

# POLS 3338: Principles of Public Administration

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Spring 2020

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Class Hours: MWF 09:00-09:50am

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## Course Description<sup>1</sup>

Public Administration is the general field of study for understanding what governments at different levels and their partners and contractors do, how public policies and programs are determined, designed, and implemented, how public funding is generated and public resources allocated among competing priorities. Public administration encompasses how governments and their partners at different levels plan, organize, provide, produce, distribute and assess the roles and responsibilities and the alignment of public services in their efforts to improve societal well-being. The resulting programs and functions must also keep pace with unprecedented rapid change in an environment now driven by the dynamic forces of globalization, technology, marketization, and eco-sustainability. As a discipline, public administration integrates bodies of knowledge across many fields (intergovernmental relations, organizational theory, political economy, public policy analysis, public management, and constitutional and administrative law) that transcend the conventional and highly functional public administration subfields in public finance, budgeting, human resources, contracting, and program management and evaluation. Public Administration seeks to enhance governance at all levels — both in international terms, to promote understanding of public policy and management in different states and economies around the globe, and in multijurisdictional terms, to promote trust and effective relationships among different stakeholders and partners across the public, private, and non-profit sectors. Finally, public administration is deeply concerned with ensuring that its practitioners (and researchers) understand and exemplify the highest standards of professional and ethical conduct and lead the movement for organizational social responsibility and sustainable development to protect our environment.

## Required Textbook

- Shafritz, Jay M., E.W. Russell, and Christopher E. Borick with A. C. Hyde. 2016. *Introducing Public Administration*, 9th Edition

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<sup>1</sup>I reserve the right to make changes to this syllabus at any time. Students will be notified when changes are made.

## Course Objectives

By the end of the semester you will be able to:

- Define public administration;
- Explain the historical evolution of public administration;
- Discuss organizational behavior and management.

## Course Assignments

**Homework Assignments (Due Dates Vary):** You will be required to answer a series of questions, analyze a case, or address a case with a memo.

**Quizzes (Dates Vary):** I will give a number of quizzes over the course of the semester to assess student progress and content retention.

**Exam #1 (February 3):** The exam will be a one hour in-class exam consisting of short answer and essay questions designed to assess your ability to recall key terms and concepts from Chs. 1-4.

**Exam #2 (February 28):** The exam will be a one hour in-class exam consisting of short answer and essay questions designed to assess your ability to recall key terms and concepts from Chs. 5-7 and 10.

**Exam #3 (March 27):** The exam will be a one hour in-class exam consisting of short answer and essay questions designed to assess your ability to recall key terms and concepts from Chs. 8, 9, and 13.

**Exam #4 (April 17):** The exam will be a one hour in-class exam consisting of short answer and essay questions designed to assess your ability to recall key terms and concepts from Chs. 11, 12, and 14.

**Final Exam (April 28 at 8:00am):** Two hour comprehensive exam covering all material presented in the course.

## Grading

Assignment	Value	Letter Grade	Range
Final Exam	20%	A	90-100%
Homework	20%	B	80-89.999%
Exam 1	12%	C	70-79.999%
Exam 2	12%	D	60-69.999%
Exam 3	12%	F	0-59.999%
Exam 4	12%		
Quizzes	12%		
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Total	100%		

## Course Policies:

- **Office Hours and Contact:** Office hours are stated on the front page of the syllabus. Students should use my email address on the first page of the syllabus to contact me.
- **Late Policy:** No assignments will be accepted after the due date.
- **Attendance and Absences:** There is not an attendance policy for this course, however it is the student's responsibility to keep up with the course schedule.
- **Academic Dishonesty:** Cheating, including plagiarism, will result in an "F" in the course. This class will use plagiarism detection via GeorgiaView.
- **Classroom Behavior:** Disruptive behavior will be handled immediately. The first offense will be a warning and you will be asked to leave the class. The second offense will result in a reduction in your final letter grade.
- Please read these additional [common syllabus statements](#) provided by Georgia College.

## Class Schedule

\*Note: Scheduled readings should be completed prior to class.

