SYLLABUS
PBA 420.500: Ethics in Public Administration
Spring 2019 Online Course

Instructor: Dr. Davis

Email: Through the Brightspace by D2L course email (preferred) or cindy.davis@sfasu.edu

Campus Office: Liberal Arts North 132

Campus Phone: 936-468-2424

Skype: CL Davis

Office Hours:

On campus: Wednesday Noon-3:30pm

Virtual: Monday Noon-2:30pm and Thursday 8-9:30am [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. For Skype, be sure to set a specific appointment time]

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: The course examines some of the ethical issues that arise in both the private and public sectors. While this course is a survey of contemporary perspective on ethics in government, it considers the sources to which the public administrator can look for guidance in addressing ethical issues. This course introduces students to ethical dilemmas of public administration as students learn to have basic understanding of theories and traditions in public administration.

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

Title: The Responsible Administrator: An Approach to Ethics for the Administrative Role
Author: Terry L. Cooper
ISBN: 978-0-470-87394-6


Additional materials will be assigned by instructor and will be available through the online SFA Library Database or will be provided on the course page.
Course Requirements:

2 Exams 400 Points (200 points each): Each exam contains 5 short answer questions, and 2 essay 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 exam week on D2L.

Lessons 600 Points: 12 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 one exercise (writing assignment based on the assigned reading, a research assignment, or an additional discussion question; it depends on the topic for the week). Lessons are available beginning on Monday morning at 8am and will close on Sunday evening at 11pm unless otherwise noted.

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

Calendar at a Glance: Calendar is not set in stone and is subject to change! Readings should be completed prior to completing the assignments within the lesson.


Reading: Chapter 1. Introduction
Lesson One Due Sun. 2/3 by 11pm

Week 3 (Mon. Feb. 4 – Sun. Feb. 10): Lesson Two: Defining Ethics
Reading: Chapter 2. Understanding Ethical Decision Making
Lesson Two Due Sun. 2/10 by 11pm

Reading: Chapter 3. Context of Ethics
Lesson Three Due Sun. 2/17 by 11pm

Reading: To be announced
Lesson Four Due Sun. 2/24 by 11pm

Reading: Chapter 4. Administrative Responsibility: The Key to Administrative Ethics
Lesson Five Due Sun. 3/3 by 11pm

Week 7 (Mon. March 4 – Sun. March 10): Lesson Six: Conflicts of Responsibility
Reading: Chapter 5. Conflicts of Responsibility: The Ethical Dilemma
Lesson Six Due Sun. 3/10 by 11pm
Week 8 (Mon. March 11 – Sun. March 17): **Mid-Term Exam**
Mid-Term Exam must be completed by Sun. 3/17 by 11pm

Week 9 (Mon. March 25 – Sun. March 31): Lesson Seven: Ethics in American Society
Reading: To be announced
Lesson Seven Due Sun. 3/31 by 11pm

Week 10 (Mon. April 1 – Sun. April 7): Lesson Eight: Ethics and Leadership
Reading: To be announced
Lesson Eight Due Sun. 4/7 by 11pm

Reading: Chapter 6. Maintaining Responsible Conduct in Public Organizations: Two Approaches
Lesson Nine Due Sun. 4/14 by 11pm

Week 12 (Mon. April 15 – Wed. April 17): Ethics in Other Cultures
No lesson assignments due but you are responsible for reviewing the material

Week 13 (Mon. April 22 – Sun. April 28): Lesson Ten: Integrating Ethics
Reading: Chapter 7. Integrating Ethics with Organizational Norms and Structures
Lesson Ten Due Sun. 4/28 by 11pm

Reading: Chapter 8. Safeguarding Ethical Autonomy in Organizations: Dealing with Unethical Superiors and Organizations
Lesson Eleven Due Sun. 5/5 by 11pm

Week 15 (Mon. May 6 – Sun. May 12): Lesson Twelve: Design Approach
Reading: Chapter 9. Applying the Design Approach to Public Administration Ethics; Chapter 10. Conclusion: Responsible Administration
Lesson Twelve Due Sun. 5/12 by 11pm

Finals Week: Mon. May 13 – Fri. May 17
Final Exam must be completed by **Thursday 5/16 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 knowledge for understanding, developing, and implementing public policy and to integrate this into applied practice.
- Demonstrate critical reasoning, problem solving abilities, communications skills, technology skills and ethical considerations relating to public responsibility.
- 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.
• Demonstrate an awareness of ethical issues in public and nonprofit organizations, and how to use ethical reasoning to formulate decisions and promote positive organizational and professional trust.

**Student Learning Objectives:**

• The student will be able to explain their personal and professional ethics
• The student will be able to analyze case scenarios in public administration ethics
• The student will be able to conduct research on ethical issues in public administration

**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 the course 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 course technical support, contact 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 Brightspace by D2L, visit SFA ONLINE at http://sfaonline.sfasu.edu, where you’ll find written instructions and video tutorials.