***The University of North Texas***

**PADM 3000: Introduction to Public Administration**

**Fall 2015**

**Instructor**: Laura M. Keyes

**Day &Time**: Wednesdays 2:00-4:50 PM

**Location**: Gateway 142

**Office**: Chilton Hall Room 204H

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**Office Hours**: Wednesdays 11:00-12:00 PM, Mondays by appointment between 11-12PM;

204H, Chilton Hall

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**“ For the neglect of education does harm to the constitution.” - Aristotle**

**Course Syllabus**

It is imperative that you keep a copy of the syllabus. It contains important information relative to the course including the schedule, reading assignments, deliverables, and grade structure of the course. As well, it contains information I expect you to utilize in the preparing of assignments. Failure to follow specific instructions will affect your grade. I retain the right to alter the syllabus, as needed. While alterations are not planned, if any changes are made to the document they will be clearly announced at the beginning of class periods. As well, the Department of Public Administration’s policies on cheating and plagiarism and disability accommodation are included at the end of the syllabus.

**Course Description**

As the environment of public organizations grows more complex, as citizens demand more from government while giving less, and as knowledge becomes the most valuable resource in an organization, the pressure on government and non-profit organizations to get results has never been greater. This course will be a survey of the field of public administration. It will introduce you to the concepts and issues relevant to the field as a public administrator. Completion of this course will provide the student with a general understanding of the complex environment within which governance occurs as well as the duties, responsibilities, challenges and problems of public service professionals.

**Course Texts:**

Shafritz, Jay M., E.W. Russell, and Christopher P. Borick. *Introducing Public Administration*. 8th ed. Boston: Pearson Education, Inc., 2013.

**Required Readings (Available on Blackboard)**

Kaufman, H. (1956). Emerging Conflicts in the Doctrines of Public Administration. *American Political Science Review*, *50*(04), 1057-1073.

Rosenbloom, David H. "Public administrative theory and the separation of powers." *Public Administration Review* (1983): 219-227.

**Recommended Readings**

***Public Administration - General***

Denhardt, Robert, B. *Theories of Public Organizations.*6th ed. Boston: Wadsworth, 2011

Lynn, L. E. (1996). *Public management as art, science, and profession*. Chatham, NJ: Chatham House Publishers.

Raadschelders, Jos C.N. *Public Administration: The Interdisciplinary Study of Government.* 1st ed. New York: Oxford University Press, 2011.

Goodsell, C. T. (2003). *The case for bureaucracy: A public administration polemic*. SAGE.

***Ethics***

Bok, Sissela. *Lying: Moral Choice in Public and Private Life.* 1999 ed. New York: Vintage Books, 1999.

Dobel, Patrick J. *Public Integrity.* Baltimore: Johns Hopkins University Press, 1999.

O’leary, Rosemary. *The Ethics of Dissent: Managing Guerrilla Government.* Washington D.C.: CQ Press, 2006

Rohr, John A. *Public Service, Ethics, and Constitutional Practice.* Lawrence: University Press of Kansas, 1998.

Svara, J. H. (2014). *The ethics primer for public administrators in government and nonprofit organizations*. Jones & Bartlett Publishers.

***Policy***

Anderson, James E. *Public Policymaking.* 7th ed. Boston: Wadsworth, 2011

Mooney, Christopher Z. *The Politics of Morality Policy: The Public Clash of Private Values.* New York: Seven Bridge Press, 2001.

Szarka, Joseph. *The Shaping of Environmental Policy in France.* New York: Berghahn Books, 2002.

***Public Finance***

Bittle, Scott and Jean Johnson. *Where Does The Money Go?: Your Guided Tour to the Federal Budget Crises.* New York: Harper Collin, 2008

Yarrow, Andrew L. *Forgive Us Our Debts: The Intergenerational Dangers of Fiscal Irresponsibility.* New Haven: Yale University Press, 2008.

**GENERAL COURSE POLICIES:**

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

(1) **Reading Assignments:** Reading assignments should be completed in advance, and class members should be prepared for daily class discussions. When the readings are discussed it will be assumed you will be prepared to participate significantly.

