

## STUDENTS ARE REQUIRED TO READ THIS ENTIRE SYLLABUS

**Course Number:** POL 266.01      **Course Title:** Introduction to Public Administration

**Term:** Spring Semester 2007      **Location of Class Meetings:** AB1 306

**Class Meeting Times:** Mondays-Wednesdays-Fridays, 09:00 am - 09:50 am,

**Professor:** Robin Marshall Bittick, M.P.A., Ph.D.      **Office:** AB1 319G.

**Contacting Information:** E-mail: [rmb004@shsu.edu](mailto:rmb004@shsu.edu). Phone: 936-294-4105.

**Office Hours:** M-W-F, 10:00 am - 11:00 a.m., walk-in. I am willing to meet with students by appointment at other mutually agreeable times.

**Class Website:** Go to Blackboard <[http://www.shsu.edu/blackboard\\_login.html](http://www.shsu.edu/blackboard_login.html) >. Students are required to access this website before each class.

**Course Description:** the following is from the SHSU University Catalog:

A survey of national public administration with emphasis on the political processes within the surrounding administrative agencies. Topics include development of the administrative function, policy formulation and budgeting, the relations of administrators to Congress, interest groups, courts and the public. State and local topics may be included.

**Prerequisite:** POL 261. **Credit Hours:** 3.

**Welcome to POL 266!** This course is designed for students to learn about Public Administration, a sub-discipline in Political Science. Basically, public administration is about implementing public policies, usually by personnel in government or non-profit organizations, though sometimes by personnel working in business organizations administering government contracts. Since public administration has a large job market, we will approach this course as if you plan to work for a government or non-profit agency.

**Method of Instruction:** this course is primarily lecture and discussion.

**Course Goals:**

1. US Public Policy Making Process: conceptualize the role of public agencies in the US public policy making process within US social and governmental contexts;
2. Public Administration: identify and understand elements necessary for public organizations to successfully implement public policies; and
3. Public Management and Leadership: identify and explain the knowledge, skills and abilities needed by public administrators in the 21<sup>st</sup> Century.

**Course Objectives:**

**Knowledge:**

- o Identify the social, political, economic, and environmental contexts in which public administrators work, and place a select agency in this context.
- o Describe the organization of American federal, state and local governments, and place a select agency in this context.

- Explain the historical background of American public administration.
- Name and identify the steps of the policy making process.
- Recognize the dynamics of bureaucratic power and politics.
- Examine the intergovernmental context in which public administrators work.
- Identify and contrast select theories of organizational behavior.
- Explain the basis of and steps involved in select decision-making models.
- Describe select approaches to public management.
- Explain the models of policy evaluation methods.
- Explain the concepts and classification of public personnel administration.
- Contrast different leadership styles of public managers.
- Define the procedures and terms of financial management.
- Explain the application of public law to the practice of public administration.

Assessment: Quizzes and Agency Paper.

#### Competencies & Related Skills:

- Communicate basic terms, concepts, definitions, and models common to the discipline of Public Administration.
- Assess the theories of personal /interpersonal skills required of public administrators.
- Identify the knowledge, skills, and abilities they need to qualify for placement and advancement in select public organizations.

Assessment: Quizzes and KSA Paper.

#### Values:

- The importance of effective democratic government institutions in administering civil societies;
- The contrasting values faced by public administrators in public agencies.
- Different approaches to public ethics.

Assessment: Quizzes, Agency Paper, and Class Discussions.

#### Required Textbooks:

- Hacker, Diana. *A Pocket Style Manual*, Fourth Edition. Bedford/St. Martin's.
- LeMay, Michael C. 2006. *Public Administration: Clashing Values in the Administration of Public Policy*, second edition. Thomson Wadsworth.
- Ashworth, Kenneth. 2001. *Caught Between the Dog and the Fireplug, Or, How to Survive Public Service*. Georgetown University Press.

I will also assign other reading material throughout the semester. These will be linked on the course website in Blackboard or handed out in class.

**Attendance Policy:** *Class attendance is mandatory.* If you are not be able to attend class on a regular basis, you must drop the course and re-take it in a future semester.

- Three (3) unexcused absences are allowed without penalty. NOTE: leaving class early counts as an absence.

