

## COURSE SYLLABUS

### **PAD 3003-02 Public Administration in American Society**

Spring 2016

Mondays 5:30 – 8:15 p.m.

HCB 301

#### **Contact Information:**

Instructor: Bruce Grant, Ph.D.

Office: N/A

Office Hours: Will meet with students by appointment

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#### **Course Materials:**

##### **Required Text:**

- Holzer, Marc and Richard Schwester. *Public Administration: An Introduction*. Armonk: M.E. Sharpe, Inc., 2011.

Other required readings and assignments will be posted on the class Blackboard site (<http://campus.fsu.edu>). Articles and multimedia will be posted under the “Course Library” tab which contains folders for every week.

#### **Course Description and Objectives:**

This course is designed to introduce students to the theory and practice of public administration. In this course you will learn about the foundations of public administration and public sector ethics, probe historical and contemporary questions concerning the field, and analyze practical and ethical challenges facing public administrators. This course covers the essential elements of public administration, including public ethics and values, organizational theory, human resource management, leadership, program evaluation, public budgeting, and citizen participation. This class should provide you with an introductory knowledge of how government functions, how public policy gets made and enacted, how managers run complex programs, and how government agencies get information and services to citizens and other people who use government-services. Students will be expected to demonstrate their understanding of the ideas presented in the course and apply their knowledge to critically evaluate the decisions of public administrators and governmental actors from an ethical perspective.

After completing this course, you will be able to:

- Identify and understand the core concepts of public administration
- Critically evaluate the ethical dimensions of administrative decisions
- Understand the role of public administrators in contemporary American society
- Understand the basics of leadership and identify good leadership practices
- Understand how public managers facilitate policy development and implementation working with citizens and government employees
- Understand basic theories of organizations and human resource management
- Understand basic budgeting formats and practices used in the public sector

**Course Expectations:** It is the student’s responsibility to complete the assigned readings prior to the respective class week in which the reading is assigned. Completion of the required readings is very

important. Students are responsible for knowing due dates of assignments and keeping up with the course as the semester progresses. Students are expected to do their own original work. Any student caught cheating, including using papers, reports, or tests from other students, will be penalized to the full extent allowed by the FSU Student Handbook.

### **Course Requirements:**

**Attendance and Participation:** Attendance, punctuality, and participation are expected for all class sessions and have a significant impact on your final grade. If you will be absent from class, it is your responsibility to notify the professor prior to the beginning of class. Email or text messages will be considered adequate notification. The student is responsible for ensuring the timely submission of any assignments that are due during their absence. With roughly 15 weeks in the semester, this portion will count as 15% of your final grade. Each session will account for one percent of your overall grade.

**Quizzes:** There will be three quizzes given throughout the semester. If you attempt all three quizzes, the lowest score will be dropped, leaving two quizzes worth 10% each towards your final grade. An unexcused absence on quiz day will count as your lowest quiz score. Quizzes will include all material covered up to the date of the current quiz. Quizzes will consist of multiple-choice, and/or true-false questions, and at least one short essay question. In the case of absence on the day of a quiz, make-ups will be permitted only with a university excused absence. Quizzes count as 20% of your final grade.

**Midterm Exam:** For the midterm exam, students are responsible for all subject matter covered during the lectures and in the assigned readings up to the point of the exam. Make-up exams will be permitted only in cases where a university excused absence is provided to the instructor. E-mail notices of illness without appropriate documentation of such illness will not constitute an acceptable excuse. The exam will consist of multiple-choice questions, true/false questions and at least one short essay. The exam counts as 15% of your final grade. The exam will be on February 29th.

**Essay:** Students will be required to complete a concise, well-articulated essay that covers one or multiple concepts covered in the course. A list of topics for the essay and additional guidance will be provided in class. Essays should be no longer than 5 pages in length, not including references, tables, graphs, etc. Essays should be double-spaced in 12-point Times New Roman font with standard one inch margins. All references should be cited according to the American Psychology Association (APA) (6th ed.) style in author-date format with a separate reference section located at the end of the essay. It is highly recommended that you consult the citation guides provided online (e.g., <https://owl.english.purdue.edu/owl/>). The essay will count as 15% of your final grade and will be due on Monday, March 21st at the start of class. A grading rubric will be provided. Late essays will receive a 5% reduction per day and zero credit after five days.

**Individual Student Presentation:** Students will be required to make a 5 minute class presentation/briefing on their essay. Students will utilize PowerPoint slides, but will be limited to a maximum of 6 slides. The presentation will count for 10% of your final grade. A grading rubric will be provided. More information about this presentation will be provided later in the semester.

**Final Exam:** The final exam will cover all subject matter presented after the mid-term and up to the point of the final exam. Make-ups will be permitted only in cases where a university excused absence is provided to the instructor. E-mail notices of illness without appropriate documentation of such illness will not constitute an acceptable excuse. The exam will consist of multiple-choice, true/false questions and at least one short essay. The exam will be taken in class on Monday, April 25<sup>th</sup> at 5:30. It will count as 20% of your final grade.

