

PUBLIC ADMINISTRATION
PA 3310 Section 501
University of Texas at Dallas
Summer 2010

Teacher:

Daniel G. Ledbetter
danielledbetter@utdallas.edu
Office: Westec Suite 1.6
Office hours: Tuesday, 5:00 p.m. to 6:00 p.m. and by appointment

Class Meeting:

Tuesday: 6:00 p.m. to 9:45 p.m.
WSTC 2.210

Course Description:

The purpose of this course is to provide students with a broad and basic understanding of public administration. The course will also explore various issues in public administration using current events, cases, and group presentations. Since this class is considered part of the core curriculum, there will be an emphasis on writing through comprehensive writing assignments.

Student Learning Objectives/Outcomes:

1. Students will develop an overall definition of public administration.
2. Students will use analytical reasoning to understand and examine the role of public administrators in society using classic public administration readings combined with current events.
3. Students will develop a clear understanding of theories and concepts behind public administration.
4. Students will participate in class discussions that further the understanding of key issues in public administration.
5. Students will develop critical writing skills that help them to organize information in a clear, concise manner.

Required Text:

Jay M. Shafritz, E.W. Russell, and Christopher P. Borick. 2008. *Introducing public administration*, 6th Edition. ISBN-10: 0205607675

Kenneth H. Ashworth. 2001. *Caught between the dog and the fireplug, or, How to survive public service*. ISBN-10: 0878408479

Recommended Text:

Turabian, Kate L. 2007. *A Manual for Writers of Research Papers, Theses, and Dissertations*, Seventh Edition. ISBN-10: 0226823377

A Note on Reading Materials:

Additional reading assignments will be in journals available electronically from the McDermott Library. You will need your student ID number to access these articles. Students will be expected to access these articles on their own.

Grading Policy:

Short Paper 10%
Midterm Examination 25%
Policy Research Paper 30%
 Abstract 5%
 Policy Paper 25 %
Final Examination 15 %
Class Attendance, Reading Reactions, and Class Presentations 20%
 Class Attendance 5%
 Reading Reactions 10%
 Class Presentations 5%

Final letter grades will be distributed based on the following system.

F: 0-59
D: 60-62
D: 63-66
D+: 67-69
C-: 70-72
C: 73-76
C+: 77-79
B-: 80-82
B: 83-86
B+: 87-89
A-: 90-92
A: 93-96
A+: 97-100

Short Paper

There will be a short paper consisting of 2-3 pages. The instructor will distribute instruction sheets to the students describing the topic and guidelines of the paper at least one week before the paper is due. Students will need to follow the formatting guidelines listed in the syllabus. The instructor will grade the paper based on content, formatting, and grammar. (**Due June 8**)

Exams

There will be two exams: a mid-term and a final. Exams are closed book and will consist of multiple-choice, true/false, and short essay questions. The final exam is not cumulative. (**Midterm June 29**) (**Final August 10**)

Agency Research Paper

Students are required to submit a 5-7 page research paper. The paper will address one of the topics in the syllabus and will describe how that topic relates to a specific government agency. For example, a student can choose the topic of “ethics” and describe how ethics relates to a specific agency, such as The Agriculture Department (USDA). The instructor will distribute a rubric that will detail the guidelines of the assignment. Students should look ahead and try to find a topic and an agency that will interest them. The students will rely on three categories of sources for their paper: class readings, peer-reviewed journal articles, and agency resources (such as websites or press releases). Some examples of peer-reviewed journals include *Public Administration Review*, *Public Personnel Management*, *Review of Public Personnel Administration*, *Journal of Public Administration Research and Theory*, *Public Integrity*, and *Administrative Science Quarterly*. The paper will involve three stages:

Abstract – Each student is required to submit a short (one to two paragraphs) abstract describing the topic and agency that the student will examine. The abstract should provide some detail on the fundamentals of the topic and a brief background on the agency. The abstract should show the instructor that the student has a general grasp of the subject matter and how he/she intends to address the topic. **(Due June 22)**

Paper- Students will receive a detailed rubric on the guidelines of the paper. Students should start the research phase of the project early in the semester so they can choose a topic that interests them. **(Due July 20)**

Class Presentations- Students will prepare a short class presentation that will present the main points of their research paper. At a minimum, students should include a brief background of the organization, a brief summary of the chosen topic, and how the chosen agency addresses that topic. **(Due July 20 & 27)**

Class Attendance, Reading Reactions, and Class Presentations

Students should come prepared for class discussions and actively participate in class activities. The attendance portion is not only a function of whether you are in the class but also that you make your presence known by participating in class discussions. The quantity and quality of your classroom questions and commentary is a critical part of the learning process and an important element of your overall grade.

