Introduction to Public Administration

Department: Government
Instructor: Dr. Cindy Davis
Campus Office: Liberal Arts North 132
Email: cindy.davis@sfasu.edu or through D2L (preferred)
Campus Office Number: 936-468-2424
Pronouns: She/Her

Campus Office Hours: Tuesday 10:00am – 3:00pm
Virtual Office Hours: Monday 5:00pm – 6:00pm; Friday 11:00am – 1:00pm

I can be contacted by email (D2L or SFA email), by cell phone (call or text) [If you text be sure to include your name and which course you are in], or Zoom but for Zoom be sure to let me know beforehand as I will set a specific meeting room for that time and will send you the link. 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 phone or virtual 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 320 Points (160 points each): Each exam contains 50 multiple choice questions and 2 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.

13 Modules 325 Points (25 Points each): Each module contains (unless otherwise noted) a set of lecture style materials in html format and some with embedded multimedia links you are expected to view with 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). Modules are available beginning on Monday morning at 8am and will close on Sunday evening at 11pm unless otherwise noted.

Research and Citation Assignment 25 Points: You are required to complete an assignment that focuses on finding specific research and correctly citing that research. Additional information provided in the Introduction to Course materials
Case Study Paper Assignment 100 Points: You are required to complete a 3-4 page analysis of a public administration case you will be provided with. Additional information provided in the Introduction to Course materials

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

Research Paper Presentation 30 Points: You are required to record and submit a presentation on your research paper. Additional information provided in the Introduction to Course materials

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

Title: Public Administration: An Introduction
Author: Holzer and Schwester
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. 8/23 - Sun. 8/29): Module One: Defining Public Administration
 o Reading: Ch. 1 Public Administration: An Indispensable Part of Society

Week 2 (Mon. 8/30 - Sun. 9/5): Module Two: Organization Studies
 o Reading: Ch. 2 Organizational Theory & Management

Week 3 (Mon. 9/6 - Sun. 9/12): Module Three: Human Resources
 o Reading: Ch. 3 Managing Human Resources

Week 4 (Mon. 9/13 - Sun. 9/19): Module Four: Decision Making
 o Reading: Ch. 4 Public Decision Making
 Case Study Paper Assignment Due Sunday 9/19 by 11pm

Week 5 (Mon. 9/20 - Sun 9/26): Module Five: Administration and Politics
 o Reading: Ch. 5 Politics and Public Administration

Week 6 (Mon. 9/27 - Sun. 10/3): Module Six: Intergovernmental Relations
 o Reading: Ch. 6 Intergovernmental Relations

Week 7 (Mon. 10/4 - Sun. 10/10): Module Seven: Government Performance
 o Reading: Ch. 7 Public Performance
 Research and Citation Assignment Due Sunday 10/10 by 11pm

Week 8 (Mon. 10/11 - Sun 10/17): Mid-Term Exam
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.

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).”

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 course calendar is posted in the Introduction to Course content section, and I will post announcements when necessary.
• 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).

University Policies
• 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/](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.

- “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.”

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.

Statement on Harassment, Assault, and Discrimination

If you encounter personal problems of any kind on or off campus, please reach out for help. This specifically includes being the victim of sexual assault, domestic violence, harassment based on sex or gender, discrimination based on race, religion, or national origin, or hate speech of any kind.

If you are the victim of any of these types of violations on campus, immediately call campus security (936-468-2608 for non-emergencies) or see the Assistant Dean of Student Affairs (Hollie Smith, Suite 3.105 Baker Pattillo Student Center, 936-468-7249) or the Title IX Coordinator (Amanda Pruit, McKibben Building, Room 304; 936-468-8292); You may also seek out the Campus Health Clinic (On the S.E. corner of Raguet and East College Streets; 936.468.4008); the campus counseling centers (Student Counseling Services - 3rd Floor, Rusk Bldg; 936.468.2401 and the Department of Human Services Counselor Education Counseling Clinic 2100 Raguet St., Human Services and Technology Building; 936.468.1041).

Stephen F. Austin State University strives to provide an educational and work environment that affirms the rights and dignity of each individual. It is the policy of the university, in accordance with federal and state law, to prohibit unlawful discrimination on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, and veteran status. Additionally, Stephen F. Austin State University prohibits discrimination on the basis of sexual orientation, gender identity, and gender expression. Unlawful discrimination based on sex includes discrimination defined as sexual harassment.

Please be aware that all SFA employees (other than those designated as confidential resources in Section 4.5 and Section 6 of the Sex-and Gender-Based Discrimination, Violence,
Harassment, and Misconduct Policy 2.13) are required to report any information obtained about potential policy violation such as sexual assault, domestic violence, and stalking to the university. This means that if you tell a faculty member about a situation of gender-based discrimination, sexual harassment, and/or sexual violence or other related misconduct as outlined in Policy 2.13, the faculty member must share that information with the University’s Title IX Coordinator. If you would like to speak to a confidential resource who does not have this reporting responsibility, you can find a list of resources at www.sfasu.edu/lumberjacks-care.

**University Resources:** SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**
SFASU Counseling Services  
www.sfasu.edu/counselingservices  
3rd Floor Rusk Building  
936-468-2401

SFASU Human Services Counseling Clinic  
www.sfasu.edu/humanservices/139.asp  
Human Services Room 202  
936-468-1041

**Crisis Resources:**
Burke 24-hour crisis line 1(800) 392-8343  
Suicide Prevention Lifeline 1(800) 273-TALK (8255)  
Crisis Text Line: Text HELLO to 741-741

**Technical Support:** For D2L technical support, contact d2l@sfasu.edu or 936-468-1919. For general computer support, contact the Technical Support Center at 936-468-4357 or helpdesk@sfasu.edu. To learn more about using D2L, visit SFA ONLINE at http://sfaonline.sfasu.edu.