COURSE SYLLABUS
INTRODUCTION TO PUBLIC ADMINISTRATION
PADM 5301
Fall 2012
Tuesday 7:00-9:30
BH 224

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Hours: T & Th 4:00 - 6:00 pm; or by appointment

"Public Administration is characterized, at its successful best, by an on-going struggle for civilizing connectedness. With many cognate disciples and fields, it engages ideally in enduring searches among values, institutions, and behaviors to facilitate enhancement of human dignity and reasonableness."

Chester A. Newland
University of Southern California

COURSE DESCRIPTION:

All students of political science, whatever their focus, need to be cognizant of the tremendous importance of public administration and administrators within the political system. This course is designed to provide you with an introduction to public administration through readings, cases, discussions and practical exercises.

STUDENT LEARNING OBJECTIVES:

The goal of this course is to introduce you to the numerous aspects or subfields that comprise the study of public administration and democratic governance within the public sector. At the completion of this course students will be able to:

- Explain their working definition of the practical and academic field of public administration
- Describe the foundation of the intellectual roots of public administration
- Discuss the various managerial and policy aspects of public administration as a discipline
- Assess the application of public administration concepts and issues through the use of case studies

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REQUIRED TEXTS:

Grover Starling, Managing the Public Sector, 9th Ed. Fort Worth: Harcourt.
Articles as they are posted on Blackboard
Public Administration Review (with ASPA membership, www.aspanet.org)

SUGGESTED READING:


Cheryl Simrell King & Camillia Stivers, Government is Us, Public Administration in an Anti-Government Era Thousand Oaks; Sage.

COURSE REQUIREMENTS:

Weekly Articles and Presentations 20%
Literature Review Essay 20%
Three Exams (20 points each) 60%

Strong writing skills are very useful for effective public administrators. Likewise, public administrators must possess excellent oral communication/oral presentation skills. The following exercises have been assigned to assist you in honing these prerequisites for effectual public service.

Weekly Articles (20 points). Each week this course discusses a relevant topic in Public Administration. Along with the assigned readings the student is responsible to bring and discuss a scholarly article written in the last three years on the topic for the evening. A brief summary of the article should typewritten. The summary should include the subject of the article, the main hypotheses, the variables discussed, and the conclusions drawn. Additionally, the student should explain how the article relates to the evening’s topic. Articles must be turned in on the day of class. Late articles will not be accepted.

Literature Review Essay (20 points). The literature review essay is designed to help the student achieve all four course objectives in one assignment while developing the writing and research skills necessary in the public service. The student is to select a topic in the area of public administration in which he or she has a practical interest. Prepare a literature review utilizing recent (1994-present) databases and periodical indices, as well as browsing of the most current journal issues. Select at least 10 full-length scholarly articles. This assignment is not a descriptive “term paper” about the topic chosen, but rather an examination of the literature on the problem. Do not simply describe the problem, but instead focus on how it is analyzed. That is, emphasize what you think about the literature more than your views on the problem itself. What is (and is not) discussed, how well, and why? Using this approach, the paper must state the nature and importance of the literature on the issue (one page), review themes found in literature (most of the paper), and articulate conclusions (about 2-3 pages).

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Exams (60 points). The exams will be essay and short answer, covering the key themes and materials from the class.

The Texas A&M-Corpus Christi Honor Code will be followed strictly.

**COURSE OUTLINE:** (tentative)  
**Reading Assignments**

1. **Course Review and Introduction**

   August 28  
   **The Scope and Purpose of P.A.**  
   Starling; Chapter 1

   September 4  
   Library workshop.

2. **Political Management**

   September 11  
   **History, Ecology and Politics of Administration**  
   Starling; Chapter 2.

   September 18  
   **Intergovernmental Relations**  
   Starling; Chapter 3.

   September 25  
   **Administrative Responsibility and Ethics**  
   Starling Chapter 4.

   October 2  
   Current Topics In Political Management  
   Readings from GovLoop, and other Web sites.

   October 9  
   **Exam 1**

3. **Program Management**

   October 16  
   **Organizing**  
   Starling; Chapter 7 & 8.

   October 23  
   **Planning and Decision-making**  
   Starling; Chapters 5 & 6.

   October 30  
   **Implementation and Evaluation**  
   Starling Chapter 9.

