Course: Administration and Government, 3 credit hours, PADM 9000 IA/IB

Location / Date / Time: Fall Semester (August 12 – December 2, 2013); Residency weekend is August 16-17 on VSU main campus.

*Special Note: This is a BlazeView Desire2Learn (abbreviated as D2L) course and requires that extensive work be done by the student using the Internet. You must familiarize yourself with your VSU D2L account, which you can access through the BlazeView VSU site to complete required course discussions and assignments. All written assignments will be submitted only in Microsoft Word or PDF format via D2L.

Class Readings:


4) Additional readings posted on D2L. These will be in Adobe PDF, which is a free download at: http://www.adobe.com/.

* Students may purchase the course textbooks either from the VSU bookstore or a merchant of their choice.

Office Hours / Communication: Since this is an online course, students will need to communicate via D2L.

Course Content: Much of the content for this course will be accessed through learning modules on the content screen of D2L. Each module will include important content in addition to the books which students will access. This content links directly to the course goals and expected outcomes, with specific assessments being used to measure students’ understanding
in these areas. Lectures will also be posted under various learning modules for students to reference. Please understand that these lectures are not a substitute for reading the text and participating in course discussions and assignments. They contain additional content not covered in the texts. Please also note that the lectures are ONLY available in Adobe PDF format. Since they are uploaded into the D2L system at the beginning of the course, they cannot be changed or altered from how they appear. Students can use the zoom tool (+ or -) in Adobe to focus in on areas for better clarity. There will also be a selection of videos which supplement the course readings. They will primarily relate to the course discussions and will be shown online under the appropriate learning module. Students should use the videos to reinforce what they are studying in the text.

**Prerequisite:** Standing as a DPA student

**Course Outcomes and Assessments:**
Public administration students will:
1) Demonstrate their knowledge of the history and evolution of the field of public administration and how it interrelates with political theory, with emphasis on concepts and ideas from specific eras and thinkers in pre-modern society, modern society, and postmodern society, through written analysis.
2) Demonstrate their knowledge of the essential principles and practices of public administration, including public management, institutions, processes, and public policies.
3) Demonstrate an understanding of the social and political philosophy of thinkers like Plato, Aristotle, Machiavelli, Hobbes, Locke, Rousseau, Jefferson, Thoreau, Mill, Marx, Engels, Lenin, Mussolini, Hitler, Dewey, and Gandhi, among others, and how previous thought has influenced our system of government and public administration.
4) Demonstrate an understanding of the political and cultural environment of public administration, along with key topics like intergovernmental relations, ethics, accountability, managerialism, regulation, leadership, financial management, social equity, and program evaluation.
5) Demonstrate knowledge of how theory and practice merge to shape the field of public administration.

**Course Learning Assessment and Outcome matrix:**
This matrix provides a design and structure for students to track their progress in each learning objective and outcome shown above.

<table>
<thead>
<tr>
<th>Learning Objective and Outcome</th>
<th>Weeks</th>
<th>Content</th>
<th>Assessment / evaluation tool</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Demonstrate their knowledge of the history and evolution of the field of public administration and how it interrelates with political theory, with emphasis on concepts and ideas from specific eras and thinkers in pre-modern society, modern society, and postmodern society, through written analysis.</td>
<td>1-17</td>
<td>Portis, Somerville, Shafritz et. al.</td>
<td>Feedback on class discussions and assignments; exam #1 and exam #2</td>
</tr>
<tr>
<td></td>
<td>Objective</td>
<td>Dates</td>
<td>Text Source</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------</td>
<td>----------------------</td>
</tr>
<tr>
<td>2</td>
<td>Demonstrate their knowledge of the essential principles and practices of public administration, including public management, institutions, processes, and public policies.</td>
<td>8-15, 17</td>
<td>Shafritz et. al.</td>
</tr>
<tr>
<td>3</td>
<td>Demonstrate an understanding of the social and political philosophy of thinkers like Plato, Aristotle, Machiavelli, Hobbes, Locke, Rousseau, Jefferson, Thoreau, Mill, Marx, Engels, Lenin, Mussolini, Hitler, Dewey, and Gandhi, among others, and how previous thought has influenced our system of government and public administration.</td>
<td>1-7</td>
<td>Portis and Somerville</td>
</tr>
<tr>
<td>4</td>
<td>Demonstrate an understanding of the political and cultural environment of public administration, along with key topics like intergovernmental relations, ethics, accountability, managerialism, regulation, leadership, financial management, social equity, and program evaluation.</td>
<td>8-15, 17</td>
<td>Shafritz et. al.</td>
</tr>
<tr>
<td>5</td>
<td>Demonstrate knowledge of how theory and practice merge to shape the field of public administration.</td>
<td>8-15, 17</td>
<td>Shafritz et. al.</td>
</tr>
</tbody>
</table>

