

# **PSC 310 – INTRODUCTION TO PUBLIC ADMINISTRATION**

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**INSTRUCTOR** Darlene Xiomara Rodriguez, Ph.D., MSW, M.P.A.  
**INFORMATION:** The University of North Carolina at Greensboro  
Department of Political Science  
223 Graham Building

**CONTACT** Office hours – By appointment and 12:15pm-2pm T/TH  
**INFORMATION:** Email: dxrodrig@uncg.edu

**COURSE** Graham Building; Room No. 207/209  
**MEETINGS:** Tuesday/Thursday 11:00am – 12:15pm

**TEACHING** My aim is to promote the building of a quality educational community  
**PHILOSOPHY:** in the classroom, within the University, and in the community-at-large  
through readings, discussions, service and experiential learning  
that cultivate character, promote coherence, foster collaboration, and  
encourage civic engagement.

I plan to partner with you to advance this objective of life-long learning in  
the following manner:

- Education that integrates the whole person in coherent learning environments;
- The cultivation of character through integrity and responsibility;
- Establish a community shaped by a common educational purpose which celebrate diversity and shared values of service, reconciliation, justice, and unity;
- Collaborate between school and society which unites students, educators, parents/families, communities, as well as business, civic, government, and religious organizations in a common educational mission through connections and partnerships; and
- Educate and nurture world citizens who engage society through leadership and service.

**COURSE** It is a paradox that the parts of government most affecting U.S. citizens  
**DESCRIPTION:** are those least understood. The study of American government in  
secondary school ordinarily focuses on the U.S. Constitution, elections,  
legislatures, federalism, and politics. Although these subjects are  
important, for the typical citizen the most ordinary and common contact  
with government takes another form. This contact is with the routine  
functions of government we call public administration.

This course is designed to allow students to develop an understanding of  
public administration as a field of academic study and an area of  
professional practice. As the title suggests, we will be reviewing several  
fundamental theories and practices regarding the development of  
American public administration and the current state of affairs. We will  
also examine how public administration plays a vital role in our daily lives  
and how we in turn can influence public administration and policy.

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## LEARNING OBJECTIVES:

Upon successful completion of this course, students can expect to have:

- A working knowledge of the historical development of the field;
- An understanding of the major theories that shaped public administration and currently influence the field;
- Knowledge of the political and organization context of public administration;
- Knowledge of administrative methods and practices;
- Increased awareness of public service values; and
- Understanding our collective role in developing a civil society.

## REQUIRED TEXTS:

*American Public Administration: Public Service for the 21<sup>st</sup> Century*

Robert A. Croft – Longman Publishers © 2008

Paperback copies are available at the UNCG Bookstore.

Should you choose to purchase it online, here are the ISBN(s):

ISBN-10: 0321096916 / ISBN-13: 9780321096913

Each student is required to submit *four* (8.5 x 11), unmarked blue books for use during the in-class exams. All blue books will be collected NO LATER than Tuesday of Week 4 (September 16<sup>th</sup>).

Additional readings, assignments, or library/internet research will be required of you throughout the semester reflecting the theme we are focused on. These readings/assignments will be given to you in class and/or uploaded to Blackboard prior to the next class meeting. It is the student's responsibility to ensure that s/he has access to Blackboard, that s/he knows how to interface with the system, and checks their official UNCG email periodically for course information.

## DISABILITY SERVICES:

To request and receive accommodations at UNCG you must be registered with the Office of Disability Services (ODS). Students eligible for accommodations must provide me with the corresponding forms by Week 3. If you have any specific questions or concerns call ODS at (336)334-5440 or visit their website: <http://ods.dept.uncg.edu/services/>.

## ATTENDANCE POLICY:

Your class attendance and tardiness WILL affect your final grade.

You are allowed up to two (2) absences, excused or otherwise.

Please know that two (2) tardies equals one (1) absence.

For *each* class you miss over two, you will *lose* one point off your final grade average. If you have two or fewer absences, you will earn two points on your final grade average.

You are responsible for obtaining class notes and information from your colleagues, the assignments missed, and be prepared for the following class meeting, including any assignments that are to be turned in on the day you return. Additionally, if you show up late and/or leave early without consulting me first, you may be counted partially or totally absent. In short, attending class, on time and prepared is a sign of respect to all.

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## CLASSROOM COURTESY:

It is important that we maintain the classroom environment clean and free from the consumption of food or beverages. Fortunately, our class is scheduled before lunch, so this should not be a problem.

Moreover, I fully expect that all students will be engaged in class during our gatherings. Please turn off or otherwise silence all cell phones. Should the instructor believe that you are detracting from the learning environment of your fellow students (*i.e.*, reading the newspaper, doing work for another class/activity, texting, using computers for something other than note-taking) you will be asked to step out of the class until you are able to reconcile your issues and will be considered partially absent.

