PAD 4414
American Public Service
Spring 2012
Tuesday/Thursday 12:30-1:45 pm
Bellamy 208.

Instructor: Youngmin Oh, Ph.D. Candidate
E-mail: yo09@my.fsu.edu,
Office Hours: Tuesday/Thursday pm 11:30-12:30 or by Appointment
Office Location: Bellamy 660

Course Objectives and Description: This course is designed to provide you the fundamental concepts and process of human resource management in American public service. It provides overview of basic human resource and labor issues in the public administration. This course will cover the following aspects of American public service.

1. Historical and contemporary understandings of American civil service system
2. Work/Selection/Recruitment process in American public service
3. Issues of Development/Compensation/Evaluation in American public service
4. Comparative understandings of American public service
5. The future of American public service

Required Texts

Handouts provided by the instructor or Reading Materials in the Blackboard (http://campus.fsu.edu)

Recommended Books


Course Requirements
Participation, Attitude and Attendance 15%
Conceptual Map 10%
Discussion Questions/Moderator 10%
Mid-term Exam 20%
Team Projects (Case Analysis) 25%
Final Exam 20%

Participation, Attitude and Attendance (15%)
I expect each student to attend class and actively participate in class discussion. It is the student’s responsibility to complete the assigned readings prior to the respective classes
and not to disturb the class. Effective participation requires student’s preparation for the
class, active involvement and positive attitude in the class. Students’ positive and negative
attitudes are considered to create mutually-beneficial learning environment in the class.

Disruptive student’s behaviors, the private conversation and private use of electronic
devices are not allowed. Student’s 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. If an absence is
unavoidable, it is the student’s responsibility to notify the instructor prior to the class. In
most cases, you need to e-mail me in advance. 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, or other excuses allowed by
University policy. 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.

Conceptual Map (10%)
You will prepare concept maps of the readings to be shared with the class four times. The
purpose of this assignment is to improve your ability to conceptualize and summarize your
ideas in the creative ways. There is no predetermined frame to create your conceptual map.
After reading assigned readings, you can draw ideas and summaries from the readings. If you
don’t know what a conceptual map is, see this link http://en.wikipedia.org/wiki/Concept_map
or http://freemind.sourceforge.net/wiki/index.php/Main Page. Also, you can see the examples
of the conceptual map in the blackboard. A conceptual map must be emailed or put in
instructor’s mailbox by Monday. A best conceptual map will be selected every week, and
one extra credit point will be given.

Discussion Questions/Moderator (10%)
You will be responsible for the discussion of one week. You need to prepare at least three
discussion questions and a discussion activity plan. This activity will offer you a
leadership experience to lead a simple task. Discussion questions and plan must be emailed
by Wednesday. In the discussion, you can organize discussion teams and distribute handouts
to facilitate the discussion.

Mid-term Exam (20%)
A mid-term exam will be taken at the mid-point of semester to check your understandings of
the course. Multiple choice questions will be asked in the test.

Team Projects: Case Analysis (25%)
A team project offers you a chance to experience team activities and to build teamwork. A
case analysis is the effective way to diagnose problems of current public services and to
discover the solutions. You need to organize a team with 3 or 4 members. The team will
analyze a case aligned with topics of this course. Each team should provide an outline of the
case analysis and obtain the instructor’s approval. A case study should include theoretical
and practical backgrounds, problems and solutions in human resources and labor
practices of public or non-private organizations. Interviews to practitioners are
couraged to analyze your case. The team project will be presented at the end of the course.
Each team must submit a final case analysis paper (APA style) and a team activity
report.
Final Exam (20%)  
A final exam will be taken to provide you with comprehensive understandings of the course through a take-home exam. At the end of the course, several essay questions will be distributed. You must submit the answer sheets by the last day of semester.

Career Counseling (Bonus Points): Career counseling offers you good information about how you can get access to job market and what you should prepare for your future job. I encourage you to receive instructor’s career counseling. You can visit the instructor’s office during the office hour. You need to submit your resume in advance to receive a detailed counseling. This is an optional assignment and two extra points will be given to those who will have the career counseling.

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<tr>
<th>Letter Grade Percentage Grade</th>
<th>A 93-100%</th>
<th>B- 80-82.99%</th>
<th>D+ 67-69.99%</th>
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<tr>
<td>A- 90-92.99%</td>
<td>C+ 77-79.99%</td>
<td>D 63-66.99%</td>
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<tr>
<td>B+ 87-89.99%</td>
<td>C 73-76.99%</td>
<td>D- 60-62.99%</td>
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<td>B 83-86.99%</td>
<td>C- 70-72.99%</td>
<td>F 59.99% or below</td>
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Academic Honor Code: The Florida State University Academic Honor Policy outlines the University’s expectations for the integrity of students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading and living up to the Academic Honor Policy. Students must abide by the highest standards of academic integrity. Any form of academic dishonesty will result in a grade of “zero” (0) for that particular assignment. The instructor reserves the right to use all means at his/her disposal to screen for plagiarism, including electronic citation checking (SafeAssign included). For more information, see [http://dof.fsu.edu/honorpolicy.htm](http://dof.fsu.edu/honorpolicy.htm).

