

PUAD 6538: Public Administration and Public Service

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Class Hours: Th 7:00 pm

Class Room: online

Course Description

This course provides a general survey of the field of Public Administration including the functions of the executive branch, the environment of executive-legislative interactions, administrative procedures, classical theories in the field, and contemporary bureaucratic problems. Upon successful completion of this course, students should be able to:

- Define the fundamental concepts of public administration including the basic processes of policy making and governance
- Understand the role of administration in democratic political systems
- Explain the historical, cultural and theoretical development of public administration in America and how this system is similar to and different from other systems of administration
- Understand the basic operations of bureaucratic agencies including personnel management, budgeting, and decision-making
- Understand the effects of the external, internal and political environment on administrative agencies and personnel
- Describe how government and bureaucracy affects your daily life through administration, politics, and policy
- Explain the interaction between the technical/managerial and political elements of public administration
- Describe the legal, ethical and political ramifications of administrative behavior

Course Requirments

Required Textbooks

- Donald F. Kettl *Politics of the Administrative Process* Sage | CQPress.
- Charles T. Goodsell *The New Case for Bureaucracy* Sage | CQPress.

Supplemental Readings: There will be readings assigned to supplement the textbook. These readings will be journal articles or scanned book chapters. I will post these readings to GeorgiaVIEW and let you know when they become available.

Finally, I strongly encourage students to subscribe to [Governing magazine](#). The subscription is free and is offered in print or digital format.

Course Objectives

Students enrolled in Georgia College's MPA program are expected to show competency in several areas by the time they graduate. Therefore, a set of Student Learning Outcomes (SLOs) that relate to (and in some cases enhance) NASPAA Universal Competencies were established for students in the program. The SLOs and NASPAA Universal Competencies are listed below. Those highlighted represent the outcomes and competencies students will be assessed on and are required to meet in order to succeed in this course.

Student Learning Outcomes:

1. Demonstrate an understanding of challenges and constraints relevant to governance and external factors.
2. Demonstrate an ability to participate in the policy process, communicate policy alternatives, and work effectively with government, nonprofit institutions, corporations, and community stakeholders.
3. *Demonstrate an ability to define, frame, think critically about and analyze important problems.*
4. Demonstrates an ability to utilize analytical tools to analyze, present, and interpret data, including appropriate design, statistical, and evaluative techniques for both organization decision making and policy decisions.
5. *Demonstrates an ability to identify public service values and to then systematically apply these values to identify appropriate course of action.*
6. *Demonstrates an ability to communicate effectively and professionally to diverse audience.*

NASPAA Universal Competencies

1. To lead and manage in public governance (demonstrate an understanding of challenges and constraints relevant to governance and external factors).
2. To participate in and contribute to the policy process (demonstrate an ability to participate in the policy process, communicate policy alternatives, and work effectively with government, non-profit institutions, corporations, and community stakeholders).
3. *To analyze, synthesize, think critically, solve problems, and make decisions (a. demonstrate an ability to define, frame, think critically about, and analyze important problems; b. demonstrate an ability to utilize analytical tools to analyze, present, and interpret data, including appropriate design, statistical, and evaluative techniques for both organization decision making and policy decision).*

4. *To articulate and apply public values perspective (demonstrates an ability to identify public service values and to then systematically apply these values to identify appropriate course of action).*
5. *To communicate and interact productively with a diverse and changing workforce and citizenry (demonstrates an ability to communicate effectively and professionally to diverse audiences).*

Course Assignments

Course Modules: Course materials will be organized into modules. Each week there will be a module which includes specific information for the week including: readings, lecture material, quizzes, assignments, discussion boards, and exams. Please allow yourself enough time to address any technical difficulty you have with D2L in order to avoid a late penalty on work. Notify the instructor immediately of inactive links or files that will not open. If you have problems opening a link in the module, try using the “tabs” on the main course page. Course modules will open on Mondays at 9 AM and all materials will be due the following Sunday at 9 PM. Late work will not be accepted unless there is at least 24 hour prior approval.

Quizzes: Most modules will include a reading quiz. Quizzes will post on Monday mornings and will be due the following Sunday at 9 PM. Late quizzes will not be accepted unless approved in advance for an extension. Once quizzes are opened, you will have 30 minutes to complete the quiz. The quizzes will be open book, but students must work independently. You will have to prepare in advance by reading the materials thoroughly in order to do well on the quizzes.

Exams: There will be two essay based exams for this course (a midterm and a final). The final exam will be comprehensive. Instructions for completing exams online will be given through the course of the semester. All exams/quizzes will be open book, but students must work independently.

