

**Mississippi Valley State University
Public Administration (PA)
Fall 2018 Semester**

Course Syllabus

Introduction to Public Administration

Course Number: PA 101-E01 CRN#: 20127

Credit Hours: Three (3)

Course Dates: August through December

Instructor: Mrs. Niqua Graham-Brooks **Office:** Main Office, Social Science Building
Email: Use Class Communication Mail **Phone:** 662-254-3352

Technical Support : Contact Mr. Mack Pendleton, Continuing Education, at 662-254-3114 or mpendleton@mvsu.edu or mackjpendleton@netscape.net. Blackboard's 24/7 support line is 888-788-5264.

Additional Assistance: If any student requires additional information concerning this course, please contact Ms. Bell, the department's Administrative Assistant at the above contact information.

1. **Textbook:** Denhardt, Robert B., Janet V. Denhardt and Tara A. Blanc (2014). Public Administration: An Action Orientation (7th Edition). Wadsworth, Cengage Learning: Boston, MA.

The textbook is required. Students are required to complete the reading assignments before attempting to respond to discussion and assignment items. Consistent and thorough preparation is essential to successful completion of this course. Your preparation will be revealed in your responses to suspense dates, discussion questions, assignments, exams, email requests and even questions you may ask other classmates or me throughout the course.

2. **Course Description and Objectives:** The scope of this course is to provide a detailed understanding of the principles of administration in the field of public administration, simultaneously; the students will be introduced to the field of Public Administration. Along with your other studies, you, the student will become familiar with the various theories, case studies, and concepts of public administration will be studied. Thorough studying will provide you, the student with a plethora of the following:

- knowledge differentiating between public and private administration,
- public administration's structure, purpose and its dynamics
- being able to identify some of the major contributor'(s) in the field
- the bureaucratic power within the public administration process as such process relates to its structure, patterns, opportunities and limits.

3. Student Requirements

a. Read the course Homepage for instructions on how to participate in this course. This course is being taught in an online format. Students please be advised that this course is ***not*** a computer course. You will find instructions on accessing the Blackboard course Environment from the Student Demo Homepage. From the Blackboard course Environment you can obtain a copy of the course syllabus, and access all course modules for submitting discussion items, assignments, and exams. Email is also available.

b. **Download a copy of the course syllabus and retain it for the entire semester.** The syllabus contains all course requirements and materials including assigned readings, discussion items, assignments, and exams. All course content may be accessed through the Blackboard course Environment link from the Course Homepage.

(1) **Assigned Readings:** You are responsible for all assigned readings each week as identified in the course syllabus. Do not attempt to respond to the discussion questions before reading the assigned material for the week.

(2) **Discussion Items:** These items are there to help guide you into studying important points within the chapters. Each student is required to post answers in the discussion module to the discussion items for your weekly discussions. Your answers/responses must reflect your understanding of the material identified for you to read. You may choose which discussion items you wish to answer, but you must answer at least half of the items in order to obtain credit for your weekly postings. And, you are responsible for reading and becoming familiar with all materials, not just the discussion items you choose to answer.

(3) **Assignments:** Complete all assignments and submit them into the Blackboard assignment module no later than Friday at 6:00pm of the week that the assignment is due. Read each assignment completely and respond to the question(s) associated with the assignment. Give ample details in your responses so that it is evident that you have read the chapter and understand the material. Provide at least a ½ page write-up explaining your answer. Two or three sentences will not suffice for an explanation. **Do not plagiarize (take information verbatim from a source without citing the source) or give direct statements from the book in response to questions.** You must be able to make your own assessment of the information that you read and write about. To locate your assignments: After logging into Blackboard, immediately look to your left, click on “assignment tab,” and then click on the first tab listed for our class. There you will find your assignments for the fall semester. **ALL ASSIGNMENTS ARE DUE IN THE WEEK PROVIDED, NO ASSIGNMENTS WILL BE ACCEPTED WHEN LATE. ALL ASSIGNMENTS MUST BE SUBMITTED VIA BLACKBOARD, I WILL NOT ACCEPT ANY EXAMS AND/OR ASSIGNMENTS VIA EMAIL!!!!!!!!!!!!!!!!!!!!!!**