(2) **Lectures**

Lectures will also introduce material from sources other than the readings. Lectures will incorporate concepts, lessons and applications pertaining to public administration from multiple sources, not simply the assigned readings. You are responsible for materials from both the readings and lectures. **I will not provide notes for missed classes.**

(3) **Cheating or Plagiarism:** In accordance with departmental policy (attached),cheating or plagiarism may result in a grade of F for the course. Any work submitted for a grade should be the original work of the student. Remember, plagiarism is a violation of acceptable student conduct. *Long quotations should be avoided. Text or unique ideas taken directly from an author (quoted or paraphrased) should be cited and that citation should include a page number for the text. Submission of work even your own) from another course is classified as plagiarism*. Violations will not be treated lightly, and disciplinary action will be taken at the discretion of the instructor should such violations occur. Please see the instructor if you have any questions about academic integrity in general or as it relates to particular requirements for this course.

(4) **Special Accommodations:** Attached to this syllabus is an **ADA** statement. If you are a student with a qualifying disability that will affect your participation in class or your ability to take tests (as certified by the UNT Office of Disability Accommodation), please see the professor no later than the third class meeting so that we can work out appropriate accommodations and develop a written agreement about them.

(5) **Late Work:** Just as you would expect to turn in a work assignment in a timely manner, so also should you submit class assignments in a timely manner. Late work will not be accepted after the due date and time unless an arrangement is made well in advance of the due date of an assignment and in accordance with university policy.

(6) **Computers, cellphones and other electronic devices:** If you are going to use a lap top computer for note taking. Laptop computers may only be used in class for note taking. Students may not be connected to an Internet-access network at any time during class or lab periods. The instructor reserves the right to disallow laptops in class if misuse becomes disruptive or unproductive. Violations of this policy may result in the student being asked to not bring the computer or other device to class. Additionally, cell phone use is prohibited during class and lab periods. Texting or use of any other electronic devise is prohibited unless instructed. That is, communication devices can be brought into the classroom and used based on the parameters discussed. As future managers and leaders, an important skill one must have (or develop) is the appropriate use of telecommunications devices in various social settings.

(7) **Promptness:** Please do not be tardy to class. I expect all students in their seats and ready to begin at the appointed time. I reserve the right to take further action if a student is continually disrupting class due to tardiness.

(8) **Respect for fellow students, the field, and the instructor:** Although some of the issues we will cover can be controversial and may evoke an emotional response, please treat other students respectfully. When I am in front of the class lecturing or addressing a question from a student, I expect your full attention. This means no talking with other students or in any way distracting me or the class from the lecture/discussion. Please wait your turn if you would like to contribute to the discussion. Do not carry on a conversation with someone else in the class or you may be asked to leave the classroom – And Please Silence your Wireless Phones and Electronic Devices. Major disruptions may result in asking you to leave the classroom for the remainder of that day’s class period.

(9) **NO FOOD** Please do not bring any food into the classroom, although of course you may bring drinks that have sealable tops.

(10) **Syllabus Changes:** I reserve the right to change, modify, add to, alter, delete, and otherwise rearrange the syllabus to make the learning process accessible.

# ASSIGNMENTS: Course Structure, Requirements, and Grading Criteria

A combination of discussion, lecture, and classroom activities will be utilized for the class sessions. The course will be as action-oriented as possible and thus will rely a great deal on your eager involvement. I will introduce the pertinent subject matter and attempt to tie together with various readings on a topic, but you will be expected to actively participate in the discussions. You are expected to read and comprehend all of the required readings.

**Course Requirements**

Grades in this course will be awarded based on your performance during the semester. The grade is determined entirely by a student’s scores on the quizzes, exams, assignments, and participation.

