

**San José State University**  
**Political Science Department**  
**POLS 114, Introduction to Public Administration,**  
**Fall, 2016**

**Course and Contact Information**

<b>Instructor:</b>	Yeonji No, PhD
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<b>Office Hours:</b>	Tuesday 12:00 p.m. – 1:00 p.m. (other times by appointment only)
<b>Class Days/Time:</b>	Monday and Wednesday 10:30 a.m. – 11:45 a.m.
<b>Classroom:</b>	CL 303

**Course Description**

Introducing the discipline and craft of Public Administration, the course examines basic assumptions, concepts, and theories. Considers public service at the national, state, and local levels. It approaches the administrative process from political, managerial and legal perspectives. Discussions will focus on administration when applied in the criminal justice system.

**Course Learning Outcomes (CLO)**

Upon successful completion of this course, students will be able to:

CLO 1. Acquire a broad knowledge of the administrative process and the relationships among and between political institutions, office holders, public administrators and stakeholders

CLO2. Communicate effectively about public administration and public policy

CLO3. Apply a variety of techniques to identify, understand, and analyze the issues in public management and public policy

## Required Texts/Readings

### Textbook

*Donald F. Kettl. Politics of Administrative Process - 6th edition.* Congressional Quarterly.  
ISBN: 978- 1483332932

## Course Requirements and Assignments

### 1. Exams (40%)

There will be one mid-term exam (worth 20%) and one final exam (worth 20%). The midterm exam will cover all texts, lectures, and readings from Chapter 1 to Chapter 7. The final exam will cover all texts, lectures, and readings from Chapter 8 to Chapter 12

- No make-up exam will be allowed except a medical or family emergency.

### 2. Quiz (15%)

Students will **have four quizzes** to check whether students understand the components and theories of public administration. Your **one lowest quiz score will be dropped, and three highest scores will be factored in your final grade.** The quizzes will be composed of multiple-choice questions. Therefore, bring your scantron. ***No make-up quizzes will be given for late comers or absentees.***

### 3. Case Analysis (15%)

During the course, you will analyze cases indicated in the course schedule. Assigned team will present the case analysis, and others are required to write individual case analysis for each case.

#### ■ Individual analyses (7%):

- **For the individual assignment**, each write-up should succinctly **address discussion questions** in each case. Case write-up should be **one page long (maximum three pages), typed and double-spaced with 12-point fonts (Times New Roman) and one-inch margins throughout (250 words minimum).** The page limit is, however, for text only. You may attach as many appendixes as you find necessary, including calculations, tables, or graphs. You may discuss the case with your team members, but the actual analysis and write-up should be an independent work.
- **Each write-up (one hard copy) is due at the beginning of the class session in which the case is discussed. No electronic or late submissions will be accepted.** If you have to miss the class, make an arrangement in advance so that your work can be submitted timely. Request for a deadline extension may be considered only if the situation is due to unforeseeable causes—e.g. natural disaster or accidents—and if the petition is accompanied by an official note from a qualified person such as a doctor or a police officer.

- For all assignments, be prepared to present your work and to discuss your opinion in front of the class when asked. Your participation in the in-class discussions and write-up will both be factored in the total grade of the individual analysis assignments.

■ **Team case analysis (8%):**

- **For the team assignments**, form a team. For all team assignments, be prepared to present your work in front of the class. **All members should participate in the presentation.**
- Prepare **30 minute-presentation** in front of entire class. You are required to give brief summary of the case and lead class discussion addressing study questions assigned for each case. Bring the presentation slides in a **flash drive** to the class. (Laptop is not allowed.) **The presentation slides should be emailed to the instructor by 10:00pm, the day before the presentation.**
- Submit the choice on the first day of the class.

**4. Fieldwork Team Project (15%)**

- Students will be assigned into teams. Each team will do a case study on PA-related organizations in Silicon Valley (governments, agencies, non-profit organizations, etc.) Students are expected to interview the organizations' manager or above. They also need to use secondary data sources, e.g. newspapers and magazines, to complement their interview data. You will be provided a team project guideline. **Note that students must see me before Oct 19 to discuss about the team project topic.** The grade of the team project is composed of two parts:
  - Project Report (5%). Each team needs to write a project report. **Team members will get the same grade.**
  - Team presentation (10%). Each team will present their project at the end of this semester. PowerPoint slides are needed. Each presentation will last 10 minutes, with 5 more minutes for questions & answers. **Team members will get the same grade.**

## 5. Class contribution (10%)

- Students should actively participate in class discussions.
- Cold calls: The instructor will cold call students to answer questions. Your response to such calls will be factored into your class contribution grade.
- Absence from class will adversely affect your class contribution grade.
- No disruptive behavior in class.
  