**Communication/Email Note:** All communication and emails will proceed through D2L, and **not** personal email accounts, for this course. The basic protocol for email includes:
1. Emails must be properly addressed and use appropriate language, tone, etc. (in other words, you must follow proper “Netiquette.”
2. Emails to the professor will normally be answered within two working days (weekends and holidays are not working days).
3. Attachments sent to the professor should include the student’s name and project title. (example: smith_writing_assignment_one.doc). They must be in Microsoft Word or PDF format.
4. All assignments must be submitted on time in order to receive credit, unless other prior arrangements have been made.
5. I will notify the class if I will be out-of-touch for any reason (i.e. professional conference).

A Note on Internet Access:
- This is an on-line class. Students must have access to a working computer and access to the Internet. Students can use the VSU computer lab, a public library, another university or college, etc., to ensure they have access.
- “Not having a computer” or “computer crashes” are not acceptable excuses for late work.

Policies and Procedures:
A) Grades for this course will be determined on the basis of scores earned on two exams and a writing assignment. In addition, class participation through a series of D2L discussions will count for a portion of the grade.

<table>
<thead>
<tr>
<th>Exam #1:</th>
<th>45 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Discussions:</td>
<td>50 points (5 x 10 points each)</td>
</tr>
<tr>
<td>Writing Assignment:</td>
<td>60 points</td>
</tr>
<tr>
<td>Exam #2:</td>
<td>45 points</td>
</tr>
<tr>
<td>Total = 200 points</td>
<td></td>
</tr>
</tbody>
</table>

B) Letter grades will be assigned on the following percentile basis of points earned (200 total possible points):

<table>
<thead>
<tr>
<th>Points</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>180-200</td>
<td>A</td>
</tr>
<tr>
<td>160-179</td>
<td>B</td>
</tr>
<tr>
<td>140-159</td>
<td>C</td>
</tr>
<tr>
<td>120-139</td>
<td>D</td>
</tr>
<tr>
<td>119 and lower</td>
<td>F</td>
</tr>
</tbody>
</table>

*Please note that at no time will there be any extra credit offered.

C) Students should access and be familiar with the online assistance available to help them with their courses in the program. A variety of course resources for PA students can be accessed at: http://www.valdosta.edu/pa/argyle/index.shtml.

D) Course discussions and participation are an important component of this course. Each discussion will require that students view a video(s) posted on D2L, and then respond to the question posed with an original posting. After completing an original posting, students can then post responses to what other students discuss in their original postings. Responses should add to the content of the discussion and not be “I agree” or short brief answers. *Remember not to ever plagiarize and/or copy and paste content from another source.* Course discussions will be graded using the following rubric and scale:
<table>
<thead>
<tr>
<th>Objective/Criteria</th>
<th>Performance Indicators</th>
<th>Good (meets expectations)</th>
<th>Excellent (exceeds expectations)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Original response (content, grammar, style, originality)</strong></td>
<td>(0 points) Student does not post an original response, or posting is not relevant / appropriate to forum</td>
<td>(2 points) Student’s original response lacks important details, and/or fails to address the questions posed by the forum with little or no reference to course content</td>
<td>(4 points) Student exceeds expectations in posting an original response, and provides well thought out content in the forum with effective references to course materials</td>
</tr>
<tr>
<td><strong>Responses to other students (content, grammar, style, originality)</strong></td>
<td>(0 points) Student does not respond to other students' postings, or does not add relevant / appropriate information to the topic</td>
<td>(2 points) Student’s response(s) to other students’ postings lacks important details, and/or fails to add additional substantive content which references course materials</td>
<td>(4 points) Student exceeds expectations in responding to other students' postings and provides well thought out additional content in the forum with effective references to course materials</td>
</tr>
<tr>
<td><strong>Overall contribution to the discussion</strong></td>
<td>(0 points) Student does not submit or complete parts of the discussion to enhance the quality of substantive content in the forum</td>
<td>(0 points) Student’s contribution lacks significant detail without references to course content, and does not enhance the quality of substantive content in the forum</td>
<td>(2 points) Student strongly enhances the quality of substantive content in the forum by effectively drawing upon course content</td>
</tr>
</tbody>
</table>

