Seminar in Public Management
Political Science (POLS) 540
Spring 2016
Course Meets: Monday 5:00-7:30 p.m.
Paul Simon Public Policy Institute Conference Room

Southern Illinois University Carbondale
Department of Political Science
Master of Public Administration Program

Professor: Dr. Stephanie Pink-Harper
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Office: 3140 Faner Hall
Office Phone: (618) 453-3176
Office Hours: Monday 9:30-12:30; Tuesday 9:30-12:30; or by Appointment

REQUIRED COURSE TEXT:


COURSE DESCRIPTION:
This course focuses on the roles and functions managers play in public organizations. The class is structured in a seminar format to provide students with an opportunity to interact with public and nonprofit sector administrative practitioners as a means to gain a practical sense of public management. Most sessions will feature presentations by practitioners, followed by a question, answer, and discussion period.

The speakers will address the class for about an hour sharing their own experiences regarding working with politicians, the press, their boss, other superiors, and governing boards. They will also discuss issues such as how to take risks, delegating, taking initiative, and how to deal with difficult people. Presentations, discussions, and readings are intended to give students a more meaningful understanding of public sector institutions including how they differ from and relate to private and nonprofit institutions as well as an awareness of their own managerial style, competencies, and ethics.

Students are required to keep a journal recording their interpretations of the speaker’s presentations using the concepts and techniques introduced by readings and class discussions. Students will also write an essay assessing common criticisms or myths concerning public sector effectiveness and the positive impacts public managers makes in a democratic society. Most importantly, the class requires students to take an ACTIVE role in the class, asking appropriate questions (necessary for completing the journal), as well as exchanging ideas with speakers and classmates.
COURSE OBJECTIVES AND NASPAA CORE COMPETENCIES:
Upon completion of the course students will be competent in their ability to: Lead and manage in public governance via the following course sub-objectives.

<table>
<thead>
<tr>
<th>NASPAA Core Competency</th>
<th>Course Sub-objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Lead, manage in public governance</td>
<td>1-1. Question experienced public managers and take part in discussions about how to work with politicians, the press, “the boss,” other superiors, and governing boards. Students record what is learned in a journal.</td>
</tr>
<tr>
<td>1. Lead, manage in public governance</td>
<td>1-2. Question experienced public managers and take part in discussions about when to take risks, delegate, take initiative, and deal with difficult people. Students record what is learned in a journal.</td>
</tr>
<tr>
<td>1. Lead, manage in public governance</td>
<td>1-3. Learn from experienced public managers and assimilate knowledge of the political / administrative processes essential for working effectively in public sector management with knowledge learned in MPA core seminars. Students learn what is learned in a journal.</td>
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<tr>
<td>1. Lead, manage in public governance</td>
<td>1-4. Learn and express an awareness of public management ethical issues and how to abide by them in the workplace. Students record what is learned in a journal.</td>
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FINAL GRADES WILL BE ASSIGNED AS FOLLOWS:
A= 100-90  
B= 89-80  
C= 79-70  
D= 69-60  
F= 59-0

COURSE ASSIGNMENTS & REQUIREMENTS:
Student’s grades in the course will be based upon performance in the following areas, each of which is discussed in detail below.

<table>
<thead>
<tr>
<th>Course Assignments &amp; Requirements</th>
<th>Grading Percentage</th>
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<tbody>
<tr>
<td>A. Class Participation</td>
<td>(40%)</td>
</tr>
<tr>
<td>B. Journal</td>
<td>(30%)</td>
</tr>
<tr>
<td>C. Essay</td>
<td>(30%)</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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</tbody>
</table>
A. CLASS PARTICIPATION

As current and future Public Administrator just as punctuality and accountability are expected in the workplace they are also expected of you in all MPA seminars. Students are expected to attend all classes, be prepared, and arrive on time. Additionally, since we are inviting professional managers to speak to our class it is imperative that you do not miss class. YOU ARE REQUIRED TO ATTEND EACH CLASS.

Your participation is a critical component to your success in the course. You will take an active role asking relevant questions (necessary for completing your journal), and exchanging ideas with speakers and classmates. I strongly recommend that students prepare questions to ask the practitioners before class. Ideas for questions may come from the text, readings from other core MPA classes, as well as your own past work experiences.