**Extra Credit:** You can earn a total of 4% extra credit throughout the semester. It will require going to an approved event and writing a 200-word reflection on how it relates to PA. This event must be coordinated with and approved by the instructor. The last day that it will be accepted is April 4th at 5:30 p.m. EST. Extra credit cannot apply to lost attendance points.

**Grading:** To summarize, the grading for the course breaks down as follows:

- Attendance and participation: 15%
- Quizzes: 20%
- Midterm Exam: 15%
- Essay: 15%
- Presentation: 10%
- Final Exam: 25 %

**Letter Breakdown:**

|    |                 |
|----|-----------------|
| A  | 92.5-100%       |
| A- | 90-92.49%       |
| B+ | 87-89.99%       |
| B  | 83-86.99%       |
| B- | 80-82.99%       |
| C+ | 77-79.99%       |
| C  | 73-76.99%       |
| C- | 70-72.99%       |
| D+ | 67-69.99%       |
| D  | 63-66.99%       |
| D- | 60-62.99%       |
| F  | 59.99% or below |

**Course Policies:**

**University Attendance Policy:** Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

**Academic Honor Policy:** The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to ". . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/Academics/Academic-Honor-Policy>.) Violations of the Academic Honor Code are listed in general from the Academic Honor Code Policy as:

1. PLAGIARISM. Intentionally presenting the work of another as one's own (i.e., without proper acknowledgement of the source).
2. CHEATING. Improper application of any information or material that is used in evaluating academic work.
3. UNAUTHORIZED GROUP WORK. Unauthorized collaborating with others.

4. FABRICATION, FALSIFICATION, AND MISREPRESENTATION. Intentional and unauthorized altering or inventing of any information or citation that is used in assessing academic work.
5. MULTIPLE SUBMISSION. Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor's responsibility to make expectations regarding incorporation of existing academic work into new assignments clear to the student in writing by the time assignments are given.
6. ABUSE OF ACADEMIC MATERIALS. Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material.
7. COMPLICITY IN ACADEMIC DISHONESTY. Intentionally helping another to commit an act of academic dishonesty.
8. ATTEMPTING to commit any offense as outlined above.

The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly or creative indebtedness, and the consequences of violating this responsibility. Students should pay special attention to # 2, above. Any instance of intellectual dishonesty will result in a severe grade penalty, and may result in suspension or expulsion. If you do not understand the rules for intellectual dishonesty, please ask. You are responsible for adhering to this policy.

**Americans With Disabilities Act:**

Students with disabilities needing academic accommodation should:

- (1) register with and provide documentation to the Student Disability Resource Center; and
- (2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class.

For more information about services available to FSU students with disabilities, contact:

Student Disability Resource Center  
874 Traditions Way  
108 Student Services Building  
Florida State University  
Tallahassee, FL 32306-4167  
(850) 644-9566 (voice)  
(850) 644-8504 (TDD)  
sdrc@admin.fsu.edu  
<http://www.disabilitycenter.fsu.edu/>

**Syllabus Change Policy:** This syllabus is subject to change with advanced notice. The instructor reserves the right to add extra-credit opportunities (e.g., additional assignments or quizzes) and adjust the percentage composition of final grades accordingly.

**Classroom Behavior:** It is required that students refrain from disruptive behavior while in the classroom. **Distracting** use of cell phones and other communicative devices is strictly prohibited during lectures.

**Late Work and Make-Up Exams:** No make-up quizzes or exams will be allowed without a student having received prior permission from the instructor, and/or without a written university approved excuse. Missed quizzes or exams for which the student has an approved excuse must be made up within three days of the original quiz or exam date. No make-ups will be permitted once grades have been posted and/or graded quizzes and exams have been returned. Students are responsible for making any necessary arrangements with the instructor to complete outstanding course requirements within the prescribed time frames.

## **Course Outline and Required Readings:**

### **Week 1: Introduction to Public Administration (January 11)**

- Readings:
  - Syllabus
  - Introduction in *Classics of Public Administration* (Shafritz and Hyde 2009)
  - Chapter 1 (Holzer and Schwester 2011)

### **Week 2: Holiday – Martin Luther King Day (January 18) NO CLASS**

### **Week 3: Government Purpose and Accountability (January 25)**

- Readings:
  - Chapter 5 (Holzer and Schwester 2011)
  - Woodrow Wilson, “The Study of Administration” (1887)
  - George Washington and Enlightenment Ideas on Educating Future Citizens and Public Servants (Cook and Klay 2014)
  - *Politics and Administration*, Introduction (Goodnow 1900)
  - Case study: “The Blast in Centralia No. 5: A Mine Disaster No One Stopped” (Martin 1948)

