UNIVERSITY OF NORTH TEXAS

DEPARTMENT OF PUBLIC ADMINISTRATION
CHILTON HALL, DENTON

PADM 5010
Public Administration and Society

Course Outline
Spring 2016

Class Meeting: Monday 6.00 - 8.50PM @ PHYS 115
Instructor: Simon A. Andrew, Ph.D.
E-mail: sandrew@unt.edu
Telephone: 940-565-4982
Fax: 940-565-4466
Office: Chilton Hall 204A
Office Hours: Monday 3.00 - 5.00PM
Or by appointment
COURSE DESCRIPTION & OBJECTIVES
This survey course introduces the discipline and profession of public administration, and provides students with an understanding of the cultural, constitutional, institutional, organizational, and ethical context of public administration. Students will be introduced to the central issues, dilemmas, and roles of public administration. This document is the course syllabus, but it is augmented at the Blackboard that should be reviewed periodically. Students are expected to complete the following objectives:

1. Recall and explain key justification for public administration and policy, especially those grounded in economic theory and institutions of a market economy.
2. Recall and explain the political institutional context in which public administrators operate.
3. Compare and contrast major schools of thought regarding the role of public administration in the United States.
4. Analyze existing public agencies in the light of policy, political, administrative, and ethical concerns.

RECOMMENDED READINGS


Additional readings will be announced/distributed in class or blackboard.

To effectively accomplish this, class time will be divided between lecture and discussion. 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. Attendance and punctuality are expected for each class meeting. If an absence is unavoidable, it is the student's responsibility to notify the instructor and indicate the reason for the absence.

COURSE GRADING
Public Service Group Project 15 %
Group Presentation (Public Service Project) 5 %
Essay I 25 %
Essay II 25 %
Final Exam 30 %

Grades Breakdown
A = 100–90%  B = 89–80%  C = 79–70%  D = 69–60%  F = 59% below

Essays
At two points in the semester I will assign a brief set of essay questions of the type that might appear in comprehensive questions. I will provide the questions and instructions approximately two weeks in advance of each due date. These questions will afford you some limited selection. Your answers should be typed, 1.5-spaced, using standard margins and 12-font in a proportional font such as Times Roman. Note that you are limited to write a total of ten (10) pages excluding the reference page—I will not read your answer beyond the 10th page. Please do not tinkering
with font size and margins. All questions will be equally weighted; they will be graded on the quality of the arguments, the organization of the essay, adequate use of existing literature, grammar, and spelling.

**When submitting your essay, make sure to include the essay questions.** A general guideline on how to write an essay can be found in websites such as http://essayinfo.com/. To get you start thinking about your essay, I suggest reading around the topic and the recommended readings. An acceptable essay must go beyond mere description of factual information, and will integrate materials from various sources and perspectives including class readings and your own assessments. In other words, don’t just list descriptive or factual information on the topic.

Specifically, grading will be based on the followings: Did you actually answer the question? Is the argument well structured and convincing? Did you use appropriate evidence from the literature we covered in class and/or everyday settings and integrate it into the argument?

**Final Exam**

You will have one final exam.

**Public Service Project**

At the beginning of the semester, students will be assigned to a group (3-4 students) to work on a project whose main goal is to answer the following question: **What is Public Service?**

In doing so the group should present and evaluate specific ideas of public service, by studying an organization, program and or policy that the group is familiar. In addition, each group should link their discussion of public service, and the organization, policy and or program to one of the weekly course topics. In your report, let the following questions spur your analysis: What messages does the organization convey? Are there weaknesses in what the organization is trying to do? What are the fundamental issues raised? How can we apply the issues to a discussion of the topic of choice? Are there contradictions in the logic and evidence presented? Is the organization successful? Why or why not? Are the conclusions based on appropriate assumptions and premises? Finally, how does your research build on our understanding of public service and public administration?

As you collaborate with your team members, you will work as a team, and consequently you should rely on each other in selection, designing, and presenting the material. By working in a team, each of you should demonstrate your ability to work with others and manage project tasks. Carry your share of the workload. Group work is more challenging but these skills are a significant in public administration.

All team members will receive the same grade. However, the instructor reserves the right to adjust an individual's grade for failure to contribute to the group project. If a group is having problems with a particular member, then they should do the following:

a. One member of the group should discuss the situation with the potential free-rider, and inform the instructor about this action.

b. Next, the entire group should discuss the situation with the free-rider, and inform the instructor about this action.

c. If necessary, the instructor will meet with the group to discuss the situation.

d. The instructor will take appropriate action during the grading process if no resolution is reached.
We expect that all students will be good team members. However, action should be immediately taken if a free-rider problem emerges. Waiting until the end of the semester will indicate that the problem is not that severe and the instructor is less likely to take corrective action.

**Group Presentation (Public Service Project)**
Your group will make a presentation of the image and your analysis of it. The presentation should not exceed 15 minutes. The presentation will be graded on creativity of the project, clarity of presentation, and depth and quality of the evaluation.

**Public Service Project (Final)**
The final draft of your project should be about 15 pages. Grading will be based on accuracy, clarity, quality of presentation, and quality of the analysis and evaluation. The final project is due on the final week of the semester.

**ACADEMIC POLICIES**
*Attend class each week.* There is no direct attendance policy, but it is helpful. The instructor will not post lecture notes so please attend and take notes. Attendance for the final exam is mandatory. Excused exam absences are rare and require prior notification and documentation explaining absence. I reserve the right to ask different questions on make-up exams.

*Read each week's assignments prior to class and be prepared to discuss the material.* Regular attendance and meaningful participation is often the margin of difference for those on the borderline between grades.

*Assignments are due at the times identified on the course syllabus.* These times vary by assignment so please review them carefully. Late assignments are not accepted.

