PAD 3003-1 Public Administration in Society
Spring 2012
8:00-9:15 Tuesday and Thursday
Bellamy 0023

CONTACT INFORMATION

Instructor: Jisun Youm, Doctoral Candidate
Office: Bellamy 654
Office Hours: Tuesdays and Thursdays 11:00am-12:00pm, or by appointment
Office FAX: (850) 644-7617
E-Mail: jy09@my.fsu.edu

I. COURSE MATERIALS

Other required readings and assignments will be posted on the class Blackboard site, (http://campus.fsu.edu).

II. COURSE DESCRIPTION AND OBJECTIVES

*Public Administration in Society* is designed to introduce students to the field of public administration primarily through an American lens although some attention will be given to comparative public administration issues. Students will learn how public administration affects the lives of citizens through a combination of class lectures, in-class activities, quizzes, exams, and presentations. Whether your terminating field is in the public, private, or non-profit sector, having a general knowledge of the purpose and function of government is an important foundation for actively participating in society.

Course Learning Objectives

- Provide a foundation for understanding the basic concepts of public administration
- Provide an understanding of the functions and structure of government in the United States
- Provide an understanding of the history and development of public administration in the United States
- Provide an understanding of the role of public administration within the structure and function of government in the United States
III. CLASSROOM RULES

Respect for both the instructor and classmates are mandatory. Unrelated conversation, passing notes, heckling, text messaging and similar behaviors are not befitting of adult students and will not be tolerated. **Students are expected to turn cell phones off for the entire class. If students are distracted by cell phones, other students or other media, those causing the distraction will be asked to leave the classroom for the remainder of that class period.** If a student must arrive late or leave early, or in case of emergency, they should do so as unobtrusively as possible. Violating these rules may affect your class participation grade.

IV. GRADING/EVALUATION

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
<th>Grade Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Paper</td>
<td>20%</td>
<td>93-100%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20%</td>
<td>90-92%</td>
</tr>
<tr>
<td>Exams</td>
<td>60%</td>
<td>87-89%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>83-86%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>80-82%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>77-79%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>73-76%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>70-72%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>67-69%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>63-66%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0-62%</td>
</tr>
</tbody>
</table>

Total 100%

V. ASSIGNMENTS/RESPONSIBILITY

**Class Attendance and Participation**

Students are expected to attend all classes and actively participate in class discussion. It is the student’s responsibility to **complete the assigned readings prior to the respective classes.** Effective participation requires student’s preparation for the class and active involvement in the class. Attendance and punctuality are expected and are strictly measured through the class roster sign-in sheet. **Unexcused absences and late arrival to class will be taken into account in the determination of your final grade.** Each unexcused absence will result in a reduction of your final grade by 1%. Three late arrivals will result in the same penalty as one unexcused absence. If an absence is unavoidable, **it is the student’s responsibility to notify the instructor prior to the class.**

**Excused absences** include documented illnesses, deaths in the immediate family and other documented crises, call to active military or jury duty, religious holy days, and official University activities. Accommodations for these excused absences will be made in a way that
does not penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

**Weekly-Class Paper (20%)**
Before the first class of each week, every student must prepare a 400 minimum word summary of the reading materials for that week. It should contain:

a. summary of the current materials
b. the linkages between current materials and those of a previous week or other courses
c. at least one discussion question that would interest from reading materials.

This assignment should be dropped into Assignment box in Bb by 10:00 am Monday with the summary as an attachment.

Only **10 weekly class papers** will count as your final grade. (Each paper is worth two points)

**Quizzes (20%)**

10 quizzes will be given in class. Each quiz will consist of true/false and multiple-choice questions. During a quiz, textbook and personal note use during quiz time is strictly forbidden. The best 5 quizzes will count towards your final grade for quizzes. Make-up quizzes **will not** be given.

**Exams (60%)**

**Two exams** will be given for this class. Each will consist of **true/false, multiple-choice, and short answer questions.** The use of books and/or notes is prohibited during these exams. If a student is unable to take an exam on its scheduled day and time, the student must make prior arrangements to take a make-up. In order to make up exam(s), s/he must have a university accepted excuse (check the FSU student handbook for a description of acceptable excuses). If the excuse is approved by the instructor, the student will be allowed to take an alternate exam. Students with unexcused absences for an exam will receive a zero for their score; no exceptions.

