COURSE SYLLABUS

Course Description
This is an undergraduate course on the study of public administration. It will provide students with a solid, conceptual foundation in public administration and discusses the latest information on important trends in the discipline. The course presents a comprehensive overview of the development of public administration as a professional field with references to the major contributors from the beginning to the present.

Required Text

The text provides a number of resources for your benefit. Each chapter includes a list of key concepts, which you should be familiar with for exams. There is also a list of recommended further readings provided at the end of each chapter, which should provide you with supplemental resources to learn about the public policy process. Finally, the text provides a list of useful websites, at the end of each chapter, to further facilitate learning.

Course Website: A course website will be available for access at http://distance.mwsu.edu/webct.asp. You will be able to use this website to read class announcements, correspond with me, view lectures, take exams and quizzes, and to view review sheets and this syllabus.

Office Hours

Monday, Wednesday, Friday: 11:00am-12:00pm and 1:00pm-2:00pm
Tuesday and Thursday: 9:30am-11:00am and 12:30pm-1:00pm
Also, by appointment (send me an e-mail to schedule an appointment)

Student Responsibilities

Readings: The readings serve as a point of departure for lectures and discussions. Therefore, it is imperative that each student completes the assigned reading each week. NOTE: Reading the chapters includes covering the case studies at the end of each chapter. This material will be covered on exams and quizzes. You should also feel free to include the case studies in your discussion assignments (specified below).
Lectures: For each chapter I will post lecture material on the course website. Use this to supplement your reading. You will be responsible for knowing the material in the lectures as well as the material in the textbook for each chapter.

Participation: Students should feel free to raise questions concerning the readings, the instructor's discussion, and the comments of other students. Participation enhances course quality. This particular type of class lends itself to a favorable discussion environment, so please do not be afraid to ask questions or pose interesting topics for the class to discuss (that are relevant to the course material). This can all be easily conducted through the course website’s Discussion and Chat features.

Required Examinations: There will be three required examinations, two regular within-term exams and a final. The scheduled examination dates (tentative) are as follows:
Exam 1: October 1-5, 2012
Exam 2: November 5-9, 2012
Final Exam: December 10-14, 2012
Exams must be completed and turned in on time. Late exams will not be accepted unless prior arrangements have been made with me.

Quizzes: There will be weekly quizzes covering lecture and textbook material. These quizzes will be graded and will count towards your quiz grade for the course. Each quiz should be completed by 11:50pm Friday night of the week it is assigned. This should encourage you to keep up with the reading. If you do not turn in a quiz by the due date/time and do not have a University approved excuse, you will be given a grade of ZERO on that quiz.

Discussions: During each week I will post discussion questions related to our course material and relevant current events. As part of your course requirements I expect each student to post three responses to these questions throughout the week. It is ok to post more and in fact I would encourage you to post more. Please have something substantive to post. In other words you need more than just “I agree”. At the end of the week provide me with an e-mail copy of your three posts during the week. Send this by copying and pasting your responses in the body of the e-mail. This should be submitted by the end of the day Friday (11:50 p.m.) for the corresponding week. If you post the responses in the discussion section, but do not e-mail them to me, you will only receive half credit. Collectively this will count for your discussion assignment grade. Note: I intend for this to be largely student driven. I will post the prompt and monitor the discussions but I will provide you with a lot of leeway to decide the direction of the course and intentionally want to avoid influencing the direction of the conversation.
Basic Policies

Make-up Policy -- Examinations. If a student has a University-approved excuse AND if the instructor is notified PRIOR to the examination, arrangements for a make-up will be made. If a student fails to notify me, the student will receive a zero for the exam. Exams missed due to court appearances in which you are a defendant, do not count as a legitimate excuse.

Taking Exams Early. Only under extraordinary circumstances will a student be allowed to take an exam, including the final, early. Only university approved excuses, death in the family, illness, etc. will be considered for taking an exam early. So, before you even ask, a job interview does not count as an extraordinary circumstance, nor does a wedding or anything fun you want to do.

Wikipedia. At no time will a student be allowed to use Wikipedia as a source for any project or paper in my class. If it is determined that Wikipedia was used as a source for a project or paper, the student will be given a grade of ZERO automatically.

Grading. The two within-term exams will each count 50% (25% a piece) toward your final grade. The discussion assignments will count 10% toward your final grade, your quiz average will count 10%, and the final exam will count 30%. The overall course grades will be based upon the following cut-off percentages:

<table>
<thead>
<tr>
<th>Cut Off</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>&lt;60%</td>
<td>F</td>
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</tbody>
</table>

Class Schedule
All excerpts are taken from the required Kettl and Fesler text. All required reading and assignments are due on the day listed.

August
27-31: Introduction and overview of course
       Readings: Chapter 1-Defining Public Administration
       Assignments: Participate in discussion, Quiz 1
September

3-7: Readings: Chapter 2-The Political and Cultural Environment of Public Policy and Its Administration
   Assignments: Participate in discussion, Quiz 2

10-14: Readings: Chapter 3-The Continuous Reinventing of the Machinery of Government
   Assignments: Participate in discussion, Quiz 3

17-21: Readings: Chapter 4- Intergovernmental Relations
   Assignments: Participate in discussion, Quiz 4

24-28: Readings: Chapter 5-Honor, Ethics, and Accountability
   Assignments: Participate in discussion, Quiz 5

October

1-5: Exam 1

8-12: Readings: Chapter 6-The Evolution of Management and Organization Theory
   Assignments: Participate in discussion, Quiz 6

15-19: Readings: Chapter 7-Organizational Behavior
   Assignments: Participate in discussion, Quiz 7

22-26: Readings: Chapter 8-Managerialism and Information Technology
   Assignments: Participate in discussion, Quiz 8

29-November 2: Readings: Chapter 9-Strategic Management and Government Regulation
   Assignments: Participate in discussion, Quiz 9

November

5-9: Exam 2

12-16: Readings: Chapter 10-Leadership
   Assignments: Participate in discussion, Quiz 10

19-23: Readings: Chapter 11- Personnel Management and Labor Relations
   Assignments: Participate in discussion, Quiz 11

26-30: Readings: Chapter 12-Social Equity
   Assignments: Participate in discussion, Quiz 12
**December**

3-7: Readings: Chapter 13-Public Financial Management  
Chapter 14 –Public Audit  
Assignments: Participate in discussions, Quiz 13, Quiz 14

**10-14: Final Exam**

**Further Reading**

Some suggested readings for those who want to dig deeper into the field of public administration. These are not required for the course, but they may be helpful for those of you pursuing a career in public administration.


Kettl, Donald F.  *System under Stress: Homeland Security and American Politics*  


Khademian, Anne M.  *Working with Culture: The Way the Job Gets Done in Public Programs*  


Wilson, Woodrow.  “The Study of Administration.”  *Political Science Quarterly* 2 (June 1887). Reprinted in *Political Quarterly* 56 (December 1941): 481-506. (viewed as the founding document for the field of administration)