

Introduction to Public Administration

Time and Place: 2019 Spring A Session

January 14, 2019 – March 8, 2019

Instructor: Terry Alston Jones

tajones@ncwc.edu

Office Hours: By Appointment

Office Telephone: 252-985-5560

Course Description: This course is an introduction to public administration. Topics to be covered include the role of bureaucracy in the political process, theories of public organizations, bureaucratic discretion and accountability, policy implementation, and the changing nature of public administration.

This course is a foundation for other courses you may take while studying Public Administration; therefore, it will behoove you to read each assignment prudently, know the key terms of chapters, and be able to discuss and apply theories, practices and tools.

Textbook: Public Administration Holzer, Marc and Schwester, Richard – ISBN: 978-81-203-4403-7

Other articles, case studies and YouTube videos will be provided in the course

Course Objectives:

- Explain the key milestones in the development of the Public Sector
- Define public administration and the uniqueness of this sector from the profit and nonprofit sectors.
- Implement the unique management strategies of Public Administration.
- Demonstrate advanced understanding of the public sector in terms of economic, political, and social movements.

Prerequisites: None

***ATTENDANCE- Missing Class Will Affect Your Grade**

ASPIRE classes are accelerated and are offered in 8-week and 5-week sessions. Because of this, students are required to attend every class session. Missing any class will have a negative impact on your learning and course performance. In the event of an absence, the student is required to notify the instructor ahead of time and follow the instructor's course of action for dealing with the missed class time. This may include the completion of additional assignments or a reduction in the final grade due to the missed class.

Attendance on the first night/week is mandatory. Students will be required to participate in a week 1, introduction forum for attendance reporting. No Shows equal an absence and could result in you being dropped from class. Discussion boards are MANDATORY!

During the first week of a term, if you are absent from a seated or online class, you have not contacted your instructor, and attempts by staff to reach you fail, you will be dropped from the course. This will (in most cases) reduce your financial aid and may create a balance owed to the College.

Attendance for online sessions will be considered satisfactory if the student has participated in the weekly discussions, meeting the requirements as outlined in this syllabus. Logging onto the online course is not considered satisfactory attendance. You must participate in the discussions.

Once the seven-day drop period has passed, there will be no refund for a registered class. If you miss the second class, your options are:

- A. Talk to the instructor and see if he/she is willing to allow you to continue in the class.
- B. Complete a Drop/Add form. You will still pay for the class, but receive a non-punitive grade of a “W”.
- C. Do nothing – you will receive an “F” and will be responsible for paying for the class.

An instructor may fail any student who misses more than twenty-percent of a course (6 hours for an 8-week course, 4 hours for a 5-week course) after the drop period. Ultimately, it is the instructor’s decision to determine how to handle absences.

Note: Absences of any kind and length in an accelerated class should be avoided. This instructor strongly endorses the ASPIRE Attendance Policy, and reserves the right to review the circumstances involved in any student absence to determine an appropriate course of action.

Plagiarism and Cheating

The college policy on plagiarism and cheating will be followed on a consistent basis. The catalog defines “Cheating” as a means of giving or receiving of information illicitly with intent to deceive the instructor in his or her effort to grade fairly any academic work. “Plagiarism is “to take and use as one’s own thoughts, writings, or inventions, or another (Oxford English Dictionary). It is plagiarism when one uses direct quotations without proper credit and appropriate quotation marks, and when one uses the ideas of another without proper credit. The penalty for academic dishonesty is severe. (Refer to the college catalog, pp. 82-84.)

It is an academic offense with serious consequences – unethical, unwise, and also unnecessary. There is certainly no need to plagiarize, since you are allowed to use sources, provided that you acknowledge them. In fact, there is no advantage in it either; papers based on expert sources, fairly acknowledged, are what instructors expect from their students. Cheating is defined as any intent to deceive the instructor in his effort to grade fairly. Anything that can possibly affect the fairness of grading is cheating which I interpret to include any collaborative, mischievous behavior. In this course, pay special attention to gleaning information off the Internet and do not pass it off as your own, or without proper citation. Learn to develop ideas in your own words. Do not purchase, borrow, or revise another student’s work. Do not turn in an assignment that you did in another class. If you have any questions regarding plagiarism consult with your instructor or the online writing lab for guidance on writing in general.

