

Course Syllabus

Course	PADM 5000 LC – Public Administration
Term	Fall 1 2009 Lackland AFB, TX
Instructor	Name: Richard Bunch Phone: 210.674.0014(W) 210.755.4414(H) Email: richardbunch43@webster.edu
Catalog Description	This course is designed to foster in the student an understanding of the background and history of public administration as a discipline; to develop an understanding of organizational theory in both classical and contemporary approaches; and, to examine the design of organizations and the environment of the political subsystems in which administrators function.
Prerequisites	There are no prerequisites for this course: however, students must be willing to actively participate in class activities. Students must be able to express and develop ideas verbally and in written form at the graduate level.
Course Level Learning Outcomes	The student will be able to: <ul style="list-style-type: none"> • Define public administration within the context of its four frames. • Explain the real meaning of the politics-administration dichotomy. • Distinguish public policy from public administration and link the two constructs together and explain how public administration is both different and similar to the private sector • Categorize the administrative structure of the federal government, state and local government. • Identify the origins of public management and the evolutionary nature of organization theory. • Differentiate the major points in the challenge for equality. • Analyze the meaning of conflict of responsibility in public administration and realize how extremely difficult public administration is today in our fast moving, ever-changing political climate.
Materials	Text: <i>Introducing Public Administration, 6th Edition</i> Authors: Jay M. Shafritz, E.W. Russell, and Christopher Borick. Longman, New York, San Francisco, Boston Publisher: Addison-Wesley ISBN: 9780205607679 Please be aware when purchasing your textbook that the international versions of the text may differ from the domestic (North American) version required for your course.

	<p>Required Writing Guide:</p> <p>Title: Publication Manual of the American Psychological Association, 6th edition</p> <p>Publisher: American Psychological Association</p> <p>ISBN: 10-1-4338-0561-8 / or 13-978-1-4338-0561-5</p> <p>Other: All course materials, including PowerPoint slides used in class, may be obtained from the World Classroom site at connections.webster.edu. Students will need a user ID and password issued by the University to access this site.</p>
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Grading	<u>Assignment</u>	<u>Point Value</u>
	a) Case Analyses (3 @ 50 points each)	150
	b) Research Project	120
	c) Midterm Exam	75
	d) Final Exam	75
	e) Class Attendance & Participation	56
	f) Weekly Discussion Question	<u>24</u>
	TOTAL	500
	<p>A = 465 to 500 points B- = 400 to 419 points</p> <p>A- = 450 to 464 points C = 350 to 399 points</p> <p>B+ = 435 to 449 points F = below 350 points</p> <p>B = 420 to 434 points</p> <p>All written assignments, with the exception of the final exam, will be submitted to the instructor through the World Classroom. The instructor will score the assignments and return them to the student within seven (7) days of their posting in the World Classroom.</p>	
Activities	<ul style="list-style-type: none"> • Students will participate in weekly discussions of comprehensive cases from the Kennedy School of Government (KSG) case collection. • Students will prepare three (3) written analyses of cases dealing with human resources issues. These cases will be assigned by the instructor the week prior to their due date. A separate handout will be provided to students that explains the case study approach in more detail. • Students will participate in weekly group exercises designed to help them apply the concepts discussed in class. • Since the ability to organize one’s thoughts and express them in clear and cogent prose is an important skill for the graduate student, a research project will be assigned. In this project, the focus will be on application of the conceptual ideas central to the course to specific topics or problems. Students will be expected to conduct secondary research and to use APA formatting. A separate handout will be provided to students that will explain the research project in more detail. • Students will be expected to complete a mid-term and final examination. Format for the examinations to be announced. 	

**Policy Statements:
University Policies**

University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:

Academic Honesty

The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.

Drops and Withdrawals

Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.

Special Services

If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.

Disturbances

Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.

Student Assignments Retained

From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.

