Introduction to Public Administration

SYLLABUS
Spring 2019

POLS 3341.001             Instructor: Dr. Jo Marie Rios
M: 4:20 – 6:50 pm (1/14 – 5/1)  Office: BH 3.02
Room: CS 108               Office Hours: TR 12 – 2 pm; M
Spring 2019                3 – 4 pm
361-825-2387               e-mail: jo.rios@tamucc.edu

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.

Student Learning Outcomes:

Specifically, the outcomes of this course are for you to demonstrate the following:

1. Understand Definitions, Concepts, and Theories
2. Demonstrate Advanced Knowledge in One Major Area.
3. Translate Skills to Professional or Graduate Program, or Career

The focus of this course is to introduce you to the several aspects or subfields that comprise the study of public administration and democratic governance within the public sector. You will also be introduced to concepts regarding organizations, leadership and motivation. 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 10 percent of your grade.

**Make-up exams**

Make-up exams will be given only for emergency situations 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; 2 applied exercises and presentations; and, a research paper. The exams will be multiple choice, short answer and essay format. The grading for this course is depicted below:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Exam 1</td>
<td>15%</td>
</tr>
<tr>
<td>Exam 2</td>
<td>15%</td>
</tr>
<tr>
<td>Final</td>
<td>15%</td>
</tr>
<tr>
<td>Video analysis paper</td>
<td>10%</td>
</tr>
<tr>
<td>Applied exercised/presentation</td>
<td>15%</td>
</tr>
<tr>
<td>Research paper</td>
<td>20%</td>
</tr>
<tr>
<td>Participation/attendance</td>
<td>10%</td>
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</table>

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.**

A short video analysis paper will be assigned. Separate guidelines will be provided.
The research paper will focus on designing an organizational structure of an agency. In this class, we will use the American Psychological Association format for citations and references. Separate guidelines will be provided for this paper.

**Grading Scale:** Grades are available through Blackboard.

- 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 school-related, illness and death. For participation credit, 100% = no more than 1 unexcused absence; 90% = 2; 80% = 3; 70% = 4; 60% = 5; 0% > 6. Documentation for excused absences must be submitted upon your return to class.

**Disabilities Accommodations**

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.

**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.

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 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.

Grade Appeals

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.C0.03_student_grade_appeals.pdf](http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C0.03_student_grade_appeals.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](http://cla.tamucc.edu/about/student-resources.html).

Academic Integrity/Plagiarism*

University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit
possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a grade of 0 for the exam or assignment.

**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.

**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.
# Provisional Course Outline

<table>
<thead>
<tr>
<th>Dates</th>
<th>Course, Content and Context</th>
<th>Readings and assignments</th>
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</thead>
</table>
| 1/14      | **What is Public Administration?**  
Introduction  
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, Chapter 1 |
| 1/21      | **Martin Luther King holiday**                                                              | NO CLASS                                      |
| 1/28, 2/4 | **Governance**  
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 | Chapter 5 |
| 2/11 - 2/18 | **Federalism and Intergovernmental Relations**  
- Nature of federalism  
- Intergovernmental relations  
- Fiscal federalism  
- Models of federalism  
- Intergovernmental relations and public administration  
- “The Storm” Video and discussion and analysis paper | Chapter 6 |
<p>| 2/25      | <strong>Test 1</strong>                                                                                 |                                               |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
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<tbody>
<tr>
<td>3/4, 3/18</td>
<td><strong>Management and Leadership</strong>&lt;br&gt;Organizational Theory, Decision-Making Models, Systems Approach&lt;br&gt;• Open and closes systems&lt;br&gt;• Control, power and authority – hierarchies&lt;br&gt;• Models of decision-making&lt;br&gt;• Productivity approaches&lt;br&gt;• Management science&lt;br&gt;• Governance</td>
<td>Chapters 2,4 In-class exercise</td>
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<tr>
<td>3/11 - 3/15</td>
<td><strong>Spring Break</strong></td>
<td>No Class</td>
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<tr>
<td>3/25</td>
<td><strong>Test 2</strong></td>
<td></td>
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<tr>
<td>3/25</td>
<td><strong>Workshop on research papers – Public agency or nonprofit selected for organizational analysis</strong></td>
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<tr>
<td>3/25</td>
<td><strong>Exercise 1</strong>&lt;br&gt;• Designing Organizations (handout will be provided)</td>
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<tr>
<td>4/1</td>
<td><strong>Group presentations (6 groups - 20 minutes per group)</strong></td>
<td>Power Point presentations</td>
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<tr>
<td>4/1</td>
<td><strong>Exercise 1 due</strong></td>
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<tr>
<td>4/8 – 4/15</td>
<td><strong>Leadership and Motivation</strong>&lt;br&gt;• Organizational setting of leadership&lt;br&gt;• Classical versus modern views of leadership&lt;br&gt;• Cultural differences</td>
<td>Chapter 10 In-class exercise</td>
</tr>
<tr>
<td>4/22</td>
<td><strong>Research Papers due</strong></td>
<td></td>
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<tr>
<td>4/22 – 4/29</td>
<td><strong>Components of Public Administration</strong>&lt;br&gt;Human Resource Management&lt;br&gt;• Civil service – history and systems&lt;br&gt;• Formal tasks for personnel administration&lt;br&gt;• Issues in personnel</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>4/29</td>
<td><strong>Last day of class</strong></td>
<td></td>
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<tr>
<td>TBD</td>
<td><strong>Final exam</strong></td>
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