POS 3371 / MLPOS 5371 Introduction to Public Administration
Fall 2016

Dr. Gautam Nayer
Meeting Time: 5:30PM – 6:45PM TTH
Office Hours: after class or by appointment
E-Mail: gnayer@yahoo.com

Required Texts:

1) The 5 Elements of Effective Thinking by Edward B. Burger and Michael Starbird
ISBN: 0691156662

2) Introducing Public Administration 8th Edition
by Jay M. Shafritz, E. W. Russell, Christopher P. Borick

Course Description:

This is a core course in the Master of Public Policy and Administration Program. The course states, “The course will examine various topics in public management. “ What exactly does that mean? We will investigate the historical and contemporary literature in the institutional and intellectual development of public policy and public administration.

Course Learning Objectives:

At the end of the semester, students should be able to:

- Identify, understand, and synthesize the historical ideas, schools of thought and literature in American public administration, and its relationship with public policy, with a focus on the classic works in the field.
- Compare and contrast the various schools of thought within public administration and identify their pros and cons, from both a scholarly and practical perspective.
- Illuminate many of the most significant current issues and debates in public administration theory and practice, using the classic writings and authors in the field.
- Appreciate the major intellectual traditions in public administration and posses a broad understanding of the theoretical approaches that have defined the field.
- Analyze the scholarly and practical contribution of the important authors and schools of thought in the field.

As a practical matter, the material discussed in the course will form the basis for the literature relating to the theoretical and historical foundations of public policy and public administration that students are expected to have mastered for the MPPA degree.

Exams and Grading:
There will be a comprehensive final exam, an analytical essay, 2 separate and different presentations on the readings and class participation. The following is the grading breakdown for the course:

- Midterm Analytical (Redo): 20% - Due on _________________
- Attendance and participation: 20% - every Monday night by 11:59pm students MUST email me 2-3 questions for discussion for the coming week from the assigned readings. This will facilitate good discussions as this is not a lecture style class.
- Presentation #1: 20% - September
- Presentation #2: 20% - October
- Final Analytical essay exam: 20% - Due on _________________

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 (APA style).

**Analytical Essay (for both the midterm and the final exam):**

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 essay 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 essay.
- Appropriate citations and reference throughout the essay (footnotes, bibliography, etc.).
- Correct grammar, spelling and form.
- **Unexcused late essays will be reduced by 5 points a grade per day.**
- The exams (analytical essay) should between 12-20 pages in length. Use your own judgment on what constitutes graduate work.

**For the Midterm only**- students will be given extensive grammatical, analytical and critical thinking feedback and will be granted 7 days to turn the exam back to me updated and corrected. This is an opportunity to improve your grade as well as learn the professor’s expectations for exams. You will not be able to do this for the final exam so make sure you do a very good job on your second opportunity for the midterm.

**Class Rules:**

As a graduate-level course, this course expects full, active and relevant participation from every student throughout the semester.

- **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. Please refrain from consistent texting/playing with smartphone/laptop/ipad etc**


• Food and drink is to be responsibly consumed— I prefer food stays outside but drinks are ok.
• Showing respect and open to new ideas to other students and the professor is expected. We should have honest and candid discussions about uncomfortable ideas and yet be able to remain respectful to each other.
• 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.
• No guests please unless spoken to me before. I’ve had too many problems with badly behaved guests.

Attendance and Miscellaneous:

I do take roll in each class in order to get to know the students on a personal level as well as to keep track of students who do or do not come to class regularly. 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 a Master’s program and 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 an “F.” I will do my best to warn students during the course of the semester and recommend in some cases the student may consider a “W”.

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):**

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<th>Course Schedule FALL 2016</th>
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<tbody>
<tr>
<td><strong>Week</strong></td>
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<td>Week 1</td>
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| Week 9  
| October 18 | The Five Elements of Effective Thinking | Read entire book |
| Week 10  
| October 25 | Chapter 6- Introduction to PA Presentations | Read and discuss Chapter 6 in class |
| Week 11  
| November 1 | Chapter 7- Introduction to PA Presentations | Read and discuss Chapter 7 in class |
| Week 12  
| November 8 | Articles discussion- Read and discuss in class | |
| Week 13  
| November 15 | Chapter 8- Introduction to PA Presentations | Read and discuss Chapter 8 in class |
| Week 14  
| November 22 | Chapter 9- Introduction to PA Presentations | Read and discuss Chapter 9 in class |
| Week 15  
| November 29 | Articles discussion- Read and discuss in class | 1) The Imperial Presidency  
|          |                                                2) The NCAA Cartel  
|          |                                                3) Poor leap college  
|          |                                                4) The Writing Revolution  
|          |                                                5) Tyler Clementi suicide  
|          |                                                6) Yale Sexual Harassment  
| Week 16  
| Dec 1- Final Class | Articles discussion- Read and discuss in class | 1) The price of nice nails  
|          |                                                2) Perfect nails  
| Week 17  
| Dec 6- Exam week | Final Exam | Final exam due on __________ |