoid the Problem of Egocentric Thinking

1. It’s true because I believe it.
2. It’s true because we believe it.
3. It’s true because I want to believe it.
4. It’s true because I have always believed it.
5. It’s true because it is in my selfish interest to believe it.

**Technical Assistance:**

If you have problems signing on to a quiz or any other type of assistance related to the operation of Blackboard, send Markie McBrayer an email at Markie.mcbrayer@gmail.com. You can copy the instructor in notes to the TAs, but if your problem is technical make sure you address your note to Markie.

**GRADING:**

You can look at your grades on-line at any time. The on-line grading system works quite well. It is fast and accurate. However, it is your obligation to regularly check your grades on-line to make certain that your scores are being recorded. After you submit work, wait 24 hours and then go on line to see if your scores show up in the on­line grade book. If you see a problem, let me know immediately. Once the semester is over, we will not accept the excuse that you did not know that one or more of your scores was not recorded.

**Components of your grade:**

**Your final grade will be determined by the following method:**

1. 3 major exams – maximum 100 points each
2. 3 On-Line Quizzes over readings—maximum 10 points each
3. 2 Discussion Boards – maximum 10 points each
4. Total maximum points that you can earn is 350.
5. Total the number of points that you receive for each assignment and test. Divide that number by 3.5. This is your course grade.

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| **Exam I:** | **78** |
| **Exam II:** | **84** |
| **Exam III:** | **92** |
| **Cumulative On-Line Quizzes** | **25** |
| **Cumulative Discussion Board** | **15** |
| **Total Points Earned (TPE)** | **2943299424** |
| **TPE/by 3.5** | **84** |

You would have earned a B in this class.

**THE FINAL GRADE SYSTEM IS AS FOLLOWS**

**94 or Above = A**

**90 - 93 = A-**

**89 - 87 = B+**

**86 - 84 = B**

**83 - 80 = B-**

**79 - 77 = C+**

**76 - 74 = C**

**73 - 70 = C-**

**69 - 67 = D+**

**66 - 64 = D**

**63 - 60 = D-**

**59 or Below =**

**How to Fail This Course**

A small number of the students who take this course make an F. In the fall of 2011 a total of five students out of forty made an F. The question, of course, is how did they manage to turn the course into a failed effort?

I carefully review the record of any student who does poorly in this class. Some mistakes are obvious.

**First,** you need to remember that this is a hybrid course. It is designed with the requirement that you do significant work outside of class. That is, when you sign up for a hybrid you are agreeing to read and learn much of the materials on your own. If you do not want to do this, you can take the same class in non-hybrid format. It is offered each semester in both regular lecture and hybrid format. If you do not want to do much of the work outside of class, take the regular lecture class. Carefully read the syllabus for this course. You will see what you need to do out of class to keep up. If you do not want to do this, drop this class and take the other format.

**Second,** some students fail to regularly attend class. I cover a lot of material in class and you need to be present. Being present means being on time, paying close attention to the lectures, and asking questions about anything that you do not understand. I do take roll and I count off for absences. I also drop students who refuse to attend.

**Third,** some students fail to do all the class assignments or do them very poorly. Each missed assignment results in a zero rather than a grade. Sloppy attempts will get you a few points, but cumulatively you will lose a lot of valuable points. Bad mistake! Make these mistakes a few times and you are in trouble.

**Fourth**, some students never review the PowerPoints or other materials that I post each week. Bad mistake!

**Fifth,** some students who are struggling in the class never ask for help, or wait until it is too late to get the help they need. We cannot help you after assignments are due or once the semester is over. If you need help, let us know.

The bottom line is that you cannot do well in this class without attendance, staying current with assignments, investing the time to learn the assigned materials, and by using all the tools that we make available to help you learn. Take advantage of them. If you are simply bored with the whole process of getting a degree, and do not want to invest time in the class, drop the course this semester and take it when you can commit to getting an education.

**COURSE PROTOCOLS**

**1. Read the Syllabus Carefully.** I do not mind you asking questions about subjects covered by the syllabus, but you need to carefully read the syllabus. If you do not, you are vulnerable to making mistakes that will cost you points in the class.