   November 6  
   **Exam 2**
4. **Resources Management**

   - **November 13**  
     Human Resource Management  
     Starling; Chapter 10

   - **November 20**  
     Fiscal Resource Management  
     Starling; Chapter 11

   - **November 27**  
     Information Management  
     Starling; Chapter 12

   - **December 4**  
     Paper Presentations

   - **December 9**  
     Exam 3

**ACADEMIC HONESTY**

All written work done for this course is to be the product of a student’s own efforts with proper academic attribution to sources. Students are expected to do their own work and abide by the Texas A & M Corpus Christi Student Code of Conduct.

Students will be expected to provide the proper identification of source data including language, ideas, and products of another author using APA style in all written assignments. Plagiarism, which includes the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment, or the purchase and selling of academic papers, or cutting and pasting items from the internet without proper citation will not be tolerated in this course. Students found to be plagiarizing will be given a minimum of 0 points for the assignment and will be reported on the Student Misconduct Form and reported to the Vice Provost of Student Affairs in accordance with TAMUCC policies.

**ASSIGNMENT INFORMATION**

All assignments are due the day given on the Blackboard Course Calendar. Please make a copy (or electronic backup) of your assignments before submitting them to me. Please submit assignments utilizing the assignment function in Blackboard. Please DO NOT e-mail, fax or hand deliver them to me.

Excused later papers will be allowed only for significant and verifiable personal emergencies (serious personal illness, etc.) Unexcused late assignments will be penalized a half of a full letter grade for each day it is late. (Ex. After 2 days a paper goes from an A to a B). Please contact the instructor if you will not be able to complete an assignment on time. If you are not able to attend class, you still must turn in the assignment via e-mail by the due date. No un-penalized extensions will be granted due to pressures of academic life (such as work due in other classes).

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ASSIGNMENT FORMATTING

For the written assignments, please use standard fonts (times new roman, size 12) and 1-inch margins and double spacing. Please send all documents to me in MS Word. Please submit them in word (.doc) format. Please ensure your name is on all documents submitted to me.

For most paper assignments students are expected to use APA style formatting and include proper citations, title sheet, list of references, and page numbers. Papers are expected to be written using proper English grammar and have minimum spelling errors. References or sources of information for papers must consist of scholarly articles or journals, government reports or legal citations, or the readings for the class. The use of Wikepedia or other Internet encyclopedia for any paper is not acceptable for graduate level work and will not be accepted. There will be other types of in class writing assignments that will use other formatting and will be described by the instructor.

COMMUNICATIONS

Over the past two decades there has been a dramatic expansion in electronic mail, cell phones and PDAs. While these devices are helpful they have also created some communications issues with which we are all familiar. First, when writing e-mails regarding issues or assignment with regard to this class please utilize the messages function in Blackboard. Please be aware that I access Blackboard every weekday to answer e-mails, provide feedback to students and answer questions. If you do send e-mails in the evening, please be aware that they may not be read and no response provided until the next day at the earliest. Finally, do not assume that I have received an e-mail because you sent one. There are numerous system problems in software and in Internet Service Providers that can mean that e-mails do not reach their intended destination. I will acknowledge e-mail when I receive it.

Important information for this course will be distributed via Blackboard. Class readings, discussion forums, and additional course resources are available on the Blackboard site for this course. It is your responsibility to monitor your Blackboard account regularly to obtain these materials.

STUDENTS WITH DISABILITIES

Texas A & M university-Corpus Christi complies with the American with Disabilities Act in making reasonable accommodations for qualified students with disabilities. If you suspect that you have a disability (physical impairment, learning disability, psychiatric disability, etc.), please contact the Services for Students with Disabilities Office, located in Corpus Christi Hall at 825-5816. If you need disability accommodations in this class, please see me as soon as possible.

ACADEMIC ADVISING: The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor will set up a degree plan, which must be signed by the student, a faculty mentor, and the department chair. The College’s Academic Advising Center is located in Driftwood 203E, and can be reached at 825-3466.

GRADE APPEAL PROCESS: As stated in University Rule 13.02.99.C2, Student Grade Appeals, a PADM 5301
student who believes that he or she has not been held to appropriate academic standards as outlined in
the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade
given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the
appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the
instructor. For complete details, including the responsibilities of the parties involved in the process
and the number of days allowed for completing the steps in the process, see University Rule
13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade
Appeal Procedures.

These documents are accessible through the University Rules Web site at


For assistance and/or guidance in the grade appeal process, students may contact the Office of Student
Affairs.