POLS 340-950
Introduction to Public Administration

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D2L: online.siu.edu

Course Description

Political Science 340 introduces students interested in professional education and training in public administration to the study of administrative process and public management. Theoretical, political, and practical issues of organizing, staffing, financing and implementing government decisions and other issues are surveyed. United States administration and organizational behavior are stressed. To these ends the course surveys major areas of interest in public administration such as differences between public, nonprofit and private sector organizations; public accountability and managing public resources responsibly; recruiting and retaining qualified public employees; leadership and decision making; budgeting and public finance. Student learning is assessed via examinations and evaluation of case study analyses. You may email or phone me with any questions you may have.

Required Textbook


Student Evaluation

Grades reflect scores on four exams and two case study analyses. Case studies, which serve as a basis for class discussion, are listed below. Exams will cover recorded PowerPoint lectures and assigned text readings. Students earning 90 percent or more of the points will receive an A in the course. Those receiving between 80 and 89 percent of the points will receive a grade of B. Those receiving 70 to 79 percent will receive a C for their final grade. The grade of D will be given to those earning 60 to 69 percent of the points. An F will be given to those who earn less than 60 percent.

The assignments figure into the final grade as follows:

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Case Study Analyses (2)

There are two case study analyses. One is due after the second and fourth exam. They are turned in by uploading to a designated D2L Dropbox. The Dropbox includes instructions or what to submit and when it is due. The case studies are in the book. Be sure to have the 6th edition as cases studies are replaced with new ones in each edition.

Exams (4)

There are four exams. Each exam consists of multiple choice and short essay questions. Students prepare for exams by completing readings assignments, viewing PowerPoint presentations, practicing multiple choice questions through the D2L self-assessment utility, and preparing answers to short essay study questions.

The class webpage hosts PowerPoint presentations, reading outlines, self-assessment and study guides for each exam.

The exams are taken online through D2L. They require that you use Respondus Lockdown Browser. Click on the “Quizzes” tab to access the exams. Each exam opens on Friday morning at 8:00 am and close on Sunday evening at 11:00.

Academic Honesty Policy

Plagiarism and other forms of academic dishonesty will not be tolerated. “As defined by the SIUC Student Conduct Code acts of academic dishonesty include, but are not limited to: 1) Plagiarizing or representing the work of another as one’s own work; 2) Preparing work for another that is to be used as that person’s own work; 3) Cheating by any method or means; 4) Knowingly or willfully falsifying or manufacturing scientific or educational data and representing the same to be the result of scientific or scholarly experiment or research; 5) Knowingly furnishing false information to a university official relative to academic matters; and 6) Soliciting, aiding, abetting, concealing, or attempting acts of academic dishonesty.” SIU Morris Library further explains on their webpage that plagiarism involves doing things such as: “turning in an essay you found on the internet, not putting quotation marks around a quotation, copying words or sentences without citing where you got the information, making up a source because you couldn't remember where you got the information, and copying the sentence structure of a source even if you change the words” (http://libguides.lib.siu.edu/plagiarism). Substantiated cases of plagiarism will result in a grade of “F” for the course. Students are responsible for knowing the basic principles of academic honesty. Ignorance is not a defense. The instructor is pleased to discuss these principles with anyone beforehand if they are unsure of their meaning and intent.
Major Topics and Reading Assignments

Date Assignments

Week 1 What is Public Administration?
Read: Kettl Chapter 1

Week 2 Public Administration in a Democracy
Read: Kettl Chapter 2

Week 3 The Different Faces of Public Administration
Read: Kettl Chapter 3

Exam 1 (February 5th)

Week 4 Organization Theory: Structures and Processes
Read Kettl Chapt 4

Week 5 The Federal Bureaucracy
Read Kettl Chapt 5

Week 6 Organization Problems
Read Kettl Chapter 6

Week 7 Bureaucratic Reform
Read Kettl Chapter 7

Exam 2 (March 4th)

