

Introduction to Public Administration (on-line)
POLS 2700-090
University of Utah
Political Science Department
Spring 2019

Instructor: Marian Hubbard-Rice

Office Hours: Will answer questions via e-mail or Canvas; appointment upon request

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Course Description

This course is an introduction to public administration in our American system of government. It explores the role of a bureaucracy in a democracy, applies management and organizational theory to the public setting, and illustrates work life of a public administrator through various case studies. Concepts and topics to be covered include development of organizations, management of human resources, ethical practices, accountability, emerging professionalism, and governmental budgeting and finance.

The goal of the course is to develop a solid understanding of public administration theory, research and concepts and to provide each student the skills and knowledge necessary to make important decisions as public administrators. This course analyzes some of the issues facing public administrators today as well as in the future, and discusses opportunities to address these issues. Furthermore, a foundation in public administration is a significant component to job opportunities in the public sector.

Course Objective:

- Understand the role of the United States Constitution on public administration.
- Analyze the historical influence on public administration.
- Gain the ability to analyze and critique the complexity of public administration in terms of diverse values, interests, competing missions, and other factors.
- Understand the differences between public administration compared to administration in the private and non-profit sectors.
- Understand the conditions necessary for creating and maintaining the legitimacy of governmental work.
- Analyze the future of public administration in the United States and the role public administrators in implementing public policy.

Text Books:

This class requires one text, which is available at the University of Utah Bookstore. There are also optional books and readings that will help expand student's knowledge on public administration. Articles and readings that are assigned can be found on Canvas.

Required Text Books:

- Foundations of Public Service, 2nd Edition (2015); Douglas Morgan, Richard Green, Craig Shinn, and Kent Robinson. ISBN-10: 0765634597.

Optional Text Books and Readings:

- Classics of Public Administration, 8th Edition (2016); Jay M. Shafritz and Albert C. Hyde. ISBN-10: 1305639030.
- Articles from scholarly Journals such as [Public Administration Review \(PAR\)](#)
 - Access to PAR as well as other scholarly journals is free through the Marriott Library

Course Requirements

- Course Readings
- Participation in discussion of readings on Canvas
- Preparation of all assignments by the assigned deadline

Course Assignments and Grading

1. Weekly Readings

Since this is an on-line course it is important you thoroughly read and become familiar with the reading assignments. The discussions on Canvas, quizzes, paper and exam will all cover material from the readings. Also, there will be optional readings from the Classics of Public Administration text and scholarly articles, which will be posted weekly on Canvas. It is encouraged to stay informed on current issues related to public administration as well as new research and theories. Review the [Public Administration Review \(PAR\)](#) scholastic journal is encouraged.

2. Canvas discussions and participation (15%)

A discussion question will be posted on Canvas at the beginning of every week that relates to the readings, in which students are required to participate. Responses to these discussions must be substantive and reflect the topic. **You must respond to the discussion twice. First, you must respond to the discussion question with your initial response by Wednesday. You must also reply to one of your discussion group member's response by the end of the week (Sunday).** For example, if I post a discussion topic for week 3, the discussion question will be posted on Monday January 21st and you must respond to the post by Wednesday January 23rd and then reply to one of your discussion group member's response by Sunday January 27th. Late postings will not be accepted.

3. Quizzes (35%)

There will be seven (7) quizzes, which will be based on readings and Canvas discussions. It's designed to measure your comprehension of the broad scope of public administration, as discussed in this course. The quizzes will be given at the beginning of the week and due by the end of the week. For example, if I post a quiz for week 2, the quiz will be posted on Monday January 14th and are due by Sunday January 20th. Late quizzes will not be accepted.

4. Public Servant Interview (20%)

Each student is required to interview a public servant, which can include civil servants and policy makers such as representative, and write a summary of what you learned. The interview questions should incorporate concepts, issues, challenges, and opportunities identified in the course. This summary should be 2-3 pages long, 12 font, double-spaced. More information on the interview and summary will be posted on Canvas. A rubric has been posted on Canvas. **The interview summary must be uploaded on Canvas by Friday April 19th.**

5. Final Exam (30%)

There will be one (1) final exam, which is comprehensive and will cover material from the semester, including the readings, discussions, and quizzes. The exam will be open book and open note; however, the exam must be taken individually. You cannot collaborate or work with others and by doing so will result in a failing grade. Also, plagiarizing is strictly forbidden and will result in a failing grade. **The final exam must be completed on Canvas by May 1st.**

Teaching and Learning Methods

This course will include weekly readings and discussions covering various public administration topics and issues. Classes will be geared toward understanding and discussing the major themes and questions of the weekly readings. The students are required to participate in discussions of the topics on the Canvas Discussion Board.

Canvas

This course is posted on the Canvas website, which can be accessed through your [Campus Information Services \(CIS\) login](#). All readings, with the exceptions of those in the textbooks will be posted, as well as the syllabus and other relevant material. Students are required to participate on the weekly Canvas Discussion Board. Public servant interview is required to be uploaded on Canvas. All work that you turn in will be checked by [Turnitin.com](#) (an online plagiarism detector) once you have submitted your work on Canvas. [Turnitin.com](#) compares your paper and exam to a global database of books, articles, and previously submitted student papers.

Policies

Since this course is an on-line course with no weekly meetings, your ability to be self-motivated and participate in class discussions through Canvas is critical to be successful in this class. Students will be expected to be prepared by completing required readings. Since this class includes discussions of public administration topics and issues, participation with Canvas discussion is required.

