

PA 581: Dynamics of Public Administration Fall 2007, 3 credit hours
Monday evenings 6-9 p.m., The University Center

Instructor: Dr. Corliss Lentz
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Office Hours: 5:30-6 p.m. Monday (TUC), 8:30-9:30, 11-12 a.m. Tuesday & Thursday (at the Huntsville campus), or contact me at home.

The instructor reserves the right to amend the syllabus at any time.

The course will consist of class discussions, a final examination, and a written paper. Feel free to contact any class members through Blackboard. Those of you without university student accounts must set them up. Student accounts through Blackboard are the way I can communicate with all of you and the way you can communicate with each other.

REQUIRED TEXTS:

Arsworth, Kenneth. 2001. *Caught Between the Dog and the Fireplug, or How to Survive Public Service*. Georgetown University Press. ISBN: 0-87840-847-9.

McKinney, Jerome B. and Lawrence C. Howard. 1998. *Public Administration: Balancing Power and Accountability, 2nd. Edition*. Westport, CTL Praeger Publishers ISBN: 0-275-95565-6.

Rubin, Irene. 2006. "Don't Feed the Crocodiles: Public Administration's Role in Restoring Democracy," 2006 Donald C. Stone Lecture, American Society for Public Administration's National Conference, April 3, Denver, available *Public Manager*, Summer 2006, vol 35 Issue 2, p. 67-69.

Shafritz, Jay M. and Albert C. Hyde. 2004. *Classics of Public Administration, 5th Edition*. Fort Worth, TX: Harcourt Brace College Publishers. ISBN 0-15-506260-3.

RECOMMENDED TEXT

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses and Dissertations, 6th edition*. Chicago and London: The University of Chicago Press. 1996.

COURSE DESCRIPTION:

PA 581: Dynamics of Public Administration: "Examines the history and theoretical basis of public administration and the basic issues that confront it, including administrative responsibility and ethic, and the formulation and implementation of public policy. The course covers the relevant literature and engages students in appropriate research."

Course Expectations:

The final grade will be calculated with the following weights:

Take Home Final.....	100
Research paper.....	150
Class presentation.....	50
In class Discussion Participation.....	<u>100</u>

A=360-400, B=320-359, C=280-319, F=279 and below.

There are no opportunities for extra credit.

Make-ups for examinations, presentations or excused absences will be allowed only if **documentation is provided** for SHSU sponsored activities, illnesses, hospitalizations, funerals, or other emergencies. **Documentation must be submitted prior to the final examination date.** Make-up examinations for SHSU sponsored activities must be completed prior to the class scheduled examination. In event of emergencies, make up examinations will be given, but the examination will be different than the one given at the scheduled time.

Examinations:

There will be one take home final exam. The exams will consist of short and long essays. Examinations will be graded on the quality of your argument and references to lecture and textbook material. Failure to refer to the textbook or lecture materials will result in unsatisfactory grades. The final exam will be comprehensive in nature.

Student grades will be posted on BlackBoard. Students should save all graded items until the final grade is posted. If there is a problem with your final grade **it cannot be resolved** if you do not have original copies of the paper and examinations. The grade in my record will stand unless you can provide documentation that I have made an error; so, **save everything!**

PURPOSE:

The purpose of the course is to examine the historical development of Public Administration and give an overview of the major areas of Public Administration that will be covered in your core courses. The study of Public Administration has a much shorter history than other social sciences. Yet, it had a rich history of literature on the topic. It is necessary to understand the development of the discipline of Public Administration and how social change has affected its operation in order To successfully practice Public Administration. We will study issues from the environment to the internal workings of an organization to relationships with its citizens. These are the pertinent issues in Public Administration today.

The purpose of the Dynamics of Public Administration is to advance the understanding of the practice and study of the discipline. To achieve that goal, the course integrates readings, lecture, written assignments and critical thought. The course will be conducted in a seminar style. Part of each class will be devoted to lecture and the rest will be class discussion of the readings and cases. The emphasis of this class will be on relating the theories and history of Public Administration with current theories in practice. Students are expected to read the assignments before the class period. Students are also expected to actively participate in discussions of the assigned readings and to relate the readings to work experiences, when appropriate.

