

POLS3340 060
Spring 2021

Instructor: Geoffrey Willbanks

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Office Hours by appointment

Course Overview: An introduction to the study of the administrative branch of the United States government and the principles and processes of public administration, including those affecting state and local government. Topics include organization theory, personnel, budgeting, and bureaucratic decision-making.

Student Learning Outcomes: By the end of the course, students should:

1. Be able to memorize key concepts in public administration and which authors contributed to knowledge in the field (ex. budgeting, planning and policy development, ethics, management, and personnel functions, etc.)
2. Be able to demonstrate an understanding of how politics and forces outside of government impact the work of public-sector managers.
3. Be able to demonstrate an understanding of key concepts and the interaction of managers with other “stakeholders.”
4. Be able to apply the broad scope of material he or she will read, and we will discuss in class to the work environment of citizens in public service careers.

Required Textbooks and Readings:

Public Administration: An Introduction

By Holzer, Marc / Schwester, Richard W.

Edition: 3RD 20

Publisher: TAYLOR

ISBN 13: 9781138579668

Recommended Textbooks and Readings (if applicable):

none.

Assignments and weights/point values and Graded Course Requirements Information

Students will be evaluated on the following:

1. There will be a series of short written assignments of approximately one page to two pages in length. The topic of the short assignments relates to the weekly chapter(s) discussed. The scholarly written assignment should be 12 font using New Times Roman font with all sources cited using APA standards 7th edition, student version including, cover page, references page. Each short weekly assignment will be worth 2 points for a total of 20 points.
2. Various chapters in the required text explorations will include a five-question quiz worth 1 point each for a total of 10 points. Generally, this will occur at the beginning of each of the first ten weeks of the semester.

3. We will divide students into groups. Each group will create a PowerPoint presentation for the class related to public administration. The group will submit to the professor the slide show via canvas. We will NOT present to each of the class members. Each contributing member of a group will receive the same grade worth up to 15 points.
4. Students will submit a series (10) of news articles discussing some aspects of public administration. Students will receive a separate handout with instructions. The news summaries should include APA documentation using the 7th edition, student version. Each article is worth 2 points each for a total of 20 points.
5. Each student will write a research activity paper worth 15 points. Students will receive a separate handout with instructions.
6. The final grade for the course will be an exam with three essay questions. Information on the final will be available in a separate handout. The final will be worth 20 points.
7. Although it will not be a formal part of the grade, I will use present within the course website to determine between two letter grades when students are within a point or two of the next higher grade.

Grading Scale:

Thus, the grading scale is as follows:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

Late Work and Make-Up Exams:

The due dates are suggested and recommended, but late work is accepted until the Monday of the 14th week. The Monday of the 14th is the deadline, and NO work will be accepted after that date. Because there are no exams, there will be no make-up exams. The Final exam MUST be submitted by the next to last day of the semester. If you cannot complete all work by that date, you should contact the professor to make arrangement well in advance.

Calendar of Topics, Readings, and Due Dates

Week #	Date	Class Topic	Readings	Assignment Due
Week 1	1/10 -1/14	Section One: Foundations of Public Administration	Syllabus, Textbook, Chapter One: What Public Administration Entails	Optional zoom meetings Thursday or Friday
Week 2	1/17 -1/21	“ “	Chapter Two: Organizational Theory and Management	News Article One; Short Paper One; Quiz One

Week #	Date	Class Topic	Readings	Assignment Due
Week 3	1/24 -1/28	“ “	Chapter Three: Politics and Public Administration	News Article Two; Short Paper Two; Quiz Two
Week 4	1/31 -2/4	“ “	Chapter Four: Intergovernmental Relations	News Article Three; Short Paper Three; Quiz Three
Week 5	2/7-2/11	“ “	Chapter Five: Ethics and Public Administration	News Article Four; Short Paper Four; Quiz Four
Week 6	2/14 -2/18	Section Two: Managing People and Administering Public Services	Chapter Six: Managing Human Resources	News Article Five; Short Paper Five; Quiz Five
Week 7	2/21 -2/25	“ “	Chapter Seven: Public Decision- Making	News Article Six; Short Paper Six; Quiz Six
Week 8	2/28 -3/4	“ “	Chapter Eight: Public Sector Leadership	News Article Seven; Short Paper Seven; Quiz Seven
Spring Break	3/7 -3/11			
Week 9	3/14 -3/18	“ “	Chapter Nine: Public Budgeting	News Article Eight; Short Paper Eight; Quiz Eight
Week 10	3/21 -3/25	Section Three: Improving the Efficiency and Efficacy of Public Organizations	Chapter Ten: Public Performance	News Article Nine; Short Paper Nine; Quiz Nine
Week 11	3/28 -4/1	“ “	Chapter Eleven: Program and Policy Assessment	3/28 last day to drop with a W. News Article Ten; Short Paper Ten; Quiz Ten

Week #	Date	Class Topic	Readings	Assignment Due
Week 12	4/4 -4/8	“ “	Chapter Twelve: Existing Data, Big Data, and Analyzing Data	Group PowerPoint Submission; Individual Presentation Paper
Week 13	4/11 -4/15	“ “	Chapter Thirteen: Technology and Public Administration	
Week 14	4/18 -4/22	“ “	Chapter Fourteen: The Future of Public Administration	
Week 15 - Final	4/26 -4/29		Final Exam	Online Essay Questions Final Exam due by 4/28.

Please check the calendar in Canvas for official due dates. Please also remember the due dates are recommendations with no penalty, not hard deadlines. The only deadline is 4/28. NO work will be accepted after that date. Please consult student resources and university policies modules for additional information.

All information subject to change as circumstances dictates.