

Introduction to Public Administration

POSC/CRJU 320-03 Fall 2022

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Office Hours: Tuesdays and Thursdays 10:00 - 11:00 and 2:30 - 3:30, Thursdays 5:00 - 6:00,
and by appointment

Dates: August 23 – December 13

Time: 1:00 - 2:15 p.m.

Place: GH 248

Course Description:

Public administration plays an important role in our everyday lives. What do public administrators do? What makes this important field of government work? How are decisions made and how does the political environment impact those decisions? Our public administrators have to respond to various demands from United States residents and deal with situations and demands from abroad. The values we share interact and compete for the way our administrators create and implement policy. The core values of public administration include accountability, efficiency, and equity. We'll explore these topics and more as we engage in our class together.

This course is an introduction to the study and practice—the science and art—of public administration. Students will be acquainted with the theoretical and practical aspects of public administration in the American political setting. Topics include organizational theory and practice, decision making, systems analysis, performance evaluation, and administrative and managerial improvement, among others. The emphasis is placed on understanding the roles and responsibilities of public administrators in a democratic political system.

Student Learning Objectives:

1. Display a broad understanding of public administration and its role in a democratic society.
2. Demonstrate knowledge of the concepts and theories in public administration.
3. Identify complex problems that face public organizations.
4. Exhibit critical thinking by interpreting information, comparing ideas, and developing opinions.
5. Contrast public and private administration with their corresponding benefits and short-falls.
6. Demonstrate effective written communication skills.

Text Book:

- Kettl, D.F. *Politics of the Administrative Process* (8th ed.) Washington, D.C.: CQ Press
- Additional readings on Canvas

Graded Items:

1. 3 Tests: 75%
2. 2 Documentary Summary and Analysis Papers: 10%
3. Case Study Discussion Posts 10%
4. Attendance: 5%

Graded Assignments and Examinations:

- Three Examinations: Three non-cumulative exams will assess students knowledge of course learning objectives and key concepts of American politics, public policy making and the policy process. Questions consist of 50 multiple choice and three short answer questions. Each exam is worth 25% of the student's overall grade.
- Documentary Response Papers: Two short documentary response papers will allow students to further explore concepts learned in class throughout the semester by discussing them in terms of a real-world policy domain. Additional details about this assignment will be provided during the second week of class. Each paper is worth 5% of the student's overall grade. These papers should be approximately 500 words of text and submitted as a *Canvas* assignment prompt.
- Case Study Discussion Posts: Five brief case studies from the book will be posted to individual *Canvas* discussion boards throughout the semester. The student will read the case and thoughtfully discuss and connect and define a course concept(s) to which the case relates in approximately 200 words. Students are expected to respond to feedback from the professor if applicable. Each post is worth 2% of the student's overall grade.
 1. Case 1: Ch. 2 (Case 2.3) "Are Private Markets Better Than Government" Due 9/1
 2. Case 2: Ch. 4 (Case 4.1) "Differences in Organizational Culture" Due 9/15
 3. Case 3: Ch. 8 (Case 8.1) "Who Is More Efficient..." Due 11/1
 4. Case 4: Ch. 10 (Case 10.1) "DARE-ing to Challenge Policy" Due 11/10
 5. Case 5: Ch. 13 (Case 13.2) "The Dude and Seattle's Police" Due 12/1
- Attendance: Students are expected to attend each class meeting and participate in class discussions about relevant policy topics. Attendance will be taken each day the class meets, and students are expected to participate in and contribute to discussions. Students have two free days to skip or miss class due to whatever reason.

Course Policies:

Course Communication and Response Time: All course announcements and individual email are sent through *Canvas* or CSUF email, using only CSUF email accounts. Therefore, students MUST check your CSUF email on a regular basis (i.e., several times a week) for the duration of the course. The instructor will respond to emails and phone calls within 48 hours, including weekends. Students are also encouraged to ask the instructor for clarification on any issue, whether it be for course materials, for assignments,

or for any other question related to the course. Just as the student expects the instructor to respond in a timely manner to his or her communication, the instructor likewise expects a timely response from the student. Students should feel free to contact the instructor via email with any inquiry concerning matters of the course.