(4) **Exams:** To access your exams, after logging into Blackboard, immediately look to your left and click on “exams/surveys” tab, there you will find both exams. Two examinations will be given -- a midterm and a final examination. You are expected to take these exams through Blackboard during the semester. You should check the course outline in Blackboard or the course syllabus to find out when these exams are scheduled and mark them on your calendar so you don't forget to take them. You **MUST** remember to log on and take the exams. If you

fail to take an exam for any reason other than medical illness, death, or other similarly serious conflict which kept you from accessing a computer for the entire availability of the exam, you will not be allowed to make up the exam. If you do suffer one of these serious conflicts, you must notify me ***immediately***. I won't accept any excuses at the end of the semester. Exam questions will be based on assigned readings. **Exam answers will only be accepted via the controlled environment of the online exam module. All exams are timed.** Typically, you will be allowed 60-90 minutes to take an exam. Always check the time limit on the exam before beginning. Each exam will be accessible for 4 days; I will usually inform you via the Blackboard communication mail. **You will have only one opportunity to take each exam.** You should therefore try to take the exam as early as possible so if you experience trouble we can try to fix it. Don't wait until the last minute and then tell me you had computer or connection problems. Please do not attempt to open any of your work and exams on cellular devices, in the past, students realized that wasn't a good practice.

(5) **Additional Exam requirements: NO MAKE-UP** exams will be given. Take exams as soon as they are available to give yourself a little time in case something happens with your computer or the Blackboard server. There will be no extension of testing dates because of personal computer failure. If you wait until the last minute and then your computer doesn't work, you will receive a zero for the exam. If your computer is unstable, plan to take the exam from a different computer that is more reliable. Failure to protect your own account access and ensure your proper login identification is not a valid excuse for missing an exam. The use of online exams requires an assumption of academic honesty on the part of the student. You can use any of your personal notes you like to take these exams, but you must take them on your own. Any evidence that someone else has taken an exam on your behalf, or that you took an exam with the assistance of someone else, or for someone else, will result in automatic failure of the course for you and any other class member(s) involved with no exceptions. **If you are unfamiliar with online testing and worried about being able to access the system successfully use the help module on the Blackboard or contact me for further instructions.**

4. Performance Evaluation and Grading Criteria

a. Your final letter grade will be based on a total of **350** points which can be accrued by each student during the semester. Points may be accumulated in the following ways:

<u>Item</u>	<u>Points</u>	<u>Percent (%) of Grade</u>	<u>Student Points</u>
Written Assignments	80	22	_____
Weekly Posting of Discussion Items	70	20	_____
Mid-Term Exam	100	29	_____
Final Exam	<u>100</u>	<u>29</u>	_____
TOTAL	350	100	

b. **Letter grades will be determined as follows:**

<u>Scale(%)</u>	<u>Points</u>
90 – 100 = A	315 - 350 = A

80 – 89 = B	280 - 314 = B
70 – 79 = C	245 - 279 = C
60 – 69 = D	210 - 244 = D
Below 60 = F	000 – 209 = F

c. **There will be no “incomplete” grades in this class.**

d. **Grade Appeals:** Any student who feels they have been graded unfairly, even after talking with me, may appeal that grade by following University procedures in the Student Handbook.

5. **Cheating and Plagiarism:** Cheating and plagiarism will not be tolerated in this class. Please refer to the University’s Undergraduate Course Catalog for the detailed policy, sanctions and examples of cheating and plagiarizing. As a quick reference from the catalog, the following two definitions are provided:

a. “Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one’s grade or obtaining course credit. Such behavior also includes assisting another student in such practice. Although cheating is often associated with examinations, it is the intent of this definition that the term “cheating” not be limited to examination situations only, but also that it includes any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means.

b. Plagiarism is a specific type of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the intellectual property of others as one’s own ideas or works.”

6. **Course Communications:** A course discussion forum is also provided through the Blackboard Course Environment which allows all members of the class to publicly make comments or ask questions pertaining to the course. This forum may be used for “threaded” discussions and comments throughout the semester. I will also be available via email on Blackboard which we will use, as needed.

7. **Services for Students with Disabilities (SSD):** Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If you feel you are eligible to receive accommodations for a covered disability (medical, physical, psychiatric, learning, vision, hearing, etc.) and would like to request it for this course, you must be registered with the Services for Students with Disabilities (SSD) program administered by University College. It is recommended that you visit the Disabilities Office located inside the EMAP Computer Lab in the Technical Education (IT) Building to register for the program at the beginning of each semester.