### **Week 4: Public Administration and Public Values (February 1)**

- **Quiz #1**
- Readings
  - Chapter 1 in *Public Values and Public Interests: Counterbalancing Economic Individualism* (Bozeman 2007)
  - Introduction and Chapter 1 in *Creating Public Value* (Moore 1995)
  - “The Motivational Bases of Public Service” (Perry and Wise 1990)

### **Week 5: Organizational Theory and Management; Politics and Administration (February 8)**

- Readings:
  - Chapters 2 and 5 (Holzer and Schwester 2011)
- **Choose Essay Topics**

### **Week 6: Public Sector Leadership (February 15)**

- **Quiz #2**
- Readings:
  - Chapter 10 (Holzer and Schwester 2011)
  - Public-sector Leadership Theory: An Assessment” (Van Wart 2003)
  - “Why Public Managers Have a Responsibility to Lead” (Behn 1998)

### **Week 7: Ethics and Decision Making (February 22)**

- Readings :
  - Chapters 4 and 11 (Holzer and Schwester 2011)
  - “Searching for Virtue in Public Life: Revisiting the Vulgar Ethics Thesis” (Frederickson 2010)
  - “ Big Questions in Administrative Ethics: A need for Focused, Collaborative Effort” (Cooper 2004)
- Review for Midterm

**Week 8: Midterm Exam (February 29)**

**Week 9: No Class – Spring Break (March 7)**

**Week 10: Federalism and Intergovernmental Relations (March 14)**

- **Essay Due**
- Readings:
  - Chapter 6 (Holzer and Schwester 2011)
  - Federalist #51 “The Structure of the Government Must Furnish the Proper Checks and Balances Between the Different Departments”
  - Collaborative governance in theory and practice (Ansell and Gash 2007)

**Week 11: Public Performance and Program Evaluation (March 21)**

- Readings
  - Chapters 7 and 8 (Holzer and Schwester 2011)
- **Essays Due at beginning of class**

**Week 12: Public Budgeting (March 28)**

- **Quiz #3**
- Readings:
  - Chapter 9 (Holzer and Schwester 2011)
  - “How financial managers deal with ethical stress” (Miller et al. 2005)

**Week 13: Technology and Public Administration Ethics (April 4)**

- Readings :
  - Chapter 12 (Holzer and Schwester 2011)
  - “Surveillance, Snowden, and Big Data: Capacities, consequences, critique” (Lyon 2014)
- **In Class Presentations**

**Week 14: The Future of Public Administration (April 11)**

- Readings:
  - Chapters 13 and 14 (Holzer and Schwester 2011)
  - The State of Social Equity in American Public Administration (Frederickson 2005)
- **In Class Presentations**
- **All Extra Credit Due on April 11, 5:30 PM.**

**Week 15: Class Presentations Week (April 18)**

- **In Class Presentations**
- **Study Session**

**Week 16: Final Exam: Monday, April 25th, 5:30 p.m.**

**Spring 2016 Assignment Due Date Schedule\***

| <u>Week</u>                       | <u>Quizzes</u>                | <u>Mid-Term</u>  | <u>Essay</u>          | <u>In Class<br/>Presentation</u> | <u>Final</u>      |
|-----------------------------------|-------------------------------|------------------|-----------------------|----------------------------------|-------------------|
| Week 1<br>January 11              |                               |                  |                       |                                  |                   |
| Week 2<br>January 18<br>(HOLIDAY) | <b>MLK HOLIDAY – NO CLASS</b> |                  |                       |                                  |                   |
| Week 3<br>January 25              |                               |                  |                       |                                  |                   |
| Week 4<br>February 1              | Quiz 1                        |                  |                       |                                  |                   |
| Week 5<br>February 8              |                               |                  | Choose<br>Essay Topic |                                  |                   |
| Week 6<br>February 15             | Quiz 2                        |                  |                       |                                  |                   |
| Week 7<br>February 22             |                               |                  |                       |                                  |                   |
| Week 8<br>February 29             |                               | Mid Term<br>Exam |                       |                                  |                   |
| Week 9<br>March 7                 | <b>SPRING BREAK</b>           |                  |                       |                                  |                   |
| Week 10<br>March 14               |                               |                  |                       |                                  |                   |
| Week 11<br>March 21               |                               |                  | Essay Due             |                                  |                   |
| Week 12<br>March 28               | Quiz 3                        |                  |                       |                                  |                   |
| Week 13<br>April 4                |                               |                  |                       | Presentations                    |                   |
| Week 14<br>April 11               |                               |                  |                       | Presentations                    |                   |
| Week 15<br>18                     |                               |                  |                       | Presentations                    |                   |
| Week 16<br>April 25               |                               |                  |                       |                                  | <b>FINAL EXAM</b> |

\*Subject to Change