I. COURSE MATERIALS:


Other required readings, powerpoint lecture slides, lectures and links to class videos will be posted on the class Blackboard site, [http://campus.fsu.edu](http://campus.fsu.edu) under Course Library by the week date. A summary of each week’s assignments is posted under the Assignments button by week that should correspond to the syllabus but will also include any updated items.

This class is entirely online and there will not be any in-class meetings. Each student will need access to a computer and the internet to access Blackboard through FSU where the class materials will be posted (except not the required textbook) and Discussion Board sessions will be held.

The class is Session B and is six weeks long. This means there are two assignments per week so you will really need to keep up daily with work. There will be a Blackboard set of Discussion questions each week covering two sessions.

II. COURSE DESCRIPTION AND OBJECTIVES:

Public Administration in Society is designed to introduce students to the field of public administration primarily through an American lens. Public administration includes the tools to run government and nonprofit organizations, through budgeting, strategic planning, policy analysis and development, rule-making, citizen-engagement, leadership, and managing other government-mandated services and regulations. 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.

The core learning objectives for students taking this class include the ability to:
(1) Differentiate between the public, private and nonprofit sectors and their roles in society;
(2) Define and apply to cases or real life policy situations basic management functions, such as budgeting, human resource management, strategic planning and performance management, and networking across programs
(3) Learn basic policy skills such as reading and critiquing statutes, and navigating legislative or agency websites for information;
(4) Identify good leadership practices and social entrepreneurial practices in public and nonprofit agencies;
(5) Discuss how managers facilitate policy development and implementation working with citizens and government employees;
(6) Understand basic budgeting formats and practices used in the public sector;
(7) Demonstrate familiarity with decision making models;
(8) Learn about new technology and e-government efforts to link citizens with government information and services;
(9) Learn how to write a short policy briefing memo.
(10) Understand basic theories of organizations and human resource management;
(11) Know basic elements of public service ethics and good conduct practices;
(12) Learn the logic of basic research design in developing a program evaluation design;
(13) Learn different formats and approaches for compiling performance measures for a public program.

III. Course Structure

Most of the required material (although not the required textbook) for the class will be posted under Assignments (weekly required assignments) or Course Library (written, video and lecture materials) on the Blackboard site.

The class format will consist of a variety of formats to convey information on the weekly topics, such as power point slides and video lectures, and short online videos through Youtube or other websites. Students will write a short policy briefing memo related to a policy issue which interests you. Students will also participate in Discussion Board postings for each of the class sessions every week on key themes from the week’s readings and materials.

Since this is a condensed six week class, we have twelve class sessions (each is 2 or 3 days) or two sessions per week. Two of those twelve sessions are reserved for the exams, so there is a weekly required participation on the class Discussion Board, and twice a week class sessions and related assignments.

The instructor reserves the right to change the syllabus as needed during the course to incorporate or respond to new information. Students are expected to complete all the work assigned to them by the appropriate due date, or penalties for the work will be given. If something comes up that prevents you from completing an assignment on time, please let the instructors know before the due date.
IV. Course Expectations
Completion of the required readings and viewing of the lectures are very important. Required Discussion Board participation will be indicated on the Syllabus. Students are responsible for knowing due dates of assignments and keeping up with the course as the semester progresses. All exams will be taken on Blackboard and all work will be turned in there as well:

http://www.campus.fsu.edu/

In order to participate fully you will be expected to have an FSU e-mail account and access to the Internet (free to Florida State University students). If you do not have an e-mail account, please email the instructor so that she can assist you in getting signed up. Additional readings on the weekly topics are encouraged. If you see related articles that are pertinent to the class, please send them into the instructor to share with the class. The instructor retains the right to assign additional readings and/or videos during the course of the semester.

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.

Students are required to use APA formatting for their written assignment. A short description of APA formatting is posted on the Assignments page. This includes the physical formatting (spacing, abstracts, etc) and the citation style. No other citation style will be allowed. The use of correct APA styling is a portion of every written assignment’s grade. The course mentor will be available for help and guidance but every student is responsible for using APA. A short explanatory overview of the APA style, and an APA style sheet, are available under Assignments/APA Style Materials.

V. GRADING/EVALUATION:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (2; each counts 25%)</td>
<td>50%</td>
</tr>
<tr>
<td>Policy Briefing Memo</td>
<td>25%</td>
</tr>
<tr>
<td>Participation (Discussion Board)</td>
<td>25%</td>
</tr>
</tbody>
</table>

Total 100%

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

(Note: Final grade scores with an average ≥ .5 are rounded upwards to the next point.)
VI. Attendance Policy
This course is an asynchronous course which means there are no dedicated in class meetings or any required live chats. BUT YOU ARE GRADED ON PARTICIPATION IN CLASS DISCUSSION BOARD SESSIONS, and it counts 25% of your class grade.

