



**Department of Political Science
Public Administration Program**

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Course: **Foundations in Public Administration**, 3 credit hours, PADM 7300 IA/IB

Location / Date / Time: Spring Semester (January 9 - April 30, 2012)

***Special Note:** This is a BlazeView Blackboard Vista 8 (abbreviated as BB) course and requires that extensive work be done by the student using the Internet. You must familiarize yourself with your VSU BB 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 format via BB.

Class Readings:

- 1) Henry, Nicholas. *Public Administration and Public Affairs*. 11th ed. NY: Longman. 2009.
- 2) Scott, Gregory M., and Stephen M. Garrison. *The Political Science Student Writer's Manual*. 6th ed. NJ: Prentice Hall. 2008.
- 3) Additional readings posted on BB. 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 BB.

Weekly Lectures: Weekly lectures will be posted on BB 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 BB 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.

Video Note: There will be a selection of videos which supplement the course readings. They will primarily relate to the course discussions and will be shown online using the “course videos” tool on BB. Students should use the videos to reinforce what they are studying in the text.

Prerequisite: Standing as a MPA or DPA student

Course Outcomes and Assessments:

For successful completion of this course students will:

- 1) Demonstrate an understanding of the basic concepts, ideas, theories, and models inherent in the field of public administration. This understanding includes being able to research and write on these topics in course assignments.
- 2) Demonstrate basic computer proficiency by examining and analyzing pertinent data, and using report formats commonly employed in the field.
- 3) Demonstrate written knowledge of the evolution of public administration in the United States, primarily through discussions and assignments relating to the eras and movements prevalent in the field.
- 4) Demonstrate an understanding of the key roles that public administrators play in society, and what principles (particularly ethical) underlie our democratic system of governance.
- 5) Demonstrate knowledge through written assignments of the relevant methods used in the field for conducting research in public administration. This knowledge will guide students in later courses.

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.

Learning Assessment and Outcome		Weeks	Content	Evaluation
1	Demonstrate an understanding of the basic concepts, ideas, theories, and models inherent in the field of public administration. This understanding includes being able to research and write on these topics in course assignments.	2, 3, 4, 5, 6, 7, 16	S&G book; Henry book; weekly lectures (see schedule at end of syllabus)	Feedback on class discussions and assignments
2	Demonstrate basic computer proficiency by examining and analyzing pertinent data, and using report formats commonly employed in the field.	3, 5, 8, 9, 16	S&G book; Henry book; weekly lectures (see schedule at end of syllabus)	Feedback on course writing assignments
3	Demonstrate written knowledge of the evolution of public administration in the United States, primarily through discussions and assignments relating to the eras and	2, 3, 13, 14, 16	S&G book; Henry book; weekly lectures (see schedule at end of syllabus)	Writing assignment comments and critique; Feedback on weekly discussions

	movements prevalent in the field.			
4	Demonstrate an understanding of the key roles that public administrators play in society, and what principles (particularly ethical) underlie our democratic system of governance.	5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16	S&G book; Henry book; weekly lectures (see schedule at end of syllabus)	Feedback on class discussions
5	Demonstrate knowledge through written assignments of the relevant methods used in the field for conducting research in public administration. This knowledge will guide students in later courses.	1, 2, 3, 4, 5, 6, 7	S&G book; Henry book; weekly lectures (see schedule at end of syllabus)	Feedback on class discussions; final exam

Communication/Email Note: All communication and emails will proceed through BB, 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 format.
4. All assignments must be submitted before the due date and time indicated 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) As outlined in the VSU graduate bulletin, students in this course will be graded on a satisfactory (S) or unsatisfactory (U) basis. In order for a student to receive a grade of “S,” he/she must earn a total average of 80% (B) or higher (at least 80 points out of a total of 100 points) for the course. **A student must receive a grade of “S” in this course in order to continue in the MPA program.** This course may be repeated one time.

B) The course grade will be calculated based upon two writing assignments, two short assignments, and five BB discussions. Only Microsoft Word is acceptable for assignments. All assignments should follow the American Political Science Association (APSA) style manual,

which is the accepted style of the MPA Program. BB discussions will be completed in the discussion tool of BB.

The distribution of points for determining the grade will be as follows:

Writing Assignment 1:	25 points
Writing Assignment 2:	30 points
Short Assignment 1:	10 points
Short Assignment 2:	10 points
<u>BB Discussions:</u>	<u>25 points total (5 discussions x 5 points each)</u>
Total:	100 points

C) Letter grades will be assigned on the following percentile basis of points earned (100 total possible points):

<u>Points</u>	<u>Letter Grade</u>	<u>Percentage of Total Points</u>
80-100	S	80% and above
79 and below	U	79% and below

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

D) 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>

E) Course discussions and participation are an important component of this course. Each discussion will require that students view a video posted on BB, 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:

Objective/Criteria	Performance Indicators		
	Need Improvement	Meet Expectations	Good+
Original posting (content, grammar, style, originality)	(0 points) Student does not post an original posting, or posting is not relevant / appropriate to forum	(1 points) Student meets expectations in posting an original posting, and provides average content in the forum with some reference to course materials	(2 points) Student exceeds expectations in posting an original posting, and provides well thought out content in the forum with effective references to course materials
Responses to other students (content, grammar, style, originality)	(0 points) Student does not respond to other students' postings, or does not add relevant / appropriate information to topic	(1 points) Student meets expectations in responding to other students' postings, and provides some additional content which references course materials	(2 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

Objective/Criteria	Performance Indicators		
	Need Improvement	Meet Expectations	Good+
Overall contribution to discussion	(0 points) Student does not enhance the quality of substantive content in the forum	(1 points) Student does enhance the quality of substantive content in the forum	(1 points) Student does enhance the quality of substantive content in the forum
			out of 5

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.

