

POLITICAL SCIENCE 243: INTRODUCTION TO PUBLIC ADMINISTRATION
Fall 2014

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Office Hours: Tues: 11:00AM-12:00PM

AIMS OF THE COURSE:

This course is an introduction to the field of Public Administration, and more broadly to the systematic study of the administration of public agencies. To some degree, this class will also incorporate some discussion of policy development and analysis; however, students interested in policy should consider also taking an introductory public policy course (also offered through the Department of Political Science at UWM). Public Administration is a fascinating discipline, in that it focuses almost exclusively on the study of effective and efficient administration of public entities and programs. In many ways, Public Administration and Business Administration overlap; however, they differ in very important ways. We will discuss this, along with other important tenets of Public Administration as we make our way through this course together.

This course is designed to provide a broad overview of the discipline. This course assumes no prior familiarity with the field of Public Administration. The first step to success in this course is your willingness to engage the material, your peers, and me in a thoughtful way – despite being limited to online interaction.

REQUIRED TEXTS

You are required to acquire the textbook for this course:

Public Administration and Public Affairs (12th ed) by Nicholas Henry (ISBN: 978-0-205-86445-4)

This text can be found online, as well as at the UWM Bookstore. You must have a copy of this book to succeed in this course.

CLASS CONDUCT

This class, being an online class, will rely exclusively on discussion via D2L and our class Facebook page (<https://www.facebook.com/publicadminuwm2014?ref=hl>). In addition to the weekly readings, I will occasionally pose questions that will require feedback from each of you. This may be some response to a question posed on a D2L forum or on the Facebook page. In addition, you are encouraged to challenge each other and post your own thoughts and questions related to the reading(s) or other relevant news that you encounter throughout the semester. I would hope that you would engage each other in these topics; however all interactions and discussions should be thoughtful and respectful. There is no room for disrespect and I will not tolerate it.

Additionally, you are expected to meet deadlines as they are assigned. I will not accept any late work unless you have a valid, documented reason for missing a deadline. This also applies to missing an exam. You are expected to notify me **IN ADVANCE AND PROVIDE DOCUMENTATION** if you are going to miss an exam, unless it is an emergency. In the case of emergency, you will need to provide adequate documentation the next time you are in class.

ACADEMIC INTEGRITY

No form of academic dishonesty will be tolerated in this class. Anyone found guilty of cheating or plagiarism or of any other violation of academic integrity will be assigned an automatic grade of F ***IN THE COURSE*** and will be prosecuted to the fullest extent through University channels. Notes on plagiarism can be found here <http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>. UWM's policy can be found here: http://www4.uwm.edu/acad_aff/policy/academicmisconduct.cfm. Be sure you know the definition and know how to avoid it. I am absolutely serious about this policy. It is indeed plagiarism to copy someone's words without citation or attribution or to copy the summary of a speech, book, article, or reading found on the web or any other source. **I will notice the plagiarism and you will fail the course. Consider this your ONLY warning.**

READINGS, PARTICIPATION, ATTENDANCE

You are expected to do the readings for each week prior to class and come prepared to talk about them. It may be beneficial to come with some questions and comments to stimulate discussion. This course is designed to be equally reliant on discussion as it is on lecture. Your attendance will be taken and there will be opportunities for participation grading, as well. This means that it will not be enough to come to class and remain silent for the entire semester.

EXAMS

There will be two exams in the course: one midterm and a final. We will discuss the format of these exams as the dates for each draw nearer.

PAPER PROJECT

You will be expected to turn in one paper project this semester that meets the following guideline(s):

You, being one of the foremost scholars on public administration and the efficiency of public agencies, have been asked by a special joint subcommittee of Congress to submit a brief outlining your thoughts on a proposed change to the Veterans Administration that would transform all administration of the agency to private contractors. Your job is to submit a brief that outlines your position and provides some supporting information that reinforces your position. Perhaps you think that this is a wonderful idea? If so, you should be prepared to tell Congress why and what research supports your argument. Perhaps you think that private interests collide in an incompatible way with public interest? Tell the Committee why you

believe this and provide relevant research. Perhaps you think that public agencies do suffer from some ills, but that they can be fixed? Talk about this. Rely on the reading (and outside research) to support your argument.

