

COURSE SYLLABUS
Updated on 2022/08/30
Introduction to Public Administration
Fall 2022
Monday (4-5:50 PM) & Wednesday (4-4:50 PM)

Contact Information:

Instructor: Ki Woong Cho, M.P.A., Ph.D.

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Office Hours: After Class or by appointment
(Classroom or Office)

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Required Textbook:

Holzer, Marc and Schwester, Richard. *Public Administration: An Introduction*. Armonk: M.E. Sharpe, Inc., 2011.

Other required readings and assignments will be posted on the class IEI Learning Management System site (<http://ieilms.jbnu.ac.kr/>). Articles and multimedia will be posted under the “All week course” tab which contains folders for every week.

Course Description and Objectives:

Public Administration is a process of service to others that is achieved through the development and implementation of policy in governments and nonprofit/nongovernmental organizations. It is a profession that is dedicated to perpetuating the underlying values of the Enlightenment that are the foundation of modern democracies, to promoting the continuing viability of democratic forms of government by making them both effective and accountable, and to enhancing the capacities of communities to effectively resolve their problems.

This course is designed to introduce students to the theory and practice of public administration. In this course, you will learn about the foundations of public administration and public sector ethics, probe historical and contemporary questions concerning the field, and analyze practical and ethical challenges facing public administrators. This course addresses essential elements of public administration – the norms and values of service to others, leadership in applying organizational theory to get things done, managing the activities of fellow employees ethically and effectively, advising elected officials and fellow citizens on matters of policy and financing, evaluating and publicizing performance, and empowering fellow citizens.

Course Description and Objectives:

Students will be expected to demonstrate their understanding of the ideas presented in the course and apply their knowledge to critically evaluate the decisions of public officials from an ethical perspective.

Course Outline

*Tentative Schedule

W	Dates		Course Outline	Etc.
0	09/05	09/07	Introduction to Public Administration and History - Presentation, Discussion, Question & Answer	<i>Watch “The Men Who Built America”(2012, 2014)</i>
1	09/12 (Holiday)	09/14	Introduction to Public Administration and History - Presentation, Discussion, Question & Answer	
2	09/19	09/21	Introduction to Public Administration and History - Presentation, Discussion, Question & Answer	
3	09/26	09/28	Different Ethical Perspectives on Public Administration - Presentation, Discussion, Question & Answer	
4	10/03 (Holiday)	10/05	Public Values, Public Administration, and Politics - Presentation, Discussion, Question & Answer	
5	10/10 (Holiday)	10/12	Organizational Theory and Contemporary Ethical Issues in the Workplace - Presentation, Discussion, Question & Answer	
6	10/17	10/19	Human Resource Management in the Public Sector - Presentation, Discussion, Question & Answer	
7	10/24	10/26	Public Decision Making - Presentation, Discussion, Question & Answer	
8	10/31	11/02	Public Budgeting and Citizen Participation and Review Classes - Presentation, Discussion, Question & Answer	
9	11/07	11/09	Midterm Exam Week (take-home exam)	
10	11/14	11/16	Performance and Evaluation in the Public Sector - Presentation, Discussion, Question & Answer	
11	11/21	11/23	Collaborative Governance and Network Management in Democracy - Presentation, Discussion, Question & Answer	
12	11/28	11/30	Public Administration and Social Equity - Presentation, Discussion, Question & Answer	<i>Watch “Remember the Titans” (2000)</i>
13	12/05	12/07	Leadership in the Public Sector - Presentation , Discussion, Question & Answer	
14	12/12	12/14	Public Administration Ethics and Technological Change - Presentation, Discussion, Question & Answer	
15	12/19	12/21	Final Exam Week (In-class exam) - TBA	

* Please do not share or distribute the class materials

Grading: To summarize, the grading for the course breaks down as follows:

EVALUATION	
Exams:	Total: 70 points,
	Mid-term: 35 points(Due date:End of Semester - TBA)
	Final: 35 points
Report & Presentation	15 points (Due date: End of Semester - TBA)
Attendance and participation:	15 points

Course Requirements:

A. Attendance and Participation: Attendance, punctuality, and participation are expected for all class sessions and have a significant impact on your final grade. Attendance will be taken each class and if an absence is essential, the student is responsible for notifying the instructor, as well as for ensuring the timely submission of any assignments that are due during his/her absence. Attendance and participation count as 15 points of your final grade. At the end of the semester the weekly totals will be tailed awarded to each student.