*Incomplete will be assigned ONLY in the MOST EXCEPTIONAL circumstances.* Please complete the course. It is in your best interest to do so.

**UNIVERSITY & DEPARTMENT POLICIES**
1) **Cheating And Plagiarism:** Notice of this policy shall be given in all public administration classes each semester, and written copies shall be available in the public administration departmental office.
   a. **Definitions:** The UNT Code of Student Conduct and Discipline defines cheating and plagiarism "as the use of unauthorized books, notes, or otherwise securing help in a test; copying other's tests, assignments, reports, or term papers; representing the work of another as one's own; collaborating without authority with another student during an examination or in preparing academic work; or otherwise practicing scholastic dishonesty."
   b. **Penalties:** Normally, the minimum penalty for cheating or plagiarism is a grade of "F" in the course. In the case of graduate departmental exams, the minimum penalty shall be failure of all fields of the exam. Determination of cheating or plagiarism shall be made by the instructor in the course, or by the departmental faculty in the case of departmental exams.
   c. **Procedures:** Cases of cheating or plagiarism on graduate departmental exams, papers, theses, or dissertations shall automatically be referred to the departmental Curriculum and Degree Programs Committee. Cases of cheating of plagiarism in ordinary course work may, at the discretion of the instructor, be referred to the Curriculum and Degree Program[s] Committee in the case of
either graduate or undergraduate students. This committee, acting as an agent of
the Department, shall impose further penalties, or recommend further penalties
to the Dean of Students, if they determine that the case warrants it. In all cases,
the Dean of Students shall be informed in writing of the case.

d. Appeals: Students may appeal any decision under this policy by following the
procedures laid down in the UNT Code of Student Conduct and Discipline.

2) Policy On Disability Accommodation: The Department of Public Administration, in
cooperation with the Office of Disability Accommodation, complies with the Americans
with Disabilities Act in making reasonable accommodations for qualified students with
disabilities. Please present your written accommodation request during regular office
hours before the 12th class day of regular semesters (4th class day of summer sessions).

3) Holy Day Observance: A student who is absent from class for the observance of a
religious holy day shall be allowed to take an examination or complete an assignment
scheduled for that day within a reasonable time after the absence with no penalty.
Advanced notice of such an absence is an important professional courtesy.

4) Please see Blackboard for additional course policies regarding technology and other
issues.

5) Please complete the course evaluation (SETE) online during the last week of the
course.

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/csr

Code of Conduct
I expect all students to conduct themselves with professional courtesy, which includes (but is not
limited to) the following:

Respect for fellow students, the field, the instructor and others in the community. This includes
listening to others, being polite, and using appropriate (as opposed to inappropriate) language.

Promptness. Please do not be tardy to appointments or meetings that are related to this course. If
you must be late or absent for an appointment, please make a courtesy call to explain the
situation.

Turn off your cell phone during class and if you are attending a meeting, hearing or taking part in
an interview for purposes related to this course. Your phone should be adjusted to a non-intrusive
setting if you are on-call and must have your phone activated during class.

Please do not send or read text or email messages, scan the Internet, play electronic games, etc.,
during class time.
## COURSE OUTLINE AND SCHEDULE

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<tr>
<th>Date/Week</th>
<th>Course Outline</th>
<th>Comments</th>
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<tr>
<td><strong>Week 1</strong> 18 January</td>
<td>MLK Holiday</td>
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<td><strong>Week 2</strong> 25 January</td>
<td>Course Overview and Expectations</td>
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<td>Topic 1: What is public administration?</td>
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<td><strong>Week 3</strong> 1 February</td>
<td>Topic 2: Intellectual development of public administration</td>
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<td>- Classic Public Administration</td>
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<td><strong>Week 4</strong> 8 February</td>
<td>Topic 3: Intellectual development of public administration</td>
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<td>- Human Relations approach</td>
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<td><strong>Week 5</strong> 15 February</td>
<td>Topic 4: Waldo and Simon Debate – what are “we”?</td>
<td>Group Selection</td>
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<td>- New Public Administration</td>
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<td><strong>Week 6</strong> 22 February</td>
<td>Topic 5: New Public Management</td>
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<td><strong>Week 7</strong> 29 February</td>
<td>Topic 6: New Public Services</td>
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<td><strong>Week 8</strong> 7 March</td>
<td>Topic 7: Collection Action Dilemmas</td>
<td>Essay I Due</td>
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<td>- Nature of goods and services</td>
<td>(Friday at 5PM)</td>
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<td><strong>Week 9</strong> 14 March</td>
<td>Spring Break</td>
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<td><strong>Week 10</strong> 21 March</td>
<td>Topic 8: Political Economy Approach</td>
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<td>- Government failures and solutions</td>
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<td></td>
<td>- Market failure and solutions</td>
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<td><strong>Week 11</strong> 28 April</td>
<td>Topic 9: Intergovernmental and Interlocal Corporation</td>
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<td><strong>Week 12</strong> 4 April</td>
<td>Topic 10: Social Networks and Social Capital</td>
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<td><strong>Week 13</strong> 11 April</td>
<td>Topic 11: Public Service Motivation and Human Resources Management</td>
<td>Essay II Due (Friday at 5PM)</td>
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<td><strong>Week 14</strong> 18 April</td>
<td>Reflection: Where do we go from here? Future of Public Administration</td>
<td>April 22, 2016: MPA Alumni-Student Luncheon and Workshops</td>
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<td><strong>Week 15</strong> 25 April</td>
<td>Final Examination (in-class)</td>
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<td><strong>Week 16</strong> 2 May</td>
<td>Group Presentation</td>
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<td><strong>Week 17</strong> 9 May</td>
<td>Final Project Due</td>
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Note: The schedule and assignments may be revised as the course progresses and new material becomes available.