

Introduction to Public Administration (ePOLS300)
Spring 2021
Syllabus

Dr. MaCherie M. Placide

Cell Phone: (651) 246-7708 text message

Email: m-placide@wiu.edu allow 24-48 hours for a response.

Virtual Office Hours: Tuesday, Wednesday, Thursday 1-2 PM; email me so we can meet on either Google Meet or Zoom

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. 9th Edition, Shafritz, Jay M. and Russell, E.W, and Christopher P. Borick (if you find the 8th edition a cheaper option, you can use this version of the text also)

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.

PLEASE NOTE: This course is taught online, which does not mean that the course is easier than classes that meet in an in-class setting. As the course outline shows, the course is divided into modules. To take the course, students must regularly check their email and be able to use Western Online. Inabilities to access Western Online because of technical malfunctions are NOT ACCEPTABLE reasons not completing assignments.

I will be available via email and will post course announcements and grades on Western Online. Allow 24 to 48 hours for me to respond to emails. **Students check the page regularly for course related announcements and resources.**

In general, assignments will be opened by Monday morning (12:00 AM) and students will have the **thirteen (13) days** (ending on Sunday night 11:59 PM) to complete all of the assignments listed for that assignment. Once the window to complete the module has passed, the lectures and materials will still be available, but it will be impossible to complete the assignments, discussion boards, exams, and/or papers for that module.

Course Evaluation

Students will demonstrate learning through the following: participation in threaded posts/class discussions, performance on modular exams, and written assignments.

WRITTEN ASSIGNMENTS:

For each module you will complete an assignment related to the material covered in that module. These assignments are designed to get you engaged with current related to theories and practice of public administration, as well to give you an opportunity to apply concepts learned from class. **Modular assignments are worth 50 points.**

DISCUSSION BOARD:

For each module you will participate in a discussion board. 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, as well as a rubric for grading, are posted at Western Online. **Each week's discussion boards are worth 25 points.**

EXAMS:

Exams will consist of true/false, multiple choice and matching, and cover one to four chapters. **Exams will be graded out of 100 points**, with points for each question indicated on the exam. All exams are timed; students will have roughly 60 to 75 minutes to complete an exam. **Do not exceed the time limit for an exam. Exam scores are deducted five [5] points for every minute an exam goes beyond the time limit.**

CLASSIC ARTICLE ASSIGNMENT:

This assignment is to help you familiarize you with the early writers and thinkers in the field of public administration. The specific guidelines, as well as a rubric for grading, are posted at Western Online. **The Classic Article assignment is worth 100 points.**

The Use of References and Writing For Modular Written Exercises and Assignments

*References should be properly cited in all written assignments and discussion boards.

A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	< 60

The assignments should be well-written and properly formatted with one-inch margins all around, double-spaced paragraphs, and 12-point Times New Roman font. Papers will be graded based on the rubric posted at Western Online. In general, papers that contain typos and grammatical mistakes, or do not follow the formatting guidelines, will lose points as shown on the rubric.

Assignments are due in accordance with the attached course schedule and assignment folder. The papers will be submitted as a Word document or PDF through assignment folder at Western Online. **No late papers will be accepted.**

Grading and Grade Scale

Exams (5 @ 100 points)	- 500
Papers (1 @ 100 points)	- 100
Classic Article Assignment	
Discussion Board (8 @ 25 points)	- 200
<u>Assignments (8 @ 50 pts.)</u>	<u>- 400</u>
 Total points	 1200

To determine your grade divide your total points earned by total points of the course material, multiplied by 100.

Example: your total points earned = 1175

$$\text{Total points of course material} = 1200 \quad 1175/1200 = .98 \times 100 = 98\%$$

Students Expectations

Western Online Familiarity

- ❑ Because this course is totally web based, students should be familiar with Western Online and its features, particularly the discussion board.
- ❑ 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 group discussions [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

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.

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>.

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):

Module 1	January 19—February 1 Defining Public Administration
READ:	<i>Introducing Public Administration</i> (IPA) chaps. #1
DUE:	Discussion Board #1 Assignment #1: Privatizing Police Forces

Module 2	February 1—February 14 Political & Cultural Environment of Public Policy & Its Administration
READ:	<i>IPA</i> chps. #2
DUE:	Discussion Board #2 Assignment #2—The Killing of Bin-Laden: Power Bases & Legality of the Action Exam #1 [chps. 1 & 2]

Module 3	February 15—February 28 The Continuous Reinventing of Government
READ:	<i>IPA</i> chp. #3
DUE:	Discussion Board #3 Assignment #3—Writing Exercise

Module 4	March—1—March 14 Intergovernmental Relations
READ:	<i>IPA</i> chp. # 4
DUE:	Discussion Board #4 Exam #2 [Ch. 3 & 4]

Module 5	March 15—March 28 Honor, Ethics, Accountability and Leadership
READ:	<i>IPA</i> chps. #5 & 10
DUE:	Discussion Board #5 Assignment #5— Levels of Ethics Exam # 3 [Ch. 5 & 10]

Module 6 **March 29—April 11**
Evolution of Management & Organizational Theory and Behavior
READ: *IPA* chps. #6 & 7
DUE: Discussion Board #6
 Assignment #6—The Contributions of Herbert Simon
 Exam #4 [chps. 6 & 7]

Module 7 **April 12—April 25**
Public Personnel & Social Equity
READ: *IPA* chps. #11 & 12
DUE: Discussion Board #7
 Assignment #7—Writing Exercise

Module 8** **April 18—May 2**
Public Financial Management & Strategic Management and Government Relations
READ: *IPA*. chps. #9 & 13
DUE: Discussion Board # 8
 Classic Article Assignment
 Exam #5 [chps. 9, 11, 12, 13] ¹

¹ **Exam #5 Must be completed on or before May 2, 2021 @ 11:59 PM There is no final exam.**

****Module 8 will begin 1 week after Module 7**