COURSE SYLLABUS
PAD 3003 Section 0 – Public Administration in Society

Spring 2012
Tuesday & Thursday 12:30 – 1:45 pm
KRB 0105

Contact Information:
Instructor: Lachezar (Lucky) Anguelov, Doctoral Student
Office: Bellamy 665
Office Hours: Tuesday & Thursday 2:00-5:00pm, or by appointment
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Course Materials:

Other required readings and assignments will be posted on the class Blackboard site (http://campus.fsu.edu). Articles and multimedia will be posted under the Course Library tab which contains folders for every week.

Course Description:
This course is designed to introduce students to the study, theory, and practice of public administration. In this class you will learn about the foundations of public administration, as well as historical and contemporary questions and challenges faced by public administrators in the United States. The assigned text covers traditional and essential elements of public administration such as organizational theory, human resource management, leadership, program evaluation, budgeting, and the politics of public administration. Students will be challenged to evaluate the actions and decisions of public administrators and elected officials based on the theoretical models and best practices provided in the specific chapters. Additionally the interactive simulations and case studies will offer a place to apply theory to practice in a decision making role and evaluate consequences.

Course Objectives:
Upon completing this course students will have a sound understanding of what public administration is and how it differs from other fields of study, in addition to learning how the practice has evolved from its’ historical roots to contemporary manifestation.

Course Requirements:
Attendance and Participation: Attendance and punctuality are expected for all class sessions and have a significant impact on your final grade. Attendance will be taken each class and if an
absence is essential, the student is responsible for notifying the instructor, as well as for ensuring the timely submission of any assignments that are due during his/her absence. There are 15 weeks in the Spring 2012 semester and students will receive a maximum of 10 points per week for satisfactory attendance. Therefore the attendance to every class period will be worth 5 points. (Maximum of 150 points)

**Quizzes:** Five (5) quizzes will be given throughout the semester. The lowest of the five quiz grades will be dropped for each student, meaning that only four (4) quiz grades will be used in computing the students’ final grades. Each of quizzes will be worth 50 points. Quizzes will include all material covered up to the date of the current quiz. **Makeup quizzes will be permitted for excused absences only!** (Maximum of 200 points)

**Midterm:** The midterm exam will cover ALL SUBJECT MATTER covered during the lectures and in your assigned readings up to the point of the midterm. Make-up exams will be permitted only in cases where a university accepted excuse is provided to the instructor. E-mail or phone call notices of illness without appropriate documentation of such illness will not constitute an acceptable excuse. (Maximum of 250 points)

**Short Essay:** Students will be required to complete a short essay between five (5) and seven (7) pages. The essays should be double-spaced in 12 point Times New Roman font with standard one inch margins. Your essay should include an introductory paragraph clearly articulating your argument, your actual argument with examples (3-4 paragraphs), and a concluding paragraph which summarizes the points made in the prior sections of the paper. Essay questions will be distributed in Week 11 (3/22/2012) and students will be required to submit their final answers two (2) weeks later in Week 13 (4/5/2012). (Maximum of 150 points)

**Late work:** The essays are due at the beginning of class on their prescribed due date. Late essays will be accepted for up to three calendar days after the original due date. A penalty of 5% will be applied for each day that the assignment is due within the three calendar day window. Any essay submitted after three calendar days will be subjected to an additional penalty of 10% for each additional day through five calendar days. No late essays will be accepted more than five calendar days after the essay was due. Accordingly, the reductions for late work will be assessed as follows:

- 1-3 days late: 5% reduction per day late
- 4-5 days late: 10% reduction per day late
- 5+ days late: 0 credit for the assignment

**Final Exam:** The final exam will cover ALL SUBJECT MATTER covered AFTER the midterm and up to the point of the final exam. Make-up exams will be permitted only in cases where a university accepted excuse is provided to the instructor. E-mail or phone call notices of illness without documentation of such illness will not constitute an acceptable excuse. (Maximum of 250 points)
Grading: The distribution of grades magnitude is as follows:

- Attendance and participation: 15%
- Quizzes:
  - Quiz 1: 5%
  - Quiz 2: 5%
  - Quiz 3: 5%
  - Quiz 4: 5%
  - Quiz 5: 5%
- Top four (4) quiz totals: 20%
- Short Essay 15%
- Midterm Exam 25%
- Final Exam 25%