**VI. ACADEMIC CONDUCT**

The FSU Honor Code

Students are expected to uphold the Academic Honor Code published in the Florida State University Bulletin and the Student Handbook. The Academic Honor Code of The Florida State University requires students to (1) uphold the highest standards of academic integrity in their own work, (2) refuse to tolerate violations of academic integrity in the university community, and (3) foster a high sense of integrity and social responsibility. Violations of the Academic
Honor Code are available at http://dof.fsu.edu/honorpolicy.htm and are listed in general from the Academic Honor Code Policy as:

1. **PLAGIARISM.** Intentionally presenting the work of another as one’s own (i.e., without proper acknowledgement of the source)
2. **CHEATING.** Improper application of any information or material that is used in evaluating academic work
3. **UNAUTHORIZED GROUP WORK.** Unauthorized collaborating with others
4. **FABRICATION, FALSIFICATION, AND MISPERRESENTATION.** Intentional and unauthorized altering or inventing of any information or citation that is used in assessing academic work
5. **MULTIPLE SUBMISSIONS.** Submitting the same academic work (including oral presentation) for credit more than once without instructor permission. It is each instructor’s responsibility to make expectations regarding incorporation of existing academic work into new assignments clear to the student in writing by the time assignments are given.
6. **ABUSE OF ACADEMIC MATERIALS.** Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material.
7. **COMPLICITY IN ACADEMIC DISHONESTY.** Intentionally helping another to commit an act of academic dishonesty.
8. **ATTEMPTING** to commit any offense as outlined above.

The student is responsibility for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly or creative indebtedness, and the consequences of violating this responsibility. Students should pay special attention to #2, above. Any instance of intellectual dishonesty will result in a grade of F for the course and may result in suspension or expulsion. If you do not understand the rules for intellectual dishonesty, please ask since you are responsible for adhering to this policy.

**VII. AMERICANS WITH DISABILITIES ACT**

Students with disabilities needing academic accommodation should: (1) register with and provide documentation to the Student Disability Resource Center; and (2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class. This syllabus and other class materials are available in alternative format upon request. For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center (850) 644-9566 (voice)
97 Woodward Avenue, South (850) 644-8504 (TDD)
108 Student Service Building sdrc@admin.fsu.edu
VIII. SYLLABUS CHANGE POLICY
This syllabus is a guide for the course and is subject to change with advance notice.

IX. COURSE OUTLINE AND READINGS

Week 1 (1/05): Introduction
Readings: PAD 3003-01 Syllabus.
Review of course requirements, class policies, and procedures.

Week 2 (1/10&1/12): Defining Public Administration
*1/12: No Class
Reading: Holzer & Schwester, Chapter 1

Week 3 (1/17&1/19): Organization Behavior & Public Administration
Reading: Holzer & Schwester, Chapter 2

Week 4 (1/24&1/26): Personnel Management
Reading: Holzer & Schwester, Chapter 3

Week 5 (1/31&2/2): Decision Making
Reading: Holzer & Schwester, Chapter 4

Week 6 (2/7&2/9): Politics and Public Administration
Reading: Holzer & Schwester, Chapter 5
* Woodrow Wilson “Study of Public Administration” In J.M. Shafritz & A.C. Hyde (Eds), Classics of Public Administration (Sixth ed.). Boston: Thomson Wadsworth (Bb)

Week 7 (2/14&2/16): Federalism
Reading: Holzer & Schwester, Chapter 6

Week 8 (2/21&2/23)
2/21 Review For middle term exam
2/23 Middle Term Exam

Week 9 (2/28&3/1): Performance Management
Reading: Holzer & Schwester, Chapter 7
Week 10 (3/6&3/8)
**Spring Break – No Class**

Reading: Holzer&Schwester, Chapter 8

Week 12 (3/20&3/22): Budgeting  
Reading: Holzer&Schwester, Chapter 9

Week 13 (3/27&3/29): Executive & Administrative Leadership  
Reading: Holzer&Schwester, Chapter 10

Week 14 (4/3&4/5): Public Ethics  
Reading: Holzer&Schwester, Chapter 11  
* Visit the website of Florida Commission on Ethics  
(http://www.ethics.state.fl.us/ethics/)

Week 15 (4/10&4/12): Technology & Public Administration  
Reading: Holzer&Schwester, Chapter 12  
* **No Class: 4/12**

Week 16 (4/17&4/19): Public Service & Culture and the Future of Public Administration  
Reading: Holzer&Schwester, Chapter 13&14  
* **4/19 Review for Final Exam**

Week 17 (4/24)  
**Final Exam**