Theory and Practice of Public Administration

Office Hours: Please utilize my office hours first (listed above) if you have any questions or concerns regarding this class (in-person or via phone). Email should only be used as a secondary option if you are unable to see me during office hours. I check my email account once every weekday (Mon-Fri). If you do send emails in the evening or weekend, please be aware that they may not be read and no response provided until the next weekday at the earliest. Finally, do not assume that I have received an email because you sent one. I will acknowledge email when I receive it.

Course Description: This course introduces the concepts, theories, literature, legal aspects, and practices of public administration and management. Topics include intergovernmental relations; program planning and implementation; decision-making; structure and processes of organizations; and ethics.

Student Learning Outcomes: 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. At the completion of this course students will be able to:

- Analyze, synthesize, think critically, solve problems and make decisions based on the foundation and intellectual roots of public administration
- Articulate the functions of public administration and apply a public service perspective
- Participate in and contribute to the policy process by applying the various managerial and policy aspects of public administration
- Communicate and interact productively with a diverse and changing workforce and citizenry by utilizing classroom and case study discussions

Required Readings


*If you do not wish to purchase a copy of the Chicago Manual, a user-friendly online guide to Chicago style is available at the following:

http://www.chicagomanualofstyle.org/tools_citationguide.html
http://libguides.wwu.edu/content.php?pid=123723&sid=1063051
http://libguides.nps.edu/citation/chicagoad
Recommended or Supplemental Readings

Students are highly encouraged to sign up for *GovManagement Daily*, ([http://govmanagement.com/eletters.html](http://govmanagement.com/eletters.html)) a free email newsletter published every business-day providing the latest news from the world of public-sector management, along with commentaries and other features of interest to the government-management community. The newsletter is published in partnership with the American Society of Public Administration (ASPA) and include topics such as leadership and innovation, public-workforce issues, public services, financial management and public pensions, public education, technology in government, energy and the environment, and regulatory affairs — all with an eye to their impact on and relevance to public managers.

Major Course Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Online CITI Plagiarism Course</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>Weekly Chapter Summaries</td>
<td>15% (150 points)</td>
</tr>
<tr>
<td>Weekly Articles</td>
<td>12% (120 points)</td>
</tr>
<tr>
<td>Exam I</td>
<td>15% (150 points)</td>
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<tr>
<td>Exam II</td>
<td>20% (200 points)</td>
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<tr>
<td>Exam III</td>
<td>15% (150 points)</td>
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<tr>
<td>Literature Review Essay</td>
<td>30% (250 points total)</td>
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<tr>
<td>Topic Selection and List of Sources</td>
<td>(50 points)</td>
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<tr>
<td>Final Paper</td>
<td>(150 points)</td>
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<tr>
<td>Presentation</td>
<td>(50 points)</td>
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Grading

- **A (895-1000 points)**
- **B (795-894 points)**
- **C (695-794 points)**
- **D (595-694 points)**
- **F (000-594 points)**

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

- **Collaborative Institutional Training Initiative (CITI) Plagiarism Course for Students (Pass/Fail):** The online CITI Plagiarism Course is designed to address basic fundamentals related to plagiarism to assist the student with their weekly articles and literature review essay. Students will need to register with CITI prior to taking the online course. Course information and registration instructions can be found at [http://research.tamucc.edu/compliance/citi-training.html](http://research.tamucc.edu/compliance/citi-training.html). Certificate of successful completion should be turned in on the second day of class.

- **Weekly Chapter Summaries (15 points each; 150 points total):** The weekly chapter summaries are designed to develop the real-world skillset of incorporating large amounts of information into a condensed 1-page (300-word) written product. Each summary should be
submitted via Blackboard by 11:59 PM each Wednesday before class. Late submissions will be penalized.

- Article Reviews (40 points each; 120 points total): Each week this course discusses a relevant topic in public administration. Along with the assigned readings the student is responsible to discuss a scholarly article written in the last 5 years on the topic for the evening. A brief summary of the article should be typewritten and 3 full pages in length, not including the title page and bibliography. The summary should include: 1) the subject of the article, summary of the main points, and the conclusions drawn (2 ½ pages), and 2) how the article relates to the evening’s topic (½ page). Articles must be turned in on the day of class.

