Course Syllabus: PBA 535.500 – Survey of Public Administration

This is the course syllabus and it contains important information. Be sure to read the entire syllabus and contact me if you have difficulty understanding what is required for the successful completion of this course. This syllabus, and the accompanying course calendar, contains specific due dates for assignments. These documents should be read in their entirety and maintained for reference.

Instructor
Dr. George R. Franks, Jr., Ph.D.
Associate Professor of Government
Office: Liberal Arts North, Room 109
Office Phone: 936.468.1188
AT&T Cellular: 936.554.8626 (See Virtual Hours)
E-mail: franksgr@sfasu.edu

Campus Office Hours
No regular on-campus office hours are offered this term, although I will occasionally be on campus.

Virtual Office Hours
Available by SFA E-mail, or ATT Cellular (Text before you call for confirmation of availability), or ZOOM (through prearrangement)  Do Not send me email through D2L
Mondays: 9:00 a.m. – 11:30 a.m. & 1:00 p.m. – 4:30 p.m.
Wednesdays: 9:30 a.m. – 11:30 a.m.
Thursdays: 1:00 p.m. – 4:00 p.m.
I am also available by appointment on Monday and Wednesday evenings.

Best Contact and Guidelines
The best way to contact me is by SFA regular email at the address above or by text. Please note, there are no emergencies in academia that require calling or texting at unreasonable hours. You should not text or call during weekends, or any day before 8:00 a.m. or after 5:00 p.m. – nothing we do in academia requires urgency.  Do Not send me email through D2L.

Course Protection and Intellectual Property
My personal work contained in this syllabus, the course calendar, and all handouts and assignments created by me are my intellectual property and are protected by law. You do not have the authorization to duplicate any part of the work without my written permission.

COVID-19 Mask Policy
Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.


The Mask Policy statement is required to be included in all syllabi; however, this course is all online.

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.

Justification of Credit Hours and Course Work Expectations
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.

Course Related E-mail Guidelines
All e-mails to me concerning class issues should include your name and course number reference (PADM-5335). All e-mails made to you concerning class issues will be directed to your SFASU e-mail address. You are individually responsible for checking your assigned SFASU e-mail in-box for messages.

Likewise, your e-mails should be made to me through the SFASU e-mail system – do not send me email through D2L. Any attachments to e-mails must be in a Word Document format, unless directions specifically state otherwise.

You are responsible for reading all announcements, course documents and e-mails relating to this course.

Course Calendar – Student Engagement Expectations
A complete course calendar is a part of this syllabus, you are expected to participate actively in the online courseroom, read assigned course materials, participate actively in discussions, and complete assignments as detailed in the syllabus.

Classroom Meeting Schedule and Location
This is an online course and there are no scheduled meetings, only the previously addressed expectation of engagement. If you desire to have direct communication, you are welcomed to make arrangements to meet in my SFA office or request a telephone conference.

Text required for Course
You are required to have access to and read the current edition book for this course:


*Additional readings will be embedded within modules

Course Objectives
During this course you should develop your ability to:
- Explain leadership tools, techniques, and strategies for effectively and ethically administering public organizations.
- Demonstrate the ability to analyze complex public organization issues, identify potential responses, and defend courses of action.

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- Distinguish between the different leadership theories in practice.
- Demonstrate the ability to research leadership issues and present information orally and in writing.

**Desired Competency**
You will be able to evaluate yourself and others concerning traits, skills, and behaviors of successful leadership in public sector situations to promote enhanced personal, professional, and organizational growth.

**Program Learning Outcomes in This Course Mastery:**
- Development of essential skills for knowledgeable leadership in the public sector. These skills include written, oral, nonverbal, face-to-face, small group, and public presentation communications.
- Demonstration of leadership knowledge, skills, and abilities. These skills are based on expertise on subject matter and interpersonal relations.

**Intermediate:**
- Demonstration knowledge of local, state, national, and international political systems. This knowledge should include the role of public administration and the institutional and political frameworks that support these systems.
- Demonstration of knowledge and skills in public sector resource management. The knowledge and skills acquired should include human, financial, and information resource management.
- Demonstration of knowledge of policy systems and program evaluation. A combination of theoretical and applied knowledge of these systems and evaluation is essential.

**Advanced:**
- Development of research skills to address current public administration practices and theoretical understanding. These applied skills provide knowledge for the critique and design of administrative practices. These literary skills allow the collection, critique, and synthesis of published knowledge.
- Development of ethical competencies that uphold the public trust.

**Special Accommodations and 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/).

**Mental Health 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 student’s 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](http://www.sfasu.edu/counselingservices)  
3rd Floor Rusk Building  
936-468-2401

SFASU Human Services Counseling Clinic  
[www.sfasu.edu/humanservices/139.asp](http://www.sfasu.edu/humanservices/139.asp)  
Human Services Room 202  
936-468-1041

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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

Student Responsibility
You retain the responsibility to follow the guidelines of the course syllabus; comply with university regulations; read all assigned material and postings specific to this course; comply with due dates, submission guidelines, and my directions.

