

# Political Science 331

## Introduction to Public Administration and Leadership

Texas A&M University-Texarkana  
Fall 2011  
Course Syllabus

Professor:	Gary Bugh
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Phone:	903-223-3127 (office)
Office:	225 University Center
Online Office Hours:	Sun, Mon, & Wed 2:00–5:30PM

### GENERAL COURSE INFORMATION

#### Course Description

This course is about public services, from top to bottom, from federal agencies to city departments, from international organizations to civic non-profit organizations. It's about why and how government and non-profit agencies act. It's about providing for the needs of the most people, while protecting the needs of the fewest people. It's about organizing responsibility to get things done. It's about those nameless folks who do what is unprofitable for private business to do. This is the study of the principles, structures, and people of public administration—none of which we may notice until the tax refund doesn't arrive or the garbage isn't picked up. This is the study of administration and leadership in public agencies.

**TIP: Understanding the class format and requirements is essential for your success in the course. Read and rely on this syllabus throughout the term—it provides detailed information followed by the professor and students.**

#### Course Format

This is a web course; there are no face-to-face meetings. Students post topic responses and take examinations on Blackboard and submit an essay to Turnitin.com.

#### Books

##### Required:

Shafritz, Jay M., E.W. Russell, and Christopher P. Borick. 2011. *Introducing Public Administration*. 7th ed. New York: Longman. ISBN: 9780205780501

##### Recommended:

Hacker, Diane, and Nancy Summers. 2012. *A Pocket Style Manual*. 6th ed. Boston: Bedford / St. Martin's. ISBN: 9780312542542

#### Student Learner Outcomes

- Acquire a vocabulary of public administration terms, concepts, and theories.
- Understand the major constitutional issues and research of public administration.
- Know the differences between public and private sector activities.
- Comprehend connections between politics and the delivery of services to citizens.
- Know the general responsibilities of public servants.
- Recognize motivational differences between private and public employees.

- Gain an appreciation for what it takes to make public organizations work well.
- Learn the historic and contemporary development of public administration.
- Examine personal attitudes toward public management.
- Develop a framework for evaluating the impact of public administrative activity.
- Develop an appreciation for the complexities of administering public business.
- Be able to confidently work with and hold accountable public entities.

### Teaching Methods

Your professor utilizes a student-centered approach to teaching. The professor endeavors to clearly communicate course expectations and learning outcomes, organize the presentation of course material, closely align examinations with course content, stimulate critical thinking, provide real-world examples, create an atmosphere conducive to learning, set high standards that challenge students, provide helpful feedback on assignments and exams, and facilitate active participation. Students are also encouraged to take advantage of additional assistance outside the course, including the University's "[ASK Center](#)" and information technology services.

## COURSE REQUIREMENTS & GRADING

### Requirements at a Glance:

Unit Responses	100 Points
Exam 1	50 Points
Exam 2	50 Points
Exam 3	50 Points
Exam 4	50 Points
Essay	<u>100 Points</u>

Total: 400 Points

### Grading Scale:

A	= 358–400 points (90–100%)
B	= 318–357 points (80–89%)
C	= 278–317 points (70–79%)
D	= 238–277 points (60–69%)
F	= 0–237 points (0–59%)

**Curves:** Grades are curved upwards if no one in the class earns 100%. This is for the unit response total, each exam, and the research essay. Additionally, if no one has earned all available points at the end of the term, then the overall course grade is curved. Any extra-credit points are added after a course curve. Your professor will email the class information about any curve. If there is no email notification, then there is no curve. Usually, someone earns 100% and there is no curve.

### Unit Responses (10 at 10 Points Each)

100 Points

- Post a 1–3 paragraph response to each unit question on the discussion board.
- Your grade for this portion of the course will be based on 10 randomly graded unit responses that you have made on time during the term. Grades for your responses will appear under "My Grades." If a discussion posting does not receive a grade, then it was not one of the graded postings.
- You may work at your own pace, posting a response to a question before the class formally covers the corresponding unit.
- Your response for each unit is due by the end of the unit's respective week, before 5:00PM Sunday, according to the [Course Schedule](#).
- Missed, attached, emailed, or incorrectly posted responses are not eligible for points. One purpose of posting your unit responses on the discussion board is to provide everyone in the class a chance to read and reflect upon your thoughts on the course material. You may respond to other students' postings, and even post follow-up comments to you own posting, but only your initial unit response is graded.
- Your responses need to convey comprehension and analysis of course content.
- Your responses need to be professional. Use correct spelling, grammar, and sentence structure. Do not plagiarize. Clearly cite the source of any borrowed information. Be courteous and respectful. Avoid grandstanding, ideological or partisan rhetoric, and hateful or prejudicial statements. See "Course Ethics

& Conduct” below.

**TIP: Complete your work as early as possible to avoid missing deadlines. This course uses the University's clock, which may differ from your clock.**

Exams (4 at 50 Points Each)

200 Points

- There are four exams for the course that you will take on Blackboard (see the “Exams & Quizzes” link on our homepage).
- Each exam has 25 multiple-choice and true-or-false questions on the material.
- Each exam is available for one week, from 5:00PM Sunday to 5:00PM on the following Sunday (dates are posted on the [Course Schedule](#)). You may take an exam anytime during its week-long availability period.
- Each exam is due by the end of its availability time (5:00PM Sunday).
- Exams are not cumulative; each one covers material from specific units as noted on the [Course Schedule](#).
- You will need to thoroughly study the course material, such as unit notes, textbook readings, and suggested internet sites, to do well on the exams.
- For information about missed exams and computer, connection, or user problems, see “Missed Work, Makeups, & Incompletes” below.

