POSC 3371/MLPOS 5371 Public Administration
Fall 2015

Dr. Jon R. Taylor
Meeting Time: 8:10AM – 9:00AM MWF Malloy 021
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Office Hours: MW: 7:00am – 8:00AM; 9:00am – 5:00pm; TTH: 7:00am – 8:00am; 9:30am – 10:30am; 12:30pm – 3:00pm; F: 7:00am – 8:00AM; 9:00am – 12:00pm
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Required Text:

None – You will provide me with a flash drive. In return, I will provide you with readings, lecture notes, and supplementary materials.

Course Description:

This course is designed to give students a working knowledge of the history, theories and practice of Public Administration in the United States at the national, state and local levels. Students are introduced to the concepts and major topics of public administration and its intellectual development. Some attention is given to its practical application through case studies. This course will provide an overview of all subjects in the field and serves as a basis for further study in Public Administration.

Course Learning Objectives:

By the end of the course, students will:

- Develop a sense of the historical development of public administration and the major thinkers underlying modern public organizational theory.
- Have awareness of the complexity of public administration in terms of mixes of values, interests, competing orientations, and other factors, and of the ubiquity and effect of the evaluation of policies.
- Demonstrate the ability to critique various organizational situations from various public administration theoretical perspectives.
- Have a sense of the overall trends in the development of public administration in a globalizing world.
- Have an enhanced ability to explore public administration issues and to present the results of those explorations clearly, concisely, and in compelling form in written and oral communication.
Exams and Grading:

There will be a midterm, research paper, and comprehensive final exam. The following is the grading breakdown for the course:

- Midterm exam: 20%
- Research paper: 25%
- Attendance and participation: 20%
- Comprehensive exam: 35%

Students are expected to prepare thoroughly for each class session, to submit written materials on time, and to participate actively and constructively in class. Attendance is critical. All written work is expected to be of high quality. That is, it should be logically organized, complete, and lead the reader to a conclusion. Spelling, grammar, punctuation, proper referencing, and organization will be graded as well as content and presentation. All quotations and significant paraphrases should be properly cited.

Research Paper:

A major research paper is required. The research will be due at the end of the term. A short summary of the research paper topic and partial bibliography will be due by October 14, 2015. The completed research paper is due on December 2, 2015.

Research paper expectations: All work submitted must be typewritten and double spaced, using a 12 point font, with 1 inch margins on all four sides and properly footnoted. Plagiarism will result in a failing grade. The grading of the paper will be based on:

- Your ability to provide an analytical viewpoint on the topic to back up your opinions provided with research materials.
- Clarity and organization of the paper
- Appropriate citations and reference throughout the paper (footnotes, bibliography, etc)
- Correct grammar, spelling and form
- **Unexcused late papers will be reduced by one-half a grade per day.**
- **Undergraduate students:** The research paper should be between 13 – 16 pages in length.
- **Graduate students:** The research paper should between 18 – 22 pages in length.

Class Rules:

- Attendance and participation is required and worth 20% of your overall grade
• Arriving late is strongly discouraged
• Reading course assignments is expected
• **All Electronic devices are to be muted during class – period**
• Showing respect to other students and the professor is expected
• Make up work will be limited to special circumstances (and with prior notification only)
• Plagiarism and other forms of cheating will result in a failing grade.

**Attendance and Miscellaneous:**

I rarely, if ever, take roll in class. That does not mean I fail to notice the lack of your presence in the classroom. On the contrary. With such intimate classes as offered at the University of St. Thomas, your absence is quite noticeable. I like to have you in class. I value your input. But I make the presumption that since you are in college that you are a reasonably responsible adult. It bothers me very little if you have found someone or something better than attending my class. Of course, it bothers me very little to flunk you as result of your finding that someone/something better. If you don’t show up for class and/or blow-off or do extraordinarily poor on the homework assignments, exams, and the article review, you may be looking at crime or a job in the fast food industry as a succinct alternative to the stresses of higher education.

**Academic Integrity:**

“*It would have been better if he had never been born*” – Mark 14:21.

All of the work you do in this course is expected to be your own. **Absolutely no cheating or plagiarism** (using someone else’s words or ideas without proper attribution) **will be tolerated.** Any cases of cheating or plagiarism will be handled according to university policy and reported to the University’s Academic Misconduct Committee.

As stated in the Academic Misconduct Code for the University of St. Thomas, academic misconduct includes: (a) cheating (using an authorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; (b) assisting others in any such act; or (c) attempting to engage in such acts.

Plagiarism is using the work or another person and claiming it as your own. The most common types of plagiarism include:

• Using a paper or portion of a paper prepared by someone else;
• Quoting someone else’s language or words without proper quotation or citation; and
• Paraphrasing someone else’s ideas, framework, or insights without giving credit to the original author in a citation.

Academic misconduct in any form is unacceptable and suspected violations will be pursued aggressively.

**Students with Disabilities:**

If you have any condition, such as a physical, psychiatric/emotional, medical or learning disability, which will make it difficult for you to carry out the work as outlined in this syllabus, please notify me and the Office for Counseling and Testing Services in the first week of the course so that we may make appropriate arrangements. All information and documentation of disability is confidential. Course materials are available in alternative formats upon request.

**Schedule of Events (Subject to Change):**

PoliSci’s Bastard Step-Child: The Discipline of Public Administration  
Public Administration, Democracy and Bureaucratic Power  
Federalism and Intergovernmental Relations  
Organizational Theory  
Decision Making in Administration  
**Midterm Examination**  
**Fall Break: October 12 – 13th**  
**Research Paper Abstract Due October 14th**  
The Challenges of Administrative Leadership  
Personnel Administration and Human Resources Development  
Governmental Budgeting  
Public Policy and Program Implementation  
Performance Management in the Public Sector  
Regulations and Administrative Law  
The Concept of Public Service Sector Deregulation  
**Thanksgiving Break: November 25 – 27th**  
Public Administration in a Time of Conflict and Social Change  
**Research Paper Due December 2nd**  
**Final Examination December 14th, 8:00am – 10:30am**