Discussion Posts: Students will be assigned to a discussion group of 4-5 students. Students should have substantive discussions with their group members about the materials covered in that week’s unit. Some weeks, there may be specific discussion questions posted by the instructor. Other weeks will be open discussion topics. Your discussions will count as 5% of your final grade. While discussions posts are less formal than some other written assignments, they should follow all rules of writing including punctuation, capitalization etc. While students are not expected to agree and diverse opinions are encouraged, students must uphold professional standards at all times. Any disrespectful content or inappropriate language will lead to the student being removed from the discussion group and losing all discussion post points for their final grade.

Analysis Papers: Students will be required to write two short analysis papers. These papers will focus on the application and illustration of public administration concepts and theories to real world events. Detailed guidelines will be posted online.

Book Review: You will review Goodsell’s *The New Case for Bureaucracy*. You will read this book and turn in a book review ([tips for an academic book review](#)).

Grading

Assignment	Value	Letter Grade	Range
Midterm Exam	25%	A	90-100%
Final Exam	25%	B	80-89.999%
Book Review	15%	C	70-79.999%
Analysis Paper 1	10%	D	60-69.999%
Analysis Paper 2	10%	F	0-59.999%
Quizzes	10%		
Discussion Posts	5%		
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Total	100%		

Course Policies:

- Office Hours and Contact:** Office hours are stated on the front page of the syllabus. I will be in my office to assist students during the times listed UNLESS an emergency arises in which case I will notify students. This is an online class and many of you are not in the area so I am also able to meet by appointment via phone or WebEx. Students can contact me via email (keith.lee@gcsu.edu) or GeorgiaView, though email is preferred. Throughout the semester, there will be several opportunities to interact via WebEx conference. The conferences will take place at 7:00 pm on Thursdays (see calendar below). These sessions are optional, but HIGHLY RECOMMENDED. These sessions will give students an opportunity to discuss course material, upcoming exams, and papers.
- Late Policy:** No assignments will be accepted after the due date. Every assignment will be posted with ample time to complete them, thus a medical/family emergency on the due date is not an acceptable excuse. Get your work done early and you should not have any issues.
- Attendance and Absences:** There is not an attendance policy for this course, however it is the student's responsibility to watch all recorded WebEx recordings they miss.
- Academic dishonesty:** Cheating, either on the exam or in the form of plagiarism, will not be tolerated and will result in an "F" in the course and a recommendation to the MPA coordinator that you be dismissed from the program. This class will use plagiarism detection via GeorgiaView. **Self-plagiarism is also prohibited. You may not submit portions or whole works from another course without permission of both instructors.**
- Please read these additional [common syllabus statements](#) provided by Georgia College.

Class Schedule

Week 01, 08/20 - 08/26: Government Accountability

- Module 1 due 08/26 at 9:00 pm

Week 02, 08/27 - 09/02: What Government Does

- WebEx Session 8/30 at 7:00 pm to discuss syllabus and analysis papers
- Module 2 due 09/02 at 9:00 pm

Week 03, 09/03 - 09/09: What is Public Administration

- Module 3 due 09/09 at 9:00 pm

Week 04, 09/10 - 09/16: Organizational Theory

- Module 4 due 09/16 at 9:00 pm
- Analysis paper #1 due with module

Week 05, 09/17 - 09/23: Executive Branch

- Module 5 due 09/23 at 9:00 pm

Week 06, 09/24 - 09/30: Organizational Problems

- WebEx Session 09/27 at 7:00 pm to review for the midterm
- Module 6 due 09/30 at 9:00 pm

Week 07, 10/01 - 10/07: Midterm Exam

- Module 7 due 10/07 at 9:00 pm

Week 08, 10/08 - 10/14: Administrative Reform

- Module 8 due 10/14 at 9:00 pm

Week 09, 10/15 - 10/21: Civil Service and Human Capital

- Module 9 due 10/21 at 9:00 pm

Week 10, 10/22 - 10/28: Decision Making

- Module 10 due 10/28 at 9:00 pm
- Analysis Paper #2 due with module

Week 11, 10/29 - 11/04: Budgeting

- WebEx Session 11/01 to discuss book review
- Module 11 due 11/04 at 9:00 pm

Week 12, 11/05 - 11/11: Implementation

- Module 12 due 11/11 at 9:00 pm

Week 13, 11/12 - 11/18: Regulation and the Courts

- Module 13 due 11/18 at 9:00 pm

Week 14, 11/19 - 11/25: Accountability and Politics

- Module Ch 14 due 11/25 at 9:00 pm

Week 15, 11/26 - 12/02: Book Review

- Module 15 due 12/02 at 9:00 pm

Week 16, 12/03 - 12/09: Final Exam Review

- WebEx Session 12/06 to review for final exam

Week 17, 12/10 - 12/16: Final Exam

- Module 16 due 12/16 at 9:00 pm