Research Essay

100 Points

The course provides students the opportunity to gain further insights into the subject matter with an evaluative essay. This assignment is due to [www.turnitin.com](http://www.turnitin.com) before 5:00PM on November 20. Click on the following link for further information about the essay, including the grading criteria and our class turnitin.com ID and password: [Essay](#).

## PROFESSIONAL STANDARDS & ADMINISTRATIVE INFORMATION

Course Ethics & Conduct

- Be courteous and respectful to students, faculty, and staff. This etiquette is especially important in web courses since we cannot hear the tone of voice or see the facial expression of another person. Avoid personal attacks, offensive remarks, and emotional appeals.
- Avoid using the course as a platform for grandstanding, engaging in ideological or partisan rhetoric, and conveying hateful or prejudicial statements. Back up your comments with substance related to the course material.
- Understand what constitutes plagiarism (see “Academic Integrity” below). You can avoid presenting the work of others as your own by properly citing borrowed material, namely by using quotation marks and citing the author.

Course Participation

There are “unit notes” for each topic, located on the course homepage. These unit notes are equivalent to classroom lecture outlines and emphasize valuable information. The book and your professor can help clarify material presented in the unit notes. See the [Course Schedule](#) for details about topics and any activities, such as exam and essay due dates. For each unit, you may find it useful to follow these steps:

1. Actively read and review the assigned readings and online unit notes.
2. Reflect on the following questions throughout the term:
  - What is public administration?
  - What services do public entities and administrators provide?
  - How do we administer public and non-profit activities?
  - How do we lead public and non-profit activities?

- Who is involved in doing the public and non-profit activities?
- What is the process for deciding which public activities get done?
- What constraints, situations, or relationships influence public activities?
- How do we know when we're doing public administration right?
- What is the future of this area of study?

3. Draft, proof, and post your response to each unit question as early as possible.

#### Missed Work, Makeups, & Incompletes

- Making up a missed assignment or exam for credit requires a compelling and unavoidable conflict and notification of the professor. The conflict must occur during the entire availability time of the missed course work.
- Computer, connection, or user problems do not excuse missed course work, including low-scored, unanswered, or unsaved exam questions.
- Please call and email the professor immediately and before the 5:00PM deadline if you encounter an uncontrollable situation while taking an exam.
- In the rare event that makeup or late work is accepted, it is not worth more than 80% of the original available points.
- This course follows A&M-Texarkana's policies regarding enrollment and incomplete grades (see University Catalog).

#### University-Required Syllabus Statements

##### *Disability Accommodations*

*Students with disabilities may request reasonable accommodations through the A&M-Texarkana Disability Services Office by calling 903-223-3062.*

##### *Academic Integrity*

*Academic honesty is expected of students enrolled in this course. Cheating on examinations, unauthorized collaboration, falsification of research data, plagiarism, and undocumented use of materials from any source constitute academic dishonesty and may be grounds for a grade of 'F' in the course and/or disciplinary actions. For additional information, see the University Catalog.*

##### *Student Technical Assistance*

- *Solutions to common problems and frequently asked questions (FAQ's) for your web-enhanced and online courses are found at this link: <http://www.tamut.edu/webcourses/index.php?pageid=37>.*
- *If you cannot find your resolution there, you can send in a support request detailing your specific problem here: <http://www.tamut.edu/webcourses/gethelp2.php>.*
- *Blackboard Helpdesk contacts (Office hours: Monday–Friday, 8AM–5PM):*  
*Kevin Williams (main contact) 903-223-1356 [kevin.williams@tamut.edu](mailto:kevin.williams@tamut.edu)*  
*Frank Miller (alternate) 903-223-3156 [frank.miller@tamut.edu](mailto:frank.miller@tamut.edu)*  
*Nikki Thomson (alternate) 903-223-3083 [nikki.thomson@tamut.edu](mailto:nikki.thomson@tamut.edu)*

##### *A&M-Texarkana Email Address*

*Upon application to Texas A&M University-Texarkana an individual will be assigned an A&M-Texarkana email account. This email account will be used to deliver official university correspondence. Each individual is responsible for information sent and received via the university email account and is expected to check the official A&M-Texarkana email account on a frequent and consistent basis. Faculty and students are required to utilize the university email account when communicating about coursework.*

##### *Drop Policy*

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*To drop this course after the 12 class day, a student must complete the Drop/Withdrawal Request Form, located on the University website (<http://tamut.edu/Registrar/droppingwithdrawing-from-classes.html>) or obtained in the Registrar's Office. The student must submit the signed and completed form to the instructor of each course indicated on the form to be dropped for his/her signature. The signature is not an "approval" to drop, but rather confirmation that the student has discussed the drop/withdrawal with the faculty member. The form must be submitted to the Registrar's office for processing in person, email ([Registrar@tamut.edu](mailto:Registrar@tamut.edu)), mail (P. O. Box 5518, Texarkana, TX 75505) or fax (903-223-3140). Drop/withdraw forms missing any of the required information will not be accepted by the Registrar's Office for processing. It is the student's responsibility to ensure that the form is completed properly before submission. If a student stops participating in class (attending and submitting assignments) but does not complete and submit the drop/withdrawal form, a final grade based on work completed as outlined in the syllabus will be assigned.*