Introduction to Public Administration

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E-mail: sandrew@unt.edu
Office Hours: Monday, 12.00–1.30PM
or by appointment

COURSE DESCRIPTION

This course offers an introduction to public administration in the context of American society. This course is designed to provide undergraduate students with a basic understanding and knowledge of the structures, functions, and processes of administration of the public sector and the policies that affect administration.

Government management and policies, in place for management of public programs, are explored from internal organizational level to inter-organizational level, including dimensions of organizational theory, human resources, financial management, and management techniques.

To effectively accomplish this, class time will divided between lecture, class discussion, and class participation. Preparation for class becomes important in a discussion setting, students are required to complete the readings for each class meeting and be prepared to participate in the discussion of the topic.

COURSE OBJECTIVES

1. To provide a foundation of understanding of public administration in the context of managerial, political, and legal arenas
2. To broadly survey the literature on and contributors to the theoretical and intellectual history of public administration
3. To acquaint the student with the methods and techniques for management and decision-making in the public sector i.e., policy-making analysis, personnel administration/human resources, budgeting, leadership, intergovernmental relations etc.
4. To reveal the wide range of policy issues confronting public administration, today, and the options available to address these issues.

READING MATERIALS

COURSE GRADING
Grades will be derived from 3 exams and a research paper.

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<th>Exam</th>
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<tr>
<td>Exam 1</td>
<td>25</td>
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<td>Exam 2</td>
<td>25</td>
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<tr>
<td>Exam 3</td>
<td>30</td>
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<tr>
<td>Research Paper</td>
<td>20</td>
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<td><strong>Total Score</strong></td>
<td><strong>100</strong></td>
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Grades Breakdown
A = 100–90%  B = 89–80%  C = 79–70%  D = 69–60%  F = 59% below

EXAMS
Exams will cover corresponding chapters of the book & ALL material covered in class, including but not limited to instructor’s lectures and any alternative materials covered prior to exam.

Exams will be divided into **THREE** parts.
- **PART 1:** There will be 35 multiple choice questions (Maximum Score: 70 points).
- **PART 2:** There will be 5 short questions including definition of concepts and/or terminology (Maximum Score: 20 points).
- **PART 3:** Full essay question (Maximum Score: 10 points). Three essays will be given prior to the exam but **only one will be placed on the exam.**

RESEARCH PAPER
The paper will analyze a public administration or policy issue or problem that is currently affecting public administrators. The final paper should be approximately 10 pages in length and should draw from at least **10 credible sources.** See below for more details on structure.

The research paper is due no later than **5PM on 11 December (WEEK 16).** You can email your research paper to me: sandrew@unt.edu. Please note that there are penalties for late work – 5% penalty for each day late! For example, if your essay is graded at 90%, your final score will be 85.5% if your essay is submitted a day late. The weighted score will be 17.1%.

STUDENT PERCEPTION OF TEACHING (SPOT)
Students are strongly encouraged to complete the Student Perception of Teaching (SPOT) survey. This short survey will be made available on-line at the end of the semester.

POLICY ON DISABILITY ACCOMMODATION
Students with disabilities needing academic accommodation should (1) register with and provide documentation to the Office of Disability Accommodation (ODA); and (2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during office hours before the 12th class day of regular semesters.

ACCEPTABLE STUDENT BEHAVIOR
Student behavior that interferes with an instructor’s ability to conduct a class or other students’ opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional
forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student’s conduct violated the Code of Student Conduct.

