PADM 5301.001: Theory and Practice of Public Administration

Spring 2020 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: Monday 7:00-9:30pm in Bay Hall 202 (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 6-7pm, Tuesday 12-2pm, Wednesday 9-11am, or by appointment

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

Course Materials: The following textbook is 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.

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Due Date</th>
<th>Possible Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Boards</td>
<td>On-going</td>
<td>100</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>March 23</td>
<td>100</td>
</tr>
<tr>
<td>Article Review</td>
<td>April 6</td>
<td>100</td>
</tr>
<tr>
<td>Research Proposal</td>
<td>April 20</td>
<td>200</td>
</tr>
<tr>
<td>Final Exam</td>
<td>May 11</td>
<td>100</td>
</tr>
<tr>
<td>Participation</td>
<td>On-going</td>
<td>100</td>
</tr>
</tbody>
</table>

*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.

**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 two to 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.

**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 two academic 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:** Active and informed participation is a requirement in graduate level courses. Unexcused absences will result in an automatic 10-point deduction for each occurrence. The quality of participation will also be assessed weekly.

*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/](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.

**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.

**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
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.

**Grade Appeals:**
As stated in University Procedure 13.02.99.C0.03, Student Grade Appeal Procedures, 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.C0.03, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at 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 Dean's office in the college in which the course is taught or the Office of the Provost.

**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.

**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 an automatic 0.

**Academic Honesty/Plagiarism:**
Definition: In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source. Plagiarism is a violation academic
expectations, but it is sometimes difficult to understand what plagiarism actually is. Often, students commit unintentional plagiarism (not citing sources properly, for example), because they are unaware of the standards that apply. Plagiarism includes:

- Using the work of another as your own,
- Downloading or purchasing ready-made essays off the web and using them as your own,
- Using resource materials without correct documentation,
- Using the organization or language of a source without using quote marks and proper citation.
- Turning in a researched project without citing sources in an appropriate documentation style.

When you are confused about citation of quotes or ideas, please visit the Writing Center or me to get help. Information on MLA documentation rules and APA documentation rules is available at Purdue University’s OWL: http://owl.english.purdue.edu/, and from our local Writing Center at CASA.

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.

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

**Week 1: Monday, January 27**
*Introduction to the Course*
- Introductions, Syllabus Review, and purchase texts

**Week 2: Monday, February 3**
*Understanding Public Administration*
- Read Kettl text- Part I “What Government Does and What is Public Administration?”

**Week 3: Monday, February 10**
*Building Research Skills*
- Library Session “Learning how to find and access PA scholarly literature and sources”- Class Meets in Library Computer Lab (Room 109)

**Week 4: Monday, February 17**
*Understanding Public Organizations*
- Read Kettl Part II
  - Discussion Board 1

**Week 5: Monday, February 24**
*Online Activity*
- Discussion Board 2

**Week 6: Monday, March 2**
*Managing and Leading Personnel*
- Read Kettl Part III People in Government Organizations

**Week 7: Monday, March 9**
*No Class- Spring Break!*

**Week 8: Monday, March 16**
*Decision Making & Theory/ Exam Review*
- Read Kettl Chapter 10
- Discussion Board 3
Week 9: Monday, March 23
Midterm Exam Online

Week 10: Monday, March 30
An Introduction to Public Budgeting and Finance
- Read Kettl Ch. 11
  - Discussion Board 4

Week 11: Monday, April 6
Article Review due – Online Meeting

Week 12: Monday, April 13
Research Proposal Workshop

Week 13: Monday, April 20
Implementation, Performance, Accountability & Reform
  - Read Kettl Ch. 12 and 14
  - Read Introduction of Theory and Practice of Public Sector Reform edited by Van de Walle and Groeneveld e-book available via university library
  - Discussion Board 5

Week 14: Monday, April 20
Research Proposal Due - Online Meeting
Submit online before midnight

Week 15: Monday, April 27
Discussion of Research Proposals

Week 16: Monday, May 4
Course Review

Final Exam will be Monday, May 11.