Introduction to Public Administration Syllabus
POLS 300
Morgan Hall Room 312
Fall 2015

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Office Hours: Tuesday and Thursday 10:00—11:00 A.M. and Wednesday 11:00 A.M.—12:00 Noon and 1:00 –2:00 P.M. and by appointment

Course Pre-requisite:

Completion of POLS 101 or 122 or permission by instructor

Course Objectives:

This course is designed to introduce and link academic theories of public administration to administrative practices. In the process we will gain a basic understanding of both the principals and structures of bureaucracy in the American federal system of government (legislative, executive, and judicial) and how these systems operate. In addition we will build an understanding of how bureaucracy intertwines itself with our everyday lives. Recurring themes in this course will include:

1. The role of relevant public administration theories and processes related to the formation, implementation, and administration of public policies at the federal, state, and local level.

2. The relationship between public administration theories and strategic management in a public organization.

3. The effect of public administration on the ideals of democratic government.

Goals Include:

- Ability to describe the evolution of public administration and its future as an academic discipline and a profession.
- Explain the roles of public administrators as public managers and policy makers.
- Understand and explain the arrangement of programmatic and fiscal arrangements in the intergovernmental relationship context
- Differentiate among the various functions that public managers perform.
• Explain the interaction of administrative and political processes in public administration.
• Explain the importance of ethical standards and behavior of public managers.

**Required Text and Materials**

*Introducing Public Administration*, 8th Edition, Shafritz, Jay M. and Russell, E.W, and Christopher P. Borick (if you find the 7th edition a cheaper option, you can use this version of the text also)

You can find a copy of the textbook (on reserve) in the library. The textbook can be checked out for two (2) hours.

**Student Learning Outcomes:**

Introduction to Public Administration meets the following learning objectives adopted by the Department of political science pursuant the strategic plans of the College of Arts and Sciences of Western Illinois University:

1. **Civic Engagement:** Students will gain political literacy, including enhanced appreciation of the importance of political participation and public service. You will learn terminology that will help you comprehend current news events worldwide and learn about the value placed on political participation and public service in other countries.

2. **Methodology and Communication:** Students will become more discerning consumers of political events, messages, and processes by applying theories and methodologies of political science and through effective oral and written communication.

3. **Substantive Knowledge of Political Science:** Students will understand the institutions, processes, and values that underpin political behavior and events. In particular, you will learn important terminology and about major political institutions and processes, including comparisons of presidential-legislative relations, systems of interest representation, party and electoral systems, and models of socio-economic development.

4. **Diversity:** Students will become more aware of the political impact that social cleavages and cultural contexts can produce in other political systems. This will raise student awareness of diversity concerns.

**Students Expectations**

**Attendance**

Class attendance is strongly encouraged. Regular attendance is expected and it is extremely difficult to do well in this course without attending on a regular basis. Participation is a factor in determining your final grade—it is impossible to participate if you do not attend. I may feel it necessary to take attendance in order to provide extra points on exams for those who are putting forth the effort to come to class.
Smokeless Tobacco
If you are one who indulges in the use of smokeless tobacco, leave this outside the class. The discharge of unwanted tobacco juice in class is a distraction to others and has public health issues. So before coming to class, UNPACK THE LIP!!

Participation
Ask questions concerning the readings, instructor discussion, and comments of your classmates. Participation challenges intellect! Don’t be afraid to ask questions or pose interesting comments. Provide constructive feedback and respect the exchange of information from your classmates.

Western Online Familiarity and Information Technology
- This course meets Tuesdays and Thursdays from 3:30 to 4:45 P.M. you should be familiar with Western Online features as I add updates to class meetings and changes in the “NEWS” section at Western Online.
- There will be discussion board assignments that must be completed online.
- All written assignments must be submitted electronically through drop box at Western Online.
- Use of laptops in class must be used for note taking. Texting, facebooking, or twittering on any form of computer technology (smartphones, tablets, computers) during class is prohibited.
- Please refer questions about Western Online and other IT questions/issues to WIU at (309) 298-2704.

On-line Decorum
- Students will use standard English in on discussion board [avoid on-line jargon, i.e., lol, lmao]
- Please note: technological failure will not be accepted as an excuse for missed deadlines. The WIU IT have a back-up plan in case of technology malfunction.
- A “Discussion Board” rubric is available online. The rubric represents the performance expectations of the assignment.

Submission and Formatting Guidelines
- Submitted work [i.e., papers and written assignments] will be typed, double spaced, have 12-point font (Times New Roman), one-inch margins on all sides, and conform to APA guidelines.
- Refer to this website for more information regarding the use of APA citations. https://owl.english.purdue.edu/owl/resource/560/01/

Accommodations
In accordance with University policy and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies faculty of a specific need for accommodation. It is imperative that students bring such needs to the faculty member’s attention, as faculty is not legally permitted to inquire about such particular student needs. Students who require special assistance in emergency evacuations should
contact their faculty to discuss emergency procedures. Contact Disability Support Services (298-2512) for additional services.

**Academic Misconduct:** Academic misconduct will not be tolerated. Academic misconduct is a serious offense and constitutes grounds for failing the course regardless of your grade on other assignments. Academic misconduct includes:

1. **Cheating on exams** either through crib sheets or copying another student’s answers.
2. **Plagiarism** including:
   a. Turning in a paper someone else has written.
   b. Copying directly from the book you read
   c. Using material obtained via electronic sources without proper documentation.
   d. Failure to properly document quotations used in your paper.

