

PA 3310, PSCI 3310
Public Management
Fall 2016

Contact Information

Instructor: John McCaskill, Ph.D.

Meetings: Monday & Wednesday: 2:30 - 3:45 PM SLC 1.204

Office: GR 2.204

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Office Hours: Tuesday & Thursday Noon – 2:00 pm: by appointment either during these office hour times, or at another time that meets our respective schedules.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

There are no prerequisites for this course.

Course Description

PA 3310 provides an introduction to the study of public administration, or public affairs. Public administration is a broad subject comprising institutions, processes, decision-making, and individuals whose purpose is to serve the public under a constitutional, democratic government. These are often labeled, in the aggregate, the public sector. Although most of the field of public administration focuses on subjects related to governments (including federal, state, and local), it also deals with institutions such as not-for-profits whose purpose is also to serve the public. These, of course, are contrasted to institutions that are privately owned, and whose purpose is generally to sell a product or service for a profit.

All of public administration in the United States begins with the Constitution. We will start our intro to PA there, moving on to the structure of government and public policy making. Because governance involves the activities of institutions, we will examine some basic theories of organizational behavior. Government also requires funding, so we will examine basic public finance and economics. We will also look at leadership, performance and strategic management, ethics, and program evaluation and audit.

Student Learning Objectives/Outcomes. Students will be able to:

1. Relate the study of public administration to what they see in their day to day lives.
 2. Differentiate the basic theories, structures, and key issues associated with the study of public administration.
 3. Demonstrate the ability to reason analytically and present analysis cogently both as individuals and as part of a group.
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Required Textbooks and Materials

Shafritz, Jay M., E.W. Russell, and Christopher P. Borick. 2013. *Introducing Public Administration*, 8th Edition. New York: Longman.

*Additional reading will be assigned in class and is available for download through the UTD Library.

Assignments & Academic Calendar

Aug 22	Course introduction and syllabus distribution
Aug 24	<i>Instructions for Group Debate</i> Constitutional Foundations of Public Administration Reading: - This syllabus – cover to cover - Declaration of Independence - Constitution of the United States http://www.archives.gov/exhibits/charters/constitution_transcript.html [Print them out, read them carefully, and bring to class.]
Aug 29	Constitutional Foundations of Public Administration (cont) Reading: - Federalist Papers #10, 51. https://www.ourdocuments.gov/doc.php?flash=true&doc=10&page=transcript 1st Reading Summary due in eLearning prior to class
Aug 31	Group Debate
Sep 5 (No Meeting) Sep 7	What is Public Administration? Reading: a. Shafritz, Russel, and Borick [SRB] chapter 1 b. Wilson, Woodrow. 1887. The study of administration. Political Science Quarterly 2:2, 197-222.
Sep 12 & 14	The Machinery of Government and Intergovernmental Relations Reading: SRB, chapters 3 and 4.
Sep 19 & 21	Exam 1 Review / Exam 1
Sep 26 & 28	Policymaking Institutions and Process Reading: SRB, chapter 2.
Oct 3 & 5	Public Finance and Economics Reading: SRB, chapter 13.
Oct 10 & 12	Organizational Theory and Behavior Reading: SRB, chapters 6 and 7.
Oct 17 & 19	Social Equity & Ethics in Government Reading: SRB, chapter 5.
Oct 24 & 26	Social Equity & Ethics in Government (cont.) Reading: SRB, chapter 12.
Oct 31 & Nov 2	Leadership and Human Resources Reading: SRB, chapter 10.
Nov 7 & 9	Leadership and Human Resources (cont.) Reading: SRB, chapter 11.
Nov 14 & 16	Performance and Strategic Management Reading: SRB, chapter 8.
Nov 21 & 22	Fall Break!
Nov 28 & 30	Performance and Strategic Management (cont.) Reading: SRB, chapter 9.
Dec 5	Exam 2 Review
Dec 7	Exam 2

Grading Policy

Exam 1	20%
Exam 2	20%
Group Debate	20% (15% for your printed bullet points, 5% for participation)
Class Attendance & Participation	20%
Reading Summaries	20%

A = 94-100	C+ = 77-79
A- = 90-93	C = 73-76
B+ = 87-89	C- = 70-72
B = 83-86	D = 65-69
B- = 80-82	F = <65

Exams: The exams will consist of matching, fill-in-the-blank, and two short-answer questions. Students may use one 5" X 8" note card, *but not textbooks or other notes*, during the exam.

Group Debate: Each student is to prepare 10 bulleted talking points (5 pro and 5 con) for which branch of government is supreme under the U.S. Constitution. We will divide ourselves into two teams and spend the class period debating this issue. Plan to submit your talking points for my review as part of this requirement (this means they should be typed with appropriate grammar and citations). Specific instructions for the structure of the debate will be discussed in class on August 24, 2016.

Class Attendance and Participation: Students are expected to attend all classes and to actively participate in class discussions and activities. Students who do not attend classes and do not participate in class discussions may not receive an "A" for their final course grade.

Reading Summaries: During this course, we will cover roughly 14 chapters from the text, the Federalist Papers, and one outside article by Woodrow Wilson. The first reading summary you will do is on the Federalist Papers #10 and 51. You will need to choose 4 of the remaining 15 readings to summarize in your own words and submit them in eLearning by the beginning of class on the Monday of the week they are covered in class. The summaries should be 250 words (\pm 10 percent) in length and comply with the expectations and requirements stated in the following section. *Students may turn in only one reading summary per week.*

Writing Assignment Expectations and Requirements

All assignments will be graded based on the student's ability to effectively communicate his or her understanding of a subject. Students must clearly demonstrate that they understand the assigned material and apply their own critical thinking to the course subject matter in order to place the theories and issues in public administration in context. There will be no extra credit assignments.

All papers should be written in 12 point font, Times New Roman, and double-spaced. Margins should be 1 inch on all sides and the paper should include page numbers on the bottom center of each page. Please include your name, date, and title of the assignment in the header of your paper. Proper citation of all sources is required. The Public Affairs program requires that all written work follow the Turabian format, which can be found in the 8th edition of Kate Turabian's book, *A Manual for Writers of Research Papers, Theses, and Dissertations*. Please use the Reference list style, which is found in chapters 18 and 19.

GENERAL POLICIES

For UT Dallas policy related to the following go to: <http://go.utdallas.edu/syllabus-policies>

Field Trip Policies / Student Conduct & Discipline / Academic Integrity / Email Use / Withdrawal from Class / Student grievance Procedures / Incomplete Grade Policy / Disability Services / Religious Holy Days

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