Finally, think of the discussions as raising your hand in class. You do not need to respond to every student's original posting, but are to select 2-3 or so which complement what you discussed in your original posting. Also remember to rotate who you respond to so that it is not the same individuals for each discussion. If you select two to three students for one posting, then select different ones for the next.

E) I will post specific guidelines and instructions in the “dropbox area” of D2L for the writing assignment. Formatting for assignments should follow the American Political Science Association (APSA) style manual, which is the accepted style of the VSU PA Program.
To review and submit a course assignment, begin by selecting the “dropbox” icon at the top of the screen. Once inside, D2L will show the available assignment ready for students to work on:

Once inside an assignment, click on the general assignment instructions and PDF file with guidelines next to the “attachments” area:
When you are ready to submit the assignment, reenter this area through the “dropbox,” and select the “add a file” icon. Remember that only Word and PDF files are accepted for this course:

A new screen will appear that asks you to “browse” and select where you have your assignment saved. Select your saved Word or PDF file, and click “upload:”
Your file will then be attached below the “add a file” icon. You may then add any comments that you’d like in the “comments” box:

Next, click on the “submit” icon at the bottom of the screen:
D2L will then provide you with a confirmation page that indicates “file submission successful” with the submission date indicated. If you do not receive this confirmation screen, then please repeat the earlier steps until successful (and contact D2L support services if needed). Your submission is complete once you receive this confirmation:

To confirm that you have successfully submitted your assignment, click on the icon “view submission history for this folder” under the “submission date.” D2L will then take you into a submission history page that again confirms your submission date:
Your assignment has been submitted successfully when you see the above confirmations. Finally, D2L will also send you an email confirmation that your assignment has been submitted successfully:

Any student who does not follow the above procedures will have his/her assignment counted as “late” in accordance with the policy mentioned above, with a penalty of one full letter grade for each day it is late. There will be NO EXCEPTIONS for students who claim that they have attached their assignment, forgot to attach it, or who otherwise indicate that they did it but the assignment somehow disappeared.

F) There are two exams for this course, both worth 45 points each. They are both in essay format, and will be completed by entering the “quizzes” area on D2L during the specified period for the exam, and filling in the responses to each question directly in the space provided. Note that these exams are only accessible during the periods shown at the end of the syllabus on the semester schedule. Each student will choose when during the period to take the exam. All content should be read ahead of time since there is a time limit for each.
To access an exam, click on the “quizzes” icon at the top of the screen on D2L:

Next, click on the exam you want to take. Remember that exams are available only for certain periods of the course, as outlined on the syllabus schedule. When finished, submit your exam, and D2L will provide a confirmation that you were successful:
According to university policy and the VSU catalog, an “I” [Incomplete] grade indicates that a student was doing satisfactory work at the end of the term but, for non-academic reasons, was unable to complete all requirements for the course. A report of “I” requires the subsequent completion of all course requirements within a time limit specified by the professor, not to exceed one calendar year from the end of the term in which a grade of incomplete is assigned, regardless of the student’s enrollment status during the period specified for completion. Students are responsible for making arrangements with their professor for completion of course requirements within the time specified, in accordance with this regulation. If an “I” is not changed to a letter grade within one calendar year, it will be changed to the grade “F”.

H) It is the student's responsibility to ensure that he/she is registered throughout the course so that a grade can be administered. Work out problems in registration and withdrawal directly with the Registrar's Office.

I) Please be aware of the College’s established Student Conduct and Academic Honor Code, specifically regarding plagiarism and cheating. A grade of zero will be recorded in these instances. Each student is required to read and to be familiar with the section on plagiarism in the Valdosta State University Thesis and Dissertation Guide (available online under the Graduate School). As noted above, plagiarism detection software is used in this class. D2L will detect and report all instances of plagiarism including where the student has copied and pasted directly from a source. Plagiarism will result in a failing grade for the assignment, and in some cases, for the course. In extreme cases, plagiarism will result in dismissal from the program.