**2. Missed On-Line Exams.** If you do not take the readings assignment quizzes or enter post on the discussion boards by the date and time listed, you will not be allowed to make up the work. Your grade for that quiz will be zero. If you wait until the last minute to take the quiz and then suffered technical problems with your computer, you will miss the quiz. There are no retakes of on-line quizzes. Give yourself enough time to take the quizzes and to submit posts on the discussion boards. Political Science has a computer lab that you can use to take quizzes or read assignments and conduct research. The lab is located in room 391 PGH.

**3. Posting Grades.** Grades will be posted on the Blackboard site.

**4. Dropping the Course.** You may drop the course passing up until the official university drop date. If you do not drop the course by then you will get a grade; the University will not allow me to give you a “W.”

**5. Communications, E-Mail and Internet:** Throughout the semester you can communicate with me by e-mail any time you wish. My e-mail address is [Hrodgers@uh.edu](mailto:Hrodgers@uh.edu). I normally check and answer mail seven days a week, even when I am traveling.

**Calendar for Quizzes, Discussion Boards and Exams:**

February 10th by 11:30 PM: Quiz 1. Answer ten questions over readings assigned for Weeks 1-5.

February 15th: Exam 1 over Week 1-5’s readings and lectures.

February 27th by 11:30 PM: Discussion Board 1 original post due.

March 3rd by 11:30 PM: Discussion Board 1 response(s) due.

March 22nd by 11:30 PM: Extra credit 10-point quiz over *Frontline* episode Obama’s Deal

March 25th by 11:30 PM: Quiz 2. Answer ten questions over Chapters 1-5 of Jacobs and Skocpol.

March 29th: Exam 2 over Week 6-10’s readings and lectures

April 10th by 11:30 PM: Discussion Board 2 original post due.

April 14th by 11:30 PM: Discussion Board 2 response(s) due.

April 19th by 11:30 PM: Quiz 3. Answer ten questions over Derthick, Chapters 1-12.

May 6th: Final exam over Week 11-14’s readings and lectures.

**Lectures and Reading Assignments:**

Week 1 (January 17th)

* + - Lecture: American Public Policy: Creative Policy in the 21st Century
    - Readings: Lewis, The Big Short, Prologue and Chapter 1.

Week 2 (January 24th)

* + - Lecture: The Dynamics of Public Policy: A systems Model
    - Readings: Lewis, The Big Short, Chapter 2.

Week 3 (January 31st)

* + - Lecture: Policy Choices: Agenda Setting and Market Failure
    - Readings: Lewis, The Big Short, Chapters 3 and 4.

Week 4 (February 7th)

* Lecture: Policy Solutions: Finding the Right Policy Option
* Readings: Lewis, The Big Short, Chapters 5 and 6

Week 5 (February 14th)

* Lecture: Policy Solutions: Cost-Benefit and Ethical Analysis
* Readings: Lewis, The Big Short, Chapters 7 and 8

Week 6 (February 21st)

* Lecture: Economic Policy: The Instruments of Federal Economic Policy (pt. 1)
* Readings: Lewis, The Big Short, Chapters 9 and 10

Week 7 (February 28th)

* Lecture: Economic Policy: The Instruments of Federal Economic Policy (pt. 2)
* Readings: Jacobs and Skocpol, Health Care Reform, Introduction and Ch. 1.

Week 8 (March 7th)

* Lecture: Government Budgets, Spending and Taxes
* Readings: Jacobs and Skocpol, Health Care Reform, Chapters 2 and 3.

Week 9 (March 21st)

* Lecture: Government Budgets, Spending and Taxes (Part 2) and The American Recovery and Reinvestment Act of 2009
* Readings: Jacobs and Skocpol, Health Care Reform, Chapter 4

Week 10 (March 28th)

* Lecture: Health Care: The Cost of Health Care and Passage of the The Affordable Care Act
* Readings: Jacobs and Skocpol, Health Care Reform, Chapter 5.
* Video in class: Frazier Family Foundation

Week 11 (April 4th)

* Lecture: Health Care: The ACA
* Readings: Derthick, Up In Smoke, Chapters 1-4.

Week 12 (April 11th)

* Lecture: Health Care Continued
* Readings: Derthick, Up In Smoke, Chapters 5-8.

Week 13 (April 18th)

* Lecture: Case Study: Regulating Tobacco
* Readings: Derthick, Up In Smoke, Chapters 9-12.