Student Conduct Code: Everyone in this class is expected to adhere to principles embodied in the FSU Student Conduct Code, available at: [http://www.fsu.edu/Books/Student-Handbook/2003codes/conduct.html](http://www.fsu.edu/Books/Student-Handbook/2003codes/conduct.html). This code essentially requires everyone to maintain the highest professional standards of conduct in this class, whether in face-to-face meetings or online communications. Violation of the conduct carries a range of penalties that can vary from a reduced grade to expulsion.

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; 97 Woodward Avenue, South; Florida State University; Tallahassee, FL 32306-4167; (850) 644-9566 (voice); (850) 644-8504 (TDD); sdr@admin.fsu.edu; [http://www.fsu.edu/~staffair/dean/StudentDisability](http://www.fsu.edu/~staffair/dean/StudentDisability)

Late and Makeup Work: No exams will be allowed without a student having received a prior permission from the instructor, and/or without a written university approved excuse. Missed exams for which the student has an official or approved excuse must be made-up within three (3) days of the original exam date. No make-up exam will be permitted once
grades have been posted. It is the student’s responsibility to make arrangements with the
instructor to complete any outstanding course requirements within the prescribed time frames.
Late submission will be penalized (one-point per day)

Syllabus change policy: This syllabus is a guide for the course and is subject to change with
advance notice.

Course Schedule
PAD 4414-American Public Service
Spring 2012

Week 1 (January 5th): Introduction to American Public Service
Overview of Syllabus, Class Structure and Expectation
Berman et al. Introduction
Berman et al. Chapter 1: The Public Service Heritage (p. 2~12)

Week 2 (January 10th and January 12th): Work, Job and Motivation
Berman et al. Chapter 5: Judicious Plan or Jigsaw Puzzle
Berman et al. Chapter 6: Motivation: Possible, Probable, or Impossible

Week 3 (January 17th and January 19th): Origin and Evolution of American Public Service
Berman et al. Chapter 1: The Public Service Heritage (p. 13~21)
Ingraham Introduction, Chapter 2, 3 and 5 – The Origin, Evolution and Reforms of
the Merit System
Optional: William Mosher and Donald Kingsley (1936) Public Personnel
Administration, Chapter 2-The Development of the American Bureaucracy

Week 4 (January 24th and January 26th): Contemporary Civil Service Reform
Berman et al. Chapter 1 - The Public Service Heritage (P 21~30)
Gore (1993) National Performance Review
Resource Management Lessons to Be Learned? Review of Public Personnel
Administration
State and Local Government Cases

Week 5 (January 31st and February 2nd): Recruitment and Selection-Process
Berman et al. Chapter 3: From Passive Posting to Headhunting
Berman et al. Chapter 4: From Civil Service Commission to Decentralized Decision

Week 6 (February 7th and February 9th): Recruitment and Selection-Legal Issues
Berman et al. Chapter 2 - Legal Right and Responsibility
appellate courts and other Factors: That contribute to a hostile work environment,
Review of Public Personnel Administration
• Guest Lecture 1: Job and Works in the Government
  (Lecturer: Manager of Economic Strategic Planning, Executive Office of Governor)
Week 7 (February 14th and February 16th): Development and Training
Berman et al. Chapter 9 – Creating Learning Organization
Optional: Bilmes & Gould Chapter 7- Training
• Team Project Outline Due

Week 8 (February 21st and February 23rd): Reviews and Mid-Term Exam

Week 9 (February 28th and March 1st): Pay and Compensation
Berman et al. Chapter 7- Vital, Visible and Vicious

Week 10: Spring Break

Week 11 (March 13rd and March 15th): Family-Friendly Policy
Berman et al. Chapter 8- Fashionable, Flexible, and Fickle

Week 12 (March 20th and March 22nd): Performance Appraisal
Berman et al. Chapter 9-A Process in Search of a Technique

Week 13 (March 27th and March 29th): Union and the Government
Berman et al. Chapter 10- Protectors, Partners, and Punishers

Week 14 (April 3rd and April 5th): Works in Public/Private/Non-profit
• Guest Lecture 2: Job and Works in Non-profit Organization (Lecturer: Director of Research and Public Policy, Florida Chamber Foundation)

Week 15 (April 10th and April 12nd): Future of Public Service
Berman et al. Conclusion- The Future as Opportunity, Not Destiny
Bilmes & Gould Chapter 10 and Chapter 11-Funding the transition program and Conclusion Observations on Public Service Reform
Team Assignment Due

Week 16 (April 17th and April 19th): Team Presentation (Case Analysis)
• Team Project Outline Due (April 21st)

Week 17 (April 26th): Final Take-Home Exam Due

May 3rd: Grade Online