Introduction to Public Administration

Course Description:

The study of organization and management theories and practices of public administration affecting federal and subnational governments. Bureaucratic structures and procedures will be examined for their effects on policy, program development and evaluation.

Course Objectives:

The objectives of this introductory course are:

- To understand and assess the political context of the study of public administration
- To describe and evaluate the key concepts and functions of public administration
- To demonstrate and analyze the applications of public administration concepts and issues through the use of exercises and case studies

The focus 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. These concepts will then be applied through the use of assigned applied exercises.

Participation:

Participation is more than simply attending class. All classes require active, engaged learners to succeed, and this class is no different. In order to be an active learner it is absolutely essential that reading be done before coming to
class. You will not be able to “catch up” as the class proceeds, and you will also miss out on most of the interesting points in the discussions. In order to ensure active participation, you will be assigned the presentation and discussion of the exercises or case study within a group format. Remember that participation will count for 15 percent of your grade.

Make-up exams:

Make-up exam will be given only for emergency situation and must be cleared in advance. There is no extra-credit work in this class.

Required Texts:


Course Requirements:

The requirements for this course include 3 exams; 1 case study and presentation; 2 applied exercises and presentations; and, a research paper. The exams will be short answer and essay format. The grading for this course is depicted below:

<table>
<thead>
<tr>
<th></th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Exam 1</td>
<td>15%</td>
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<tr>
<td>Exam 2</td>
<td>15%</td>
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<tr>
<td>Final</td>
<td>15%</td>
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<tr>
<td>Applied exercises/presentation</td>
<td>20% (10% each)</td>
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<tr>
<td>Case studies and presentation</td>
<td>10%</td>
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<tr>
<td>Research paper</td>
<td>20%</td>
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<tr>
<td>Participation/attendance</td>
<td>5%</td>
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The exercises will be conducted in a group discussion format; however, the assignment is to be **turned in on an individual basis. Separate guidelines and expectations will be provided.** These assignments will be due at the beginning of the class period following the group discussion. **Late papers will have a 10 point penalty. NO ASSIGNMENTS WILL BE ACCEPTED LATER THAN ONE WEEK.** The groups will also present the exercise on the day that it is due.

The research paper will focus on some aspect of public administration such as human resources, motivation, leadership, etc. Separate guidelines will be provided for this paper.

Grading Scale:
| 90 – 100 | A |
| 80 – 89  | B |
| 70 – 79  | C |
| 60 – 69  | D |
| 59 and below | F |

**Class Attendance:**
All students are expected to attend EVERY class. The major valid excuses for missing a class are illness and death. Grades are available through Blackboard.

**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 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 http://www.tamucc.edu/provost/university_rules/index.html. For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

**Dropping a Class**
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. XXXX, 201s is the last day to drop a class with an automatic grade of “W” this term.

**Classroom/professional behavior**
Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor's ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

*Notice to Students with Disabilities:* The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.
PROVISIONAL COURSE OUTLINE

What is Public Administration?

Week 1: Introduction
   - Syllabus

Study of Public Administration
   - Definition and field of study
   - Structures (National, state, local)
   - Politics, policies and public administration
   - Bureaucracy
   - Public/Private differences
   - Video
   Holzer and Schwester, Ch. 1

Governance

Weeks 2 - 3:

Politics and Public Administration
   - Political and administrative values
   - Reform and neutrality
   - Representative bureaucracy
   - Political environment of bureaucratic power and discretion
   - Pluralism, ethics and accountability
   - Subsystem politics
   Holzer and Schwester, Ch. 5

Weeks 4 - 5:

Federalism and Intergovernmental Relations
   - Nature of federalism
   - Intergovernmental relations
   - Fiscal federalism
   - Models of federalism
   - Intergovernmental relations and public administration
   - Video and discussion
   Holzer and Schwester, Ch. 6

Exam 1 – September 25th
Management and Leadership

Weeks 6 – 8:
Organizational Theory, Decision-Making Models, Systems Approach
- Open and closes systems
- Control, power and authority – hierarchies
- Models of decision-making
- Productivity approaches
- Management science
- Governance

Holzer and Schwester, Chapters 2 and 4, in –class simulation
Exercise 2.3

Workshop for research papers – YOU ARE EXPECTED TO PRESENT YOUR TOPIC AND A WORKING BIBLIOGRAPHY OF AT LEAST 7 SOURCES.

Exercise 1 – Due October 16th
- Designing Organizations (handout will be provided)
- Group presentations

Weeks 9 – 10:
Leadership and Motivation
- Organizational setting of leadership
- Classical versus modern views of leadership
- Cultural differences

Holzer and Schwester, Ch. 10; in-class exercise

Case Study on leadership due October 30th – handout and guidelines will be provided

EXAM 2 – November 6th

Components of Public Administration

Weeks 11 – 12:
Human Resource Management
- Civil service – history and systems
- Formal tasks for personnel administration
• Issues in personnel  
Holzer and Schwester, Ch.3

**Exercise 2 – Due November 2\textsuperscript{nd}**  
• Job Analysis and Job Description (handout will be provided)  
• Group presentations

**Week 13:**  
Public Budgeting  
• Types of budgets  
• Politics of budgeting  
• Strategies and tactics  
Holzer and Schwester, Ch. 9

**Weeks 14 – 15:**  
Public Policy, Policy Analysis  
• Models of policy making  
• The Policy Process  
• Types of program evaluation  
• Methods of program evaluation  
• Utilization of program evaluation  
Handout and notes

**Paper due – NOVERMBER 27\textsuperscript{TH}**

**Last day of class – 12/4/12**

**Final Exam – TBD**