Students with Disabilities

North Carolina Wesleyan College seeks to fully comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students with disabilities who believe that they may need accommodations in this class are encouraged to speak privately with the Instructor and contact Counseling and Disability Service at 252-985-5369 or 252-985-5178 as soon as possible to coordinate and implement accommodations in a timely fashion. Counseling and Disability Services is located in the Hardee's Building on the Rocky Mount Campus. Students requesting accommodations must contact the Counseling & Disability Services Office who will determine the appropriate accommodations.

General Assignment Information and Expectations

Grading is based on the qualitative judgement of the instructor. Grades will be based on a combination of work completed and submitted properly to the instructor as well as participation. Students are encouraged to discuss their performance with the instructor at any time during the semester. The instructor does not accept late assignments, without prior written approval.

Writing Assignments: This is writing intensive class; As during collaborative discussions and all writing assignments, students should practice writing clearly constructing error-free, (grammar and content) writing assignments. If you need help, (And it is okay if you do) please use campus writing resources which are freely available to you; always make sure your work has been **proofread** before submitting for a grade.

All writing assignments should be:

1. typed in Times New Roman font and double spaced.
2. saved and identified by your last name, first initial, and name of the assignment.
3. identified with information from number 2, (Identifying your file) on each page of every assignment. Page 1 in the page header position subsequent pages in the footer position.

Assignments and Grading

The course grade will be based on four components:

- **Weekly Reading Assignments** (Listed in the outline below)
 - Weekly Discussions- Each week students will be expected to participate in a weekly discussion within the Collaboration Forum. Discussion questions will be based upon the week's reading assignment. Students will be expected to identify problems and articulate and implement ethical solutions using critical thinking skills and as a Public Administrator.
- **Reflection Journal** – Each student will set up a file on goggle.docs, identifying the file as PAD 300 Reflection Journal. Your journal will reflect upon what you read in each chapter, (1-page summary) while giving a preview of how the contents of this chapter implemented in “real world” work place as a Public Administrator; freely use the key terms while journaling. Each journal entry should address the questions:
 - Name three important concepts from this chapter
 - How can each concept be applied/implemented or related to by a public administrator in the public on private sector?
 - Use this opportunity to discuss Key Terms and their meanings.

Your journal should have 14 dated entries and each title should reflect a different chapter in the book. Journal entries should 250 word minimum and 500 maximum. By complying to the due date of the Journal, each student will send an invitation to me at **Intro2PAD300@gmail.com**. I suggest that you keep your journal entries on a weekly basis, so you will not get behind.

- **2018 Massachusetts Gas Explosion Case Study-** Using newspaper and online articles, radio and television interviews you will study the recent real-world events leading up to, during, and after the recent gas explosion in September 2018. I will forward this information to you, as well as other questions and activities to help you prepare your case study. Your case study will identify the problem and you will use information learned from your chapters to complete the study.

GRADE BREAKDOWN

Weekly Discussions/Participation	25%
Reflection Journal	25%
Case Study	<u>50%</u>
	100%

Week & Dates	Reading Assignments	What's Due
Wk 1: 1/14 – 1/18	Public Administration: An Indispensable Part of Society Textbook: Chapter 1	Case Study pg. 38-47 Students will read the case study and compile a response to myths noting the elements of Public Administration. This assignment should be emailed. A Discussion Board on case study
Wk 2: 1/21-1/25	Organizational Theory and Management & Managing Human Resources Textbook: Chapters 2 & 3	Discussion Board Exercise 3.5 - Create a Staff Reduction Plan – Students will complete Exercise 3.5 on page 128, creating a staff reduction plan
Wk 3: 01/28-02/01	Public Decision Making & Politics and Public Administration Textbook: Chapters 4 & 5	Discussion Board – Theoretical Model of Decisions Making
Wk 4: 2/4-2/8	Intergovernmental Relations & Public Performance Textbook: Chapters 6 & 7	Discussion Board Pg. 251. The Role of Privatization in Government Performance
Wk 5: 2/11-2/15	Program Evaluation & Public Budgeting Textbook: Chapters 8 & 9	Discussion Board Program Evaluations
Wk 6:	Public-Sector Leadership & Ethics and Public Administration	Discussion Board What are Ethics?

2/18/-2/22	Textbook: Chapters 10 & 11	
Wk 7: 2/25-3/01	Technology and Public Administration 7 Public Service and Popular Culture Textbook: Chapter 12 & 13	Discussion Board The Image of the Public Servant
Wk 8: 3/04-3-08	The Future of Public Administration Textbook Chapter 14	Discussion Board What does Public Administration look like today? Case Study Due March 6, 2018