Week 14 (April 25th)

* Lecture: Policy Making in America: Making It Work Better

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**Reference Materials:**

**Government Agencies that Publish Quality Studies**

* **Congressional Budget Office. (www.cbo.gov/)** Objective research on taxes, revenues, and spending. Both political parties trust this agency.
* **Department of Health and Human Services**.[**http://aspe.os.dhhs.gov**](http://aspe.os.dhhs.gov)**.**
* **Congressional Research Service. (**[**www.Loc.gov/crinfo/**](http://www.Loc.gov/crinfo/)**).**  In-depth studies of major public policies.

**Private Foundations, Institutes and University Research Centers**

* **Center on Budget and Policy Priorities. (www.cbpp.org/)** Excellent source for policy costs and impacts and tax analysis.
* **Citizens for Tax Justice. (www.ctj.org)** In-depth studies of state and federal tax policies.
* **Tax Policy Center. (**[**www.taxpolicycenter.org/**](http://www.taxpolicycenter.org/)**)**  In-depth studies of tax policies and federal programs.
* **The Urban Institute (** [**www.urban.org**](http://www.urban.org) **). Good source of policy designs and impacts.**
* **The Brookings Institute (** [**www.brookings.edu**](http://www.brookings.edu)**). In-depth policy studies.**
* **Kaiser Family Foundation,** [**www.kff.org**](http://www.kff.org)**. Excellent source for any policy or topic related to health care.**
* **The Economic Policy Institute,** [**www.epi.org**](http://www.epi.org)**. Good source of data on contemporary economic issues.**

**ACADEMIC DISHONESTY**

**The University of Houston Academic Honesty Policy appears in each edition of the Student Handbook (page 9 of the 2005-2006 edition) and online at** [**http://www.uh.edu/dos/hdbk/acad/achonpol.html.**](http://www.uh.edu/dos/hdbk/acad/achonpol.html.)

**The FAQ's are intended to clarify Academic Honesty processes, not to substitute for the complete policy published in the Handbook. It is each student’s responsibility to be aware of the Academic Honesty Policy.**

**Click here to review the FAQs: Frequently Asked Questions about the Academic Honesty Policy.**

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

**In order to receive accommodation on exams and assignments, students must make arrangements with me during the first two weeks of the semester. In addition, I recommend that students with disabilities learn about their rights and responsibilities from the Center for Students with Disabilities. This center provides a wide variety of academic support services to all currently enrolled UH students who have any type of mental or physical disability of either temporary or permanent nature. These services include assistance with course accommodations, adaptive equipment, individualized exam administration, taped textbooks, wheelchair repair, library needs, registration, handicapped parking, accessible housing and transportation, as well as many other needs. If you feel that you may need assistance of this nature, you may wish to call the Center at 713-743-5400.**

**Registering for Your Exam**

**Initial Registration to access Online Scheduler:**

1. All students required to test in the Academic Testing Labs must have a reservation prior to entering the labs. In order to make a reservation, you will need to follow the steps below in order to have access to the Online Scheduler.

2. The Academic Testing Labs uses the same Online Scheduler as CASA; therefore, students required to take exams in the Academic Testing Labs will need to first, create an account using the CASA online scheduler and then visit CASA to register their photo and fingerprints into the system.

3. If you do not have an account with CASA, then you will need to go to the CASA website at http://www.casa.uh.edu/ and register to obtain your Log-in ID and Password. Click on “NEW USERS: Click here to register”.

4. After creating an account, students are required to visit CASA located on the second floor of the Garrison Gym, Room 222 to register their photo and finger print into the system. This should be completed at the beginning of the semester to avoid delay at check-in on the day of your exam.

**How to make a reservation to take an Exam?**

1. Once you have access to the Online Scheduler, you will be able to make a reservation to take an exam in the Academic Testing Labs.

2. Log-in to your Courseware account at http://www.casa.uh.edu/, click on the course for which you want to schedule a test, click on “Proctored Exams” and select a date and time.

3. You will need to pay attention to which ATL lab location your exam will be administered at. It will indicate either Agnes Arnold Hall or Classroom and Business Building.

4. You will have approximately two weeks before the exam during which you can make your reservation. Reservations are on a first come, first served basis in the system. It is recommended to not wait until the day of the exam to make a reservation.

**Exam day Procedures:**

1. Do not enter the ATL if you do not have a reservation to take an exam because you will not be accommodated.

2. Make sure that you have your red UH CougarCard upon check-in.

3. Check in begins 15 minutes before your reservation time until 10 minutes after their reservation time based on the front desk wall clock. Students who arrive more than 10 minutes late for their reservation will be required to make a new reservation to test in the ATL.