B. Midterm & Final Exam

B-1. Midterm Exam: For the midterm exam, students are responsible for all subject matter covered during the lectures and in the assigned readings up to the point of the exam.

Take-home exam , after class analysis.

An *analysis* of the class discussion, lecture, and any materials.

- The analysis should not be a mere summary of the materials; rather, it should focus on things coming out of the discussion and interest you the most, such as:
 - the metaphor/story/current events used or discussed
 - the criticisms or critique of one or more of the readings
 - unresolved issues or future research questions
 - the implications of one or more of the readings for practice or theory or research
- Use bullets and numbering to make the analysis simpler.
- Single-spaced; 12 Time New Roman fonts. (1 page)

B-2. Final Exam: The final exam will cover all subject matter presented after the beginning and up to the point of the final exam.

C. Presentation on Report (any topics in this class): Students will be required to complete a concise, well-articulated report that incorporate one or multiple concepts covered in the course. Report should be no longer than 3 pages (2-3 pages) – MS Word – in length, not including references, tables, graphs, etc. Report should be single-spaced in 12-point Times New Roman font with standard one inch margins. All references should be cited according to the Chicago Manual of Style (16th ed.) or the American Psychology Association (APA) (6th ed.) style in author-date format with a separate reference section located at the end of the essay. It is highly recommended that you consult the citation guides provided online (e.g., <https://owl.english.purdue.edu/owl/http://www2.liu.edu/cwis/cwp/library/workshop/citchi.htm>; http://www.chicagomanualofstyle.org/tools_citationguide.html). The report will count as 15points of your final grade. NO LATE SUBMISSIONS WILL BE ACCEPTED.

Presentation: Students will be required to make a class presentation (10-15 minutes) on public administration topics. Individual can draw on concepts, theories, practices, etc., presented in the course, or may use external subject matter as long as it pertains to public administration in some meaningful way. It is highly recommended that you use PowerPoint and 3 pages paper are required. Also, your PPT of your presentation should be submitted on your presentation day. In the end, final PPT and paper of your presentation should be submitted on designated day(12/26). More information about the presentations will be provided later in the semester.

a. Citation & Reference

- You have to mention the sources of your sentences with citation. If not, it could be plagiarism. At that time you have to paraphrase what the authors' saying. If you use direct quote, you have to put quotation mark then cite the year of the book and author. (If you see the FORMAT that I posted on the IEI Learning Management System, which shows you how to cite using an APA style.)
- Please use many articles in your paper (at least 5 articles or resources), some student use only one resource which is not a good strategy. You are college student, you need ability to collect and organize different sources to show your ideas.

FYI/ REFERENCES

Please see the detail that I posted on the IEI Learning Management System.

*Please use many literature review as much as possible. Along as you put citation, I strongly recommend to **use many literatures (such as journals) rather than websites**. If you go to google scholar, you can download articles. If you cannot download article because you are in off-campus, you can use off campus access. <http://dl.jbnu.ac.kr/myloan/list>*

b. Use Heading & Put abstract at the beginning of your writing.

- Please use heading which is good way to deliver your idea clearly. This will be helpful even after you get a job to writing.

c. Show your Implication in PA (Public Administration) – MOST IMPORTANT

- Without implication, you just summarize some idea, which is not a good strategy. Especially in the era of internet it is easy to get a summarized information by googling for a while. This is why the implication is important. Please show implication based on your analysis and ideas (At least more than 2 paragraphs).

d. Detailed topic & collaboration and cooperation with others people

- Some students try to summarize whole session based on my summary. To have a basic knowledge in public administration, you need lecture and read textbook. However, I did not ask you write textbook. Please show your detailed topic and describe it with good implications. This is practice for your writing when you have a future job.

e. Topic Introduction & Conclusion

- **Topic:** Use fascinating topic to motivate and boost your readers' interest.

- **Introduction:** You should show your purpose and structure your paper.
- **Conclusion:** You have to summarize whole your paper and reemphasize your implication once again (This should be brief.) In the academic paper, you need to show your limitation and future studies.

* etc.

Email :

Please send me an email with brief topic and answer the email without changing topic.

Course Policies:

University Attendance Policy: Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

Syllabus Change Policy: This syllabus is subject to change with advance notice. The instructor reserves the right to add extra-credit opportunities (e.g., additional assignments or quizzes) and adjust the percentage composition of final grades accordingly.

Classroom Behavior: It is required that students refrain from disruptive behavior while in the classroom. Disruptive use of cell phones and other communicative devices is strictly prohibited during lectures. In the event of an emergency, you are excused from the classroom.