


Course Syllabus

	Course	PA 4360.001 (82140) Ethics in Public Administration
	Instructor	Teodoro (Ted) J. Benavides
	Term	Fall 2012
	Meetings	Tuesday and Thursday mornings, 10:00 am - 11:15 am, SLC - Room 2.302

Professor's Contact Information

Office Phone	972-883-4745
Office Location	Green Hall (GR) - Room 2.608
Email Address	teodoro.benavides@utdallas.edu
Office Hours	Wednesday and Thursday afternoons / 1:30 am - 4:30 am or by Appointment at a Mutually Convenient Time and Place (In addition, I am often in my office on other days)

General Course Information

Other Restrictions	All students are required to obtain a UTD ID# and e-mail address; this is a UTD/FERPA requirement. All future correspondence coming from a NON-UTD e-mail address; will not receive a response. To obtain an e-mail address please contact Information Services at 972-883-2911.
Course Description	This course will familiarize students with ethical dilemmas of public administration in American society. Decisions made by public administrators often affect people's lives in profound ways, so it is important to have a basic understanding of the ethical theories, traditions and customs in public administration. This course will rely on various written texts to introduce students to the basic philosophical framework of ethics and on case studies to examine its application in the administrative context.
Learning Outcomes	Understanding basic philosophical concepts associated with ethical decision making in the public and nonprofit sectors Become familiar with the literature on ethics in public administration Applying ethical concepts to dilemmas in current public and nonprofit sector decision making
Required Texts & Materials	Svara, James. 2007. The Ethics Primer for Public Administrators in Government and Nonprofit Organizations. Boston: Jones and Bartlett Publishers Gutmann, Amy and Dennis Thompson, eds. 2006. Ethics and Politics: Cases and Comments. Belmont: Thomson Wadsworth.

Assignments & Academic Calendar

Month	Date(s)	Topics, Assignments, Due Date(s), & Exam Date(s)
August	28	Ethics Primer Chapter 1: Introduction
August	30	Ethics Primer Chapter 2: Administrative Ethics: Ideas, Sources, and Development
September	4	Ethics Primer Chapter 2: Administrative Ethics: Ideas, Sources, and Development
September	6	Ethics Primer Chapter 3: Refining the Sense of Duty: Responsibilities of Public Administrators and the Issue of Agency
September	11	Ethics Primer Chapter 3: Refining the Sense of Duty: Responsibilities of Public Administrators and the Issue of Agency
September	13	Ethics Primer Chapter 4: Reinforcing and Enlarging Duty: Philosophical Bases of Ethical Behavior and the Ethics Triangle
September	18	Ethics Primer Chapter 4: Reinforcing and Enlarging Duty: Philosophical Bases of Ethical Behavior and the Ethics Triangle
September	20	Ethics Primer Chapter 5: Codifying Duty and Ethical Perspectives: Codes of Ethics
September	25	Ethics Primer Chapter 5: Codifying Duty and Ethical Perspectives: Codes of Ethics
September	27	Ethics Primer Chapter 6: Undermining Duty: Challenges to the Ethical Behavior of Public Administration
October	2	Ethics Primer Chapter 6: Undermining Duty: Challenges to the Ethical Behavior of Public Administration
October	4	Ethics Primer Chapter 7: Deciding How to Meet Obligations and Act Responsibly: Ethical Analysis and Problem Solving
October	9	Mid-term Exam # 1, Ethics Primer Chapters 1-6
October	11	Ethics Primer Chapter 7: Deciding How to Meet Obligations and Act Responsibly: Ethical Analysis and Problem Solving
October	16	Ethics Primer Chapter 8: Acting on Duty in the Face of Uncertainty and Risk: Responsible Whistle-blowing