Any and all of these activities will result in an **F** for the course. The penalties for plagiarism apply whether you plagiarize inadvertently or deliberately. If you have any questions about how to cite sources, ask before you turn in your assignment.

**Incomplete Policy:** In accordance with University policy, incompletes will only be given in rare instances where a student cannot complete the course requirements during the semester due to circumstances beyond their control. You must keep me informed regarding such circumstances in a timely manner. However, the decision to allow an incomplete is at the discretion of the instructor.

For more information regarding academic misconduct and incomplete refer to your student handbook at http://www.sdo.wiu.edu/handbook/handbook.pdf.

**Course Evaluation**

Success in this class will be measured by your ability to complete the following: participation in threaded posts/class discussions, performance on exams, and written assignments.

**WRITTEN ASSIGNMENTS:**

There are two written assignments related to the material covered in class and assigned readings.

The first written assignment is related to *Organizational Theory and Behavior*. This assignment is designed to get you engaged with current related theories and practices of public administration, as well as to give you an opportunity to apply concepts learned from class.

The second written assignment—*Classic Article*, will help familiarize you with the early writers and thinkers in the field of public administration.
Both assignments have specific guidelines, as well as a rubric for grading as posted at Western Online. In addition, each written assignment is **worth 100 points.**

**DISCUSSION BOARD:**
There are three (3) discussion board assignments. These discussion forums are designed to get you critically thinking about potential reforms to our system of government and understand how American public administration is influenced by our constitution and our system of government. The specific discussion board guidelines, and dates, as well as a rubric for grading, are posted at Western Online. Each discussion board assignment is **worth 30 points.**

**EXAMS:**
There are four (4) examinations. Three (3) regular exams and one (1) final exam. All exams are student generated...in other words YOU will create the exam. How does this work? Before the designated exam, you will submit five (5) questions in the form of multiple choice, true/false and multiple choice (with answers) to the assigned online drop box. You also submit your questions to a designated discussion board to share with your classmates (this is your study guide).

I have found this concept works with students. This is an opportunity for you participate in your own learning assessment. It offers greater studying of theories and concepts and it reduces exam anxiety. **Three (3) regular exams are worth 50 points each. The final exam is worth 100 points.**

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<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Exams (3 @ 50 points)</td>
<td>150</td>
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<tr>
<td>Final Exam</td>
<td>100</td>
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<tr>
<td>Papers (2 @ 100 points)</td>
<td>200</td>
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<tr>
<td>Discussion Board (3 @ 30 points)</td>
<td>90</td>
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**The Road to the White Starts at Western Illinois University**

This semester Western Illinois University will conduct a Mock Presidential Election to determine who will be the next president of the United States. Participation in the Mock Presidential Election is voluntary and provides for extra credit. There will be five (5) sessions and participation in each session is equal to 5 points. Therefore, you can accumulate up to 25 extra credit points, which can go to your overall points in the class. Check the course schedule for the upcoming dates.
# Course Schedule

Disclaimer—the instructor reserves the right to alter or change the syllabus to fit the needs of students or the demands of curriculum objectives. SCHEDULE (may be modified as needed):

<table>
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<tr>
<th>Date Range</th>
<th>Topic</th>
<th>Read Material</th>
<th>Due Date</th>
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| August 25—September 3 | Defining Public Administration  
Political & Cultural Environment of Public Policy & Its Administration | *Shafritz* Chapters 1 and 2  
*Shafritz* Chapter 3 | Discussion Board #1  
Opens 9/1  
Closes 9/8  
Exam #1 [Chapters 1,2,3]  9/24 |
| September 8—September 17 | The Continuous Reinventing of Government | *Shafritz* Chapter 4 | Discussion Board #2 Choice Theory  
Opens 9/29—Closes 10/6 |
| September 22—October 1 | Intergovernmental Relations | *Shafritz* Chapter 4 | Discussion Board #3 Can *lying by a leader be justified?*  
Opens October 13—Closes October 20  
Exam #2 [Chapters 4,5 and 10]  10/22 |
| October 6—October 20 | Honor, Ethics, Accountability and Leadership | *Shafritz* Chapters 5 and 10 | Discussion Board #3 Can *lying by a leader be justified?*  
Opens October 13—Closes October 20  
Exam #2 [Chapters 4,5 and 10]  10/22 |
| October 27—November 5 | Evolution of Management & Organizational Theory and Behavior | *Shafritz* Chapter 6 and 7 | Written Assignment #1  
Evolution of Management and Organizational Theory  11/5 |
November 10—November 17
   Public Personnel & Social Equity
READ:    Shafritz Chapters #11 & 12
DUE:     Exam #3  [Chapters 6,7,11, and 12] 11/19

THANKSGIVING HOLIDAY 11/23-11/27 NO CLASSES

December 1—December 8
   Public Financial Management & Strategic Management
   and Government Relations
READ:    Shafritz Chapters #9 & 13
DUE:     Written Assignment #2 Classic Article 9/13

Final Exam—Non-Comprehensive Covering Chapters 9 & 13
12/17 (Thursday) —3:00 P.M.