PADM 5300.500 Survey of Public Administration

Fall 2021 Online Course

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.

Course Description: Overview of the field: defining and outlining public administration, and its development including political management, administrative responsibility, policy systems, personnel administration, financial resources management, organization theory, and challenges in public administration.

Required Text:

ISBN: 9780815353447

*Additional readings will be embedded within modules
Course Requirements & Grading:

Research and Writing Assignment: 30 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.

Modules 390 Points: 13 total, worth 30 points each. Each lesson contains 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 short answer assignment. Lessons are available beginning on Monday morning at 8am and will close on Sunday evening at 11pm unless otherwise noted.

Case Reflection Paper: 55 points; 3-4 pages. Student will critically reflect on a case study provided by instructor. Additional instructions can be found in the Introduction to Course Module.

Two Exams: 250 Points (125 points each); Each exam will contain 6 questions (5 short answer about 2-3 paragraphs, 1 essay which would be about 2-3 pages double spaced if in a word document). The exams are timed. You will have 4 hours to complete them.

Course Term Paper: 225 Points; Complete a 15-20 page paper. APA format. You must submit a topic, rough draft and final draft. Additional instructions and examples of topics can be found in the Introduction to Course materials.

Course Term Paper Presentation: 50 Points; You are required to record and submit a presentation on your course term paper. Additional information provided in the Introduction to Course materials.

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

Course Calendar: Calendar is not set in stone and is subject to change

Week 1 (Mon. 8/23 - Sun. 8/29): Module One: Discipline of Public Administration
Reading: Ch. 1 The Public Interests

Week 2 (Mon. 8/30 - Sun. 9/5): Module Two: Ethics & Evolution of Public Administration
Reading: Ch. 2 Virtue of Public Administrators

Week 3 (Mon. 9/6 - Sun. 9/12): Module Three: Public Policymaking
Reading: Ch. 3 Utility and Democratic Policymaking
Research and Writing Assignment Due Sunday 9/12 by 11pm

Week 4 (Mon. 9/13 - Sun. 9/19): Module Four: Administrative Responsibility
Reading: Ch. 4 Duty to the Constitution and Law

Week 5 (Mon. 9/20 - Sun 9/26): Module Five: Governmental Relations
Reading: Ch. 5 Federalism, States, Communities and Honesty

Week 6 (Mon. 9/27 - Sun. 10/3): Module Six: Managing Local Governments
Reading: Located in Module

Week 7 (Mon. 10/4 - Sun. 10/10): Mid-Term Exam must be taken by Sunday 10/10 by 11pm

Week 8 (Mon. 10/11 - Sun. 10/17): Module Seven: Public Organizations & Management
Reading: Ch. 6 Public Organizations Management and Loyalty
Case Reflection Paper Due Sunday 10/17 by 11pm

Week 9 (Mon. 10/18 - Sun. 10/24): Module Eight: Human Resources
Reading: Ch. 7 Human Resources Management
Course Term Paper Topic Due Sunday 10/24 by 11pm

Reading: Ch. 8 Public Financial Management and Corruption

Week 11 (Mon. 11/1 - Sun. 11/7): Module Ten: Knowledge and Information Management
Reading: Located in Module
Rough Draft of Course Term Paper Due Sunday 11/7 by 11pm

Week 12 (Mon. 11/8 - Sun. 11/14): Module Eleven: The Third Sector
Reading: Ch. 9 Nonprofits and Faith-Based Organizations

Week 13 (Mon. 11/15 – Sun. 11/21): Module Twelve: Comparative Public Administration
Reading: Located in Module

Reading: Located in Module
Final Draft of Course Term Paper & Course Term Paper Presentation Due Sunday 12/5 by 11pm

Finals Week: (Mon 12/6 - Fri 12/10): Final Exam must be taken by Friday 12/10 by 5pm

Course Justification: This is a 3-credit hour, fully online course over a 5-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 in a variety of formats addressing the module topic. Students are required to read materials concerning the discipline and practice of public administration, complete an exam over the course material, as well as written assignments. For every hour a student spends engaging with the content, he/she spends at least two hours completing associated activities and assessments.

Student Learning Objectives:

- To understand the development of the field of public administration
- To recognize dilemmas facing public administrators and public managers
- To identify the major elements constituting public management

Program Objectives: Students will evidence critical thinking skills. The student will synthesize information in producing a coherent presentation of a research paradigm.
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”

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/”. 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.”

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.