Instructor: Amber Williams  
Email: amber.williams@rutgers.edu  
Phone: 973-353-1711

Office Hours
Office hours are available by appointment. Please send an email to the instructor.

Course Format
This course will be delivered 100% online. There will be in-person meetings, but optional synchronous sessions may be scheduled.

Important Dates
This course begins on Tuesday, September 1, 2015.  
Rutgers University Academic Calendar  
Office of the Registrar Academic Calendar (Fall 2015)

Course Description
This is an introductory course for undergraduate students. The course will provide a broad and comprehensive overview of the study and field of public administration. Students will examine and explore such topics as the basic ideas and concepts of public administration, the relationship and intersection between public and private, governance, leadership and management, decision making, accountability and ethics.

Pre-requisites:
There is no pre-requisite requirement for this course.

Textbook and Materials
Required

Optional

Supplemental and recommended readings will be posted on Blackboard.
Technical Support
In an online environment, it is possible that technical problems may occur. It is strongly recommended that students do not wait until the last minute to submit an assignment and to have a backup plan identified should something go wrong. Please plan you work accordingly and if a problem does arise, take immediate action by contacting the Help Desk at Newark Computing Services.

Email: help@newark.rutgers.edu
Phone: 973.353.5083
Website: http://ncs.newark.rutgers.edu/hd

Online Course Site
This is a fully online course which can be accessed through Rutgers University-Newark Blackboard

Course Objectives
Upon completion of this course students will be able to:

Identify and define key concepts related to public administration.
Understand more clearly and differentiate the branches of government.
Critically analyze the role, functions, essential characteristics and responsibility of government.
Critically discuss the role, functions, essential characteristics and responsibility of government.
Apply the concepts of public administration to current events.
Apply the basics of public administration to current government organizations.

Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage of Grade</th>
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<tbody>
<tr>
<td>Class Participation</td>
<td>10%</td>
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<tr>
<td>Quizzes</td>
<td>20%</td>
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<tr>
<td>Current Events</td>
<td>10%</td>
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<tr>
<td>Discussion Board Postings</td>
<td>20%</td>
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<tr>
<td>Case Studies</td>
<td>10%</td>
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<tr>
<td>VoiceThreads</td>
<td>10%</td>
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<tr>
<td>Final Project</td>
<td>20%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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Class Discussions
Students will participate in course, group and VoiceThread discussion boards. Students are required to post by the assigned dates. Prior to posting, read the question(s)
carefully, say something substantive in your initial post, and build and conclude on the discussion in your response posts. It is not enough to simply “agree” or “disagree”. Student are encouraged to share real life experiences in class discussions and assignments. However, please maintain confidentiality and apply your experience to the topic being discussed. Sources must be sited in the proper APA format.

**Weekly Quizzes**

Students will complete weekly quizzes. Quizzes will be based on the reading(s)/lecture for the week. Students will have 90 minutes to complete the quiz and may use their textbook and notes. However, students may not work with other students or share any information regarding the quiz for the week. Students caught doing so will receive a failing grade. Results will be available after the quiz due date.

**Current Events**

Students will be asked to find an article related that corresponds to the topic of the week. The article should be long enough for the student to summarize and draw conclusions. Students will submit a one- two page paper that summarizes the article, provides independent thoughts and opinions on the article, and explains the application to topic of the week. Sources must be sited in the proper APA format.

**Grading**

**Response Time**

The instructor will grade submitted assignments within one week of the due date. Students will be notified if grading will exceed one week.

**Grade Scale**

Final grades will be assigned based upon a student’s work throughout the entire semester. No extra credit is available.

- A 89.5 - 100
- B+ 84.5 - 89.49
- B 79.5 - 84.49
- C+ 74.5 – 79.49
- C 69.5 – 74.49
- D 59.5 – 69.49
- F 0 - 59.49
- W Withdrawal

*As listed on the RU-N undergraduate catalog.

**Appeal Procedure**

Requests to appeal a grade may be submitted to the instructor up to one week after an exam or assignment has been graded. The request should be typed and clearly outline, in a concise statement, why more credit is deserved.