Reading: To succeed in this course, the student must read course materials *prior to coming to class*. Readings are indicated on the course schedule below for the day during which they are discussed in class.

Assignment Deadlines and Missed Exams: Firm assignment due dates are outlined in the course schedule at the end of this document. These deadlines exist for two examinations, three current event policy summaries, two documentary response papers, and the final exam; *a 10% grade penalty is assessed for each day these items are late (up to 50%)*, though exceptions are made for illness, emergency, or crisis situation, or with an excused absence. If applicable, students must make arrangements to make up missed exams. Late assignments will be accepted, with penalty, up to one week after the original due date, no more.

Grading Policy: All graded items, including the final course grade, are assigned according to the following scale:

A+ = 98–100%, A = 93–97%, A- = 90–92%, B+ = 87–89%, B = 83–86%,
B- = 80–82%, C+ = 77–79%, C = 73–76%, C- = 70–72%, D+ = 67–69%,
D = 63–66%, D- = 60–62%, F = 0–59%

Grades shall be recorded on *Canvas* and items will be returned to the student as soon as possible.

Technical Requirements: Students are expected to:

1. Have basic computer competency, which includes:
 - (a) the ability to use a personal computer to locate, create, move, copy, delete, name, rename, and save files and folders on hard drives, secondary storage devices, and clouds such as Dropbox and Google Drive;
 - (b) the ability to use a word processing program to create, edit, format, store, retrieve, and print documents;
 - (c) the ability to use their CSUF email accounts to receive, create, edit, print, save, and send an email message with and without an attached file(s);
 - (d) the ability to use an Internet browser such as Chrome, Safari, Firefox, or Internet Explorer to search and access web sites.
2. Have ongoing reliable access to a computer with Internet connectivity for regular course assignments.
3. Utilize a word processing program such as Microsoft Word and a pdf viewer such as Adobe Acrobat; and have the ability to regularly print assignments.
4. Maintain and access three times weekly their CSUF student email account.
5. Utilize *Canvas* to access course materials and complete assignments.

University Information:

Academic Honesty: Academic dishonesty includes such things as cheating, inventing false information or citations, plagiarism, and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show a possession of a level of

knowledge, which, in fact, the student does not possess. Cheating is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive, fraudulent, or unauthorized means. Plagiarism is defined as the act of taking the work of another and offering it as one's own without giving credit to that source. An instructor who believes that an act of academic dishonesty has occurred is (1) obliged to discuss the matter with the student(s) involved; (2) should possess reasonable evidence such as documents or personal observation; and (3) may take whatever action deemed appropriate, ranging from an oral reprimand to an F in the course. Additional information on this policy is available from the University Policy Statement 300.021.

Accommodations for students with special needs: Please inform the instructor during the first week of classes about any disability or special needs that you may have that may require specific arrangements related to attending class sessions, carrying out class assignments, or writing papers or examinations. Please do so by emailing the instructor to make an appointment to discuss your specific needs. According to California State University policy, students with disabilities must document their disabilities at the Disability Support Services (DSS) Office to be accommodated in their courses. Additional information can be found at the DSS Website, by calling 657-278-3112, or by emailing dsservices@fullerton.edu.

Emergency Preparedness: To be able to respond effectively in an emergency, be sure to note (1) fire alarm pull station locations, (2) evacuation map including the class's outside meeting area, (3) emergency procedures for fire, medical emergency, hazardous materials release, earthquake and dangerous situations, and (4) the location of the nearest emergency phone. Any person with special needs is encouraged to privately speak with the instructor. All campus personnel are required to participate in all campus-wide emergency drills. Emergency preparedness information can be found at the Classroom Preparedness website.

If an emergency disrupts normal campus operations or causes the University to close for a prolonged period of time (such as more than three days), students are expected to complete the course assignments listed on this syllabus as soon as reasonably possible to do so. At the instructors discretion, the syllabus may be amended or updated to reflect changing circumstances related to an emergency.

Before and Emergency Occurs:

1. Know the safe evacuation routes for your specific building and floor.
2. Know the evacuation assembly areas for your building.

