CONTACT INFORMATION:
Instructor:    Seejeen Park, Doctoral Student
Office:       Bellamy 665
Office Hours: Monday, Wednesday 2:30-3:30 pm, or by appointment
Office FAX:   (850) 644-7617
E-mail:       sp10n@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 participation, assignments, and exams. Whether your field of interest is in the public, private, or non-profit sector, having a general knowledge of public administration is a fundamental foundation for actively participating in society.

The core objectives of the class include:

1. Provide a general overview of the basic concepts of public administration
2. Provide an understanding about the role of government
3. Learning about the different types of management functions of the government
4. Becoming familiar with how managers and elected officials representing multiple democratic governments within a federal system work together efficiently, effectively and transparently to help create the society our citizens want.
III. CLASSROOM BEHAVIOR:

I will treat you respectfully, and I ask you treat both me and your fellow class mates with respect and cordiality. Please give your full attention to the class discussion and material. Please turn off your cell phones, and arrive on time. If a student must arrive late or leave early due to an emergency, please do so as unobtrusively as possible.

IV. GRADING/EVALUATION:

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<td>Management Memo</td>
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(Note: Final grade scores with an average ≥ .5 are rounded upwards to the next point.)

V. ASSIGNMENTS/RESPONSIBILITIES:

Class Attendance and Participation

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**. 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.** If an absence is unavoidable, **it is the student’s responsibility to notify the instructor prior to the class.** In most cases, you can e-mail me.

**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.

**Each unexcused absence will result in deduction of your final grade percentage by 0.5%.**
Participation (20%)  

Your attendance and other evidence of class participation will count in determining this part of your class grade.

Exams (Total: 50%: 25% for each exam)  

Two exams will be given for this class. Each will consist of true/false and multiple-choice 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.

Management Memorandum (30%: 15% each)  

You must prepare two management memos over the course of the semester. Each management memo will be written about a given case. You should write the management memos as you have been asked by your supervisor to give suggestions about the situation. Be concise, specific, and detailed. Be sure to explain the relevance of the points you make in the memo. Use the concepts and theories from the textbook and the lectures. Do not simply present a list of bullet points that reiterate the readings or the remarks of the lecturer. Make sure your management memo will be useful for your superior.

These 1 page management memos should be single spaced, with 12-point font and 1-inch margins. Your management memos will be graded on: 1) demonstrated understanding of the materials, 2) relevance, importance, and quality of the main points, 3) likely usefulness of the memo for a manager, 4) structure and coherence, and 5), writing quality.

For your reference, a sample memo will be posted on black board.

You are expected to submit BOTH a hard copy and an electronic copy to assignment folder on the Blackboard. Late papers without prior approval will be penalized. The penalty is a 10% point reduction per assignment per day late. After 3 days, late assignments will not be accepted.
VI. ACADEMIC CONDUCT

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](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 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
(850) 644-9566 (voice)
(850) 644-8504 (TDD)
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. ACKNOWLEDGEMENTS

I would like to thank Professor Frances Berry, who has taught this class in prior semesters, for generously sharing her lecture slides and related materials with me.

IX. COURSE OUTLINE AND READINGS

Week 1 (01/09) Introduction to Public Administration
Readings: PAD 3003-04 Syllabus.
Review of course requirements, class policies, and procedures.
Overview the history of public administration.

Week 2 (01/16) No Class
Martin Luther King, Jr. Day

Week 3 (01/23): What is Public Administration?
Readings: Holzer. Ch.1. For case studies, read claim 2,5,7

George Frederickson(1971) “Toward a New Public Administration” -Black Board (BB)

Week 4 (01/30): Organization Theory and Management
Readings: Holzer. Ch.2

Week 5 (02/06): Managing Human Resources
Readings: Holzer. Ch.3
Week 6 (02/13): Politics and Public Administration and Mid-course Review
Readings: Holzer. Ch5
Management Memo 1# Question distribution (BB)

Week 7 (02/20): Midterm Exam
#2 Pencil required

Week 8 (02/27): Intergovernmental Relations & Policies and Policy Types
Readings: Holzer. Ch.6

Week 9 (03/05): Spring Break. No Class

Week 10 (03/12): Public Performance
Readings: Holzer. Ch.7
***Management Memo #1 Due. Both hard copy and Blackboard due by 5 PM

Week 11 (03/19): Program Evaluation
Readings: Holzer. Ch.8

Week 12 (03/26): Public Budgeting
Readings: Holzer. Ch.9

Week 13 (04/02): Public-Sector Leadership
Readings: Holzer. Ch. 10
Management Memo 2# Question distribution (BB)

Week 14 (04/09): Ethics and Public Administration
Readings: Holzer. Ch.11

Week 15 (04/16): The Future of Public Administration and Course Review
***Memo #2 Due. Both hard copy and Blackboard due by 5 PM
Readings: Holzer. Ch.14

Week 16 (04/23): Final Exam
#2 Pencil required