	<p>Contact Hours for this Course</p> <p>It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
<p>Course Policies</p>	<ul style="list-style-type: none"> • This syllabus may be revised at the discretion of the instructor without the prior notification or consent of the student. The schedule below presents an approximate expectation of course progress. The instructor reserves the right to change the overall course grade weighting. Any changes will be announced in class. • In line with the university’s policy on academic honesty, please be advised that instances of academic dishonesty will result in a zero for the assignment and will be reported to the Dean of the School of Business and Technology for further disciplinary action. • In this course we will use turnitin.com, an electronic database, which assists students and faculty with their academic work. • All papers will be in prepared accordance with guidelines in found in the <i>Publication Manual of the American Psychological Association</i>, 5th edition. • Students will utilize the university’s Passports Online Library for a major portion of their research. • Late Assignments – Assignments submitted more than 12 hours late will be subject to a 5% penalty; an additional 5% penalty will be incurred for every 24 hour period after that. Assignments submitted more than seven (7) days late will not be accepted. • Exams – Any student who cannot, for reasons of a documented work, health, or family emergency, take either the mid-term or final exam, will be given one (1) opportunity to make-up the exam on a date mutually agreed upon by the student and the instructor. Failure to complete the exam on the agreed upon date will result in a failing grade on the exam. • Incomplete Grades – Webster University policy states that the grant of a grade of ‘I’ (Incomplete) is solely at the discretion of the instructor. For this course, an ‘I’ will only be granted under the following circumstances: <ul style="list-style-type: none"> ➤ The student has a fully documented work, health, or family emergency that prevents them from completing the course. This includes deployments and transfers out of the San Antonio area; <u>and</u>, ➤ The student has a maximum of two (2) graded assignments to complete (e.g., the final exam and the research project, the research project and a case analysis, etc.), and has attended, or will attend, at least seven out of nine weeks. ➤ Students who do not meet the above criteria should withdraw from the class.

	<ul style="list-style-type: none"> ➤ Students will have thirty (30) days from the date the ‘I’ is granted to complete the missing requirements. • <i>Exceptions to the above policies will be made on a case-by-case basis, and will be at the sole discretion of the instructor.</i>
Weekly Schedule	Pre-Assignment for Week 1 <ul style="list-style-type: none"> • Read Chapters 1 and 2, Keynotes and case studies.
Week 1	Topics: <ul style="list-style-type: none"> • <u>INTRODUCTION</u> – Course overview and objectives – Case Study Approach – Evaluations – General Administrative Issues. • <u>DEFINING PUBLIC ADMINISTRATION</u> Assignment for Week 2: <ul style="list-style-type: none"> • Read Chapters 3 and 4, Keynotes and case studies. • Read assigned Kennedy School of Government (KSG) Case #1
Week2	Topics: <ul style="list-style-type: none"> • <u>INTERGOVERNMENTAL RELATIONS</u> • Group discussion of assigned KSG Case #1. Assignment for Week 3: <ul style="list-style-type: none"> • Read Chapters 5 & 6, Keynotes and case studies. • Read assigned KSG Case #2.
Week 3	Topics: <ul style="list-style-type: none"> • <u>ETHICS AND THE EVOLUTION OF MANAGEMENT</u> • Group discussion of assigned KSG Case #2. Assignment for Week 4: <ul style="list-style-type: none"> • Read Chapters 7 & 8, Keynotes and case studies. • Read assigned KSG Case #3. • Prepare 1st Written Case Analysis.
Week 4	Topics: <ul style="list-style-type: none"> • <u>ORGANIZATION THEORY AND PERFORMANCE MGMT</u> • Group discussion of assigned KSG Case #3. • 1st Written Case Analysis Due (by midnight Central Time). Assignment for Week 5: <ul style="list-style-type: none"> • Prepare for Mid-Term Exam. A study guide will be provided.
Week 5	Topics: <ul style="list-style-type: none"> • <u>STRATEGIC MANAGEMENT IN THE PUBLIC SECTOR</u> • Wrap-up Discussion of assigned KSG Case #3 • Mid-term Exam. Assignment for Week 6: <ul style="list-style-type: none"> • Read Chapters 9 & 10. • Read assigned KSG Case #4.

Week 6	<p>Topics:</p> <ul style="list-style-type: none"> • <u>PERSONNEL MANAGEMENT & LABOR RELATIONS</u> • Group discussion of assigned KSG Case #4. <p>Assignment for Week 7:</p> <ul style="list-style-type: none"> • Read Chapters 11 & 12, keynotes and case studies. • Read assigned KSG Case #5. • Prepare 2nd Written Case Analysis
Week 7	<p>Topics:</p> <ul style="list-style-type: none"> • <u>SOCIAL EQUITY AND PUBLIC FINANCIAL MGMT</u> • Group discussion of assigned KSG Case #5. • 2nd Written Case Analysis Due (by midnight Central Time). <p>Assignment for Week 8:</p> <ul style="list-style-type: none"> • Read Chapter 13 & 14, keynotes and case studies. • Read assigned KSG Case #6. • Prepare Research Project
Week 8	<p>Topics:</p> <ul style="list-style-type: none"> • <u>PROGRAM AUDIT AND EVALUATION</u> • Group discussion of assigned KSG Case #6. • Research Project Due (by midnight Central Time). <p>Assignment for Week 9:</p> <ul style="list-style-type: none"> • Prepare for final examination. A study guide will be provided.
Week 9	<p>Topics:</p> <ul style="list-style-type: none"> • <u>COMPREHENSIVE CASE ANALYSIS AND FINAL EXAMINATION.</u>