Course Objectives:

Gaining factual knowledge (technology, classifications, methods, trends),
through reading course materials.

Learning fundamental principles, generalizations, or theories.

through reading course materials and discussions with other
students
**Gaining a broader understanding and appreciation of intellectual/cultural
activity,**
through readings and discussions.
Developing creative capacities through writing.

ATTENDANCE:

Attendance will be taken at each class meeting. If you miss class it is your responsibility to become aware of changes in the course syllabus, including any changes in dates for examinations and presentations, and for acquiring class notes.

ACADEMIC DISHONESTY:

Cheating on the exams or the paper will result in administrative sanctions including being reported to the Dean of Students, failing the course, or academic expulsion.

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

This instructor takes academic dishonesty very seriously and will penalize students who engage in it. SHSU defines “cheating” as

- “1) copying from another student’s test paper, laboratory report, other report, or computer files, data listings, and/or programs.
- 2) Using, during a test, materials not authorized by the person giving the test.
- 3) collaborating, without authorization, with another student during an examination or in preparing academic work.
- 4) knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of an unadministered test....
- 7) Purchasing, or otherwise acquiring and submitting as one’s own work any research paper or other writing assignment prepared by an individual or firm.

5.312 “Plagiarism” means the appropriation of another’s work or idea and the unacknowledged incorporation of that work or idea into one’s own work offered for credit.”

<http://www.shsu.edu/administrative/faculty/sectionb.html#dishonesty>

Students engaged in any of the above dishonest activities will receive a grade of 0 on the examination or paper in question and be sent to the Dean of Students. Other academic sanctions including expulsion from the university are possible.

COURSE COMPONENTS:

The final grade consists of the take home final examination, research paper, class presentation, and class

participation.

Research Paper:

You will write a research paper on a major area of interest in Public Administration. Some topics in the texts will interest you more than others. Choose a topic that is narrow enough that you can do an in depth study of the topic. Issues could involve financial management, personnel or ethical issues, or downsizing. As you read the materials you should get some ideas. E-mail me for approval of your topic so I can determine its appropriateness and whether there will be enough material for you to cover it.

The research papers will be graded thus:

Identification of the problem	10%	
Body of the paper		50%
Use of appropriate works (citations)		15%
Use of style (including headings and citations)	<u>25%</u>	

TOTAL

100%

You should use at least 15 different sources. At least 10 of the sources should be from professional sources. Professional sources are government publications and professional journals. Examples would include an article available from a government agency or an article from *Public Administration Review* (PAR).

I am a stickler on the use of citations in the text and their use in the works cited. Be sure that all of the sources cited are included in the works cited and that they MATCH. Also, do not pad the works cited with sources that are not cited. I look them up as I read the paper so I will spot these errors. So, be sure you learn how to write those citations for the works cited pages, particularly for internet sources. An example is shown below:

U.S. Department of Education. 2005. "Fact Sheet: NCLB Provisions Ensure Flexibility and Accountability for Limited English Proficient Students." Available <http://www.ed.gov/print/nclb/accountability/schools/factsheet-english.html>. Accessed 26 January 2005.

Class Presentation:

You will make a presentation to the class on your research topic. You should prepare a PowerPoint presentation covering the main themes of your paper. Do not try to cover the entire paper, but hit on the high points. Your presentation should take about 20-25 minutes and allow about 10 minutes to answer questions. There are several things you should do in the presentation:

1. Make eye contact with the audience by showing familiarity with the slides. **Do not take your paper to the front of the class as this will cost you points.**
2. Stand to make the presentation. Sitting in front of the computer is a sloppy way to make a presentation. Sitting will cost you points.
3. Do not chew gum during the presentation. Ditch it before you start.
4. Talk to the audience in a friendly, conversational style. Your audience is made up of friends.