- Exams (500 points total): All exams will be in class and closed book. Each exam will be essay and short answer format, covering the key themes and materials of each major section of the course: Political Management, Program Management, and Resource Management.

- Literature Review Essay and Presentation (250 points total): 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 for public service. The student is to select a topic (policy, program or problem) in the area of public administration in which he or she has a practical interest. Conduct a literature review utilizing recent (2000-present) databases and periodical indices, as well as browsing of the most current journal issues. Select at least 10 full-length scholarly sources. Topic selection [3-page description] and list of 10 scholarly sources will be due on Oct 6 and is worth 50 points. This assignment is not a “descriptive” paper about the topic chosen, but rather an examination of the literature on the policy, program, or problem. Do not simply describe the policy, program, or problem, but instead focus on how it is analyzed. That is, emphasize 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 topic chosen to the study of public administration (one page), a persuasive analysis of the literature on the topic (most of the paper), and articulate conclusions to include your topic’s future implication to the study of public administration (about 2-3 pages). The final paper should be approximately 10-12 full pages in length, not including the title page or bibliography, and is worth 150 points.

Course Policies

Preferred Methods of Scholarly Citations

For written assignments, please use Times New Roman, 12-pitch font, 1-inch margins, and double-spacing. Double-sided printing is encouraged. Citations and note style should be consistent throughout, using Chicago Manual of Style 16th Edition (Author-Date referencing). Papers should be of professional quality, thoroughly proofread, and clear of spelling and grammatical errors. References or sources of information for papers must consist of scholarly peer-reviewed articles or journals, academic textbooks, government reports or legal citations, or the readings for the class. The use of Wikipedia or other Internet encyclopedia for any paper is not acceptable for graduate level work and will not be accepted.
Attendance/Tardiness

Attendance is vital to the success of this course as material presented in lectures and discussed in class may not always appear in the assigned texts. Attendance will be taken during the class. Students who miss more than three classes without a documented excuse (medical or family emergency) will lose two percentage points from their final grade per additional class that they miss. Attendance means attending the entire class! It means paying attention, taking notes, etc. It DOES NOT MEAN reading the newspaper, constantly checking your smartphone, completing assignments for other courses, or engaging in any activity not directly related to the day’s topic. Students who do not attend the whole class or who engage in such inappropriate behavior as described above will not receive attendance credit for that class. Students should make every effort to arrive 5 minutes before the start of class.

Late Work and Make-up Exams

Excused late papers will be allowed only for significant and verifiable personal emergencies (serious personal illness, etc.). Unexcused late assignments will be penalized a full letter grade for each day it is late. 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 must still turn in the assignment via email by the due date. No un-penalized extensions will be granted due to pressures of academic life. Make-up exams will not be permitted except in cases of genuine medical emergency, upon production of appropriate documentation, and with the consent of the instructor. There will be no extra credit in this course.

Cell Phone/Electronic Device Usage

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. Please utilize office hours first if you have any questions or concerns regarding this class. I check my email account once a day every weekday (Mon-Fri) to answer emails, provide feedback to students and answer questions. If you do send emails in the evening or weekend, please be aware that they may not be read and no response provided until the next weekday at the earliest. Finally, do not assume that I have received an email because you sent one. There are numerous system problems in software and with Internet Service Providers that can cause an email to not reach their intended destination. I will acknowledge email 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.

PLEASE KINDLY TURN ALL CELL PHONES AND PDAS OFF FOR THE DURATION OF THE CLASS. CELL PHONE CALLS IN OR OUTSIDE OF CLASS ARE EXPRESSLY FORBIDDEN DURING EXAMINATIONS.
**Academic Misconduct**

University students are expected to conduct themselves in accordance with the highest standards of academic integrity. Academic misconduct of any kind is unacceptable. THERE ARE NO EXCEPTIONS. Consequences for academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in an automatic F (0 points) for that assignment/test. If academic misconduct is suspected on any assessment, the instructor reserves the right to impose restrictions on future assessments for an individual or the entire class as needed. Please note that the university requires faculty members to formally report all instances of academic misconduct via an *Academic Misconduct Incident Form*.