By not attending class, you are unable to participate in class discussions. Each unexcused absence will reduce you grade by ½ letter. For example, if you earn 94 percent (an A) of the total points, you will receive 89 percent (a B).

For an absence to be excused documentation from the appropriate officials must be received (see examples below). Documentation is due to the instructor immediately upon your return to class and will not be accepted thereafter. Please inform the instructor in advance of any known absences barring unexpected losses or severe illness.

- Absence due to Illness-
  - Documentation Needed:
    - Appropriate documentation from a health service provider.

- Absence due to Funeral of a close family member (i.e., spouse, parent, sibling, grandparent)-
  - Documentation Needed:
    - Copy of the obituary

- Absence due to University related business-
  - Documentation Needed:
    - Appropriate documentation from the appropriate University official.

B. JOURNAL

You are to keep a journal of your observations of each speaker. The purpose of keeping a journal is not to evaluate the speaker, but for you to think reflectively about administrative and political service, and other issues the speaker raises in their presentation and subsequent discussion with the class. It is very important to ask questions that will solicit the types of answers you need to complete your assignments. So in your journal you want to summarize what you consider to be the key points made by the speaker regarding administration, politics, public policy, or other important issues, and be sure they relate to issues raised in your assigned readings.
Content Requirements for Journal Entries:
Each journal entry must include the following:

1. A list of the Question(s) you asked the speaker and the motivations for them.
   a. The questions you asked.
   b. Why that question?
   c. How satisfied were you with the answer to the question?

2. A Commentary that relates at least: (including the following subheadings).
   a. Ashworth Text-
      i. Two things the speaker said to the readings in the Ashworth text; and
   b. Core Seminars-
      i. One thing the speaker said to a Core Seminar you have taken in the MPA program.

3. An Analysis. Most importantly, each entry should provide:
   a. A summary of the key points made by the speaker regarding public management and working with politicians, the press, their boss, other superiors, and governing boards as well as guidance on how to take risks, delegate, take initiative, and deal with difficult people.
   b. What important insights did the speaker convey? What new or interesting issues were introduced?
   c. What did you take away from the session that may be of practical value to you?
   d. Include any other observations you think are appropriate.

Journal Format Requirements:
- Cover Page Including:
  o Your Name
  o Course Title

- Table of Contents Including:
  o Title of entries (Speaker’s Name)
    ▪ Date of presentation and page number
  o Entries should be complied in sequential order

- At the top of each journal entry list the following information (single spaced):
  o Date
  o Speaker’s name
  o Speaker’s job title or position
  o Place of employment
**Format Requirements for each Journal Entry:**

- Compile the journal entries in sequential order

- Title Page including:
  - Date;
  - Speaker’s name;
  - Speaker’s job title or position, and;
  - Place of employment

- Length: Two pages


- Page Layout: Margins 1”(inch) All Sides

- APA Format Guidelines:
  - Parenthetical (In-text citations)
  - Reference Page

**C. ESSAY**

The essay requires you to integrate the assigned readings for the course, your journal entries, with concepts from your other core classes. It is a two stage assignment which requires you to hand in the first draft at midterm. It is graded (10 percent of your grade) and returned and resubmitted toward the end of the semester (20 percent of your grade). The essay is generally focused on assessing the contribution of public administration to American government and requires articulation and application of a public service perspective. Rubrics for the essay will be posted on the class D2L page.

**COURSE POLICIES:**

*Classroom Conduct-*
The classroom is a public forum where consideration and compassion for others are non-negotiable. Each student must remain respectful of their peers, guest speakers, and the Professor at all times. Failure to do so will result in dismissal from the course until such behavior has been addressed. A positive attitude, a willingness to listen and learn, and embrace differences as well as similarities are highly regarded values in this course as public administration students and professionals in the workplace

*Electronic Device Usage-*
Electronic devices; including but not limited to RECORDING DEVICES, CELL PHONES, IPODs, etc. are NOT allowed in class. The usage of such electronic devices is disruptive and requires prior approval by the Professor to use. Laptop use is restricted to note taking only. Violation can lead to loss of participation points and dismissal from class.
Class Format-
The class will be conducted as a seminar. The format will be a collaborative learning environment where students are responsible for all readings and taking an active role in class discussions. In other words, this is not a lecture style course. My teaching philosophy is that you learn best when actively taking part in the pedagogical process. Additionally, as graduate students I view all of you as emerging professionals with varying levels of workplace experience. I welcome and encourage active dialogue incorporating learning from each other and from the guest speakers.