F) I will post specific guidelines and instructions on BB throughout the course for the various writing assignments. Assignment guidelines and instructions will always be posted under the "assignment" tool on BB, and formatting for each should follow the American Political Science Association (APSA) style manual, which is the accepted style of the VSU PA Program. This is outlined extensively in the Scott and Garrison book for this course.

A Note on Submission: To submit an assignment, enter the "assignments" tool on BB, and follow these steps: 1) Select the assignment you are submitting; 2) Under the submission box, select "add attachments;" 3) Select "my computer" and then your document; 4) Finally select "submit" at the bottom of the page. BB will prompt you with a box which asks "Are you sure you want to submit this assignment?" Select "okay" and a screen like this will appear:

Confirmation

Your Name:
 You have submitted your assignment(Your Name).
 Submitted Time: Month Day, Year XX:XX PM

The above confirmation only appears when you submit your assignment properly. If you do not receive this confirmation message on BB, then you have not successfully attached your assignment and will need to try again until you reach this screen. If you experience any technical difficulties, then you will need to contact the Distance Learning VSU Vista helpdesk at: (229) 245-6490 or select the "**Email: Contact Us**" option on the main page of BB.

Any student who does not follow this procedure will have his/her assignment counted as "late" in accordance with course policy, with a penalty of one full letter grade for each day it is late. You should also double check to make sure you have completed the process

successfully by selecting the “submitted” icon in the “assignments” tool, and confirm the submission date, indicated next to your assignment. This screen should appear:

The Submitted tab contains your submissions and any assignments for which you have missed the cutoff date.



[Assignment paper - Title](#)



Status: Submitted , Month Day, Year XX:XX PM

Also, if you click on your submitted assignment, BB will take you into the assignment screen and show you the status of your assignment with the time and date of the submission being posted. (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).

G) 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). 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- 1/9/12 Class Starts 1/9; Topics: Introduction; a style for writing; conducting research
(Readings: S&G parts 2 & 3)
- 2- 1/16/12 Martin Luther King, Jr. holiday on 1/16 (No Classes); Topics: Democracy and bureaucracy; critical thinking
(Readings: Henry, chapter 1; S & G part 4; weekly lecture 1)
Discussion 1: 1/17-1/29
- 3- 1/23/12 Topics: The development of PA; analytical papers
(Readings: Henry, chapter 2; S & G part 5; weekly lecture 2)
Short assignment 1 due by close of 1/25
- 4- 1/30/12 Topics: Theory and methodology
(Readings: S&G part 1)
- 5- 2/6/12 Topics: Organization theory
(Readings: Henry, chapter 3; weekly lecture 3);
Discussion 2: 2/6-2/19
Writing Assignment 1 due by close of 2/7
- 6- 2/13/12 Topics: Organizational knowledge and decision-making
(Readings: Henry, chapter 4; weekly lecture 4)
- 7- 2/20/12 Topics: People in organizations
(Readings: Henry, chapter 5; weekly lecture 5)
- 8- 2/27/12 Topics: Information resources
(Readings: Henry, chapter 6; weekly lecture 6)
Discussion 3: 2/27-3/11
- 9- 3/5/12 Topics: Public productivity
(Readings: Henry, chapter 7; weekly lecture 7);
Short assignment 2 due by close of 3/6
- 10- 3/12/12 VSU Spring Break from 3/12-3/16 (No Classes);
- 11- 3/19/12 Topics: Managing Human Capital
(Readings: Henry, chapter 8; weekly lecture 8)
Discussion 4: 3/19-4/1
- 12- 3/26/12 Topics: Financing and Budgeting Systems
(Readings: Henry, chapter 9; weekly lecture 9)
- 13- 4/2/12 Topics: Public Policy
(Readings: Henry, chapter 10; weekly lecture 10)

- 14- 4/9/12 Topics: Intersectoral Administration
(Readings: Henry, chapter 11; weekly lecture 11)
Discussion 5: 4/9-4/22
- 15- 4/16/12 Topics: Intergovernmental Administration
(Readings: Henry, chapter 12; weekly lecture 12)
- 16- 4/23/12 Topics: Ethical Conduct
(Readings: Henry, chapter 13; weekly lecture 13);
Writing Assignment 2 due by 4/25
- 17- 4/30/12 Course wrap-up and conclusion
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