

Public Administration & Public Management-3720
Youngstown State University
Department of Political Science

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Office Hours: T/TH 12:30-2:00 PM
W 2:00-4:00 PM

Class Time: T/TH 11:00-12:15PM
Fall Semester 2009
3 credits
Course Code 40382

Course Description

This course is designed to give students an introduction to the concept of public administration and public management. This course will enable students to view governance issues through the eyes of a public administrator. Specifically this course will encourage students to examine crucial issues in the field of Public Administration in order to develop useful public management skills.

Required Text

Stivers, C. (2008) Governance in Dark Times. Georgetown University Press: Washington, D.C.

Academic integrity:

“Academic honesty is essential to the educational process and serves to protect the integrity of the University community. Therefore, all members of the University community have a responsibility of maintaining high standards of honesty and ethical practice. Cheating, plagiarism, and other forms of academic dishonesty constitute a serious violation of University conduct regulations.

Students who engage in dishonesty in any form on examinations, papers, and course assignments, or who illegally possess examinations shall be charged with academic dishonesty. Furthermore, students shall not submit the work of someone else as their own or utilize ideas taken from other sources without properly citing the source. In addition, work completed in one course that is submitted in another course may constitute academic dishonesty. Students should consult with the faculty member if they are not sure what may constitute academic dishonesty.”

Source: Article IX, Section A, of The Code of Student Rights, Responsibilities, and Conduct.

Disability services for students:

Americans with Disabilities Act: “Anyone requiring special adaptations or accommodations should inform the instructor as soon as possible. In accordance with University procedures, if you have a documented disability and require accommodations to obtain equal access in this course, please contact the Office of Disability Services (phone: 330-941-1372) in the Center for Student Progress at the beginning of the

semester or when given an assignment for which an accommodation is required. Students with disabilities must verify their eligibility through the Office of Disability Services.”

Course Requirements:

1. Class participation is important. Although attendance is not required, students who are absent will miss any assignments given in class that day. These assignments cannot be made up. You are either in class to participate or you are not.
2. Students are responsible for all information covered in lectures, the text and any outside reading assignments.
3. Students are responsible for taking all exams and quizzes and turning in all assignments as scheduled. Students must notify the professor BEFORE athletic contests or other school-sponsored events in order to reschedule missed exams or quizzes.

Classroom Rules

1. Come to class! Class participation is very important you must be in class to participate.
2. Please turn off cell phones and all other electronic devices (I-pods, blackberries, etc.) It is very important that I have your full attention for class. I will not tolerate disturbing the class.
3. No sleeping in class if you are too tired to come to class and participate then don't come. If you are sleeping in class you will be asked to leave and will not receive points for that day.
4. Do not be afraid to contact me. I am here to help. If there is something you do not understand or would like to discuss more you can come to my office hours, email me, talk with me before/after class, or call me. I always have time for my students!

Evaluation/Grading scale:

Homework/Assignments	100 points
Quizzes	50 points
Panel Papers/Presentations	100 points
Final Exam	<u>200 points</u>
TOTAL	450 points

A= 450-405
B= 404-360
C=359-315
D=314-270
F=313-0

CLASS EVALUATION

Homework and Activities-I will assign class assignments and homework throughout the semester. You will be required to turn these in to me in order to be awarded the points. The point value on the assignments will vary but will total 100 points by the end of the semester. If you are absent and miss an assignment it CANNOT be made up. You will simply lose points for that day.

Quizzes- There will be two in class quizzes given. The quizzes will cover the topics discussed in class, lecture notes, supplemental materials, along with textbook material. The quizzes are worth 25 points each.

Panel Presentations-Each student will participate in a panel discussion pertaining the book *Governance in Dark Time*. The book is broken down into three sections, public service, governance, and ethical practice. Student will be assigned to one of the sections and required to write a 5 page paper on that topic. After the presentations the papers will be collected and graded. Please be aware that the purpose of these panels is to present you with real world experience and a way to relate what we have read to every day.

Final Exam-You will be required to complete a take home exam. You will have one week to complete the assignment. It is worth 200 points, I will deduct points for any late exams handed in.

COURSE OUTLINE

Fall 2009

8/25 & 8/27 <u>Intro to Public Administration</u> <i>Key Concepts:</i> public administration and the administrative state, policy execution, policy formation, politics administration dichotomy	
9/1 & 9/3 <u>Personnel Management & Organizational Theory</u> <i>Key Concepts:</i> structural approach to public administration, bureaucratic theory, systems theory, and other approaches used by public managers to motivate workers.	
9/8 & 9/10 <u>Effective Leadership</u> <i>Key Concepts:</i> five types of leadership traits, the notion of accountability, leadership in government.	
9/15 & 9/17 <u>Implementation</u> <i>Key Concepts:</i> execution of the law, government implementation, problems with implementation	
9/22 & 9/24 <u>Social Equity</u> <i>Key Concepts:</i> social equity in the US, affirmative action, the purpose of EEOC	
9/29 Cultural Competence <i>Key Concepts:</i> different cultures, what is the notion of assimilation, what are the implications of cultural competence?	10/1 Cultural Competence & Quiz 1

10/6 & 10/8 <i>Governance in Dark Times</i> Chps. 1-3 <i>Key Concepts:</i> The importance of public service	
10/13 Panel Presentations: Panel 1 Public Service	10/15 Panel Presentations: Panel 2 Public Service Public service papers due*
10/20 & 10/22 <i>Governance in Dark Times</i> Chps. 4-6 <i>Key Concepts:</i> What is governance?	
10/27 Panel Presentations: Panel 1 Governance	10/29 Panel Presentations: Panel 2 Governance Governance papers due*
11/3 & 11/4 <i>Governance in Dark Times</i> Chps. 7-8 <i>Key Concepts:</i> Examining ethical Practice (ASPA's code of ethics)	
11/10 Panel Presentations: Panel 1 Ethical Practice	11/12 Panel Presentations: Panel 2 Ethical Practice Ethical Practic papers due*
11/17 Administrative Reform <i>Key Concepts:</i> notions of power, reengineering, TQM	11/19 Administrative Reform & Quiz 2
11/24 Decision Making <i>Key Concepts:</i> rational approach, bargaining approach, participative approach	11/26 NO CLASS THANKSGIVING
12/1 Pass out Take Home Exam <i>Class Discussion</i>	12/3 Conclusion

**TAKE HOME FINAL EXAM DUE DECEMBER 8th, 2009 by 5PM
IN 444 DEBARTOLO HALL**