Each student will be required to submit a reading reaction each week providing me with one thing you learned from the reading and one question you have about the readings. This process serves two purposes: 1) It provides me with a sense of whether you are understanding the material, and 2) It gives me an idea of what you are not understanding or of what you still have questions about. Submissions should be at least a quarter of a page and should be submitted via email to my email address at danielledbetter@utdallas.edu. If you have any questions about this process please let me know early in the semester.

Students will also need to pair up with another student in the class and choose one of the chapters from the Shafritz text to present to the class. The presentation should be from 20-30 minutes long and you

will be graded on the information you provide and the creativity of your presentation. Presentations should seek to inform and entertain. We will go over what a good presentation looks like. Some important things to remember: If you use PowerPoint, do not overload your slides with text, do not read from your slides, and do not simply stand behind the lectern.

Extensions & Special Exceptions:

No extensions are granted for written work. Unexcused late papers will be penalized one grade increment per every two days late. Note that unless otherwise specified, all assignments must be submitted in hard copy during class meetings and submitted through turnitin.com. Failure to do both will result in a penalty.

Email Communication Policy:

Email is an efficient and effective mode of communication, especially given the busy lives of university students and faculty. Therefore, it is recommended that students contact the professor via email when appropriate. Any official email business needs to be sent through an official UTD email address. Please use "PA 3310" in the subject line of any email sent to the professor regarding this class.

General Disclaimer:

The course syllabus may be amended at any time by the professor. If necessary, the updated syllabus will be posted on eLearning and its changes discussed in class.

Class Agenda & Readings

May 25 – Introduction, Syllabus Discussion, and Video

Wilson, W. The study of administration. *Political Science Quarterly* 2, no. 2 (June): 197-222.

June 1 – What is Public Administration?

Shafritz et al.: Preface, Chapters 1 & 2
Ashworth Preface, Chapter 1

June 8 – Budgeting and Finance

Guest Speaker: Dr. Donald Arbuckle- Professor and Former OMB Employee
Shafritz et al.: Chapter 13 & 14
Short Paper #1 Due

June 15 – Theories Behind Public Administration

Shafritz et al.: Chapters 6 & 7
Ashworth Chapter 11

June 22 – The Federal System and the Machinery of Government

Shafritz et al.: Chapters 3 & 4
Ashworth Chapter 9 & 10
Agency Abstract Due

June 29 – Personnel Management

Shafritz et al.: Chapter 11
Ashworth Chapter 3, 4, & 5
Midterm

July 6 – Social Equity

Shafritz et al.: Chapter 12
Svara, James H. and James R. Brunet. 2005. Social equity is a pillar of public administration. *Journal of Public Affairs Education* 11, no. 3 (July): 253-258.

July 13- Performance Management and Strategic Management

Shafritz et al.: Chapter 8 & 9
Ashworth Chapter 7 & 11

July 20 – Leadership

Shafritz et al.: Chapter 10
Ashworth Chapter 6, 12, & 15
Agency Research Paper Due
1st Round of Presentations

July 27 – Ethics and Wrap-UP

Shafritz et al.: Chapter 5
Ashworth Chapters 8 & 14
Ashworth Chapter 2 & 16
2nd Round of Presentations

August 10- Final Exam

Aesthetic Requirements & Citations

The Public Affairs Graduate Faculty has adopted the Turabian *Manual for Writers* as its exclusive reference manual. Citations must be used in all assignments where appropriate. Students should only use footnotes for further explanation of a topic in the paper; footnotes should not be used for reference citations. If you do not have the Turabian manual, you might want to refer to:

http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html

Be sure to use reference list style and not bibliographic style.

All written assignments should follow the following aesthetic guidelines.

One-inch margins on all sides

12-point font size

Times New Roman or comparable sized font style

Double spacing

Indented paragraphs

Left justification

Numbered pages

Cover page including, at a minimum, student name, ID number, assignment title, and date

Last name in the upper right corner of every page (use header function)

Stapled (no paper clips or other creative paper-connecting mechanisms)

ADDITIONAL UNIVERSITY DISCLAIMERS

Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations, which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating,

plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*. In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday through Thursday, 8:30 a.m. to 6:30 p.m. and Friday, 8:30 a.m. to 5:00 p.m.

The contact information for the Office of Disability Services is:
The University of Texas at Dallas, SU 22
PO Box 830688
Richardson, Texas 75083-0688
(972) 883-2098 (voice or TTY)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.