- You must submit documentation to me to have an absence excused (e.g. doctor’s notice, etc.).
- If you have more than three unexcused absences during the semester, 05% points will be deducted from your final grade.

**Assignments:**

**Readings:** These are indicated on the class schedule. You must plan ahead and schedule your reading time appropriately.

**Exams.** Four (4) quizzes are scheduled for this class, and the top three (3) scores will count toward your final grade (i.e. the lowest score will be dropped). Students must bring a Scantron to class on the day of each quiz.

NOTE: the dates for the quizzes and the final exam are set at the times specified in order for you to gain the maximum learning benefit. No make-up exams are allowed.

**Papers.** Two (2) papers are required for this class. Instructions will be provided later.

NOTE: failure to properly document a class paper will result in a significant reduction in the assigned grade. See *Academic Honesty*, below.

Late Papers: if you are unable to complete the policy report at the specified time, you must contact me *in advance* and explain your reason. With my approval, the due date for the policy memo can be rescheduled, but no more than two days from the scheduled due date. Papers are subject to being assigned a lower grade if turned in late.

No extra credit assignments are scheduled.

**Grading Plan - the following coursework is required to complete this course:**

| <u>Required Assignments</u>                                      | <u>Portion of Final Grade</u> |
|--|-------------------------------|
| Three (3) Quizzes @15% each:                                     | 45%                           |
| Agency Paper:  | 35%                           |
| KSA Paper:   | 20%                           |
| Sub-Total:   | 100%                          |
| Subtract 05% if more than three unexcused absences are incurred: | ?                             |
| Total:   | ?                             |

Quizzes are graded on a scale of 0 - 100 points, based on the number of questions answered correctly. Papers are awarded a letter grade and corresponding points. The points earned for each assignment are multiplied by the corresponding percentage, indicated above, to determine the points earned for the final grade.

Assignments are not re-graded. If an error has been made on a quiz or paper, the student must notify the professor after class. The professor will assess whether or not an error has been made and adjust the grade accordingly.

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**All university rules and procedures apply to this class.**

**Academic Honesty:** Students are required to read *Academic Policy Statement 810213* found at <http://www.shsu.edu/administrative/faculty/sectionb.html#dishonesty>.

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

The Instructor reserves the right to require any or all students to submit written work on electronic media (e.g. Word or Word Perfect) so it may be checked using a plagiarism software program.

**Americans with Disabilities Act:** See *Academic Policy Statement 811006* at [http://www.shsu.edu/~vaf\\_www/aps/811006.pdf](http://www.shsu.edu/~vaf_www/aps/811006.pdf). Requests for accommodations must be initiated by the student. Students seeking accommodations must go tot the Counseling Center for certification of the disability in a timely manner.

**Student Absences on Religious Holy Days:** See *Academic Policy Statement 861001* at [http://www.shsu.edu/~vaf\\_www/aps/documents/861001.pdf](http://www.shsu.edu/~vaf_www/aps/documents/861001.pdf).

**Instructor Evaluations:** students will be asked to complete a course/instructor evaluation form toward the end of the semester.

**Classroom Rules of Conduct:** Students must read this policy at <https://www.shsu.edu/students/guide/dean/codeofconduct.html>.

Students must turn off or silence their cell phones once class begins. Students shall not engage in phone conversations or text messaging during class.

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**Schedule:** The instructor reserves the right to change the schedule as needed. Changes will be **highlighted in yellow** and linked to the class website in Blackboard.

- Mon - Aug 20 Course Introduction. Required Reading: Syllabus.
- Wed - Aug 22 Political Science and Public Administration; and **Agency Paper Assignment**. Required Reading: Agency Paper Instructions.
- Fri - Aug 24 Balancing Values in the Administration of Public Policy. Required Reading: LeMay ch. 1.