4. What are the instructions for the day of my exam?

a. Students must check all of their personal belongings with the lab assistant at the bag check station. Personal items include, but are not limited to: cell phones, iPods/MP3 players, headphones, backpacks, purses, laptops, notes, pencils/pens, keys. All cell phones must be on silent!!!

b. Students will need to keep their red UH CougarCard with them. Students will receive a number after turning in their personal items.

c. Then, students will check in at the front desk. Hand your card to the lab assistant who will swipe your card, and return it back to you. You will also receive a card indicating Blackboard Vista or Blackboard Learn.

d. Once you are checked in, you will walk quietly to the testing room. At this point you will have three items in your hand – your red UH CougarCard, the Blackboard Card (Vista or Learn) and the bag number which will also be your seat number.

e. Sit at the number on the seat number card. (Example: A – 1 means Row A, Seat 1). Ask a proctor for assistance if you cannot find your assigned seat.

f. Once at your station, the proctor will set your computer to the correct exam setting, and give you a scratch piece of paper and pencil. Do not otherwise tamper with the computer. If you need a new sheet of scratch paper, raise your hand and a proctor will exchange your scratch sheet with a new sheet.

g. Log-in to your Blackboard Course.

i. If you are encountering log-in issues and are unable to log-in to your exam, then raise your hand and a proctor will escort you to the password reset station.

ii. If you are required to reset your password, then you will need to wait for the appropriate amount of time before logging into Blackboard.

iii. The designated waiting area is next to the front desk. Check the wall clock to keep track of your time.

iv. You will not be allowed to access your studying material or leave the testing lab since you have already checked in.

v. Depending on the volume of students using the lab, you may not be accommodated for lost time on your exam.

h. Take your exam. If you encounter a technical error with your exam, then raise your hand and a proctor will assist you. You will not be able to leave your seat for any reason without completing your exam.

i. You will be required to fill out a technical report which will be submitted to your instructor.

i. After completing your exam, you will need to log-out of your account. Collect your red UH CougardCard ID, the Blackboard card, the seat number card, your scratch paper and pencil.

j. Walk to the back of the testing lab to the check-out station. A lab assistant will again swipe your red UH CougarCard to check-out. At this time, hand the lab assistant your scratch paper and pencil, and the Blackboard card. You will keep the seat number card and your red UH CougarCard.

k. After checking out of the testing lab, you will exit and take a left. You will now need to go to the Bag Return window. Return your seat number to the lab assistant in order to retrieve your personal belongings.

**Blackboard Log-in – STUDENTS MUST KNOW THEIR BLACKBOARD LOGIN TO ACCESS THEIR EXAM**

1. If your course is in **Blackboard Vista**, you will need to know your seven digit **PeopleSoft ID** (e.g. 0123456) and password. Make sure that you are able to access your course through this link: http://www.uh.edu/blackboard
2. If your course is in **Blackboard Learn**, you will need to know your **CougarNet ID** (e.g. jsmith123) and password. Make sure that you are able to access your course through this link: https://elearning.uh.edu
3. It is important that all students are familiar with their log-in formation. Failure to log-in properly may result in getting locked out of your account, and up to a 30 minute wait period to log back into your account. In this case, students may not be accommodated for lost time on their exam.
4. Students will **not** be able to access their course in the Academic Testing Labs via AccessUH at https://accessuh.uh.edu
5. To find out what your PeopleSoft or CougarNet information is, please visit http://www.uh.edu/infotech/index.php.

**Frequently Asked Questions**

**Initial Registration to access Online Scheduler:**

1. How do I register to take an exam?

a. If you do not have an account with CASA, then you will need to go to the CASA website at http://www.casa.uh.edu/ and register to obtain your Log-in ID and Password. Click on “NEW USERS: Click here to register”.

b. You will be using the CASA Online Scheduler to make your exam reservations at the Academic Testing Labs.

2. Do I need a new account with CASA every semester?

a. No, if you have registered in the past, then you have an account. You do not have to re-register after every semester.

3. Who needs to register to take an exam with the Academic Testing Labs?

a. Any student who is required to take an exam at the Academic Testing Labs must register with CASA prior to their exam day.

**Online Scheduler Log-In Issues:**

1. Forgot your Log-in ID for the Online Scheduler?

a. If you have already registered with CASA, you can retrieve your log-in ID by going to the CASA website at http://www.casa.uh.edu/ and click on “Login ID Reminder”.