Finally, just as you expect your instructors to be prompt and prepared, I expect the same of you (and you should expect the same of each other). Class begins at 11:00am and ends at 12:15pm. My aim is to start and end class on-time so that you can continue throughout your day as you have carefully scheduled. If you are chronically late, know that this will be taken under consideration when reviewing the attendance policy. If you have difficulty being prompt, for whatever reason (*i.e.*, HEAT Transit, GTA Bus, current class schedule, campus parking), for *your* peace of mind, it may be worthwhile to reschedule this class for a date and time when you can fully attend without compromise or conflict.

## ACADEMIC INTEGRITY:

ALL assignments that take place in and out of class must be your *own* work and *original* for this course. Should a student be found in violation of the policy, the professor will follow the procedures as outlined by the Dean of Students Office. To review the Academic Integrity Policy go to: <http://academicintegrity.uncg.edu/philosophy/>

Ignorance of the policy does not exempt a student from receiving a failing grade for the course and a permanent citation on your academic record/transcript, as well as possible suspension or expulsion from UNCG depending on the severity of the infraction.

## GRADING POLICY:

<u>Percentage</u>	<u>Assignment</u>	
5%	Quizzes	* Information about these assignments will be given later in the term.
10%	Experiential Exercises*	
10%	Homework	
15%	Service Learning*	
20%	Exam (1)	
20%	Exam (2)	
20%	Exam (3)	
=====		
100%	TOTAL	

ALL assignments, papers, and projects are due by midnight on a specific day. Late homework assignments, papers, and/or projects will be docked per day that they are late (*i.e.* if you earned a “B” and turned the assignment in late by two days you would receive a “C+”). Therefore, ALL assignments will be submitted BOTH via Blackboard and in person.

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**GRADING  
RUBRIC:**

<b>Grade</b>	<b>Overall Course Expectations</b>
A	<b>EXCELLENT</b> Indicates achievement of distinction and excellence in several if not all of the following aspects: 1) completeness and accuracy of knowledge; 2) intelligent use of knowledge; 3) independence of work; and 4) originality.
B	<b>GOOD</b> Indicates general achievement superior to the acceptable standard defined as C. It involves excellence in some aspects of the work, as indicated in the definition of A.
C	<b>AVERAGE</b> Indicates the acceptable standard for graduation from UNCG. It involves such quality and quantity of work as may fairly be expected of a student of normal ability who gives to the course a reasonable amount of time, effort, and attention. Such acceptable standards should include the following factors: 1) familiarity with the content of the course; 2) familiarity with the methods of study of the course; and 4) ability to write about the subject in intelligible English.
D	<b>LOWEST PASSING GRADE</b> To be counted in the hours of graduation if balanced by superior work in other courses.

More information about UNCG's grading policy can be found at:  
<http://www.uncg.edu/reg/Catalog/current/AcaRegs/Grading.html>

**CLASS  
PARTICIPATION:**

Participation in this class is NOT separately weighted but WILL play a deciding role if your grade is on the edge between +/- letter grades. Insightful and informed participation as well as well-presented argumentation is invited during periods of discussion. There will be large and small group facilitated discussion, which will accommodate for different levels of comfort to participate in class. With this in mind participation is critical to the success of our class and will be rewarded. But remember, how much you say is not as important as the *strength and informed insightfulness* of your contribution

When discussing, we all, both students and instructor, need to keep in mind that many topics discussed within Public Administration can be viewed as controversial. You can be assertive in your positions without being belligerent. If you state an opinion, you may be asked to provide concrete reasons as to why you believe what you believe. If you have questions about a statement, ask for clarification. Be polite and respectful of me and your fellow students and we will all learn more together.

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**QUIZZES:** Quizzes will come at random throughout the semester. They may cover readings that were assigned for that day or topics covered in the previous class. Because of this, be advised; keep up with your readings. When assessing your quiz performance, know that I will drop the lowest quiz grade when tabulating your average. If you are absent on the day of a quiz, you will not be able to retake it, hence a failing grade will be awarded. Quizzes represent an excellent opportunity to obtain a counterbalance for poor exam performance, so make the most of them when they are given.

**HOMEWORK:** Homework will be given periodically throughout the semester. Appropriately completing your homework assignments will enable you to keep up with the class and be prepared for our class discussions. Homework assignments are *purposefully* NOT listed on the syllabus.

As a word of caution, do not minimize or trivialize the importance of your homework. This is a significant part of your grade and not completing assigned tasks will bring your grade down quickly and substantially. Once homework is due, you will not be able to make it up. Therefore should you find yourself absent when an assignment is due, it is YOUR responsibility to make sure I receive your assignment at the beginning of class, or beforehand so that you are eligible to receive full credit.

**EXAM POLICY:** Exams will consist of multiple choice, short answers, and comprehensive essays based on material covered to date. Each essay will be handwritten and recorded in large blue books during our course meetings. Students will have the entire period (75 minutes) to complete the exam. Each of the exams are NOT cumulative. Exams 1 and 2 will take place during the semester. Exam 3 will take place during the Final Exam period.

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The schedule below is the one that we will be using throughout FALL 2008 for this class. It will serve as a guideline for the pace of the lectures and the coverage of topics. I reserve the right to alter the schedule as necessary as well as bring in outside speakers to instruct on specific topics throughout the course of the semester.