The university’s expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr
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<thead>
<tr>
<th>Time</th>
<th>Topics</th>
<th>Reading</th>
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<tr>
<td>Week 1</td>
<td></td>
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<tr>
<td>28 Aug.</td>
<td><strong>Summary</strong></td>
<td><strong>Note:</strong> The schedule and assignments may be revised as the course progresses and new material becomes available.</td>
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<tr>
<td>4 Sept.</td>
<td><strong>Labor Day</strong></td>
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<tr>
<td>11 Sept.</td>
<td><strong>Political Context of Public Administration</strong></td>
<td>Denhardt &amp; Grubbs, Chapter 2</td>
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<td>18 Sept.</td>
<td><strong>Intergovernmental/Intersectoral Relations</strong></td>
<td>Denhardt &amp; Grubbs, Chapter 3</td>
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<td>25 Sept.</td>
<td><strong>Exam I</strong></td>
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<td>2 Oct.</td>
<td><strong>Budgeting and Financial Management</strong></td>
<td>Denhardt &amp; Grubbs, Chapter 5</td>
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<td>9 Oct.</td>
<td><strong>Management of Human Resources</strong></td>
<td>Denhardt &amp; Grubbs, Chapter 6</td>
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<td>16 Oct.</td>
<td><strong>Planning, Implementation, and Evaluation</strong></td>
<td>Denhardt &amp; Grubbs, Chapter 7</td>
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<td>23 Oct.</td>
<td><strong>Reading Week</strong></td>
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<td>30 Oct.</td>
<td><strong>Exam II</strong></td>
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<tr>
<td>6 Nov.</td>
<td><strong>Managing Organizational Dynamics</strong></td>
<td>Denhardt &amp; Grubbs, Chapter 8</td>
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<td>13 Nov.</td>
<td><strong>New Public Management, Reinvention, and the Reform of Public and Nonprofit Organizations</strong></td>
<td>Denhardt &amp; Grubbs, Chapter 9</td>
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<td>20 Nov.</td>
<td><strong>Personal Skills in Public Management</strong></td>
<td>Denhardt &amp; Grubbs, Chapter 10</td>
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<td>27 Nov.</td>
<td><strong>Interpersonal Skills and Group Dynamics</strong></td>
<td>Denhardt &amp; Grubbs, Chapter 11</td>
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<td>4 Dec.</td>
<td><strong>Exam III</strong></td>
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<tr>
<td>11 Dec.</td>
<td><strong>Final Paper Due at 5PM</strong></td>
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RESEARCH PAPER

Overall Guidelines
In this paper, you will explore/analyze newsworthy event affecting the field of public administration.

My suggestion is to choose one of the following three perspectives:
1. A neutral or descriptive perspective, which explores the issue with no personal judgment
2. A position paper that takes a Pro position on the subject, why you think the issue is being handled in the correct way
3. A position paper that takes a Con position on the subject, why you think the issue is being handled in the wrong way.

The paper, itself, should be: Double-spaced, 12-point font, standard one inch margins. Each section should be clearly titled, using the title suggestions below and each section should start on a new page.

The physical structure of the FINAL paper should be as follows:

I. Executive Summary
This section should give a concise over view of what is presented in the next three sections, like an abstract. I, as the agency director, should be able to take this section and talk coherently in a meeting using only this section. The section should be not more than one page or less than ½ page long. I will not read beyond the first page and there will be points subtracted for less than ½ page. Usually, the summary does not contain citations, however, it does contain the outcome data from the analysis section. Usually, this section is written last!

II. Background/ Introduction
Either title will do, depending on the direction of the paper. This section should provide the background on the issue or problem with evidence from the literature. This section should be not less than 2 pages or more than 3 pages. I will not read after the third page and there will be points subtracted for less than 2 pages in this section.

III. Analysis
This section should use the literature to explore what is the present state of the issue/problem. What is being done? What could be done? Are there any methods that could be used to solve this dilemma?

This section should be not less than 2 pages or more than 3 pages. I will not read after the third page and there will be points subtracted for less than 2 pages in this section.
IV. Conclusions

This is where you have free reign. Tell me how you feel about the subject. Not just what the literature says. If it is a position paper, restate why you took a PRO or CON position on the subject? Why do you feel it is important to have concrete policy or methods of administration in place to address this issue/problem?

This section should **not be more than one page or less than \( \frac{1}{2} \) page long.** I will not read beyond the first page and there will be points subtracted for less than \( \frac{1}{2} \) page.

*[If you use end notes insert them after the IV. Conclusion and before VI. Literature Cited, under the heading: V. End Notes. The next Two sections will have adjusted section numbers.]*

V. Literature Cited

This section is where you provide the literature citations. The length of this section depends on the amount of literature used. The method of citation will depend on the method used in writing the paper. There should be at least 10 citations used with not less than 5 citations from peer review journals (Public Administration Review, Public Administration Quarterly, etc.)

VI. Tables and Figures

Tables and/ or figures are provided in this last section. Usually all the tables are together in order and then all the figures. The length of this section will depend on the tables or figures used. Remember to number the tables and figures with the corresponding number that is present when you cite them in the text.