2. Forgot your password for the Online Scheduler?

a. If you have already registered with CASA, visit the CASA website at http://www.casa.uh.edu/ and click on “Reset Password”. You should instantly receive your new password to the email address that you used to register with CASA.

3. Forgot the email address that you registered with for the Online Scheduler?

a. Email Techsupport at CourseWare@uh.edu with your full name and PeopleSoft ID or visit the CASA front desk for assistance.

**How to Make a Reservation for an Exam at the Academic Testing Labs?**

1. How to make a reservation using the Online Scheduler?

a. Once you log-in to your Courseware account at http://www.casa.uh.edu/, click on the course for which you want to schedule a test, click on “Proctored Exams” and select a date and time.

b. You will need to pay attention to which ATL lab location your exam will be administered at. It will indicate either Agnes Arnold Hall or Classroom and Business Building.

2. When can I make a reservation for a test?

a. You will have about two weeks before the exam during which you can make your reservation. Log-in to your Courseware account at http://www.casa.uh.edu, click on “Proctored exam”, select an exam and check to see when the system allows you to schedule for your test.

3. How do I know which location my exam will be administered at?

a. At the time of scheduling, you will be notified which ATL lab location your exam will be administered at. It will indicate either Agnes Arnold Hall or Classroom and Business Building.

**Rescheduling and/or Missed Exams:**

1. Can I reschedule my test?

a. Yes, you will be able to reschedule a test the same way as scheduling a test; depending upon the availability of seats until the last day of the test.

2. What if I forget to make a reservation for my exam before the deadline?

a. The latest date/time to make a reservation for any exam is the date/time before the actual exam date/time. However, it is highly recommended that all students make their exam reservation as soon as the online scheduler is available in order to avoid the peak time, and to maximize your chance of getting the reservation time that best fits your schedule.

3. I’m sure that I made a reservation to take my exam, but it is not showing up in my Proctored Exams now. What should I do?

a. It is a student’s responsibility to make sure that he/she scheduled correctly. After choosing the date and time for your exam, you should be able to see the message: “You have successfully scheduled for…”. Check back at the Proctored Exams tab to verify. Any unscheduled exam will not be taken. There is no exception to this policy.

4. What if I missed my exam?

a. If you missed your exam for any reason, it is your responsibility to check the online scheduler for another available testing time. The ATL staff WILL NOT be able to assist you with rescheduling your missed exam.

b. If you are unable to make a reservation, then you will need to contact your Instructor. Do not contact the ATL.

5. What if I missed the last slot to take the exam?

a. You will need to contact your instructor. Students who miss their scheduled time or fail to schedule for an exam will be subject to the policy of their instructor.

**Exam Day:**

1. What am I required to bring to the testing lab on my exam day?

a. Students will need to bring their red UH CougarCard in order to check in at the front desk.

b. Students are not to bring large oversize bags or multiple bags which will not fit in the storage cubicles.

2. When can I check in to take my exam?

a. Check – in will begin 15 minutes prior to your reservation time until 10 minutes after the reservation time based on the wall clock at the front desk of the ATL.

b. Students who arrive more than 10 minutes after their reservation time will have to make a new reservation in the ATL.

c. Students must take their exam at the reservation time that they signed up for. If you are unable to schedule a reservation due to personal conflicts then contact your Instructor. Do not contact the ATL.

3. I completed my exam, but I cannot see my grade?

a. ATL staff does not have access to assist students with grade issues. You will need to contact your Instructor after checking out of the lab.

**Blackboard Log-in Questions:**

1. What Log-in do I use to access my exam?

a. If your course is in **Blackboard Vista**, you will need to know your seven digit **PeopleSoft ID** (e.g. 0123456) and password. Make sure that you are able to access your course through this link: http://www.uh.edu/blackboard

b. If your course is in **Blackboard Learn**, you will need to know your **CougarNet ID** (e.g. jsmith123) and password. Make sure that you are able to access your course through this link: https://elearning.uh.edu

2. I usually access my Blackboard course through https://accessuh.uh.edu, will I be able to use access to take my exam in the testing lab?

a. **No.** Due to exam settings, you will not be able to take your exam through https://accessuh.uh.edu. You will need to be able to access your exam using the following direct blackboard site: http://www.uh.edu/blackboard