Americans with Disabilities Act (ADA) Statement

The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the [Center for Disability Services](#) (CDS), 162 Olpin Union Building, 801-581-5020 (V/TDD). [CDS](#) will work with you and the instructor to make arrangements for accommodations. All information in this course can be made available in alternative format with prior notification to the [Center for Disability Services](#).

Wellness Statement

Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc., can interfere with a student's ability to succeed and thrive at the University of Utah. For helpful resources contact the [Center for Student Wellness](#) 801-581-7776.

Veterans Center

If you are a student veteran, I want you to know that the University of Utah has a [Veterans Support Center on campus](#). They are located in Room 418 in the Olpin Union Building. Hours: M-F 8-5pm. Please visit their [website](#) for more information about what support they offer, a list of ongoing events and links to outside resources. Please also let me know if you need any additional support in this class for any reason.

LGBT Resource Center

If you are a member of the **LGBTQ community**, I want you to know that my class is a safe zone. Additionally, please know that the University of Utah has an [LGBT Resource Center](#) on campus. They are located in Room 409 in the Olpin Union Building. Hours: M-F 8-5pm. You can visit their [website](#) to find more information about the support they can offer, a list of events through the center and links to additional resources. Please also let me know if there is any additional support you need in this class.

Learners of English as an Additional/Second Language

If you are an English language learner, please be aware of several resources on campus that will support you with your language development and writing. These resources include: the [Department of Linguistics ESL Program](#); the [Writing Center](#); the [Writing Program](#); the [English Language Institute](#); and the [Office of Global Engagement](#). Please let me know if there is any additional support you would like to discuss for this class.

Academic Honesty

All students are expected to meet the standards of academic honesty in this course. Academic honesty requires, among other things, that the exercises, papers, and examinations you submit in this course must be your own work. Plagiarism is strictly not allowed and students must cite others work in their papers. Any work you submit should be the product of your individual effort and not the work of others. Academic misconduct is defined in the University's Student Code (Policy 6-400, Rev 8, July 2009): "Academic misconduct" includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information, as defined further below. It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct. Definitions of these terms as well as additional information regarding your rights and responsibilities are available at the [University Regulations Library](#) website. If students have been found to have engaged in such activities, they will fail the class. All written work class will be checked by [Turnitin.com](#) (an online plagiarism detector) once you have submitted your work on Canvas. Turn-It-In compares your paper to a global database of books, articles, and previously submitted student papers.

Final Grade Distribution

Letter Grade	Percentage of Points Possible
A	95-100%
A-	90-94%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
E	0-59%

Course Outline

Week	Dates (2019)	Content	Required Reading	Assignments
1	January 7- January 13	A Constitutional and Political Approach to Public Administration	Morgan et al. <ul style="list-style-type: none"> Chapter 1 Constitution of the United States- Appendix A 	Discussion
2	January 14- January 20	The Challenges and Opportunities of Public Service	Morgan et al. <ul style="list-style-type: none"> Case Study-Case of the Angry Library Patron Chapter 2 	Discussion Quiz #1
3	January 21- January 27	Administrative Discretion: Issues and Conflicts Democracy and Administration	Morgan et al. <ul style="list-style-type: none"> Chapter 3 Chapter 4 	Discussion
4	January 28- February 3	The Troubled History of American Public Administration	Morgan et al. <ul style="list-style-type: none"> Chapter 5 	Discussion Quiz #2
5	February 4- February 10	Administrative Ethics and Responsibility	Morgan et al. <ul style="list-style-type: none"> Chapter 6 	Discussion
6	February 11- February 17	Organization Structure and Behavior	Morgan et al. <ul style="list-style-type: none"> Case Study- Tumult in Prairie Canyon Chapter 7 	Discussion
7	February 18- February 24	A Political History of Public Personnel Administration	Morgan et al. <ul style="list-style-type: none"> Chapter 8 	Discussion Quiz #3
8	February 25- March 3	Contemporary Human Resources Management	Morgan et al. <ul style="list-style-type: none"> Chapter 9 	Discussion
9	March 4- March 10	Public Revenue and Financial Management	Morgan et al. <ul style="list-style-type: none"> Case Study- The Case of the Medler School System Chapter 10 	Discussion Quiz #4
10	March 11- March 17	Spring Break-No Assignments and Readings		
11	March 18- March 24	Budget Formation and Resource Allocation	Morgan et al. <ul style="list-style-type: none"> Chapter 11 	Discussion Quiz #5

12	March 25- March 31	Public Service Leadership in a Shared-Power World	Morgan et al. <ul style="list-style-type: none"> Case Study- Eagle Rock: The Case of the Peregrine Falcon Chapter 12 	Discussion
13	April 1- April 7	The Role of Public Administration in Public Policy and Analysis	Morgan et al. <ul style="list-style-type: none"> Chapter 13 	Discussion Quiz #6
14	April 8- April 14	Policy Implementation and Administrative Law	Morgan et al. <ul style="list-style-type: none"> Chapter 14 	Discussion Quiz #7
15	April 15- April 21	The Future of American Public Administration	Morgan et al. <ul style="list-style-type: none"> Chapter 15 	Discussion Public Servant Interview Summary <i>Due April 19th</i> <i>Upload on Canvas</i>
16	April 25- May 1	<i>Final Exam Week</i>		<i>Final Exam</i> <i>Due May 1st</i> <i>Upload on Canvas</i>