It is also important to note the cutoff dates, published by the registrar, for dropping the class or late withdrawal. Incomplete grades (I) will not be issued after the midpoint of the semester without extenuating circumstances and instructor approval.

VII. ASSIGNMENT GRADING and Points for Class Items:

A. Class Participation; Discussion Board Participation (25%)
Students are expected to participate in course discussions and activities. In order to facilitate this discussion the instructors will be making postings to the Discussion Boards EVERY WEEK, even when there are exams. **Students are required to post to this Discussion Board three times each week to get maximum points. You should post at least one original post, and one response to other students. The third post can be either an original or a response.** Students must add to the ongoing discussion in a meaningful way in order to receive credit by either commenting on past posts, or adding new material to the posts. The material can be opinion as well as factual information.

We will keep track of your postings on the discussion board. Two points will be given for each time you participate in the threaded Discussion Board per week up to six points. (This is the required three posts). A fourth post can earn you extra 1 point. **You must participate in six of the six weeks of the threaded Discussion Board to get maximum points**, and a maximum of four posts per week will receive points. So each week, up to seven points will be awarded, and over all in the class, a maximum of 42 points is possible.

B. Exams (25% each)

Two exams will be given for this class. Each will consist of true/false and multiple-choice questions. The exams will NOT be cumulative but just cover each half of the readings, lectures and lecture slides from the previous weeks before the exam. If a student is unable to take an exam on its scheduled day and time, the student must make prior arrangements to take a make-up. In order to make up exam(s), s/he must have a university accepted excuse (check the FSU student handbook for a description of acceptable excuses). If the excuse is approved by the instructor, the student will be allowed to take an alternate exam. Students who do not take the exam with unexcused absences will receive an F for their score.

C. Policy Briefing Memo Written Assignment (25%)  
The Policy Briefing Memorandum will be due on Friday June 6, 2014. You are expected to submit an electronic copy to Digital Drop Box on the Blackboard Assignment page labeled Briefing Memo. Late papers without prior approval will be penalized. Materials on how to write briefing memos are contained under the Assignment Page and heading labeled Briefing Memo. Please read the first two items, the briefing memo assignment sheet,
and Tips for writing briefing memos which are both from Prof. Berry. The other items, examples and more general materials on writing briefing memos are optional.

VIII. ACADEMIC CONDUCT
Students are expected to uphold the Academic Honor Code published in the Florida State University Bulletin and the Student Handbook. The Academic Honor Code of The Florida State University requires students to (1) uphold the highest standards of academic integrity in their own work, (2) refuse to tolerate violations of academic integrity in the university community, and (3) foster a high sense of integrity and social responsibility. Violations of the Academic Honor Code are available at [http://dof.fsu.edu/honorpolicy.htm](http://dof.fsu.edu/honorpolicy.htm) and 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.

IX. 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) send a letter by email to the instructor indicating the need for accommodation and what type. This should be done during the first week of class. This syllabus and other class materials are available in alternative format upon request. For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center (850) 644-9566 (voice)
97 Woodward Avenue, South (850) 644-8504 (TDD)
108 Student Services Building sdrf@admin.fsu.edu
Florida State University http://www.disabilitycenter.fsu.edu
X. SYLLABUS CHANGE POLICY

This syllabus is a guide for the course and is subject to change with advance notice. Additional readings and class discussion material may be added during the semester.

XI. COURSE OUTLINE AND READINGS

Session 1 (May 12-14): Introduction ; Government, Purpose and Accountability

Readings: (1) PAD 3003-05 Syllabus.
(2) Holzer and Schwester, Chapter 1
(3) Read through and study both sets of lecture slides: What is Public Administration?, and Government and Accountability

Assignments: (1) Review of Syllabus and course requirements, and procedures.
(2) There is a required Student Questionnaire to complete and submit, although there are no points given for the questionnaire. To remain in the course, students must complete this questionnaire by Thursday May 15 at 5PM. If you do not complete this survey, you will be dropped from the course.
(3) Listen to the Introductory video by Prof. Berry explaining the course requirements and operations.

May 15, 2014: Drop/Add ends at 11:59pm EST.

Session 2 (May 15-17): Organizational Theory and Management; Politics and Administration

Readings: (1) Holzer and Schwester, Chapters 2 and 5
(2) Read through and study both of the lecture slides on Organizational Theory and Management (chapter 2) and also Politics and Bureaucracy (Chapter 5)

Assignments: (1) Pick a topic for your Briefing Memo (see Assignment sheet for more information). Send your selected topic to the class instructor and mentor
(2) Discussion Board Posting will be available Monday 12 noon through Saturday.