All students should review the VSU website on Academic Honesty Procedures and Procedures at: http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml.

In particular, please also review “Plagiarism in the PA Program” shown at the bottom of the page at the following link: http://www.valdosta.edu/pa/students/index.shtml.

J) Valdosta State University complies fully with the requirements of the Americans with Disabilities Act (ADA). Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in the Farber Hall. The phone numbers are 229-245-2498 (V/VP) and 229-219-1348 (TTY) and the web address is: http://www.valdosta.edu/access/.
Semester Schedule

For the Week of:

1- 8/12/13  **Class Starts 8/12**
Module: Getting Started; course syllabus and other program and course documents;
Module 1 (Topics): Introduction; a foundation for public administration; studying the classics
(Readings: Portis 1 & 2; Somerville, Plato)
**DPA Residency Weekend on VSU main campus 8/16 – 8/17**

2- 8/19/13  **Module 2 (Topics):** Aristotle; St. Augustine; St. Thomas Aquinas
(Readings: Portis 3, 4, & 5; Somerville, Aristotle)
Discussion 1: 8/19-9/1 (noon)

3- 8/26/13  **Module 3 (Topics):** Machiavelli; Hobbes
(Readings: Portis 6 & 7; Somerville, Machiavelli & Hobbes)

4- 9/2/13  **Labor Day holiday on 9/2 (No Classes)**
Module 4 (Topics): Locke; Rousseau; Jefferson; Thoreau
(Readings: Portis 8 & 9; Somerville, Locke, Rousseau, Jefferson, & Thoreau)

5- 9/9/13  **Module 5 (Topics):** Mill; Marx; Lenin; Mussolini; Hitler
(Readings: Portis 10 & 11; Somerville, Mill, Marx, Lenin, Mussolini, & Hitler)
Discussion 2: 9/9-9/22 (noon)

6- 9/16/13  **Module 6 (Topics):** Weber; Dewey; Gandhi; Political Theory and Society
(Readings: Portis 12 & 13; Somerville, Dewey & Gandhi;

7- 9/23/13  **Module 7 (Topics):** catch up week and Exam #1
(Readings: review previous content)
Exam #1: 9/26-9/29 (covering all Portis and Somerville readings and Module content for weeks 1-6)

8- 9/30/13  **Module 8 (Topics):** Contemporary Public Administration
Discussion 3: 9/30-10/13 (noon)
9- 10/7/13  Module 9 (Topics): Political Culture; The Machinery of Government  

10- 10/14/13  Module 10 (Topics): Intergovernmental Relations  
(Readings: Shafritz et. al. 4)

11- 10/21/13  Module 11 (Topics): Ethics and Accountability; Organization Theory  
Discussion 4: 10/21-11/3 (noon)

12- 10/28/13  Module 12 (Topics): Organizational Behavior; Managerialism and Information Technology  

13- 11/4/13  Module 13 (Topics): Strategic Management; Government Regulation; Leadership Theory  
Course Writing Assignment due by the close of 11/5

14- 11/11/13  Module 14 (Topics): Personnel and labor relations; Social Equity  
Discussion 5: 11/11-11/24 (noon)

15- 11/18/13  Module 15 (Topics): Financial Management; Program Evaluation; Exam #2  
Exam #2: 11/21-11/24 (covering all Shafritz et. al. readings and Module content for weeks 8-15)

16- 11/25/13  Thanksgiving Day holiday from 11/25-11/29 (No Classes)

17- 12/2/13  Module 15 (continued) (Topics): Financial Management; Program Evaluation

**Course wrap-up and conclusion**

---

**Discussion Schedule:**
- Discussion 1 (week 2): 8/19-9/1 (noon)
- Discussion 2 (week 5): 9/9-9/22 (noon)
- Discussion 3 (week 8): 9/30-10/13 (noon)
- Discussion 4 (week 11): 10/21-11/3 (noon)
- Discussion 5 (week 14): 11/11-11/24 (noon)

**D2L Contact Information:**
For any questions or issues relating to D2L, please contact the support services at:
- **D2L Help Center** 24/7, 365 days a year technical support
- **TOLL FREE** 1-855-772-0423
- **Website:** [https://D2LHelp.view.usg.edu](https://D2LHelp.view.usg.edu)