The final grades will be calculated using the following scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Grade</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.99%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.99%</td>
</tr>
<tr>
<td>B</td>
<td>83-86.99%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.99%</td>
</tr>
<tr>
<td>C+</td>
<td>77-79.99%</td>
</tr>
<tr>
<td>C</td>
<td>73-76.99%</td>
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<tr>
<td>C-</td>
<td>70-72.99%</td>
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<tr>
<td>D+</td>
<td>67-69.99%</td>
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<tr>
<td>D</td>
<td>63-66.99%</td>
</tr>
<tr>
<td>D-</td>
<td>60-62.99%</td>
</tr>
<tr>
<td>F</td>
<td>59.99% or below</td>
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Course Policies:

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
**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); sdrc@admin.fsu.edu; [http://www.fsu.edu/~staffair/dean/StudentDisability](http://www.fsu.edu/~staffair/dean/StudentDisability)

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

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 without penalty to the student. Consideration will also be given to students whose dependent children experience serious illness.

**Syllabus change policy:** This syllabus is a guide for the course and is subject to change with advance notice.
Week 1  Syllabus and Introduction

➢ Thursday (1/5/2012) Introduction and overview (Submission of questionnaire is your attendance)

Week 2  Chapter 13 & Chapter 1

➢ Tuesday (1/10/2012) Pages 417-442
➢ Thursday (1/12/2012) Pages 2-33
  o Task: Go to www.nationstates.net And create your own nation – be prepared to discuss your nations in class on Tuesday (1/17/2012). (Exercise 1.2 – page 26)

Week 3  Wilson and Goodnow articles posted on Blackboard

➢ Thursday (1/19/2012) Article – Goodnow (1900) “Politics and Administration” – posted on Blackboard; Pages 38-47 (from the textbook)

Week 4  Frederickson article (Blackboard) & Chapter 2 [ QUIZ 1]

➢ Tuesday (1/24/2012) Article – Frederickson (1971) “Toward a New Public Administration” – posted on Blackboard; Pages 48-69 (from the textbook)
➢ Thursday (1/26/2012) Pages 69-81 – Quiz #1

Week 5  Chapter 3 [QUIZ 2]

➢ Tuesday (1/31/2012) Pages 84-116
➢ Thursday (2/2/2012) Pages 116-132 – Quiz #2

Week 6  Chapter 4 [QUIZ 3]

➢ Tuesday (2/7/2012) Pages 136-161
➢ Thursday (2/9/2012) Pages 161-171 – Quiz #3

Week 7  Chapter 5 [MIDTERM]

➢ Tuesday (2/14/2012) Pages 172-195
➢ Thursday (2/16/2012) MIDTERM

Week 8  Chapter 6

➢ Tuesday (2/21/2012) Pages 198-206
➢ Thursday (2/23/2012) Pages 206-214
Week 9          Chapter 7
  ➢ Tuesday (2/28/2012) Pages 218-232
  ➢ Thursday (3/1/2012) Pages 232-252

Week 10         Chapter 8 [QUIZ 4]
  ➢ Tuesday (3/13/2012) Pages 258-278
  ➢ Thursday (3/15/2012) Pages 278-284 – Quiz #4

Week 11         Chapter 9 [QUIZ 5] & Essay Questions handed out
  ➢ Tuesday (3/20/2012) Pages 288-305
  ➢ Thursday (3/22/2012) Pages 305-313 – Quiz #5 – Essay Questions handed out!

Week 12         Chapter 10
  ➢ Tuesday (3/27/2012) Pages 316-325
  ➢ Thursday (3/29/2012) Pages 325-345

Week 13         Chapter 11
  ➢ Tuesday (4/3/2012) Pages 348-363
  ➢ Thursday (4/5/2012) Pages 363-370 ESSAY DUE!!

Week 14         Chapter 12
  ➢ Tuesday (4/10/2012) Pages 378-393
  ➢ Thursday (4/12/2012) Pages 393-411

Week 15         Chapter 14
  ➢ Tuesday (4/17/2012) Pages 448-471
  ➢ Thursday (4/19/2012) FINAL EXAM OR FINAL EXAM PREPARATION – if exam is during exam week
What motivates YOU?

**Name:**

Complete the following sentences with the first words or phrases that come to mind:

1. I go to school because...
2. School to me means...
3. The best part about school is...
4. The worst part about school is...
5. School and education is...
6. Motivation to succeed in school comes from...
7. If I made one change to make school work more interesting, I would...
8. My motivation at school would improve if...
9. My motivation would decline if...
10. My ambition is to...