**Class Attendance and Participation:**

Each student is responsible for selecting one city to use as a resource each week. Students will prepare a half page summary each week of something particular about the city via a news article, the city website, a city program, meeting, etc. and how it relates to the content we will cover that week from the required reading. Students have flexibility on the topic. The goal is to relate the topic to the content in the reading. Students will be selected randomly each week to discuss there one page assessment. The first paragraph should provide a short summary of the topic and the second paragraph should discuss connection to the reading material. Two paragraphs, single space, Memo style.

If you miss class, you will be responsible for obtaining any notes or handouts from a classmate.

**Quizzes**

There will be weekly quizzes. The quizzes will be true/false and/or multiple choice, and will cover the chapter readings and class discussions. Please note that **NO MAKE-UP QUIZZES WILL BE ALLOWED UNDER ANY CIRCUMSTANCES.** If you miss a class when the quiz is given, you will receive a grade of zero for that quiz. I do understand that unforeseen and unavoidable situations do arise, therefore I will drop the two lowest grades for the semester.

**Book Review**

All students are required to read one of the options listed under the “Recommended Reading” section of the syllabus. Each student will complete a book review that is a minimum of 5 pages in length, not to exceed 8 pages. The book review should be typed, on 8.5 x 11 paper, double-spaced with a reference page. Papers must be submitted via Blackboard by 5p.m. on Thursday, November 4, 2015. No exceptions. Late work will NOT be accepted and will result in a zero for the assignment. Grading will be based upon grammar, length, and content. For example, a paper that is less than 5 full pages will lose points. A paper that meets the length requirements but has a large amount of filler and unrelated content will lose points. Grammatical errors such as (but not limited to) spelling and run-on sentences will lose points. I suggest you utilize the writing lab to improve your skills where necessary.

**Exams**

Two scheduled exams (Midterm and Final Exam) will total 60% of your grade. Exams will be comprehensive and cumulative. Any material in the readings or discussed in class is fair game for the exams. Exams may consist of true/false, matching, multiple choice, fill-in-the-blank, short answer and / or short essay questions. **Make-up exams will be limited to exceptional circumstances only and will ALWAYS require appropriate documentation.** The students should make every effort to notify the instructor about requested make-up arrangements as early as possible.

**Grading**

The weighing of the course elements for the semester grade is as follows:

Participation 10%

Weekly Quizzes 10%

Book Review 20%

Midterm Exam 30%

Final Exam 30%

A standard scale will be used for grading (e.g. 90 - 100 = A; 80 – 89.9 = B; 70 – 79.9 = C;

60 – 69.9 = D and less than 60 = F). Grade interpretations are A – Excellent work, B – Good work,

C – Fair work, D – Passing work and F – Failure. Don’t expect fair work to be graded as good work and don’t expect good work to be graded as excellent work. Excellent means very good or superior.

Late work will not be accepted. I will consider making individual exceptions to this policy, but only if an exception is requested in advance, is legitimate, and can be documented.

No incompletes will be allowed except in very critical circumstances. This course will be taught again so perhaps this is an option for you.

Make-up examinations will only be given under similar dire circumstances; however, the instructor must be notified prior to the exam. I reserve the right to ask different questions on make-up exams.

Final Grades will be posted by the university assigned due date. Grades will not be given out any sooner. Per university policy, I am not allowed to give grades out over the phone or email.

**Important dates**

AUGUST 26, WEDNESDAY

First class day

SEPT 7, MONDAY

Labor Day-No classes University Closed

SEPT 5

Census date: last day to drop a course and receive refund. Drops after this date require instructor's written consent.

SEPT 8

Beginning this date a student who wishes to drop a course must first receive written consent of the instructor.

OCT 2

Last day to drop a course with a grade of W for courses that a student is not passing

After this date a grade of WF may be recorded.

OCT 3

Beginning this date, instructors may drop students with grade of WF for non-attendance.

NOV 2

Last day to DROP A COURSE this semester with consent of instructor

NOV 9

Beginning this date a student *who qualifies* may request a grade of “I,” incomplete, a non-punitive grade given *only if* a student (1) is passing, (2) has justifiable reason why the work cannot be completed on schedule; and (3) arranges with the instructor to complete the work.