Required readings that are not from the textbook are available on Blackboard (BB)  
 Only the additional required readings for Week 1 are listed in the syllabus.  
 All others are located in a sub-folder in BB.

**Course readings are to be read for the day they are discussed in class.**

DAY	(WEEK)	DATE	THEME	ASSIGNMENT(S)
Tuesday	(Week 1)	August 26 <sup>th</sup>	Our Learning Community	Introduction Expectations Definition and Labels
Thursday		August 28 <sup>th</sup>		Formative Q-SORT
<b>UNCG NOTICE:</b>		<b>8/29/2008</b>	<b>LAST DAY FOR DROP/ADD -- ENDS AT 12 MIDNIGHT</b>	
<b>NOTE:</b>		<b>9/1/2008</b>	<b>LABOR DAY HOLIDAY</b>	
Tuesday	(Week 2)	September 2 <sup>nd</sup>		Debrief Q-SORT <b>Reflection (R) – Q-SORT Activity</b>
Thursday		September 4 <sup>th</sup>	Public Service in the 21 <sup>st</sup> Century	pp. 1-24
Tuesday	(Week 3)	September 9 <sup>th</sup>	The Growth of Administration	pp. 25-44
Thursday		September 11 <sup>th</sup>	The Political Environment of Public Administration	pp. 71-102
Tuesday	(Week 4)	September 16 <sup>th</sup>		
Thursday		September 18 <sup>th</sup>	Federalism	pp. 103-131
Tuesday	(Week 5)	September 23 <sup>rd</sup>	Ethics	pp. 45-70
Thursday		September 25 <sup>th</sup>	Civil Society	pp. 132-154 <b>EE (1) Due</b>
Tuesday	(Week 6)	September 30 <sup>th</sup>		
Thursday		October 2 <sup>nd</sup>		<b>EXAM (1)</b>
Tuesday	(Week 7)	October 7 <sup>th</sup>	Organization Theory	pp. 155-182
Thursday		October 9 <sup>th</sup>		

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DAY	(WEEK)	DATE	THEME	ASSIGNMENT(S)
<b>UNCG NOTICE</b>		<b>10/17/2008</b>	<b>LAST DAY TO DROP A COURSE WITHOUT ACADEMIC PENALTY</b>	
Tuesday	(Week 8)	October 14 <sup>th</sup>	Organization Environment	pp. 183-204
Thursday		October 16 <sup>th</sup>		Mid-term evaluations. NOTE: The syllabus may be altered based on student feedback. If any revisions are made, you will be informed during Week 9.
<b>UNCG NOTICE</b>		<b>10/17-10/21/2008</b>	<b>FALL BREAK</b>	Have fun & return safely!
Tuesday	(Week 9)	October 21 <sup>st</sup>	<b>NO CLASS</b>	
Thursday		October 23 <sup>rd</sup>	Managing Organizational Change	pp. 205-230 <b>EE (2) Due</b>
Tuesday	(Week 11)	October 28 <sup>th</sup>		<b>EXAM (2)</b>
Thursday		October 30 <sup>th</sup>	Leadership	pp. 231-256
<b>NOTE:</b>		11/4/2008	<b>PRESIDENTIAL ELECTION DAY! IF YOU HAVE THE PRIVILEGE TO VOTE – TODAY IS YOUR DAY TO EXERCISE THAT RIGHT! DON'T FORGET TO VOTE!</b>	
Tuesday	(Week 12)	November 4 <sup>th</sup>	The Policy Process	pp. 257-276
Thursday		November 6 <sup>th</sup>		
Tuesday	(Week 13)	November 11 <sup>th</sup>	Privatization	pp. 277-298
Thursday		November 13 <sup>th</sup>		
Tuesday	(Week 14)	November 18 <sup>th</sup>	Public Budgeting & Finance	pp. 299-324
Thursday		November 20 <sup>th</sup>	Human Resource Administration	pp. 325-355
<b>UNCG NOTICE:</b>		<b>11/26-11/30/2008</b>	<b>THANKSGIVING HOLIDAY!</b>	
Tuesday	(Week 15)	November 25 <sup>th</sup>		Summative Q-SORT
Thursday		November 27 <sup>th</sup>	<b>NO CLASS</b>	<b>HOLIDAY</b>

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<b>DAY</b>	<b>(WEEK)</b>	<b>DATE</b>	<b>THEME</b>	<b>ASSIGNMENT(S)</b>
Tuesday	(Week 16)	December 2 <sup>nd</sup>	What Now?	
Thursday		December 4 <sup>th</sup>		Course Overview EE (3) Due
<b>UNCG NOTICE:</b>				
		12/8/2008	CLASSES END	
<b>UNIVERSITY NOTICE:</b>				
		12/9/08	READING DAY	
		December 9 <sup>th</sup>	NO CLASS	NO CLASS
		December 16 <sup>th</sup>	12Noon – 3pm	FINAL EXAM
		TBD		FINALS FIESTA!