

Pols 114: Introduction to Public Administration
Fall 2009

HGH 116
M W 12:00 – 1:15

Instructor: Dr. Sabrina Pinnell
E-Mail: SLPinnell@gmail.com*
Office: Clark 404D
Ofc Hrs: T 10:30-11:30, W 1:30-2:30 and by appt.

*Preferred method of contact.

Introduction

The field of *Public Administration* concerns the organization, workings and culture of government agencies and public organizations. These entities are the “doers” or implementors of policy; thus, this field focuses on the practical aspects of formulating and implementing public policy and initiatives. In this course, you will be introduced to four different approaches to public administration (traditional, New Public Management, political, and legal) and how they view issues such as how agencies should be organized, policies implemented, budgets created, and how to review agencies and programs for effectiveness. This class does not seek to push any one of these approaches as the best solution for the problems of public administration; indeed, one of the major themes of this course is that there is no perfect solution for most problems. We will consider many situations where public agencies succeeded and/or failed to function effectively in order to understand how this field works as well as its difficulties.

As this is an introductory course, there will be a great deal of new terminology and concepts to understand and absorb. Students should approach this course as a serious endeavor, particularly if they are interested in working in public policy and government in the future.

Course Objectives

By the end of this course, you should be able to:

- ☺ Understand how the elements of American government work together to deliver public services and programs.
- ☺ Understand how public agencies and programs are financed
- ☺ Understand how public personnel policies differ from private personnel policies
- ☺ Understand the role of “stakeholders” in public administration
- ☺ Understand how government organizations relate to private and non-governmental organizations.

Readings

There are three textbooks required for this course, along with readings on reserve in the King Library for various sections of the class. The main text is David H. Rosenbloom, Robert S. Kravchuk and Richard M. Clerkin’s Public Administration: Understanding Management, Politics and Law in the Public Sector, 7th edition (Boston: McGraw Hill, 2009, ISBN: 0-07-340389-X; hereafter refereed to as RKC). For the ethics portion of the class, we will also read Rosemary O’Leary’s The Ethics of Dissent: Managing Guerilla Government (Washington, DC: CQ Press, 2006, ISBN: 1-933116-60-9). Because we will be doing a fair amount of writing in this class, a reference text for this purpose is also provided: Diane E. Schmidt’s Writing in Political Science:

A Practical Guide (New York: Pearson Longman, 2005, ISBN: 0-321-21735-7). The remaining readings are on electronic reserve in King Library and can be accessed on-line via the Library website. Unless they are labeled “recommended” in the Schedule, you should assume that all of the readings are required. Some issues in this course may not be covered in lecture, but will be in the reading; you are responsible for these issues as well on exams and in your written assignments.

Evaluation for this Course

Students will be evaluated in the following ways for this course:

Participation	25 points
Essays (5 x 5 points)	25 points
Case Study Analyses (4 x 25)	100 points
Budgeting Exercise	30 points
Midterm Exam	100 points
Final Exam	<u>120 points</u>
	400 points total

Grading Policy

All grades for participation, weekly essays, exams, case study analyses, and the class simulation will be based on a point system. If you divide the number of points you receive by the points per assignment, you can generate a percentage to determine your letter grade: 97-100% is an A+, 93-96% is an A, 90-92% is an A-, 87-89% is a B+, 83-86% is a B, 80-82% is a B-, etc. Keep track of your points over the course of the semester as noted above, and you should have an idea how you stand in the class. Assignments turned in when due should achieve at least 50% of the points for the assignment.

All grades are final for this course.

Participation: You are expected to participate in all class discussions and in-class work, doing the reading or other necessary preparation beforehand. While I do not take attendance, a lack of attending class will undoubtedly affect your grade in this area; if you are not in class, you are not participating.

A note about discussions: this class is designed to encourage students to analyze others’ opinions, come up with informed opinions of their own, and generally to become comfortable with discussing issues in an open class setting. Some of the issues we are going to be discussing are “hot button” issues, meaning that many people may have already have strong positions about them due to past experience, socialization, religion, political ideals, etc. In order to successfully discuss issues in this class, everyone must agree to act civilly towards each other in discussion, allow others to speak and fully state their arguments, and please, do not “get personal.” Conduct that goes beyond the bounds of rational consideration of the issues, that uses language or other behavior to show disrespect towards other individuals or insult them outright *will not be tolerated*, and you will be required to leave the class session.