Case Study Analysis 1 (March 7th)

Week 8 Human Resource Management
Read: Kettl Chapter 8 and pp. 273-286

Week 9 Spring Break 3 / 14 – 3 /18

Week 10 Leadership in the Public Sector
Read: Kettl Chapter 9 pp. 286-312

Week 11 Decision Making in Public Administration
Read: Kettl Chapter 10

Week 12 Budgeting in Public Administration
Read Kettl Chapter 11

Exam 3 (April 8th)
Week 13  Implementation and Program Evaluation
    Read  Kettl Chapter 12

Week 14  Government Regulation
    Read  Kettl Chapter 13 (445-460)

Week 15  Administrative Law
    Read  Kettl Chapter 13 (460-476)

Week 16  Political Accountability in Public Administration
    Read  Kettl Chapter 14

    Exam 4 (May 6th)

    Case Study Analysis 2 (May 9th)
IMPORTANT DATES *

Semester Class Begins: ......................................................... 01/19/2016
Last day to add a class (without instructor permission): ...................... 01/24/2016
Last day to withdraw completely and receive a 100% refund: ............. 01/31/2016
Last day to drop a course using SalukiNet: .................................. 04/03/2016
Last day to file diploma application (for name to appear in Commencement program): ......................................................... 02/12/2016

Final examinations: .................................................................... 05/09–05/13/2016

Note: For outreach, internet, and short course drop/add dates, visit Registrar’s Academic webpage http://registrar.siu.edu/

SPRING SEMESTER HOLIDAYS

Martin Luther King, Jr.’s Birthday Holiday 01/18/2016
Spring Break 03/12—03/20/2016

WITHDRAWAL POLICY ~ Undergraduate only

Students who officially register for a session may not withdraw merely by the stopping of attendance. An official withdrawal form needs to be initiated by the student and processed by the University. For the proper procedures to follow when dropping courses and when withdrawing from the University, please visit http://registrar.siu.edu/catalog/undergraduatecatalog.html

INCOMPLETE POLICY ~ Undergraduate only

An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student's grade point average. For more information please visit: http://registrar.siu.edu/grades/incomplete.html

REPEAT POLICY

An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A,B,C,D, or F, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. See full policy at http://registrar.siu.edu/catalog/undergraduatecatalog.html

GRADUATE POLICIES

Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please visit http://gradschool.siu.edu/about-us/grad-catalog/index.html

DISABILITY POLICY

Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements. http://disabilityservices.siu.edu/

PLAGIARISM

Student Conduct Code http://srr.siu.edu/student_conduct_code/

MORRIS LIBRARY HOURS
http://www.lib.siu.edu/about

SAFETY AWARENESS FACTS AND EDUCATION

Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: http://safe.siu.edu

SALUKI CARES

The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-5714, or siucares@siu.edu, http://salukicares.siu.edu/index.html

EMERGENCY PROCEDURES

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. We ask that you become familiar with the SIU Emergency Response Plan and Building Emergency Response Team (BERT) programs. Emergency response information is available on posters in buildings on campus, available on BERT’s website at www.berst.siu.edu, Department of Safety’s website at www.dds.siu.edu (disaster drop down) and the Emergency Response Guideline pamphlet. Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.

INCLUSIVE EXCELLENCE

SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education as well an essential preparation for any career. For more information please visit: http://www.inclusivexcellece.siu.edu/

LEARNING AND SUPPORT SERVICES

Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:

Tutoring: http://tutoring.siu.edu/
Math Labs http://math.siu.edu/courses/course-help.php

WRITING CENTER

The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit http://write.siu.edu/

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY

Our office's main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. For more information visit: http://diversity.siu.edu/

Additional Resources Available:

SALUKINET: https://salukinet.siu.edu/cp/home/displaylogin
ADVICEMENT: http://advisement.siu.edu/
PROVOST & VICE CHANCELLOR: http://pvcaa.siu.edu/
SIU ONLINE: http://online.siu.edu/