Academic misconduct includes, but is not limited to, cheating, plagiarism, multiple submissions, collusion, and fabrication. *Cheating* is intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise. Cheating also includes: 1) the dependence of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments or 2) the possessing, using, buying, stealing, transporting, selling or soliciting in whole or in part items including, but not limited to, the contents of an un-administered test, test key, homework solutions or possession at any time of current or previous test materials without the instructor’s permission. *Plagiarism* is intentionally, knowingly, or carelessly presenting the work of another as one’s own without proper acknowledgement of the source, with the exception of information that is generally accepted as common knowledge. Plagiarism also includes: 1) the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment or 2) the unacknowledged use of materials prepared by another person or agency engaged in the selling or distribution of term papers or other academic materials. *Multiple submissions* is the submission of substantial portions of the same work (including oral reports) for credit more than once without authorization from instructors of the class for which the student submits the work. *Collusion* is intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. This includes, but is not limited to, the unauthorized collaboration with another individual in progressing forward on academic assignments. *Fabrication, falsification, or misrepresentation* is the intentional altering or inventing of any information or citation that is used in assessing academic work.

If you have questions about the university’s policy on academic misconduct, please see the *Student Code of Conduct* and *Procedure for Academic Misconduct Cases*.

**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. April 8 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.

Statement of Civility

Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

Grade Appeals Process

Students who feel that they have 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. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details on the process of submitting a formal grade appeal, please visit the College of Liberal Arts website, cla.tamucc.edu/students/studentinfo.html. For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s Office.

Disability Services

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.
Statement of Academic Continuity

In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

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. Degree plans are prepared in the CLA Academic Advising Center. The University uses an online Degree Audit system. Any amendment must be approved by the Department Chair and the Office of the Dean. All courses and requirements specified in the final degree plan audit must be completed before a degree will be granted. The CLA Academic Advising Office is located in Driftwood #203. For more information please call (361) 825-3466.
Syllabus

1. Introduction
Jan 21  Course Overview
  Nature of Public Administration (*Starling Chapter 1*)

2. Political Management
Jan 28  What is Plagiarism?
  What are Scholarly Sources?
  What is Chicago Manual of Style?
  **Due: CITI Plagiarism Course for Students**
  **Due: Syllabus Contract Agreement**

Feb 4   Political-Legal Environment of Administration (*Starling Chapter 2*)
  **Due: Weekly Article #1 Group A**

Feb 11  Intergovernmental Relations (*Starling Chapter 3*)
  **Due: Weekly Article #1 Group B**

Feb 18  Administrative Responsibility and Ethics (*Starling Chapter 4*)

Feb 25  Exam I

3. Program Management
Mar 3   Organizing (*Starling Chapters 7*)
  **Due: Weekly Article #2 Group A**

Mar 10  Planning & Decision-Making (*Starling Chapters 5 & 6*)
  **Due: Weekly Article #2 Group B**

Mar 17  No Class (Spring Break)

Mar 24  Implementation (*Starling Chapter 9*)
  **Due: Topic for Literature Review Essay & List of 10 Scholarly Sources**

Mar 31  Exam II

3. Resource Management
Apr 7   Human Resource Management (*Starling Chapter 10*)
  **Due: Weekly Article #3 Group A**
Apr 14  Public Financial Management (*Starling Chapters 11*)
    **Due: Weekly Article #3 Group B**

Apr 21  Information Management (*Starling Chapters 12*)
    **Due: Weekly Article #4 (Optional)**

Apr 28  **Exam III**

4. **Literature Review**

May 5  **Due: Literature Review Essay & Presentation**

**NOTE**: Every attempt will be made to follow the guidelines outlined in this syllabus as closely as possible. However, I reserve the right to change the course from the guidelines outlined in this syllabus (e.g., the schedule of topics, etc.) if circumstances require it.

(Current as of: November 6, 2015)
Please complete this page and turn-in NLT the second day of class.
Keep a copy for your own records, too.

Syllabus Contract Agreement

I, ________________________________, have read all the pages of Dr. Yu’s
(Print your name)

Fall 2015 syllabus for PADM 5301: Theory and Practice of Public Administration. I fully
understand the expectations, rules, regulations, resources, and schedule explained in that
syllabus. I agree to abide by its conditions as well.

__________________________________ (Signature)

__________________________________ (Student Number)

__________________________________ (Date)

__________________________________ (Course Number & Section)