Essays: There will be five essays assigned in this class (see schedule). Students will be given an essay question the Wednesday before the due date for each essay that they must answer in 1-2 pages (250-500 words). These essays should be double-spaced with 1" margins and page

numbers. You will not have to do additional research to answer these questions, but any sources you use from class materials must be cited, including lecture (see Schmidt for details on how to do this, and cite lecture as you would a Personal Interview) and have a Works Cited section appended to the end. These assignments are due at the start of class on the due date and may become part of class discussions for that day. Each of these essays is worth five points for a total of 25.

Case Study Analyses: Over the course of the semester, all students will be required to read four case studies that outline particular situations having to do with decision making, ethics, personnel issues and/or policy analysis. After reading these, the students will be required to dissect and analyze the events of these studies in a written assignment, due at the beginning of class on specific dates (see schedule). Each analysis should be 3-4 pages (750-1000 words) with citations from the case study or other class materials as needed. You will not have to do additional research for this assignment. We will then have a group discussion regarding the details of these studies in class. Each analysis is worth 25 points for a total of 100.

Students wishing up to 25 points of extra credit for this course may select a fifth case study to analyze from a list of provided by the instructor, following the same format as the other analyses. This extra credit assignment is due by the last day of class (December 7th) at the latest for consideration in grading.

Budgeting Exercise: This class will break into groups during the Budgeting section in order to perform an exercise in Zero-Base Budgeting, where individual groups will have to form a budget after selecting and ranking “decision packages” of programs for a specific agency’s budget. Students will work in groups to come up with the packages; they will then submit them to another group at the next class meeting. The second group will then have to decide on a combination of packages for the finished budget. Each student will then have to do an individual write-up justifying the budget their group created and turn it in at the next class meeting. The group work and then write-up of this exercise is worth 30 points.

Midterm Exam: Students must complete a multiple-choice/short answer examination, regarding terms and concepts of public administration on October 26th in class. Please bring a Scantron form 882-E (oblong green) for this purpose, a No. 2 pencil and pens if you prefer the latter for the short-answer portion. The short-answer questions will require answers of 3-4 sentences. This exam is worth up to 100 points of your grade. This exam will not be given in advance of the midterm exam date for any reason. If you are unable to take the exam the day it is scheduled, it is your responsibility to contact the instructor as soon as a conflict occurs and then schedule a make-up. Make-ups must be taken within a week of the exam date; otherwise you will receive a score of zero.

Final Exam: The Final Exam will be on December 15th from 9:45-12:00 in the regular classroom. Please bring a Scantron 882-E form to answer 20 multiple-choice questions, and then a large bluebook to answer two essay exam questions. The multiple-choice section and essay questions will be worth 40 points each for a total of 120 points. This exam is cumulative for the course. This exam will not be given in advance of the exam date for any reason. If you have an emergency that prevents you from taking the exam the time it is scheduled, you should contact

the instructor as soon as the conflict occurs to schedule a make-up. If the exam is not made up by the exam make-up day (December 21st) you will receive a score of zero.

Late Work Policy

With the exception of extra credit, late work will be accepted in this class only if you have an emergency (illness, accident, family emergency, etc.) that prevents you completing or turning in a particular assignment on time, and documentation to verify it. Any assignments, late or otherwise, not turned in by the last official day of this class (December 7th) will not be accepted. All work for this course must be turned in as a hard copy; e-mailed work is not acceptable.

University Policies on Accommodating Student Disability and Academic Integrity

If you need course adaptations or accommodations because of a disability, or you need special arrangements in case the building must be evacuated, please make an appointment with me or visit me during office hours as soon as possible. Presidential Directive 97-03 requires that student with disabilities requesting accommodations must be registered with the Disabled Resource Center to establish a record of their disability.

Students who feel they may need accommodations for the midterm or final exams are encouraged to note the date for the exam in the schedule and to contact both the DRC and the instructor as soon as possible to make arrangements for the test. Please note that the DRC has a very strict policy about setting up final exam times; you should have accommodations set with them at least a month ahead of the actual exam time.

SJSU has a policy of Academic Integrity for all its students. Please see the campus website for the specific rules:

http://sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07-2.pdf.

Aside from the simulation portion of this course, you may not collaborate with other students on assignments. Any other assignments where this happens will be treated as instances of cheating.

Resubmitting written work from other classes as work for this class or submitting someone else's work as your own will be dealt with in accordance with the Academic Integrity Policy. The instructor is required to approach the Office of Student Conduct and Ethical Development for all infractions regardless of severity. This is the least pleasurable task the instructor has to do in her profession, but given the number of other students willing to "play by the rules" and the requirements of the University, she must do it.