Your brief should be...brief. This brief should be two pages, single-spaced. 12-point font. Times New Roman. These papers should be submitted via D2L by 11:59PM on Thursday, December 11.

GRADES

Attendance/Participation	10%
Mid-term Exam	35%
Final Exam	35%
Paper Project	20%

GRADING SCALE

The grading scale is as follows*:

100 – 93	A
92 – 90	A-
89 – 88	B+
87 – 83	B
82 – 80	B-
79 – 78	C+
77 – 73	C
72 – 70	C-
69 – 68	D+
67 – 63	D
62 – 60	D-
59 – 0	F

* The instructor reserves the right to curve grades, should the need present itself.

STUDENT ACCOMODATIONS

Any students with special needs due to a physical or learning disability should see me as soon as possible. Every effort will be made to accommodate your needs. See www.sac.uwm.edu for more information.

TOPIC AND READING SCHEDULE

Note: The dates provided are the beginning of the academic week for the readings. Lecture notes will be posted on each Monday for the readings assigned that week. If discussion questions are posted on D2L or Facebook for that week, you are expected to post a thoughtful response by 11:59PM on the Thursday of that week. So, for instance, the lecture notes for Week Two will be posted on Monday, Sep 8. Any questions related to the reading for that week will be posted on D2L or Facebook and you should respond by 11:59PM on Thursday, Sep 11. Remember, your responses count toward a participation grade and the **QUALITY OF YOUR RESPONSE** will

matter heavily in this grading. Make it clear that you have done the reading and have put some thought into it.

Week One (Sep 2)

Big Democracy, Big Bureaucracy (Chap 1)

Discussion Response Due Sep 6 (this is the only week that the response will be due on Saturday)

Week Two (Sep 8)

Paradigms of Public Administration (Chap 2)

Discussion Response Due Sep 11

Week Three (Sep 15)

The Threads of Organizations: Theories (Chap 3)

Discussion Response Due Sep 18

Week Four (Sep 22)

The Fabric of Organizations: Forces (Chap 4)

Discussion Response Due Sep 25

Week Five (Sep 29)

The Fibres of Organizations: People (Chap 5)

Discussion Response Due Oct 2

Week Six (Oct 6)

Clarifying Complexity: The Public's Information Resource (Chap 6)

Discussion Response Due Oct 9

Week Seven (Oct 13)

The Constant Quest: Efficient and Effective Government (Chap 7)

Discussion Response Due Oct 16

Week Eight (Oct 20)

The Public Trough: Financing and Budgeting Governments (Chap 8)

Discussion Response Due Oct 23

Week Nine (Oct 27)

MIDTERM (Due via D2L by 11:59PM on Friday, Oct 31)

Week Ten (Nov 3)

Managing Human Capital in the Public Sector (Chap 9)

Discussion Response Due Nov 6

Week Eleven (Nov 10)

Understanding and Improving Public Policy (Chap 10)

Discussion Response Due Nov 13

Week Twelve (Nov 17)

Intersectoral Administration (Chap 11)

Discussion Response Due Nov 20

Week Thirteen (Nov 24)

NO CLASS – HAPPY THANKSGIVING

Week Fourteen (Dec 1)

Intergovernmental Administration (Chap 12)

Discussion Response Due Dec 4

Week Fifteen (Dec 8)

Toward a Bureaucratic Ethic (Chap 13)

NO DISCUSSION QUESTION DUE THIS WEEK

Dec 11: **PAPERS DUE via D2L's Dropbox by 11:59PM**

Dec 19: **FINAL EXAM: MUST BE COMPLETED BY 11:59PM via D2L**