Session 3 (May 19-21): Public Sector Leadership and Strategic Management

Readings: (1) Holzer and Schwester, Chapter 10
(2). Read through and study the lecture powerpoint slides.

Assignments: (1) Discussion Board Posting will be available Monday 12 noon through Saturday.
(2) Pick a topic for your Briefing Memo (see Assignment sheet for more information). Send your selected topic to the class instructor and mentor.
Session 4 (May 22-24): Social Entrepreneurs and New Technology:
Readings: (1) Holzer and Schwester, Chapter 12
(2). Read through and study the lecture powerpoint slides.

Assignments: View the Video: “The Open Government Data Revolution” by Prof. Nigel Shadbolt, co-founder of the open government website in the United Kingdom to learn about open government data and social media applications (26 minutes on You Tube at http://www.youtube.com/watch?v=BdGW0VphdQQ

Assignments: (1) Discussion Board Posting will be available Monday 12 noon through Saturday. (2) Pick a topic for your Briefing Memo (see Assignment sheet for more information). Send your selected topic to the class instructor and mentor

Session 5 (May 26-28): Public Budgeting
Readings: (1) Holzer and Schwester, Chapter 9
(2). Read through and study the lecture powerpoint slides.

Assignment: (1) Go to the Florida Fiscal Portal and look at the State of Florida Budget for Fiscal Year 2013-2014.

(2) Discussion Board Posting will be available Monday 12 noon through Saturday.

Session 6 (May 29-31): EXAM 1
Based on Readings, powerpoint Slides and Videos from Sessions 1-5.
The exam will be open for a specified window from 05/29 8AM until 05/30 7PM.

May 30th, 2014 End of Prorated Seventh Week; Last day to drop a class without receiving a grade, or without Dean’s permission, or to change to Pass/fail

BRIEFING MEMO due NEXT WEEK on Friday, June 6th ***

Session 7 (June 2-4): Public Policy and Green Policies; Sustainability
Readings: 1) Leuenberger and Bartle, Sustainable Development for Public Administration, Chapter 1 Focus on Sustainability (under Course Library)
(3) Read through and study the lecture powerpoint slides.

Assignments: (1) Write your Briefing memo.
(2) Discussion Board Posting will be available Monday 12 noon through Saturday.

**Session 8 (June 5-6): Public Policy in Practice**

*Readings:* (1) Read the course lecture slides on the Legislative Process

(2) Read House Bill 1177 (under Course Library)

(3) Read the Staff Analysis for HB 1177 (under Course Library)

*Assignment:* Discussion Board Posting will be available Monday 12 noon through Saturday.

Policy Briefing Memorandum due by **Friday June 6, at 6PM**. You are expected to submit an electronic copy to the Digital Drop Box on the Blackboard Assignment page labeled Briefing Memo.

**Session 9 (June 9-11): Public Performance and Public policy; Local Government in FL**

*Readings:* (1) Holzer and Schwester, Chapter 7
(2) Read through and study the lecture powerpoint slides.
(3) Watch video by Prof. Lance Dehaven Smith on Forms of Local Government
(4) Watch short into Video Lecture on Public performance by Prof. Fran Berry

*Assignment:* Discussion Board Posting will be available Monday 12 noon through Saturday.

**Session 10 (June 12-13): Ethics, and Decision Making**

*Readings and videos:* (1) Holzer and Schwester, Chapters 4 and 11
(2) Read through and study the lecture powerpoint slides.
(3) Watch the Video: GroupThink (and the Challenger Accident) (3 minutes) on Youtube at [http://www.youtube.com/watch?v=3K2vqVAG7iI](http://www.youtube.com/watch?v=3K2vqVAG7iI)
(4) Watch the posted Video lecture by Prof. Jim Bowman which is on ethics.

*Assignments:* (1) Discussion Board Posting will be available Monday 12 noon through Saturday. (2) Study for the Exam One. (3) Write your Briefing memo.

**Session 11 (June 16-18): Program Evaluation**

*Readings:* (1) Holzer and Schwester, Chapter 8
(2) Read through and study the lecture powerpoint slides.

*Assignment:* Discussion Board Posting will be available Monday 12 noon through Saturday.
Session 12 (June 19-20) EXAM 2
Based on Readings, Slides and Videos from Sessions 7-11.
The exam will be open for a specified window from 06/19 8AM until 06/20 1PM.