They are in the same boat.

Class Participation:

The class is conducted in a seminar style. While the instructor may take part of the class to lecture, the bulk of the class will be class discussion. That means that you need to read the material before you come to class. This class is very small—if you are not prepared it will be noticed.

GENERAL POLICIES:

The following policies regard classroom demeanor.

Classroom Rules of Conduct:

The Code of Student Conduct and Discipline is found at the following link:

<https://www.shsu.edu/students/guide/dean/codeofconduct.html>

Section 5.2.22 defines classroom disturbances.

Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. **Cellular telephones, pagers, M3P players and iPods must be turned off** before class begins.. **Students should put phones away and refrain from texting during the class period. If your cell phone rings or you are texting while you are in class, your phone may be confiscated.** Students are prohibited from eating in class, using tobacco products, making offensive remarks, reading newspapers, sleeping, talking at inappropriate times, wearing inappropriate clothing, or engaging in any other form of distraction. Inappropriate behavior in the classroom may result in a directive to leave class and your name removed from the day's attendance role. Students who are especially disruptive also may be reported to the Dean of Students for disciplinary action in accordance with university policy. If you leave class prematurely your name will be removed from the day's attendance role.

Cell phones, pagers, M3P players or iPods must be turned off and placed out of sight during class lectures, presentations, and examinations.

Americans with Disabilities:

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance are expected to visit with the Office of Services for Students with Disabilities located in the Counseling Center. They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If a student has a disability that may affect adversely his/her work in this class, then the student is encouraged to register with the SHSU Counseling Center and to talk with the instructor about how best to deal with the situation. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodation can be made until the student registers with the Counseling Center.

Requests for disability accommodations must be initiated by the student. A student seeking accommodations should go to the Counseling Center and Services for Students with Disabilities (SSD) in a timely manner. This instructor requires documentation from the Counseling Center in order to provide accommodations. Once documented, discuss with the instructor the best ways that she can accommodate your needs.

Classroom Visitors:

Unannounced visitors to class must present a current, official SHSU identification card to be permitted into the classroom. They must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor's discretion whether or not the visitor will be allowed to remain in the classroom.

This policy is not intended to discourage the occasional visiting of classes by responsible persons. Obviously, however, the visiting of a particular class should be occasional and not regular, and it should in no way constitute interference with registered members of the class or the educational process. Visitors are allowed on an occasional basis as long as there is a seat in the room for the visitor. Visitors must abide by the same rules of classroom decorum as students.

Instructor Evaluations:

You may be asked to evaluate this instructor at a later date during the semester. The date will be announced when the evaluations become available.

COURSE OUTLINE OF DISCUSSION TOPICS AND RELATED READINGS

Week 1 Introduction and Classical Study of Bureaucracy:
 Aug. 20 Read for next time: Shafritz and Hyde: Woodrow Wilson, p. 22; Max Weber, p. 50

Week 2 Introduction to Ethics
 Aug. 27 Read for next time: McKinney and Howard: Ch. 1
 ASPA Code of Ethics

Available: <http://aspanet.org/scriptcontent/ASPAGeneral.cfm>

** The American Society for Public Administration (ASPA) is THE professional organization for public professionals. Student memberships are available at <http://www.aspanet.org> I encourage you to join the organization

Week 3
 Sept.3 **LABOR DAY–NO CLASS**

Week 4 Presentation on Library Resources
 Sept. 11

Week 5 Values and Accountability in Public Administration
 Sept. 17 Read for next time: McKinney and Howard: Ch. 2
 Shafritz and Hyde: Frederick Mosher, p. 343
 Arsworth: chs. 1-2

Rubin reading, available on Blackboard

Research Paper Due Nov. 19 @ 6 p.m.

Week 15 Review For Final Examination
Nov. 26 Presentations

Week 15 Final Examination Due
Dec. 3 Surviving Public Service

Week 16 **Meet to Eat**
Dec. 11