COURSE EXPECTATIONS:
You are responsible for being prepared for each class, completing assignments on time, participating in class discussion, and for promptly informing me of any problem or situation that may be interfering with your learning or performance in the class. Please provide feedback about strengths and weaknesses of the course to me in a professional and discreet way.

ADVISING:
Please take time to consult the instructor when you need assistance with any aspect of the course or if you are uncertain about your performance. It is your responsibility to schedule a meeting with the instructor to discuss your progress in the course. I am available to meet during my Office Hours and if necessary and my schedule permits by appointment if you need to meet outside of the posted hours.

REQUEST FOR MODIFICATIONS:
Students with disabilities for which accommodations may be required should notify the instructor as soon as possible at the beginning of the semester. For all aspects of the course requiring accommodations (e.g. assignments and examinations) students are responsible for contacting Disability Support Services (DSS) (618-453-5738; http://disabilityservices.siu.edu/) to make the necessary arrangements. It is the student’s responsibility to provide the instructor with a copy of the supporting documentation from DSS at the beginning of the semester so that the necessary accommodations can be made in advance.

ELECTRONIC COMMUNICATION:
You are responsible for checking your siu.edu email address and SIU Online account daily concerning class updates. Your siu.edu email account is considered an official method of communication. As a safety precaution, emails sent by students from any address other than your official siu.edu account will not be responded to.

WRITING ASSISTANCE:
A large portion of the requirements for this course are based upon student’s ability to write effectively. The English Department’s Writing Center offers free tutoring services to all SIU students for such assistance. The Morris Library and Trueblood locations are open starting the third week of the semester. Please visit their website at: http://write.siu.edu/ for more information.
INCOMPLETE GRADING POLICY:
Incomplete grades will only be granted to students for course work missed *UNAVOIDABLY* at the end of the semester. Additionally, incomplete grades will only be granted if at least 70% of the course requirements have been completed. Any student that is granted an incomplete grade must complete all course requirements by the day before the next semester (Summer 2016) begins. If the remaining course requirements are not submitted by the specified deadline the incomplete grade will be calculated according to the course work completed for the semester.

ACADEMIC MISCONDUCT:
As graduate students, a high level of academic honesty is expected from you. Any form of academic dishonesty which includes but is not limited to the following acts: cheating, plagiarism (the submission of work as one’s own that is not, the submission of portions of papers for other classes, and making up a source because you couldn’t remember where you got the information), etc. will not be tolerated. Students are responsible for knowing the basic principles of academic honesty. Ignorance is not acceptable. The SIUC Student Conduct Code procedures will be followed to discipline academic dishonesty offenders accordingly. If you have any questions or concerns please let me know.

Additionally, in efforts to eliminate such actions, students agree to submit all assignments to Turnitin via the *SIU Online Dropbox* tool. All assignments must be uploaded to SIU Online via the Dropbox tool on the date assigned. I will not grade any assignment that has not been uploaded on the date assigned and points will be deducted per day until the assignment is properly submitted via the SIU Online Dropbox tool.

EMERGENCY PROCEDURES:
Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on the Bert’s website at [www.bert.siu.edu](http://www.bert.siu.edu) Department of Public Safety’s website [www.dps.siu.edu](http://www.dps.siu.edu) (disaster drop down) and in the Emergency Response Guidelines pamphlet.