If an Emergency Occurs:

1. Keep calm; do not run or panic. It is best to maintain a clear head in an emergency situation.
2. Evacuation is not always the safest course of action. If directed to evacuate, take your belongings and proceed safely to the nearest evacuation route.
3. Do not leave the area. Remember that faculty and other staff members need to account for your whereabouts.
4. Do not re-enter the building until informed it is safe by a building marshal or other campus authority.
5. If directed to evacuate the campus, please follow the evacuation routes established by either parking or police officers.

University Learning Center: The goal of the University Learning Center (ULC) is to provide all CSUF students with academic support in an inviting and contemporary environment. The staff of the ULC will assist students with all their academic assignments, general study skills, and computer user needs. The ULC staff work with all students from diverse backgrounds in most undergraduate general education courses including those in science and mathematics, humanities and social sciences, and other subjects. They offer one-to-one peer tutoring, online writing review, and many more services. More information can be found on the University Learning Center website.

Writing Center: The Writing Center offers 30-minute one-on-one peer tutoring sessions and workshops, aimed at providing assistance for all written assignments and student writing concerns. Writing Center services are available to students from all academic disciplines. Registration and appointment schedules are available at the Writing Center Appointment Scheduling System. Walk-in appointments are also available on a first come, first serve basis to students who have registered online. More information can be found at the Writing Center's webpage. The Writing Center is located on the first floor of the Pollak Library; their phone number is 657-278-3650.

Course Schedule by Week

Week	Tuesday	Thursday
<i>Week 1</i> <i>Readings</i>	<u>8/23: Introduction</u> Syllabus	<u>8/25: Accountability</u> <i>Ketttl ch. 1</i>
<i>Week 2</i> <i>Readings</i>	<u>8/30: What Does Gov't Do? 1</u> <i>Ketttl ch. 2</i>	<u>9/1: Documentary 1</u> Case 1 Response Due
<i>Week 3</i> <i>Readings</i>	<u>9/6: What is PA?</u> <i>Ketttl ch. 3</i>	<u>9/8: Eras of PA</u> Documentary 1 Response Due
<i>Week 4</i> <i>Readings</i>	<u>9/13: Organizational Theory</u> <i>Ketttl ch. 4</i>	<u>9/15: Review for Exam 1</u> <i>Canvas Readings on Org. Theory</i> Case 2 Response Due
<i>Week 5</i> <i>Readings</i>	<u>9/20: Exam 1</u>	<u>9/22: Executive Branch</u> <i>Ketttl ch. 5</i>
<i>Week 6</i> <i>Readings</i>	<u>9/27: Citizen Engagement</u> <i>Canvas Readings</i>	<u>9/29: Organizational Problems</u> <i>Ketttl ch. 6</i>
<i>Week 7</i> <i>Readings</i>	<u>10/4: Federalism</u> <i>Canvas Readings</i>	<u>10/6: Documentary 2</u>

<i>Week 8 Readings</i>	10/11: Digital Democracy <i>Canvas Readings</i>	10/13: Reform <i>Ketttl ch. 7</i> Documentary 2 Response Due
<i>Week 10 Readings</i>	10/18: Review for Exam 2 <i>Canvas Readings on Reform</i>	10/20: Exam 2
<i>Week 11 Readings</i>	10/25: Ethics in PA <i>Canvas Readings</i>	10/27: Civil Service <i>Ketttl ch. 8</i>
<i>Week 12 Readings</i>	11/1: Human Capital <i>Ketttl ch. 9</i> Case 3 Response Due	11/3: Abiline Paradox Introduction to Decision Making
<i>Week 13 Readings</i>	11/8: Decision Making <i>Ketttl ch. 10</i> Election Day	11/10: Budgeting <i>Ketttl ch. 11</i> Case 4 Response Due
<i>Week 14 Readings</i>	11/15: Implementation <i>Ketttl ch. 12</i> Performance Discussion	11/18: Collaborative Governance <i>Canvas Reading</i>
<i>Week 15 Readings</i>	11/29 Regulation <i>Ketttl ch. 13</i>	12/1: Representative Bureaucracy <i>Canvas Readings</i> Case 5 Response Due
<i>Week 16 Readings</i>	12/6: Accountability & Politics <i>Ketttl ch. 14</i>	12/8: Exam 3 Review

Exam 3: December 13th 1:00 - 2:50