Do not abuse the privilege of having access to my cellphone number – please refer to Best Contact and Guidelines on page 1 of this syllabus.

You are an adult and retain the responsibility of regulating your behavior in a manner that will be conducive to learning and attaining a passing grade for the course. You are expected to comply with the following general rules of civility:

You are expected to participate in courseroom regularly and complete all activities in a timely manner, demonstrating clear evidence of your effort.

You are to actively participate in courseroom discussions, and while you are free to express your personal views, you must also respect the views of others. I maintain the right to censor any discussion that is becoming disruptive to the learning process.

You retain the responsibility to make notification of special needs and/or circumstances to the University, Department Chair, and to me.

Because you are an adult, it is inappropriate to have your parents calling on your behalf requesting special consideration, complaining about workload, or about course content.

The course syllabus is not a menu and you do not have the option of choosing what items to complete and tasks to perform. Failure to submit required material may result in your failure of the course.

You are participating in a course designed to prepare you for a career as a public servant. The U.S. Supreme Court has repeatedly upheld higher standards for those involved in public service, particularly those professions related to criminal justice. You are expected to read carefully and to fully comply with the academic honesty policy contained in this syllabus.

Be sure to read the policy contained in the missed examinations section, and please do not ask me to deviate from the policy. Again, you are an adult and should be responsible in your approach to this course – this should reflect how you will behave in your career workplace.

Violations of the rules of Student Responsibility may result in a student conduct complaint being filed with the SFA Office of Student Rights and Responsibilities.

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. Please note that my personal policy is that I will exercise my discretion and not allow grades of WH for this course.

**Assessment Methods**

There are a total of 100 quality points (QP) available in this class. The course breakdown of the final grade is made in the following manner:

- Two Examinations = 200 pts.
- Modules = 500 pts. (10 @ 50 pts. each)
- Course Paper = 200 pts.
- Course Paper Presentation = 50 pts.
- Public Administration Reflection Paper = 50 pts.

This course does not offer a menu selection – you are expected to perform all of the work assigned. Failure to submit work may result in a grade assignment of “F”.

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)

**Examination**

Mid-term Exam will be online from 8:00 a.m., Monday, June 21st until 5:00 p.m., Sunday, June 27th.

The Final Examination will be online from 8:00 a.m., Monday, August 2nd until 5:00 p.m., Friday, August 6th.

**Missed Examination**

The examination submission period covers a significant enough amount of time to allow everyone to participate. There are no makeup examinations allowed.

**Module Work & Due Dates**

Each module will be open from 8:00 a.m. the morning of the first day, through the following end-date as stated in the course calendar associated as the last page of this syllabus – once closed, the module will not be reopened. **Note that module due dates and times change for the last set to coincide with the end of the term!**

The schedule includes details of the prescribed reading assignments and includes a work due date. **All things detailed for the module must be completed by the Module Due Date.**

Refer to **Getting Started** and each module for detailed explanations of course academic requirements. The modules contain links to documents and PDF copies of documents to help you complete the assignments. Always check **Final Reminders** in each module to be sure you have completed the work.

**Caution - Failure to keep with assignments can fail you in this course!**

**Academic Integrity (A-9.1)**

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**

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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

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<td>2</td>
<td>MAY 24</td>
<td>MAY 30</td>
<td>Ch. 3 Utility and Democratic Policymaking</td>
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<td>JUN 14</td>
<td>JUN 20</td>
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<tr>
<td>Exam</td>
<td>JUN 21</td>
<td>JUN 27</td>
<td>Mid-term Exam</td>
<td>Opens 8:00 a.m., Monday, June 21st &amp; Closes 5:00 p.m., Sunday, June 27th.</td>
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<td>6</td>
<td>JUN 28</td>
<td>JUL 4</td>
<td>Ch. 6 Public Organizations management and Loyalty</td>
<td>Rough Draft Course Paper Due by 5:00 p.m., Sunday, July 4th.</td>
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<td>Readings: Nonprofits and Faith-Based Organizations</td>
<td>Wakelet Presentation and Course Paper Due by 5:00 p.m., Friday, July 25th.</td>
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<td>10</td>
<td>JUL 26</td>
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<td>Within Module</td>
<td>Public Administration Reflection Paper Due by 5:00 p.m., Friday, August 6th.</td>
</tr>
</tbody>
</table>

* The Final Examination will be online from 8:00 a.m., Monday, August 2nd until 5:00 p.m., Friday, August 6th.

This course closes at 5:00 p.m., August 6th!

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