Instructor 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. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility. Additionally, I will follow the university procedures in the event of an emergency or campus closure.
*TENTATIVE COURSE OUTLINE FOR SPEAKERS AND READING ASSIGNMENTS:*

Most weeks we will have a guest speaker. During the other class sessions we will meet to discuss readings and key points from the preceding week’s guest speakers. Please note however that we have yet to finalize our speakers so changes are likely. Since the journal entries are based upon your development of questions for the guest speakers I highly recommend that you read through both of the course textbooks in the first few weeks of the course to help you prepare questions for your journal entries. Below is a tentative course outline schedule for the guest speakers and the assigned readings which is subject to change.

Week 1-January 25:
- **Discussion of:** Syllabus, Course Requirements, Overview, & Introductions
- **Readings:** Ashworth- Foreword, Preface, October (pp. ix – 22)

Week 2-February 1:
- **Speaker:** Dick Falat
  Social Security Administration (Retired)
- **Readings:** Ashworth- November thru February (pp. 23 – 62)

Week 3-February 8:
- **Speaker:** TBA
- **Readings:** Ashworth- March thru May (pp. 63 – 88)

Week 4-February 15:
- **Speaker:** TBA
- **Readings:** Ashworth- September thru October (pp. 89 – 120)

  **Journal Progress Check (Approach) Due: Wednesday February 17 @ 11:00 PM**

Week 5- February 22:
- **Discussion of:** Ashworth (pp. 1-133)
  Introduction to Goodsell
  Journal Feedback
- **Readings:** Ashworth- November (pp. 121 – 133)
  Goodsell: Preface, Chapter 1 (pp. 1-35)
Week 6- February 29:
• Speaker: Adrienne Barkley Giffin
  Director of Student Activities & Cultural Events
  John A. Logan College

• Readings: Goodsell Chapter 2 (pp. 41-76)

Week 7- March 7:
• Discussion of: Essay Draft Preparation

• Readings: Goodsell: Chapter 3 (pp. 81-123)

  Essay Draft Due: Wednesday March 9 @ 11:00 pm

Week 8- March 14:
• No Class- Spring Break

Week 9- March 21:
• No Class- American Society for Public Administration Conference

• Readings: Ashworth: December thru February (pp. 134 – 167)

Week 10- March 28:
• Speaker: Terri Bryant
  Illinois State Representative

• Readings: Goodsell: Chapter 4 (pp. 125-166)

Week 11-April 4:
• Speaker: TBA

• Readings: Ashworth: March thru Afterward (pp. 168 – 194)

  Journal Progress Check (Format) Due: Wednesday April 6 @ 11:00 PM

Week 12-April 11:
• Speaker: Gajef McNeil
  Contract and Operations Manager in the Division of Alcoholism and
  Substance Abuse
Week 13- April 18:
• Speaker: TBA

Week 14- April 25:
• Speaker: TBA

Week 15- May 2
• Speaker: TBA

Final Essay Due: Wednesday May 4 @ 11:00 pm via Dropbox

Week 16- May 9:
• Speaker: TBA

Journals Due: Monday May 9 @ 5:00 pm via Dropbox

IMPORTANT DATES TO REMEMBER:
January 25, 2016 1st day of class
February 17, 2016 Journal Progress Check (Approach) Due @ 11:00 p.m.
March 9, 2016 Essay Draft Due @ 11:00 p.m.
March 30, 2016 Journal Progress Check (Format) Due @ 11:00 p.m.
May 4, 2016 Final Essay Due @ 11:00 p.m.
May 9, 2016 Journals Due @ 5:00 p.m.

SYLLABUS NOTE:
This syllabus is subject to change at any time. The Professor reserves the right to amend this syllabus. Changes in reading assignments and discussion topics may be announced in class, emailed, or posted online via SIU Online. Students are responsible for all materials assigned on this syllabus and any additional material assigned in class or posted to SIU Online.

I have read this syllabus, and I understand what is expected of me in this course POLS 540 Seminar in Public Management Spring 2016.

Student Signature:_________________________ Date:_________________________
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/undergraduatetcatalog.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/undergraduatetcatalog.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,

EMERGENCY PROCEDURES

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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 as an essential preparation for any career. For more information please visit: http://www.inclusivexcetllence.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

PROVOST & VICE CHANCELLOR: http://pvcaaa.siu.edu/

SIU ONLINE: http://online.siu.edu/