Course Syllabus

October	18	Ethics Primer Chapter 8: Acting on Duty in the Face of Uncertainty and Risk: Responsible Whistle blowing
October	23	Ethics Primer Chapter 9: Elevating Ethical Behavior in the Organization
October	25	Ethics Primer Chapter 10: Mandating Duty: External Measures to Promote Ethics <i>Ethics and Politics Chapter 1: Violence (Intervention in Somalia)</i>
October	30	Ethics Primer Chapter 11: Conclusion: The Duties of Public Administrators <i>Ethics and Politics Chapter 2: Deception and Disclosure A Standard of Candor)</i>
November	1	<i>Ethics and Politics Chapter 3: Corruption (The Investigation and Impeachment of President Clinton)</i>
November	6	<i>Ethics and Politics Chapter 4: Official Disobedience (The Texas Redistricting Caper)</i>
November	8	Mid-term Exam #2, Ethics Primer Chapters 7-11 and Ethics and Politics Chapters 1-4
November	13	<i>Ethics and Politics Chapter 5: Policy Analysis (The Space Shuttle Challenger)</i>
November	15	<i>Ethics and Politics Chapter 6: Distributive Justice (The Calculator)</i> Ethics in Public Administration Case Study and Power Point Presentation Due to your Instructor via email to teodoro.benavides@utdallas.edu
November	20	No Class: Fall Break
November	22	No Class: Thanksgiving Holiday
November	27	<i>Ethics and Politics Chapter 7: Equal Opportunity (A Golfer's Handicap?)</i>
November	29	<i>Ethics and Politics Chapter 8: Liberty and Morality (The Controversial Curriculum)</i>
December	4	<i>Ethics and Politics Chapter 9: Liberty and Life (Ethics without Borders? Clinical Trials of AZT)</i>
December	6	Ethics Case Study Power Point Class Presentations
December	11	Ethics Case Study Power Point Class Presentations
December	13	No Class – Reading Day
December	18	Final Exam, Ethics and Politics Chapters 5-9
Course & University Policies		
Grading (credit) Criteria	A: 100 - 90 B: 89 - 80 C: 79 - 70 F: 69 - 0	
Grades Policy		
20%	Mid-term Exam #1 (Multiple Choice and Essay Questions)	
20%	Mid-term Exam #2 (Multiple Choice and Essay Questions)	
20%	Final Exam (Multiple Choice and Essay Questions)	
30%	Ethics in Public Administration Case Study and Power Point Class Presentation	
10%	Class Participation & Attendance	
100%	Total	
Ethics in Public Administration Case Study and Power Point Presentation Project	<p>You will be responsible for researching and writing a case study on an ethical issue or problem in public administration that a governmental or nonprofit organization has faced or is currently facing.</p> <p>Case Analysis Structure:</p> <ol style="list-style-type: none"> 1. Identify the primary "ethical dilemma" (or question) in the case 2. Discuss the role that public administration principles or theory in creating the special circumstances of the case 3. List the stakeholders in the case (and try to identify an important "right" of each stakeholder) 4. List and describe alternative courses of action that may be taken and determine the likely consequences of each proposed action for each stakeholder 5. From a public administration perspective which action is morally right? 6. Please describe how the organization dealt with or resolved the "ethical dilemma" 6. Describe what you would have dealt or resolved the "ethical dilemma" in your ethics case study <p>The case study must be doubled spaced in 12 pt fonts, with 1 inch margins on each side as well as top and bottom and must be between 4-5 pages. In addition, your case study project must be presented to the class in a power point format in 12 slides or less. Your case study report and class power point document must be emailed to your instructor at teodoro.benavides@utdallas.edu by 12:00 (Noon) on November 15, 2011. The class power point presentations will be made on December 6 or on December 11, 2012.</p> <p>Late submittals will result in a drop in score for example one day late is a B (highest grade possible is an 85), two days late is a C (highest grade possible is a 75) and all submittal after 3 days result in a score of F (69).</p>	
Class Attendance	If for any reason you are unable to attend class, please feel free to contact me via e-mail.	

Course Syllabus

Student Conduct & Discipline	<p>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, <i>A to Z Guide</i>, which is provided to all registered students each academic year.</p> <p>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 <i>Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3</i>, and in Title V, Rules on Student Services and Activities of the university's <i>Handbook of Operating Procedures</i>. 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).</p> <p>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.</p>
Academic Integrity	<p>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.</p> <p>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.</p>
Withdrawal from Class	<p>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</p>
Email Use	<p>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.</p>
Student Grievance Procedures	<p>Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's <i>Handbook of Operating Procedures</i>.</p> <p>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.</p> <p>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.</p>

Course Syllabus

Incomplete Grades	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	<p>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 and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.</p> <p>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)</p> <p>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.</p> <p>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.</p>
Religious Holy Days	<p>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.</p> <p>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.</p> <p>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.</p>
Off-Campus Instruction and Course Activities	Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm . Additional information is available from the office of the school dean.

These descriptions and timelines are subject to change at the discretion of the Instructor