

Political Science 331

Introduction to Public Administration and Leadership

Texas A&M University-Texarkana

Summer II 2013

Course Syllabus

Professor:
Email:
Phone:
Office:

Gary Bugh
Please use the Blackboard email.
903-223-3127 (office)
225 University Center

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 learning opportunities are 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. Through Blackboard, students post topic responses and take examinations.

Required Textbook

Shafritz, Jay M., E.W. Russell, and Christopher P. Borick. 2013. *Introducing Public Administration*. 8th ed. New York: Pearson. ISBN: 9780205855896

Student Learning Outcomes

- Acquire a vocabulary of public administration terms, concepts, and theories.
- Understand the major constitutional issues and scholarship 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.
- 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.

LEARNING OPPORTUNITIES & MEANS OF ASSESSMENT

Learning Opportunities at a Glance

| | |
|-------------------|-------------------|
| Unit Responses | 100 Points |
| Exam 1 | 100 Points |
| Exam 2 | 100 Points |
| Exam 3 | <u>100 Points</u> |
| Total: 400 Points | |

Grading Scale

| |
|------------------------------|
| A = 360–400 Points (90–100%) |
| B = 320–359 Points (80–89%) |
| C = 280–319 Points (70–79%) |
| D = 240–279 Points (60–69%) |
| F = 0–239 Points (0–59%) |

Curves

Grades are curved upwards if no one in the class earns 100%. This is for the unit response total and each exam. Additionally, if no one earns all available points at the end of the term, then there is an overall course curve. Your professor will email the class about any curve. Often, 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.
- Your grade for this portion of the course will be based on 10 highest-graded unit responses that you have made on time during the term. Grades for your responses will appear under “My Grades” by the end of the term.
- You may work at your own pace, posting a response to an available question before the exam is due that covers the corresponding unit. New unit questions will open after each exam.
- Your response for each question is due before the related exam ends at 5:00PM, according to the Course Schedule.
- Missed, attached, emailed, or incorrectly posted responses are not eligible for points. One purpose of posting your unit responses 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 response to the unit question is graded.
- Grading Criteria:
 1. Your responses need to be informed. Answer unit questions with course content. Convey comprehension and analysis of the course material. Avoid asserting political, social, or religious opinions or perspectives. Use course material and logical reasoning to answer unit questions.
 2. Your responses need to be well-written. Use correct spelling, grammar, sentence structure, capitalization, and punctuation. Use your own words; do not plagiarize. Clearly and correctly cite the source of any borrowed information. See the University’s “Academic Integrity” statement below.
 3. Your responses need to be courteous and respectful. Avoid personal attacks, offensive remarks, grandstanding, sermonizing, ideological, religious, or partisan rhetoric, and hateful or prejudicial statements. See “Course Ethics” below.

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

Exams (3 at 100 Points Each)

300 Points

- There are four timed exams for the course that you will take on Blackboard. Your three highest-scoring exams will count toward your course grade.
- Each exam has 50 multiple-choice and true-or-false questions on the material and is worth 100 points.
- Each exam is available for four days before it is due, as per the “Availability Dates” on the Course Schedule. You may take an exam anytime during its availability period.
- Each exam is due by 5:00PM at the end of its availability time.
- Exams are not cumulative; each one covers material from specific units as noted on the Course Schedule.

- You will need to thoroughly and effectively study the course material, such as unit notes, slide presentations, and textbook readings to do well on the exams.
- For information about missed exams and computer, connection, or user problems, see “Missed Learning Opportunities, Enrollments, & Incompletes” below.

COURSE SCHEDULE

| Availability Dates | Topics & Due Dates | Reading |
|--------------------|---|------------------|
| 7/15–7/17 | Course Orientation Due by 5:00PM 7/17 for Welcome: Response | Syllabus |
| 7/15–7/25 | Unit 1 Introduction to Public Administration Leadership | Ch. 1 |
| | Unit 2 How does the Political and Social Environment Influence the Administration of Public Policy? | Ch. 2 |
| | Unit 3 How do Organizational Structure Influence Administrative Activity? | Ch. 3 |
| | Unit 4 How Do Interactions With Other Organizations Influence Administrative Activity? | Ch. 4 |
| 7/21–7/25 | Due by 5:00PM 7/25 for Units 1–4: Responses Exam 1 | Ch. 1–4 |
| 7/25–8/1 | Unit 5 Do Honor, Ethics, and Accountability Matter in Public Administration? | Ch. 5 |
| | Unit 6 How Has Administrative Theory Evolved? | Ch. 6 |
| | Unit 7 What are the General Internal Behaviors of Public and Non-Profit Organizations? | Ch. 7 |
| | Unit 8 How Can Public Business Performance Be Managed? | Ch. 8 |
| 7/28–8/1 | Due by 5:00PM 8/1 for Units 5–8: Responses Exam 2 | Ch. 5–8 |
| 8/1–8/8 | Unit 9 How Can Goals Be Achieved When the Goal-Setters May Be Gone? | Ch. 9 |
| | Unit 10 How Do We Get People to Lead, Follow, or Get Out of the Way? The Art of Leadership! | Ch. 10 |
| | Unit 11 How Do Public Administrators Maintain Their Most Valuable Asset? | Ch. 11 |
| 8/4–8/8 | Due by 5:00PM 8/8 for Units 9–11: Responses Exam 3 | Ch. 9–11 |
| 8/8–8/16 | Unit 12 How Can Public Administrators Treat People Equally? | Ch. 12 |
| | Unit 13 How Do Public and Non-Profit Administrators Manage Monies? | Ch. 13 |
| | Unit 14 What Does It Really Mean to Serve the Public's Trust? | Ch. 14 |
| 8/12–8/16 | Due by 5:00PM 8/16 for Units 12–14: Responses Exam 4 | Ch. 12–14 |

PROFESSIONAL STANDARDS & ADMINISTRATIVE INFORMATION

Course Ethics

- 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. Do not make personal attacks, offensive remarks, or emotional appeals. Keep in mind that you are a known individual in a learning environment, not an anonymous person on some blog.
- Back up your comments with substance related to the course material. Do not use the course as a platform for grandstanding, engaging in ideological or partisan rhetoric, or conveying hateful or prejudicial statements.
- Do not plagiarize (see “Academic Integrity” below). You can avoid presenting the words and ideas of others as your own by properly citing borrowed material, namely by using quotation marks and citing the source (author, work, page number).

