Syllabus

PBA 300.590 Introduction to Public Administration

Fall 2019 Online Course
Instructor: Dr. Davis
Email: Through the course D2L email (preferred) or cindy.davis@sfasu.edu
Campus Office: Liberal Arts North 132
Campus Phone: 936-468-2424
Skype: CL Davis
Office Hours:
In office: Thursday 12:30-3:30
Virtual: Monday 1:00-2:30pm, Wednesday 11am-1:30pm.
I can be contacted by email, instant messaging through the D2L system, and by cell phone (call or text) during office hours. If you text be sure to include your name. I will try to be available by Skype during my office hours as well.
Office hours can be made by appointment if you cannot make the listed hours. Please contact me by email if you would like to set up a virtual or face to face meeting.

Catalog Description: An overview of the field including topics such as public versus private administration, the study of organizations, personnel administration, financial resource management, budgeting, decision-making, and policy-making. Prerequisites: PSC 141 and 142.

Course Requirements

- **2 Exams 300 Points (150 points each):** Each exam contains 50 multiple choice questions, 10 true/false questions and 5 short answer questions. Exams are not cumulative. Each exam is timed. You have 3 hours to complete the exam. You will be able to take the exam at any time during the week wherein the exam is located.

- **Lessons 500 Points:** 10 total, worth 50 points each. Each lesson contains (unless otherwise noted) a set of lecture style materials in html format and some with embedded multimedia links you are expected to view, one discussion question that you will respond to and will then reply to a fellow student’s response (you will lose points for not responding to a colleague) and a short answer assignment. Lessons are available beginning on Monday morning at 8am and will close on Sunday evening at 11pm unless otherwise noted.

- **Research Paper Assignment 200 Points:** You are required to complete a 10-15 page research paper containing a minimum of 10 academic references. Rough
draft is required and counts for 75 of the 200 points. Additional information provided in the Introduction to Course materials

**Grading Scale:** A (1000-900 points); B (899-800 points); C (799-700 points); D (699-600 points); F (599 and below)

**Required Materials:**
*You are responsible for acquiring the required textbook for the course.*

**Title:** Public Administration: An Introduction

**Author:** Holzer and Schwester

**Edition:** 2016

**ISBN:** 9780765639110

Additional materials will be assigned by instructor during the semester

**Calendar at a Glance:** Calendar is not set in stone and is subject to change! Readings should be completed prior to class of the week of the assigned reading. Some assignments for the week will connect to the readings so be sure to get the books and complete the readings.

- **Week 1 (Mon. 8/26 - Sun. 9/1):** Introduction to Course
  - **Reading:** Provided by instructor and embedded within lesson

- **Week 2 (Mon. 9/2 - Sun. 9/8):** Lesson One: Defining Public Administration
  - **Reading:** Ch. 1 Public Administration: An Indispensable Part of Society

- **Week 3 (Mon. 9/9 - Sun. 9/15):** Lesson Two: Organization Studies
  - **Reading:** Ch. 2 Organizational Theory & Management

- **Week 4 (Mon. 9/16 - Sun. 9/22):** Lesson Three: Human Resources
  - **Reading:** Ch. 3 Managing Human Resources

- **Week 5 (Mon. 9/23 - Sun 9/29):** Lesson Four: Decision Making
  - **Reading:** Ch. 4 Public Decision Making

- **Week 6 (Mon. 9/30 - Sun. 10/6):** Lesson Five: Administration and Politics
  - **Reading:** Ch. 5 Politics and Public Administration and Ch. 6 Intergovernmental Relations

- **Week 7 (Mon. 10/7 - Sun. 10/13):** Mid-Term Exam

- **Week 8 (Mon. 10/14 - Sun 10/20):** Lesson Six: Performance and Evaluation
  - **Reading:** Ch. 7 Public Performance and Ch. 8 Program Evaluation

- **Week 9 (Mon. 10/21 - Sun. 10/27):** Lesson Seven: Budgeting
  - **Reading:** Ch. 9 Public Budgeting

- **Week 10 (Mon. 10/28 - Sun. 11/3):** Lesson Eight: Leadership and Ethics
  - **Reading:** Ch. 10 Public-Sector Leadership and Ch. 11 Ethics and Public Administration
• **Week 11 (Mon. 11/4 - Sun. 11/10):** Rough Draft of Term Paper Due by Sun. Nov. 10 by 11pm

• **Week 12 (Mon. 11/11 - Sun. 11/17):** Lesson Nine: Administration and IT
  - Reading: Ch. 12 Technology and Public Administration

• **Week 13 (Mon. 11/18 – Sun. 11/24):** Lesson Ten: Culture and Administration
  - Reading: Ch. 13 Public Service and Popular Culture and Ch. 14 The Future of Public Administration

• **Week 14 (Mon. 12/2 - Sun. 12/8):** Final Draft of Term Paper Due by Sun. Dec. 8 by 11pm

• **Finals Week: (Mon 12/9 - Fri 12/13):** Finals Week: Final Exam (must be taken by Thurs. Dec. 12 by 11pm)

**Program Learning Outcomes:**

- Demonstrate an understanding of the institutional, political and legal processes of the United States, and articulate the functions of public administration in terms of historical roots, structure, and contemporary issues.