- Mon - Aug 27 Balancing Values in the Administration of Public Policy. Required Reading: LeMay ch. 1.
- Wed - Friday  
Aug 29 & 31 Contexts of Public Administration. Required Reading: LeMay ch. 2.
- Mon - Sep 03 **Holiday - No Class!**
- Wed - Sep 05 **12<sup>th</sup> Class Day.** The Anatomy of Public Organization: Bureaucratic Power and Politics. Required Reading: LeMay ch. 3.
- Fri - Sep 07 Bureaucratic Power and Politics, continued. Required Reading: LeMay ch. 3.
- Mon - Sep 10 Intergovernmental Relations and Constitutional Sources of Values. Required Reading: US Constitution (bring to class).
- Wed - Fri  
Sep 12 & 14 Intergovernmental Relations, continued. Required Reading: LeMay, ch. 4.
- Mon - Sep 17 **Quiz #1** covering LeMay chs. 1-4 and all class notes/handouts.
- Wed - Fri  
Sep 19 & 21 Organizational Behavior. Required Reading: LeMay ch. 5.
- Mon - Sep 24 Organizational Behavior, cont. Required Reading. LeMay ch. 5.
- Wed - Fri  
Sep 26 & 28 Decision Making in the Administration of Public Policy. Required Reading: LeMay ch. 6.
- Mon - Oct 01 Decision Making in the Administration of Public Policy, continued. Required Reading: LeMay ch. 6.
- Wed - Fri  
Oct 03 & 05 Management of Bureaucratic Organizations. Required Reading: LeMay ch. 7.
- Mon - Oct 08 Management of Bureaucratic Organizations, continued. Required Reading: LeMay ch. 7.
- Wed - Oct 10 Topic: Evaluation of Public Policy, continued. Required Reading: LeMay ch. 8.
- Fri - Oct 12 Evaluation of Public Policy; & **Review for Quiz #2.** Required Reading: LeMay ch. 8.
- Mon - Oct 15 **Quiz #2** covering LeMay chs. 5-8 and all class notes/handouts.
- Wed - Fri  
Oct 17 & 19 Personnel Administration and Unionism in Public Administration. Required Reading: LeMay ch. 9.
- Mon - Oct 22 Personnel Administration and Unionism in Public Administration, cont; & **KSA Paper Assignment.** Required Reading: LeMay ch. 9, & KSA Instructions and Handouts. **NOTE: Agency Paper due.**
- Wed - Oct 24 Leadership. Required Reading: LeMay ch. 10.

- Fri - Oct 26           Communication Flows in Administration. Required Reading: LeMay ch. 11.
- Mon - Wed  
  Oct 29 & 31           Financial Management. Required Reading: LeMay ch. 12.
- Fri - Nov 02           Financial Management, continued; & **Review for Quiz #3**.  
  Required Reading: LeMay ch. 12.
- Mon - Nov 05           Administrative Law. Required Reading: LeMay ch. 13.
- Wed - Nov 07           Clientele Pressure and Government Policy. Required Reading: Le  
  May ch. 14.
- Fri - Nov 09           **Quiz #3** covering LeMay chs. 9 -14 and all class notes/handouts.
- Mon - Nov 12           Working in the Public Sector. Required Reading: Ashworth, pgs.  
  ix-22.
- Wed - Nov 14           Working in the Public Sector. Required Reading: Ashworth, pgs.  
  23-44.
- Fri - Nov 16           Working in the Public Sector. Required Reading: Ashworth, pgs.  
  45-62.
- Mon - Nov 19<sup>th</sup>       Working in the Public Sector. Required Reading: Ashworth, pgs.  
  63-81.
- Wed-Fri  
  Nov 21-23           **Holiday - No Class!**
- Mon - Nov 26           Working in the Public Sector. Required Reading: Ashworth, pgs.  
  82-101.
- Wed - Nov 28           Working in the Public Sector. Required Reading: Ashworth, pgs.  
  102-120.
- Fri - Nov 30           Working in the Public Sector. Required Reading: Ashworth, pgs.  
  121-144.
- Mon - Dec 03           Working in the Public Sector. Required Reading: Ashworth, pgs.  
  145-167. **NOTE: KSA Paper due.**
- Wed - Dec 05           Working in the Public Sector; and **Review for Quiz #4**. Required  
  Reading: Ashworth, pgs. 168-186.
- Fri - Dec 07           **Study Day - No Class!**

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**Finals Week**

**Quiz #4** - covering LeMay chs. 12 - 14 and all class  
notes/handouts. Meeting date and time TBD.

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