For more information or to schedule an appointment, please contact Mr. Billy Benson, Jr. via phone or email at 662-254-3005 or billy.benson@mvsu.edu.

8. **Disclaimer: This syllabus is subject to change. This document does not constitute a contract with the University. It contains guidelines.**

**INTRODUCTION TO PUBLIC ADMINISTRATION
(PA 101-E01)
CLASS SCHEDULE
FALL SEMESTER**

AUGUST (Aug)

ORIENTATION (Aug 20)

- Discussions with Mr. Mack Pendleton (662-254-3114), Continuing Education, regarding how to use the Blackboard and be successful in your online class.

Week 1 (Aug 20): Orientation and Course Overview

- Familiarize students with: on-line course instructions; ways to contact instructor; how to look for and submit assignments; test taking (availability, timed tests, no make-ups); discussion items/questions should be used to help guide your study of the chapters; all chapters may not be discussed in their entirety so watch for the pages you should read; this is a very self-disciplined course; etc.
- Stress need to purchase the textbook
- **Read the chapters prior to the start of the week. Discussions will follow from the chapters. Everyone must participate in discussions.**
- Students must submit all “**Assignments**” items no later than Friday at 10:00pm of the week the assignment is given
- Study all “**Key Words**” identified for the week from your textbook; you do not have to submit the key words into either the discussion or assignment module.
- **Attendance: Student interaction on the Blackboard will be counted as attendance for the week; if there is no interaction then student’s attendance will reflect “No Contact” for the week**
- Adjustments may be made throughout the semester
- **Assignment: Write a full one-page, double-spaced summary** to: (a) introduce yourself, and (b) express your interest in this Public Administration course

Week 2 (Aug 27): Chapter 1 - Personal Action in Public Organizations

- **Discussion**
 - What is public administration (PA) and what’s at the heart of it?
 - Who is Woodrow Wilson and what his contribution to the field of Public Administration?
 - How were early scholars, such as Woodrow Wilson, able to view the role of public administration in a democracy?
 - List the three (3) different approaches David Rosenbloom viewed as the roles of Public Administration.
 - Provide your thoughts on why is it important to contrast Business Administration with Public Administration?
 - Why would someone be interested in studying Public Administration?
 - What are some roles public administrators?
- **Key Words:** *autocracy, democracy, equality, individualism, liberty, oligarchy*
- **Assignment:** Submit definitions (**worth up to 10 points**) for *politics, bureaucracy, partisan, administration, and bureaucrat.*

SEPTEMBER

Week 3 (Sept. 4): Chapter 2 - The Political Context of Public Administration

- **Discussion**
 - What is a policy?
 - Explain the conclusions of the Brownlow committee.
 - Identify and provide information on the types of policies.
 - Identify various elected versus appointed positions at the state level.
 - At the city level, explain the difference between a strong mayor and weak mayor in the mayor-council form of government.
 - Identify various nonprofit organizations.
 - Explain the five stages in the policy process.
 - Where or from whom do you learn of significant public issues?
 - Describe steps you might take as a policy entrepreneur to get your policy on the agenda and approved.
 - What are the sources of bureaucratic power?
 - Identify and discuss the types of public policy.
- **Key Words:** *agenda setting, executive order, nonprofit organization, policy*
- **Assignment:** Your assignment for Chapter 2 is due next week, so work on it

Week 4 (Sept. 10): Chapter 2 (continued...)

- **Discussion** (continued from previous week)
- **Assignment:** Visit or phone your local county courthouse/city mayor's office and identify 5 different offices and briefly describe their functions from either office. (*worth up to 20 points*)

Week 5 (Sep 17): Chapter 3 - The Interorganizational Context of Public Administration

- **Discussion**
 - Explain the importance of interorganizational relationships and how are they developed.
 - What are the funding patterns for state and local governments?
 - What are preemptions and mandates?
 - What is the significance of the Fair Labor Standards Act of 1938?
 - What are Nongovernmental Organizations (NGOs)?
 - What roles do NGOs play in the delivery of public services?
 - Identify six critical features in the management of NGOs.
 - What are the features of programs initiated on a federal level?
 - List the "Big Seven" Public Interest Groups.
- **Key Words:** *capital grants, councils of government, entitlement grants, privatization*
- **Assignment:** Write a one page, single-spaced response to the question in the "What Would You Do?" box on page 106 (*worth up to 10 points*)

Week 6 (Sept. 24): Chapter 7 – The Ethics of Public Service

- **Discussion**
 - Do you think there is an absolute right or wrong?
 - Define ethics.

