PAD 3003-03 Public Administration in Society  
Spring 2012  
2:00 – 3:15 Monday and Wednesday  
HCB 208

CONTACT INFORMATION:
Instructor: Frances Berry, Frank Sherwood Professor of Public Administration  
Office: Bellamy 649 
Office Hours: Monday at 3:30-5:00 pm, Wednesday 3:30-5:00 pm, or by appointment  
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I. COURSE MATERIALS:

Other required readings and assignments will be posted on the class Blackboard site, [http://campus.fsu.edu](http://campus.fsu.edu). Readings will be posted under Assignments under the date of the class.

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. Public administration includes the tools to run government and nonprofit organizations, through budgeting, strategic planning, policy analysis and development, rule-making, citizen-engagement, leadership, and managing other government-mandated services and regulations. This class should provide you with knowledge of how government functions, how public policy gets made and enacted, how managers run complex programs, and how government agencies get information and services to citizens and other people who use government services.

The core learning objectives for students taking this class include the ability to:

1. Differentiate between the public, private and nonprofit sectors and their roles in society;
2. Define and apply to written scenarios basic management functions, such as budgeting, human resource management, strategic planning and performance management, networking across programs, working with legislative leaders and other program stakeholders, and facilitating public forums and interaction with citizens;
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 MISREPRESENTATION. Intentional and unauthorized altering or inventing of any information or citation that is used in assessing academic work.
5. MULTIPLE SUBMISSION. Submitting the same academic work (including oral presentations) 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 responsible 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 severe grade penalty, and may result in suspension or expulsion. If you do not understand the rules for intellectual dishonesty, please ask. 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
97 Woodward Avenue, South
188 Student Services Building
Florida State University
Tallahassee, FL 32306-4167
(850) 644-9566 (voice)
(850) 644-4504 (TDD)
sdoc@admin.fsu.edu
http://www.disabilitycenter.fsu.edu/

VIII. SYLLABUS CHANGE POLICY

This syllabus is a guide for the course and is subject to change with advance notice. Additional readings and class discussion material as well as the final exam date will be set during the semester. The instructor reserves the right to give quizzes if poor attendance or poor grades on the first exam warrant such a change in the class schedule, and to alter the percentage of the class grade that goes to exams, quizzes and other class assignments if
quizzes are added. Advance notice will be given to the class if I add quizzes to the class assignments, and a new syllabus will be issued.

IX. COURSE OUTLINE AND READINGS

Week 1 (01/04): Introduction
Readings: PAD 3003-03 Syllabus; Bring copy of class syllabus with you to class.
Review of course requirements, class policies, and procedures.

Week 2 (01/9 and 11): Government, Purpose and Accountability
Readings: Holzer and Schwester, Chapter 1

January 16: No Class, Martin Luther King Holiday

Week 3 (01/18): Organizational Theory and Management
Readings: Holzer and Schwester, Chapter 2

Week 4 (01/23 & 01/25): Federalism and Intergovernmental Relations
Readings: Holzer and Schwester, Chapter 6
1. Case: “Did Al Gore Really Invent the Internet?” In Cases in Public Policy and Administration, by Jay Shafritz and C. P. Borick, 2011. (BB)

Week 5 (01/30 & 02/02): Politics and Public Administration
Readings: Holzer and Schwester, Chapter 5

*****First Exam on February 1st**********

Week 6 (02/06 & 02/08): Managing Human Resources
Readings: Holzer and Schwester, Chapter 3

Week 7 (02/13 & 02/15): Ethics, and Decision Making
Readings: Holzer and Schwester, Chapters 4 and 11
Week 8 (02/20 & 02/22): Public Sector Leadership  
Readings: Holzer and Schwester, Chapter 10

Week 9 (02/27 & 03/04): Public Sector Leadership and Strategic Management  
Readings: Holzer and Schwester, Chapter 10

*****Second Exam on February 29*****

Week 10 (03/05 & 03/07): No Classes – Spring Break

Week 11 (03/12 & 03/14): Public Performance  
Readings: Holzer and Schwester, Chapter 7

Week 12 (03/19 & 03/21): Program Evaluation  
Readings: Holzer and Schwester, Chapter 8

***Briefing Memo due on March 21st***

Week 13 (03/26 & 03/28): Public Budgeting  
Readings: Holzer and Schwester, Chapter 9

*****Third Exam on March 28th*****

Week 14 (04/02 & 04/04): Technology and Public Administration  
Readings: Holzer and Schwester, Chapter 12

Week 15 (04/09 & 04/11): Policy Making and Implementation; Public Service and Popular Culture; The Future of PA  
Readings: Holzer and Schwester, Chapter 13

1. Case Study: “Take Me Out to the Ball Game and You Buy the Ticket”. In Cases in Public Policy and Administration, by Jay Shafritz and C. P. Borick, 2011. (BB)

Week 16 (04/16 & 04/18): The Future of PA  
Readings: Holzer and Schwester, Chapter 14

*****Fourth and last Exam on April 18th*****