

Introduction to Public Administration
40.834.200.02
Syllabus, Spring 2018
Tuesday and Thursday: 10:00 – 11:20 AM
ENG 215

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Office Hours: Tuesday 1:00-2:00 pm (By appointment only)
Office location: CPS 3rd floor

*Course syllabus can be changed (8 Jan 2018)—please check Blackboard for the most recent syllabus

COURSE OVERVIEW

This introductory course provides an overview of the field of public administration by focusing on theoretical foundation and practical knowledge. The aim of this course is to familiarize student with the basic principles, context, environment, organizational structure, and contemporary issues in public administration.

Following the purpose, this course has two major themes. The *first theme* covers the context setting of public administration, including organizational theory and management, public decision making, the intersection of politics and public administration, inter-governmental relations, public budgeting, and human resource management. The *second theme* focuses on the process and issues related to holding government organizations responsible which the topics are: public service and popular culture, public performance, program evaluation, public sector leadership and ethics, and technology.

This course will utilize varied tools and contents including the textbook, media resources, case studies, simulation, and hands-on experiential learning in order to equip students with theoretical knowledge and practical skills.

COURSE OBJECTIVES

- Students will be able to identify the context setting of public administration, including decision making process, intersection of politics and administration, and the layers of government.
- Students will be able to grasp public management issues and subfields, such as managing human resources, leadership, ethics, public performance, program evaluation, budgeting and technology in public administration.

- Students will be able to illustrate the organizational theories regarding public management and critically evaluate them in terms of the challenges and opportunities of public management.
- Students will be able to demonstrate advanced skills to deal with practical problems of government in the real-world by applying the knowledge of historical background, structural context, different actors, and organizational setting.

COURSE TEXTBOOK

Required readings and materials:

- Holzer, M. & Schweser, R. *Public Administration: An Introduction*. Armonk, NY: M.E. Sharpe. (*Both first and second edition of the book are fine)

Supplementary readings

- Stillman, R. J. (2009). *Public administration: Concepts and cases*. Boston: Houghton Mifflin.

COURSE REQUIREMENT AND EVALUATION

- | | |
|---|--------------------------|
| • Review quizzes and attendance | 10% |
| • Exams: Midterm and Final | 50% (25% each=total 50%) |
| • Assignment: Cases analysis group presentation | 30% |
| • Class participation | 10% |

Review quizzes and class attendance (10%): 10 points

At the end of the class, students are asked to answer quick review questions every week which would take about 5 minutes. The overview quizzes include fill-in-the-blank, or a short answer to questions about what they learned from the class. Students answer these questions in writing then discuss them in pairs. They should submit final answers with their name. The submission would be counted as the *attendance*. If students miss two quizzes, 1 points will be deducted from their final grade. The grade of the quiz doesn't reflect on the final.

➤ Absence of class

For the attendance, no excuses will be accepted regarding class absence unless a student notifies the instructor prior the start of the missed class and submits a formal document.

Midterm exam (25%) and final exam (25%): 50 points

The purpose of midterm and final exams is to measure whether students fully understand the foundation, theoretical concepts, and practical methods in political economy and public

administration. The exams will be in-class which will have mixed format of multiple choices, short answer questions, true/false questions. Both exams will be closed book and make-up exams will only be given in extreme emergencies.

Class participation and discussion (10%): 10 points

Students are encouraged to actively participate in a manner which demonstrates attentiveness, respect, and interest in verbal and nonverbal communication.

Assignment (30%): 30 points

- **Assignment name:**
Group project – case analysis and leading discussion
 - **Purpose:**
In this assignment, the skills you will obtain are 1) ability to analyze cases using the lens of public administration 2) presentation skills and discussion leading skills. By analyzing real-world cases related to each topic of the course, students will experience and learn critically view issues related to public administration. Also, through presentation and discussion leading experience, student would learn the way to communicate with audiences.
 - Cases related to each course topic will be posted on Blackboard.
 - Each group of 3-4 students will be randomly assigned to one of the cases.
 - 10-15 minutes presentation 15-20 minutes discussion
 - **Task:** *How to organize the presentation*
 - ✓ Clearly state the problem or issues of the case.
 - ✓ Identify key actors in the case
 - ✓ Identify key actors' positions and actions (state 2 or 3).
 - ✓ Describe strengths and weaknesses of their position/action
 - ✓ Derive alternatives and justify the argument
 - ✓ Provide questions to lead discussion
 - **Criteria for success:**
 - ✓ Students will be rated on a scale of 1-4 (1=worst, 4=best) on how well they reflect the criteria in the Task list (Max of 24 points).
 - ✓ Leading discussion and presentation skills will be scored from 1-6 (Max of 6 points)
- ✓ Max of 30 points in total

GRADE POLICY

A	90-100	B+	85-89	B	80-84
C+	75-79	C	70-74	D	60-69
F	Below 60				

COURSE POLICY

Academic integrity policy:

(Please look into the following page for more information: <http://academicintegrity.rutgers.edu/>)

- Properly acknowledge all contributors to given piece of work
- All work submitted must be his or her own work
- Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. A student should not facilitate academic dishonesty by others nor obstruct their academic progress.
- Plagiarism and cheating will never be excused under any circumstances. Violation of these policies leads to immediate failure of the course.