- Identify the steps in ethical deliberation.
- How do our ethics guide our decisions?
- Whose ethics is more critical, yours or your boss'?
- What does it mean for a public administrator to show administrative responsibility?
- Discuss the issues involved in being administratively responsible (i.e., the limits of administrative discretion; avenues for public participation; the ethics of privatization)
- Discuss ethical problems for the individuals (i.e., interacting with elected officials; following orders; conflicts of interest; whistle blowing; prohibitions on political activities)
- How would you go about establishing an ethical climate?
- **Key Words:** *whistle-blowing, conflict of interest, transparency, collaboration*
- **Assignment:** None

OCTOBER

Week 7 (Oct 1) Chapter 7 (continued...)

- **Discussion** (continued)
- **Assignment:** Mid-Term Exam Prep (Chapters 1, 2, 3 & 7)

Week 8 (Oct. 1-5): **Mid Term Examination** (Chapters 1, 2, 3 & 7)

Week 9 (Oct 8): Student Assessment for Learning

- **Complete online survey** and one-on-one chat session between faculty and students

Week 10 (Oct 15): Chapter 5 - Budgeting and Financial Management

- **Discussion**
 - What is the budget?
 - What impact does the federal budget have on the economy?
 - Discuss the key indicators of economic health.
 - Discuss where government money comes from.
 - Discuss where government money goes.
 - Explain the 4 phases of the budget cycle.
- **Key Words:** *continuing resolution, entitlement programs, fiscal policy, fiscal year, Gross National Product (GNP), impoundment*
- **Assignment:** Write a **1/2 page, single-spaced response** to the question in the “What Would You Do?” box on page 185 (**worth up to 10 points**)

Week 11 (Oct 22): Chapter 6 - The Management of Human Resources

- **Discussion**
 - Discuss spoils versus merit systems in public employment.
 - Discuss the Pendleton Act of 1883.
 - What was the significance of the assassination of President Garfield to the practice of hiring government workers?
 - Discuss the Civil Service Reform Act of 1978.
 - Discuss how the government might hire, train, promote, assign, and fire its

- employees
- What do you think about these issues in public human resource management (drug testing, sexual harassment, AIDS policy, workplace violence)?
- What was the early reaction to organized labor unions?
- Why is it easier to organize workers in government rather than in factories?
- What is the trend in public and private sector unionization?
- Explain the alternatives for avoiding a work stoppage.
- **Key Words:** *affirmative action, equal employment opportunity, merit principle, sexual harassment, spoils system*)
- **Assignment:** Write a brief response to the question in the “What Would You Do?” box on page 215 (*worth up to 10 points*)

Week 12 (Oct 29): Chapter 8 - Designing and Managing Organizations

- **Discussion**
 - Why do organizations exist?
 - Describe the 7 functions of public management as delineated by Luther Gulick. What are the contributions of Max Weber and Frederick W. Taylor to the early development of organizations?
 - Explain Douglas MacGregor’s Theory X and Theory Y management concepts.
 - Identify Herbert Simon’s five most common constraints of “bounded rationality.”
 - What are the ways Edgar Schein says that organizational culture can be manifested?
- **Key Words:** *bounded rationality, functional principle, organizational culture, scalar principle, scientific management*
- **Assignment:** Write a **one-page, single-spaced assessment** of the top 10 tips to rediscover your staff in the “Take Action” box on pages 311-312 (*worth up to 20 points*)

NOVEMBER (Nov)

Week 13 (Nov.5): Chapter 8 (continued...)

- **Discussion** (continued)
- **Assignment:** None

Week 14 (Nov. 12): Faculty Evaluation

Week 15 (Nov.19-20): **Fall Break /**
(Nov. 21-23): **Thanksgiving Holiday -- No Class**

Week 16 (Nov. 26): Final Exam Prep (Chapters 5, 6 & 8) and Faculty Evaluation

DECEMBER (Dec)

Week 17 (Dec. 3-7): **Semester Final Examination** (Chapters 5, 6 & 8)

**Mississippi Valley State University
Public Administration (PA)
Fall 2018 Semester
Mrs. Niqua Graham-Brooks, Adjunct**

Suggested statement:

For this online course each student will spend a minimum of 2250 minutes on course activities for 3 credit hours.

