PADM 5301.001: Theory and Practice of Public Administration

Spring 2019 Course Syllabus

Course Description: An introduction to the concepts, theories, literature, legal aspects, and practices of public administration and management. Topics include administrative behavior; program planning, management and evaluation; decision-making; structure and processes of organizations; and ethics.

(3 credit hour graduate level course)

Class meets: Tuesday 7:00-9:30pm in Bay Hall 201 (This class is designated as 25-49% online. Therefore, online assignments will be accessible via Blackboard.)

Instructor Information: Dr. Beth M. Rauhaus, Assistant Professor of Public Administration and MPA Program Coordinator
Office: BH 301
Office Phone: 361-825-3286
Email Address: beth.rauhaus@tamucc.edu
Office Hours: Monday 9:30-11:30 am, Tuesday 6-7pm, Wednesday 9:30-11:30 am, or by appointment

*It is best to contact me via email, not through Blackboard for a timely response.*

Course Materials: The following two textbooks are required and may be purchased through the university bookstore. Any additional readings and resources will be accessible electronically in Blackboard or through the university library.


Course Objectives: Upon completion of this course, you should be able to:
- Describe the role of public administration in American government
- Identify and analyze public problems and make decisions based on the foundation and intellectual roots of public administration
- Conduct public administration research using appropriate terms and references
- Understand and evaluate the various functions of public administration
- Communicate, interact, and lead in a diverse and changing workforce and
citizenry by utilizing classroom and case study discussions

Course Requirements: Students may earn a total of 700 possible points throughout this
course by completing the following assessments.

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<tr>
<th>Assessment Type</th>
<th>Due Date</th>
<th>Possible Point Value</th>
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<tr>
<td>Discussion Boards</td>
<td>On-going</td>
<td>100</td>
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<tr>
<td>Public Affairs Analysis</td>
<td>February 12</td>
<td>50</td>
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<td>Midterm Exam</td>
<td>February 26</td>
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<tr>
<td>Article Review</td>
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<td>Research Proposal</td>
<td>April 16</td>
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<td>Final Exam</td>
<td>TBA</td>
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<tr>
<td>Participation</td>
<td>On-going</td>
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Grades are calculated on a ten point scale. At the end of the semester, students will have
a possible score of 700 points.

Discussion Boards: In this class, it is important to engage in class discussions and in
activities, while also maintaining respect of others’ opinions. Students need to read
materials ahead of time and be prepared to discuss overarching concepts in discussion
boards. We will have a total of 5 discussion boards to be held during online meetings.
Each discussion board will be worth 20 points. Details for discussion board expectations
and policy will be forthcoming.

Public Affairs Analysis: This brief (one to two page) report, students will examine a
current issue in public affairs at the local, state or federal level and explain how the
functions of public administration are illustrated. You should describe the event and
apply it directly to concepts discussed in class and in the literature. Students will share
their work in a class forum.

Midterm Exam: The midterm exam will cover information from the beginning of the
semester. There will be a series of short answers and discussion questions, which will
require students to exhibit basic foundations and theoretical concepts of public
administration.

Article Review: An important element of graduate level work is to obtain research skills
appropriate to the field of study. In this three page written assignment, students will
select an academic journal from the field, analyze it, and explain the relevance to public
administration theories and practices. Students will also present their work in class.

Research Proposal: For this ten page written assignment, students will identify an area
of interest in public administration to explore. You will:
- identify and explain the importance of this area of the field
- use academic literature and additional references (at least five academic, peer-reviewed journal articles) to demonstrate how researchers study this area of public administration
- offer an explanation of why this topic is important to public administration and the future of governing

**Final Exam:** Students will be assessed on their knowledge of major concepts and theories of public administration at the end of the semester. Details will be forthcoming on the format of the exam.

**Participation:** Attendance and active participation in graduate courses is mandatory. Unexcused absences will result in a 10 point deduction, per occurrence. Quality of participation and engagement in class discussions and activities over the semester is imperative and will be reflected in your participation grade.