Electronic Device Policy for This Course

Laptops may be used during class for the purpose of taking notes, but students are expected to stop typing and participate in discussions when they occur. Cell phones and pagers should be turned off for the duration of class. If a cell phone rings during class, the instructor reserves the right to answer it.

Important Add/Drop/Withdrawal Dates

Students are responsible for knowing and respecting the add/drop/withdrawal dates for courses at SJSU. The end of the official drop period is September 3rd; after this point, you will have to file forms to drop and will have a notation on your record. The end of the official add

period is September 11th; you may not register or add a course after this date. No late withdrawals are possible from this course after November 13th; this is a change from previous years. The university is tightening its restrictions on student registration, so please keep these dates in mind.

Furlough Days

Due to the current state budget crisis, faculty are expected to take nine furlough days this semester. I will be on furlough the following dates:

September 4th, 18th, 22nd

October 2nd, 16th, 19th

November 6th, 13th, 20th

September 22nd, October 19th and November 13th are “official” faculty furlough days; the other dates have been selected in order to minimize the impact on this and other courses. Most of these dates coincide with campus-wide furlough days, and are on Fridays. During these days, faculty are not permitted to hold office hours or meetings with students, and are not supposed to work on class materials. I will therefore not be working on these dates.

Disclaimer

All information in this syllabus may be subject to change with fair notice by the instructor, the Department of Political Science or San Jose State University.

Course Schedule (Important dates are in boldface)

Topic 1: Introduction, The Four Approaches to Public Administration (8/24-8/26)

RKC, Ch. 1

Topic 2: History of Public Administration in the U.S. (8/31-9/2)

RKC, Chs. 2, 10

Essay 1 due in class on 8/31

September 7th is Labor Day – NO CLASS

Topic 3: Organizational Theory (9/9-9/14)

RKC, Ch. 4

Essay 2 due in class on 9/9

Topic 4: Budgeting (9/16-9/28)

RKC, Ch. 6

Recommended: Pyhrr, Peter A. “Zero-Base Budgeting,” in Handbook of Budgeting, 2nd ed., H.W. Allen Sweeny and Robert Rachlin, eds., New York: John Wiley & Sons, 1987, 646-670 (on reserve).

Essay 3 due in class on 9/16

Budgeting Exercise in class 9/23, 9/28

Write-up of Budgeting Exercise due on 9/30

Topic 5: Decision Making in Public Agencies (9/30-10/7)

RKC, Ch. 7

Lindblom, Charles. "The Science of Muddling Through," Public Administration Review 19, No. 2 (1959): 79-88 (on reserve).

Case Study 1: Michael Grunwald and Susan B. Glasser, "The Slow Drowning of New Orleans," The Washington Post 9 October 2005, A01 (on reserve).

Recommended: "Analytical Case Study," in Ch. 12 of Schmidt, 267-277.

First Case Study Analysis due in class on October 7th

Topic 6: Personnel Issues and Labor Relations (10/12-10/21)

RKC, Ch. 5

Case Study 2: Tom Mills, "County Prison Overtime," in Richard J. Stillman, ed., Public Administration: Concepts and Cases, 7th ed., Boston, MA: Houghton Mifflin, 2000, 393-401.

Second Case Study Analysis due in class on October 19th

October 19th is a Furlough Day – NO CLASS

Midterm Examination: October 26th in class

Topic 7: Ethics and Constitutional Issues (10/28-11/9)

RKC, Chs. 11, 12

O'Leary, Chs. 1, 2, 5 (Case Study 3 is Ch. 2)

Third Case Study Analysis due in class on November 9th

November 11th is Veteran's Day – NO CLASS

Topic 8: Federalism, State and Local Public Administration (11/16-11/18)

RKC, Ch. 3

Essay 4 due in class on 11/16

Topic 9: Regulation by Public Agencies (11/23-11/25)

RKC, Ch. 9

Essay 5 due in class on 11/23

Topic 10: Policy Analysis and Program Evaluation (11/30-12/2)

RKC, Ch. 8

Laura S. Sims, "Reinventing School Lunch: Transforming a Food Policy into a Nutrition Policy," in The Politics of Fat: Food and Nutrition Policy in America, Armonk, NY: M. E. Sharpe, 1998 (on reserve).

Fourth Case Study Analysis due on 12/2

Topic 11: Conclusion (12/7)

RKC, Ch. 10, 13

All late (and excused) work as well as extra credit due by class time on 12/7

Final Exam: December 15th, 9:45-12:00

Please bring a scantron 882-E form as well as a bluebook to this exam.

Recommended: Look over “Essay Exams,” Ch. 9 of Schmidt, 184-186, before test.