**Late Assignments**

Adherence to deadlines is required in order to be successful in this course. Please plan accordingly and schedule your time in a way that allows you to meet the requirements of this course. It is recommended that you print the Syllabus and Course Calendar immediately and put the dates in your calendar. Late work, if accepted, will result in the
reduction of points, lowering the assignment grade. If a personal or medical issue should arise, please notify the instructor immediately prior to the due date. Additional or supporting documentation may be requested.

**Communication Policy**

*Announcements*

Students are responsible for reading all announcements that may be posted by the instructor. It is recommended that you consistently review Blackboard and your email for any new announcements. It is recommended you login at least three times a week.

*Email*

Instructor communications should be emailed to amber.williams@rutgers.edu. You should receive a response to your email within 24 business hours; with the exception of emails sent during weekends or holidays. Should a response benefit the overall class, students will be notified if a response has been posted to the Questions-Discussion Board in Blackboard.

**Netiquette**

Whether in a physical or online classroom, students are expected to be respectful and courteous to their fellow classmates and their instructor in all correspondence, whether through email, postings, or synchronous chats. Improper conduct online includes using informal language, criticizing other students’ postings, using abusive language, and other counterproductive negative behavior. The instructor has the right to remove a disruptive student from the classroom. Students have the right – and are encouraged – to speak to the instructor (in private) about a disruptive student.

“Netiquette” is network etiquette, the dos and don’ts of online communication. When posting to our discussion board or communicating with others in our class, please remain courteous. Below are the guidelines we will follow in this course.

- Be professional and courteous
- Be respectful of other points of view
- Avoid using slang and abbreviations because they can lead to misinterpretation
- Do not capitalize all letters because this suggests shouting
- Think and proofread before you submit

**Time Commitment**

As a guideline, it is estimated that students will need to commit to a minimum of 8 hours of dedicated coursework time per week. This estimate will vary for in relation to the workload for the week.

**Attendance and Participation**

*Log into you course*

This is a fully online course. There are no on-campus course meetings. Students are expected to participate regularly and actively. It is recommended that students login a minimum of three times per week to check announcements and other pertinent
information, participate in discussions and complete assignments. Unless stated otherwise, full participation in all aspects of this course is expected.

Dropping the Course
Students that wish to withdraw from a course must adhere to the proper university policies and procedures. Simply not logging in, replying to posts or submitting assignments will not be an acceptable means of withdrawing from the course. As these are all components of your success, these actions may result in failing grade.

Required technological skills
- Ability to utilize a computer
- Ability to utilize Blackboard

Required equipment / materials
- Computer, Internet access, webcam with microphone OR headphones with microphone
- Software that can save a file in the format of Microsoft Word or PDF

Serving Students with Disabilities
“Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview and provide documentation: https://ods.rutgers.edu/students/documentation-guidelines. If the documentation supports your request for reasonable accommodations, your campus’ disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your course as possible. To begin the process please complete the Registration form on the ODS website at: https://ods.rutgers.edu/students/registration-form.”

“Some examples of accommodations, auxiliary aids, and service provided in post-secondary settings: • Scheduling classes in physically accessible locations • Extended time on exam • A reduced distraction testing location • Books on Tape • Interpreters.”

Academic Integrity
Students are expected to maintain the highest level of ethical standards and abide by the Rutgers University Academic Integrity policy academicintegrity.rutgers.edu. Turnitin/SafeAssign
In order to ensure the originality of students’ submitted assignments, course papers will be submitted for evaluation through plagiarism detection services. This course will either use Turnitin or SafeAssign.
APA Format
Students are required to properly cite any sources used in their assignments. The following guidelines provide basic guidelines on APA citation style:

https://owl.english.purdue.edu/owl/resource/560/01/
https://owl.english.purdue.edu/owl/resource/560/01/

Syllabus
This syllabus serves as a general outline. I reserve the right to deviate at any part of the plan as necessary. Students will be notifies immediately of any such modifications.