**A few important notes regarding written assignments:**

For written assignments, please use standard font, such as Times New Roman, 12-point font, 1-inch margins, and double-spacing. Citations and note style should be consistent throughout, using APA Style citations. Papers should be of professional quality, thoroughly proofread, and clear of spelling and grammatical errors. Deductions will be made for such infractions.

References or sources of information for papers must consist of scholarly (peer-reviewed) articles or journals, government reports, 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.

For more information on APA style citations, access this useful guide: https://owl.english.purdue.edu/owl/section/2/10/

Submissions must be handed in on time! Late submissions will be subject to a ten **percentage deduction per day late.** Do NOT email assignments to me, unless you have prior approval to do so.

**Course Policies:**

**Class Attendance:** Attendance is compulsory. Excused absences will be granted with documentation only (university-related functions, medical, etc.) You are responsible for any class work missed. Professional etiquette is expected at all times in the classroom. Respect one another by listening when others are speaking, avoiding the use of cell-phones or any other disruptive behavior.
**Drop Date:** 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 your academic advisor, the Financial Aid Office, and me, before you decide to drop this course. 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 5, 2019 is the last day to drop a class with an automatic grade of “W” this term.

**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.

**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.

**Grade Appeals Process**: As stated in University Procedure 13.02.99.C2.03, 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 Procedure 13.02.99.C2.03, Student Grade Appeals. These documents are accessible online at: http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C0.03StudentGradeAppeals.pdf. For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s office in the college in which the course is taught. For complete details on the process of submitting a formal grade appeal in CLA, please visit the College of Liberal Arts website, http://cla.tamucc.edu/about/student-resources.html.

**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, Room #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.
Course Schedule:
This course schedule is subject to change. Any changes will be announced in class or in Blackboard.

Week 1: Tuesday, January 15th
Introduction to the Course
- Introductions, Syllabus Review, and purchase texts

Week 2: Tuesday, January 22nd
Foundations of Public Administration
- Read Shafritz text, Ch. 1 & 2

Week 3: Tuesday, January 29th
Understanding Public Administration Theory and Research
- Read Theory Primer text, Ch. 1
  - Discussion Board #1

Week 4: Tuesday, February 5th
The Ever Evolving Field of Public Administration & Building Research Skills
- Read Shafritz text, Ch. 3 & 4
- Read Theory Primer text, Ch. 2
- Library Session “Learning how to find and access PA scholarly literature and sources” - Class Meets in Library Computer Lab

Week 5: Tuesday, February 12th
Understanding Public Organizations
- Read Shafritz text, Ch. 6 & 7
- Read Theory Primer text, Ch. 3
  - Public Affairs Analysis Assignment due
  - Discussion Board #2

Week 6: Tuesday, February 19th
Theory Application
- Read Theory Primer text, Ch. 4 & 6
- In Class Activity
- Review for Midterm

Week 7: Tuesday, February 26th
**Midterm Exam**

**Week 8: Tuesday, March 5th**  
*Managing and Leading Personnel*  
- Read Shafritz text, Ch. 10, 11, & 12  
- Read Theory Primer, Ch. 5  
  - Discussion Board #3

**Week 9: Tuesday, March 12th**  
*Spring Break! No Class*

**Week 10: Tuesday, March 19th**  
*Article Review Forum*  
- Discussion Board #4  
- Submit Article Review

**Week 11: Tuesday, March 26th**  
*Theories of Policy Making and Governance*  
Read Theory Primer text, Ch. 7, & 9

**Week 12: Tuesday, April 2nd**  
*An Introduction to Public Budgeting and Finance*  
- Read Shafritz text, Ch. 13 & 14

**Week 13: Tuesday, April 9th**  
*Research and Writing Workshop*

**Week 14: Tuesday, April 16th**  
*Research Proposal*  
- **Online Meeting:** Research Proposals are to be submitted electronically

**Week 14: Tuesday, April 23rd**  
*Strategic Management and the Future of Public Administration*  
- Read Shafritz text, Ch. 9  
- Read Theory Primer text, Ch .10  
- Course Review  
  - Discussion Board #5

**Week 15: Tuesday, April 30th**  
*Course Review*

**Final Exam** will be ......