Suggestions for Studying Course Units

The Course Schedule is organized on a unit-by-unit basis with “units” covering different topics and chapters. For each unit folder on the home page, you will find “unit notes” and PowerPoint slide shows provided by the textbook publisher. The unit notes are equivalent to classroom lecture outlines and, along with the slideshows, emphasize valuable information. The book provides more valuable information, as well as detailed content. For each unit, you may find it useful to follow these steps:

1. Actively read and review the assigned readings, online unit notes, and slideshows.
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, save, and then post your response to each unit question as early as possible, according to early deadlines that you have set for yourself, well before the due dates listed on the course schedule.

Missed Learning Opportunities, Enrollments, & Incompletes

- A missed, late, or incorrectly submitted learning opportunity is not eligible for credit.
- There is no makeup, substitute, or extra-credit work, early availability, or due date extension for any learning opportunity.
- Making up a learning opportunity for credit requires a compelling, debilitating, and unavoidable conflict, legal documentation, and notification of the professor before the respective due date of the missed coursework. The conflict must occur during the entire availability time of the missed learning opportunity. In the rare event that a late or missed learning opportunity is accepted, it is not worth more than 80% of the original available points.
- Computer, connection, or user problems do not excuse a missed or late learning opportunity, including low-scored, unanswered, or unsaved exam questions or exams.
- This course follows A&M-Texarkana’s policies regarding enrollments and incompletes.

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.

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: To drop this course after the census date (see semester calendar), a student must complete the Drop/Withdrawal Request Form, located on the University website (<http://www.tamut.edu/Student-Support/Registrar/Dropping.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, mail (7101 University Ave., Texarkana, TX 75503) 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.

Class Participation: Students are responsible for beginning their participation on the FIRST CLASS DAY by logging on and completing assignments according to the COURSE CALENDAR. Failure to submit online assignments between the first day of classes and the University census date (according to the University schedule) will result in an ADMINISTRATIVE DROP from the course.

Student Technical Assistance: Solutions to common problems and FAQs for your web-enhanced and online courses are found at this link:

<http://www.tamut.edu/Administration/Information%20Technology/Blackboard.html>

If you cannot find your resolution there, you can send in a support request detailing your specific problem here: <http://www.tamut.edu/techde/support.htm>

Blackboard Helpdesk contacts:

Office hours are: Monday - Friday, 8:00a to 5:00p

Julia Allen (main contact) 903-223-3154 julia.allen@tamut.edu

Nikki Thomson (alternate) 903-223-3083 nikki.thomson@tamut.edu

Jayson Ferguson (alternate) 903-223-3105 jayson.ferguson@tamut.edu

Technical Requirements: Minimum Windows PC Requirements: • Pentium IV 1.5GHz+ (preferred: Core Duo) • 1 GB RAM minimum (preferred: 2 GB) • 128MB Video Card minimum - Sound Card is required for some courses • 56K modem minimum (Cable or DSL required for some courses) • Windows 2000, XP, Vista or 7 • Web browser (Internet Explorer 7.0+; Firefox 3.0+) • Microsoft Word, minimum Office 97 Some courses will need plug-ins such as Flash player 10 +, QuickTime player 7.0+, Adobe Reader 9.0+, Java Runtime Environment (Java 1.6.0_15), Windows Media Player 10+, RealPlayer, and Macromedia/Adobe Shockwave. Some online courses may also require a CD ROM (8x minimum, higher recommended) Blackboard has

certified the following browsers for computers running Windows Operating Systems: • Internet Explorer 8 or 9 (IE is not supported on Windows XP) • Mozilla Firefox 3.6+ • Google Chrome Minimum Apple Macintosh Requirements: • Intel Core 2.0GHz+ • 1 GB RAM (preferred: 2 GB) • 128MB Video Card minimum - Sound Card is required for some courses • 56K modem minimum (Cable or DSL required for some courses) • Web browser (Firefox 3.0+ ; Safari 3.0+) • Microsoft Word, minimum Office 97 Some courses will need plug-ins such as Flash player 10+, QuickTime player 7.0+, Adobe Reader 9.0+, Java Runtime Environment, RealPlayer, and Macromedia/Adobe Shockwave. Some online courses may also require a CD ROM (8x minimum, higher recommended) Blackboard has certified the following browsers for computers running Macintosh Operating Systems: • Mac OS 10.2 (Jaguar): (Safari 1 is compatible) • Mac OS 10.3 (Panther): Safari 1.2 (Firefox 1.5 is compatible) • Mac OS 10.4 (Tiger): Safari 2 and Firefox 1.5 • Mac OS 10.5 (Leopard): (Firefox 2.0 is compatible) I-OS and Android Devices: These devices are currently supported using the Blackboard Mobile App, available for free from your App Store or scan the code below: To access Texas A&M University - Texarkana, there is an individual license fee of \$1.99 per year or \$5.99 lifetime. This fee gives you access to the university from all your (same platform) devices; it is not necessary to pay the fee for each device you own.