### Week 1: Course Introduction

- 01/06 Monday: Syllabus and Course Overview
- 01/08 Wednesday: Chapter 1 pp. 1-23
- 01/10 Friday: Chapter 1 pp. 23-34
- Homework: Eminent Domain Position Paper due 01/12 at 9:00pm

### Week 2: The Political and Cultural Environment of Public Policy and its Administration

- 01/13 Monday: Chapter 2 pp. 40-51
- 01/15 Wednesday: Chapter 2 pp. 51-61
- 01/17 Friday: Chapter 2 pp. 61-79
- Homework: Introduction to a Policy Paper due 01/19 at 9:00pm

### Week 3: The Continuous Reinventing of the Machinery of Government

- 01/20 Monday: No Class - MLK Holiday
- 01/22 Wednesday: Chapter 3 pp. 85-118
- 01/24 Friday: Chapter 3 pp. 118-132
- Homework: Role of Government in the 21st Century due 01/26 at 9:00pm

#### **Week 4: Intergovernmental Relations**

- 01/27 Monday: Chapter 4 pp. 139-152
- 01/29 Wednesday: Chapter 4 pp. 152-164
- 01/31 Friday: Chapter 4 pp. 164-182
- Homework: Case Study Policy Memo due 02/02 at 9:00pm

#### **Week 5: Honor, Ethics, and Accountability**

- 02/03 Monday: Exam 1
- 02/05 Wednesday: Chapter 5 pp. 187-206
- 02/07 Friday: Chapter 5 pp. 206-226
- Homework: None

#### **Week 6: The Evolution of Management and Organization Theory**

- 02/10 Monday: Chapter 6 pp. 231-242
- 02/12 Wednesday: Chapter 6 pp. 242-255
- 02/14 Friday: Chapter 6 pp. 255-267
- Homework: (1) Management, IGR, & DHS and (2) The Large Consequences of Small Courses due 02/16 at 9:00pm

#### **Week 7: Organizational Behavior**

- 02/17 Monday: Chapter 7 pp. 273-289
- 02/19 Wednesday: Chapter 7 pp. 289-301
- 02/21 Friday: Chapter 7 pp. 301-312
- Homework: Balancing Structure and Behavior in Organizations due 02/23 at 9:00pm

#### **Week 8: Leadership**

- 02/24 Monday: Chapter 10 pp. 390-404
- 02/26 Wednesday: Chapter 10 pp. 404-411
- 02/28 Friday: Exam 2
- Homework: None

### **Week 9: Strategic Management and Government Regulation**

- 03/02 Monday: Chapter 8 pp. 319-339
- 03/04 Wednesday: Chapter 8 pp. 339-355
- 03/06 Friday: No Class - Citadel Symposium on Southern Politics
- Homework: Managing Public Libraries due 03/08 at 9:00pm

### **Week 10: Strategic Management and Government Regulation**

- 03/09 Monday: Chapter 9 pp. 361-374
- 03/11 Wednesday: Chapter 9 pp. 374-386
- 03/13 Friday: Chapter 13 pp. 507-520
- Homework: Madoff Affair due 03/22 at 9:00pm

### **Week 11: Spring Break**

### **Week 12: Public Financial Management**

- 03/23 Monday: Chapter 13 pp. 520-535
- 03/25 Wednesday: Chapter 13 pp. 535-549
- 03/27 Friday: No Class
- Homework: None

### **Week 13: Personnel Management and Labor Relations**

- 03/30 Monday: Exam 3
- 04/01 Wednesday: Chapter 11 pp. 415-437
- 04/03 Friday: Chapter 11 pp. 437-458
- Homework: Labor Costs in the Public Sector due 04/05 at 9:00pm

### **Week 14: Social Equity**

- 04/06 Monday: Chapter 12 pp. 464-474
- 04/08 Wednesday: Chapter 12 pp. 474-485
- 04/10 Friday: Chapter 12 pp. 484-499
- Homework: Social Equity and the Politics of Taxes due 04/12 at 9:00pm

### **Week 15: Program Audit and Evaluation**

- 04/13 Monday: Chapter 14 pp. 556-567
- 04/15 Wednesday: Chapter 14 pp. 567-584
- 04/17 Friday: Exam 4
- Homework: None

### **Week 16: Knope, Swanson, and the New Public Service**

- 04/20 Monday: TBD
- 04/22 Wednesday: TBD
- 04/24 Friday: TBD
- Homework: None

### **Week : Final Exam Week**

- 04/27 Monday: Course Recap
- 04/30 Thursday 8:00 - 10:15am