- Demonstrate an understanding of the theoretical foundation of the science of developing, implementing and integrating public policy.

- Demonstrate critical reasoning, problem solving abilities, communications skills, technology skills and ethical considerations relating to public responsibility.

- Demonstrate an awareness of ethical issues in public and nonprofit organizations, and how to use critical analysis as well as ethical reasoning to formulate decisions and promote positive organizational outcomes.

- Demonstrate an understanding of the social, political, economic, and cultural factors that influence public administration.

- Demonstrate the ability to effectively communicate, both in writing and orally, using the important terminology, facts, concepts, and theories used in the field of public administration

**Student Learning Objectives**

- The student will be able to understand the nature of public administration and its political-legal environment.

- The student will be able to assess the intergovernmental relationships in public administration

- The student will be able to evaluate administrative responsibilities, ethics, and challenges facing public administrators.
• The student will be able to identify the many aspects involved in program management, such as planning, decision making, organizing, leading, and implementation.

• The student will be able to understand how resources are managed by public administrators, including human resources, public finances, and information.

**Course Credit Hours Justification:** “Introduction to Public Administration” is a 3-credit hour, fully online course over a 15-week duration. During the course students examine and review extensive written material that addresses the same information students receive in a face-to-face lecture style course. Students are expected to engage with the learning modules for a minimum of three hours per week. Learning modules contain additional information often in a variety of formats addressing the module topic. Online discussions with class colleagues of learning module material is required. Students are required to read one text concerning an overview/survey of public administration, complete two exams over the course material, as well as written assignments including a research paper requiring a rough draft. For every hour a student spends engaging with the content, he/she spends at least two hours completing associated activities and assessments.

**Academic Integrity:** An individual’s integrity is a reflection not only on themselves, but on the reputation of their profession as well. The standards you hold in your academic career will weigh heavily on those you retain throughout life. Your professional reputation is of the utmost importance in maintaining a positive career path. Thus, your academic integrity will be held to the highest possible standard while in this classroom. Zero tolerance will be given for academic irregularities. If I catch you violating this policy, you will be reported. If another student accuses you and there is no other evidence, you will be required to resubmit a new assignment or take a new exam. If you choose not to, you will be reported. According to the university: “Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism. **Definition of Academic Dishonesty:** Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit. Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

**Students with Disabilities:** “To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of...”
Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/”. If modifications or accommodations are needed due to disability, please make an appointment with me as early as possible so arrangements can be made.

**Classroom Policies:**

- This is an online course, so you will be required to engage in self-study and self-reminders as to when assignments are due and what is required of you. We will maintain regular contact throughout the semester through D2L email. A due date timeline is posted in the Introduction to Course content section, and I will post announcements when necessary.

- Late assignments are not accepted. Make-up exams will only be allowed under exceptional circumstances. Having another exam or paper due that week is not an exceptional circumstance.

- **Turn it in software is used to view all assignments. Grades are non-negotiable.**

- The open exchange of ideas will be respected by all students. Respectful discussion is required. While you are allowed to express your opinions during the discussions remember that other students may have different opinions and have the right to have and express those opinions. Personal attacks are not allowed as they do not promote civilized debate (one of the main purposes of the required discussions).

- **According to the university: “Withheld Grades Semester Grades Policy (A-54) Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.”**

- **“Acceptable Student Behavior. Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class**
regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

- **Excused Absences:** In order to have your absences excused, you must provide either notification from your coach/faculty club advisor or have a notice sent from the judicial office. **Absence Notifications:** Students missing classes for legitimate reasons other than University-sponsored trips may contact the Judicial Office and request an absence notification be sent to their instructors. These notifications are not excuses. They are provided as a courtesy to the student and the student's instructor(s) and are not an evaluation of the information received by this office. Students requesting an absence notification should be prepared to give the Judicial Office their name, ID number, date(s) of the absence, reason for the absence, and a contact phone number. Students should also be prepared to offer documentation of the absence to their instructors. As per University policy Class Attendance and Excused Absence A-10, an instructor may determine the nature of satisfactory documentation.” Contact information for the judicial office is: 315 Rusk Building, 936-468-2703

**Technical Support:**

- For D2L technical support, contact student at d2l@sfasu.edu or 936-468-1919. If you call after regular business hours or on a weekend, please leave a voicemail.

- For general computer support (not related to D2L), contact the Technical Support Center (TSC) at 936-468-HELP (4357) or at helpdesk@sfasu.edu.

- To learn more about using D2L, visit SFA ONLINE at http://sfaonline.sfasu.edu, where you’ll find written instructions and video tutorials.