COURSE SCHEDULE

Month/Date	Topics/Assignments/Required Readings	Time spent on assignments
AUGUST Week 1: August 20-24th	Orientation and Course Overview Assignment: Introduction of student/interest in Public Administration course	2 hrs/120 min.
Week 2: August 27th-31st	Topic: Chapter One: Personal Action in PA Assignments: Submit definitions for: <i>politics, bureaucracy, partisan, administration, & bureaucrat (worth up to 10 points)</i> . Engage in discussions from syllabus via blackboard. Review <i>key words</i> . Required Readings Denhardt, Denhardt, & Blanc	2 hrs/ 120 min.
SEPTEMBER Week 3: September 4-7th	Topic: Chapter Two: The Political Context of Public Administration. Assignments: Engage in discussions from syllabus via blackboard. Review <i>key words</i> . Ch. 2 is due, be sure to complete. Required Readings: Denhardt, Denhardt, & Blanc	2 hrs/120 min.
Week 4: September 10-14th	Topic: Ch. 2 continued.... Assignments: Visit/telephone your local county courthouse and identify 5 different offices and briefly describe their functions <i>(worth up to 20 points)</i> . Required Readings: Denhardt, Denhardt, & Blanc	2 hrs/120 min.
Week 5: September 17-21st	Topic: Chapter Three: The Inter-organizational Context of Public Administration Assignments: Submit a one page, single-spaced in response to the question in the "What Would You Do?" box on page 106 <i>(worth up 10 points)</i> . Engage in	2 hrs/120 min.

	discussions from syllabus via blackboard. Required Readings: Denhardt, Denhardt, & Blanc	
Week 6: September 24-28th	Topic: Chapter Seven: The Ethics of Public Service Assignments: ***NONE DUE*** Review <i>key words</i> . Engage in discussions from syllabus via blackboard. Required Readings: Denhardt, Denhardt, & Blanc	2 hrs/ 120 min.
OCTOBER Week 7: October 1st-5th	Topic: Chapter Seven: The Ethics of Public Service cont..... Assignment: ***NONE*** Prep for Mid-Term Exam: Chapters 1, 2, 3, & 7 Required Readings: Denhardt, Denhardt, & Blanc	3 hrs/ 180 min.
Week 8: October 2nd-5th	MID-TERM EXAMINATION	4 hrs/ 240 min.
Week 9: October 8-12th	Complete online survey & one-on-one chat session w/faculty & students	2 hrs/ 120 min.
Week 10: October 15-19th	Topic: Chapter Five: Budgeting and Financial Management Assignment: Submit a 1/2 page response to the question in the “What Would You Do?” box on pg. 185 (worth up to 10 points) Review <i>key words</i> . Engage in discussions from syllabus via blackboard. Required Readings: Denhardt, Denhardt, & Blanc	2 hrs/ 120 min.
Week 11: October 22nd 26th	Topic: Chapter Six: The Management of Human Resources Assignments: “What Would You Do?” box on pg. 215 (worth up to 10 points) Review <i>key words</i> . Engage in discussions from syllabus via blackboard. Required Readings: Denhardt, Denhardt, & Blanc	2 hrs/ 120 min.
Week 12: October 29-30th, NOVEMBER 1st-2nd	Topic: Chapter Eight: Designing and Managing Organization Assignments: Submit one-page assessment of the 10 tips to rediscover your staff in the “Take Action” box on ppg. 311-312 (worth up to 10 points) Review <i>key words</i> . Engage in discussions from syllabus via blackboard. Required Readings: Denhardt, Denhardt, & Blanc	3 hrs/ 180 min.
Week 13: November 5th-9th	Topic: Chapter Eight: Designing and Managing Organization cont.... Assignment: ***NONE*** Required Readings: Denhardt, Denhardt, & Blanc	1.5 hrs/ 90 min.
Week 14: November 12th-16th	Faculty Evaluation	1 hr/ 60 min.
Week 15: November 19-	Fall Break/Thanksgiving Holiday~ NO CLASS	-0-

23rd		
Week 16: November 26th- 30th	Assignment: ***NONE*** Prep for Final Exam: Chapters: 5, 6, & 8 & Faculty Evaluations cont	3 hrs/ 180 min
DECEMBER	Semester Final Examination	4 hrs/ 240 min.
Week 17: December 3-7th		Total Hours: 2,250