NOV 20

Last day for an instructor to drop a student with a grade of WF for non-attendance

NOV 26-29, THURSDAY-SUNDAY

Thanksgiving Break

NOV 28 - DEC 4

Pre-finals week

DEC 2, FRIDAY

Last Day of Class, Exam review

DEC 9 1:30-3:30 PM

Final examinations

**TENTATIVE COURSE OUTLINE**

**(SUBJECT TO CHANGE AT INSTRUCTOR’S DISCRETION)**

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| --- | --- | --- | --- |
| **Week** | **Date** | **Topic** | **Required Reading** |
| Week 1 | August 26 | Welcome and Introduction | None |
| What is Public Administration and Why Do We Care? | Chapter 1 |
| Week 2 | September 2 | What is Public Administration and Why Do We Care? | Chapter 1 |
| Public Policy and Policymaking  Political Context of Public Administration | Chapter 2 |
| Week 3 | September 9 | Public Policy and Policymaking  Political Context of Public Administration | Chapter 2, Kaufman, 1956 (see Blackboard) |
| Machinery of Government: the Rise, the Fall and the Reinvention  Private vs. Public: Privatization and Government | Chapter 3 |
| Week 4 | September 16 | Machinery of Government: the Rise, the Fall and the Reinvention  Private vs. Public: Privatization and Government | Chapter 3 |
| Constitution and Public Administration  Federalism & Intergovernmental Relations. | Chapter 4, Rosenbloom 1983 (see Blackboard) |
| Week 5 | September 23 | Constitution and Public Administration  Federalism & Intergovernmental Relations | Chapter 4 |
| Ethics and Accountability in Government | Chapter 5 |
| Week 6 | September 30 | Ethics and Accountability in Government | Chapter 5 |
| The Evolution of Management and Organization Theory | Chapter 6 |
| Week 7 | October 7 | The Evolution of Management and Organization Theory | Chapter 6 |
| Organizational Behavior | Chapter 7 |
| Week 8 | October 14 | Motivation | Chapter 7 |
| Social Equity **– Review for midterm** | Chapter 12 |
| Week 9 | October 21 | Social Equity  **Review for Exam** | Chapter 12 |
| **Midterm Exam** |  |
| Week 10 | October 28 | Managerialism and Information Technology | Chapter 8 |
| Managerialism and Information Technology  Performance Management | Chapter 8 |
| Week 11 | November 4 | Strategic Management | Chapter 9 |
| Government Regulation | Chapter 9 |
|  | November 4 | **Book Review** | DUE |
| Week 12 | November 11 | Leadership | Chapter 10 |
| Leadership | Chapter 10 |
| Week 13 | November 18 | Personnel Management and Labor Relations | Chapter 11 |
| Personnel Management and Labor Relations | Chapter 11 |
| Week 14 | November 25 | Financial Aspects of Government: Budgeting | Chapter 13 |
| Week 15 | December 2 | Financial Aspects of Government: Revenue Policy | Chapter 13 |
| **Review for Final Exam** | Chapter 13 |
| Week 16 | December 8 | **FINAL EXAM** | Check time |

**UNIVERSITY OF NORTH TEXAS - DEPARTMENT OF PUBLIC ADMINISTRATION**

**POLICY ON 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.

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."

PENALTIES

Normally, the minimum penalty for cheating or plagiarism is a grade of "F" in the course. 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.

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.

APPEALS

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

Clarification of university policy can be found at the website for the Center for Student Rights and Responsibilities http://www.unt.edu/csrr/.

**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).

adopted 1977, revised 1993

***The University of North Texas***

**PADM 3000: Introduction to Public Administration**

**Fall 2015**

**Instructor**: Laura M. Keyes

**Day &Time**: Wednesday, 2:00-4:50 PM

**Location**: Gateway 142

**Office**: Chilton Hall Room 204H

**Phone**: TBD

**Email**: laurakeyes@my.unt.edu

**Office Hours**: Wednesday 11:00-12:00 PM; Mondays by appointment

Statement of Acknowledgment

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have received and understand the course syllabubs.

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Signature Date