Students with Disabilities:

In accordance with the Americans with Disabilities Act and Section 508 of the Rehabilitation Act of 1973, the University is dedicated to making reasonable accommodations to assist individuals with disabilities. Students with disability, review the manual and contact the Student Disability Coordinator. See <http://disabilityservices-uw.rutgers.edu/>

Laptop policy:

- The use of laptops in class is restricted to taking notes only.
- The use of cellphones or other smart devices in class is prohibited unless it is for emergency calls.

COURSE CALANDER

Week 1: Introduction to the course and public administration

Reading: Holzer and Schwester, Chap.1

January 16:

- Please bring a printed hard-copy of the syllabus to class
- What is public administration?

January 18:

- Foundational elements of governments and public administration

Week 2: Organizational theory and Management

Readings: Holzer & Schwester, Chap. 2.

January 23:

- A review of the terms associated with organization theory and management will be presented.

January 25:

- Con't
- Student group presentation: Case analysis

Week 3: Politics and Public Administration

Readings: Holzer & Schwester, Chap. 5

January 30:

- The realities of the bureaucratic process, discretion, and legislative power will be addressed as well as the role of the judicial system as the “ultimate” arbitrator.

February 1:

- Con't
- Student group presentation: Case analysis

Week 4: Public Decision Making

Reading Holzer & Schwester, Chap. 4

February 6:

- Decision making theory and models will be presented as well as a discussion on dysfunctional decision making.

February 8:

- Con't
- Student group presentation: Case analysis

Week 5: Intergovernmental Relations

Reading Holzer & Schwester, Chap. 6

February 13:

- The value of shared services and other inter-governmental strategies will be discussed including best practices and the expanded model of intra-governmental cooperation.

February 15:

- Con't
- Student group presentation: Case analysis

Week 6: Public Budgeting

Reading Holzer & Schwester, Chap. 9

February 20:

- The theory of budgeting and financial management in the public sector will be introduced. The budget process, type, and sources and uses will also be addressed.

February 22

- Con't
- Student group presentation: Case analysis

Week 7: Managing Human Resources

Reading Holzer & Schwester, Chap. 3

February 27:

- The identification, recruitment, and retention of a competent workforce is presented in this class. Public Service Motivation and the strategies to build a motivated workforce are discussed.

March 1:

- Con't
- Student group presentation: Case analysis

Week 8: Midterm week

March 6: Midterm Preparation

March 8: Midterm – In-class exam. Same time, same location.

Week 9[March 13-15]: Spring Break

Have fun!

Week 10: Public Performance

Reading Holzer & Schwester, Chap. 7

March 20:

- In analyzing information, we will focus on how to interpret results, identifying and understanding key indicators, and looking at reports and ratios in an effort to improve performance.

March 22:

- Con't
- Student group presentation: Case analysis

Week 11: Program evaluation

Reading Holzer & Schwester, Chap. 8

March 27:

- Program evaluation and the general logic model will be introduced. The collection and use of information in the context of program evaluation will be discussed along with various program evaluation models.

March 29:

- Con't
- Student group presentation: Case analysis

Week 12: public-sector leadership

Reading: Holzer & Schwester, Chap. 10

April 3:

- We will discuss leadership theories and practices

April 4:

- Con't

- Student group presentation: Case analysis

Week 13: Public service and popular culture

Reading: Holzer & Schwester, Chap. 13

April 10:

- The public image of public servants will be considered; stereotypes and realities.

April 12:

- Guest Lecture

Week 14: Technology and public administration

Reading: Holzer & Schwester, Chap. 8

April 17:

- The use of internal and external technology in advancing the delivery of public sector services and management will be considered in the context of performance improvement. Knowledge management, security, and organizational structure related to this topic will be reviewed.

April 19:

- Con't
- Student group presentation: Case analysis

Week 15: Ethics and Public Administration

Reading: Holzer & Schwester, Chap. 11

April 24

- We will discuss ethics and values in the public sector.

April 26

- Con't
- Student group presentation: Case analysis

Week 16: Final Exam

May 1: Final preparation

May 3: Final Exam—in-class exam. Same time, same location