- **Late Arrival and Early Departure**
  - Coming late and leaving early are not professional and will adversely affect your class participation grade.
    - The link to the University Policy about disruptive behavior: [http://www.sjsu.edu/studentconduct/facultyandstaff/Managing\\_Disruptive\\_Behaviors/index.html](http://www.sjsu.edu/studentconduct/facultyandstaff/Managing_Disruptive_Behaviors/index.html).
  - Students are required to stay for the duration of an entire class period.
  - Travel is not a legitimate excuse for absence from class.
  
- Students will be evaluated based on their ability to understand and apply assigned reading materials to class discussion.
- **All students start the semester with 5 points – out of 10 points** - for participation. Contribution to class discussion will raise this grade. Habitual absence from class and disrupting class (i.e., coming late, leaving early, talking, text-messaging, checking the Internet, etc.) will reduce this grade, possibly to 0.
- Each student is expected to provide opinions and comments in a respectful manner.

[University policy F69-24](http://www.sjsu.edu/senate/docs/F69-24.pdf) at <http://www.sjsu.edu/senate/docs/F69-24.pdf> states, “Students should attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active participation is frequently essential to insure maximum benefit for all members of the class. Attendance per se shall not be used as a criterion for grading.”

## 6. Group Member Peer Review (5%)

- To avoid the free rider problem, where some team members contribute little to the team projects, team members will evaluate one another’s contribution to their group performance. The average score of team members’ evaluations will be a student’s “peer-evaluation” grade. Failure to give a peer review will result in ZERO points.
  
- You will evaluate the effectiveness of other members of your team. The peer evaluation (5%) should be sent to instructor and due by Dec 12.
  - Fire a Team Member
    - In rare cases, if a team member consistently fails to cooperate with other team members, others can fire him/her on the condition that they arrive at a unanimous decision AND the timing is *prior to week 14*. The fired member has to finish the team project on his/her own.

## Grading Information

Assignment	Percentage of Grade
Mid-term Exam	20%
Final Exam	20%
Quiz	15%
Case Analysis	15%
Fieldwork Team Project	15%
Class Contribution	10%
Peer Evaluation	5%
Total	100%

## Grading Scale

98% and above	A+		
93%-97.99%	A	73%-76.99%	C
90%-92.99%	A-	70%-72.99%	C-
87%-89.99%	B+	67%-69.99%	D+
83%-86.99%	B	63%-66.99%	D
80%-82.99%	B-	60%-62.99%	D-
77%-79.99%	C+	Below 60%	F

**\*\*Penalty for late or missed work: Missed exams and quizzes cannot be made up, except by permission of the instructor, Department Chair or designee. Failure to take midterm exam result in 'F' grade.**

## Classroom Protocol

- Turn off your cell phones and put them away.
- Students are not allowed to use computers in class.
- Failure to comply with the policies will lead to penalty on your class participation grades.

## University Policies

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs' [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo/) at <http://www.sjsu.edu/gup/syllabusinfo/>

## Tentative course calendar including assignment due dates

\*The instructor reserves the right to alter course content and adjust the pace in order to accommodate class progress, current events, and unforeseen developments. Any changes to this schedule will be announced ahead of time in class and on Canvas.

### Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	Aug 24	Introduction of the Class
1	Aug 29	Chapter 1- Accountability
2	Aug 31	Ethics Exercise*
2	Sep 5	<b>NO CLASS- Labor Day</b>
3	Sep 7	Chapter 2- What Government Does – And How it Does it
3	Sep 12	Case 1.1, Case 1.3, Case 2.2**
4	Sep 14	Chapter 3- What is Public Administration
4	Sep 19	Introducing PA-related orgs*
5	Sep 21	Chapter 4- Organizational Theory
5	Sep 26	Chapter 4- Organizational Theory
6	Sep 28	<b>1<sup>st</sup> Quiz (Chapter 1- Chapter 4)</b>
6	Oct 3	Chapter 5- Executive Branch
7	Oct 5	Case 5.3, E-government**
7	Oct 10	Chapter 6- Organizational Problems
8	Oct 12	Hurricane Katrina** <a href="http://www.pbs.org/wgbh/pages/frontline/storm/">http://www.pbs.org/wgbh/pages/frontline/storm/</a>
8	Oct 17	Chapter 7- Administrative Reform
9	Oct 19	<b>2<sup>nd</sup> Quiz (Chapter 5- Chapter 7)</b> <b>Midterm Q&amp;A, Consulting team project due</b>
9	Oct 24	<b>Midterm Exam (From Chapter 1- Chapter 7)</b>
10	Oct 26	Chapter 8- The Civil Service
10	Oct 31	Chapter 9- Human Capital
11	Nov 2	Case 9.2, CFA strike 2016**
11	Nov 7	Chapter 10- Decision Making
12	Nov 9	Moneyball**
12	Nov 14	Guest Speaker: David Lisenbee
13	Nov 16	<b>3<sup>rd</sup> Quiz (From Chapter 8- Chapter 10)</b>
13	Nov 21	Chapter 11- Budgeting
14	Nov 23	<b>NO CLASS- Thanksgiving</b>
14	Nov 28	Chapter 12- Implementation
15	Nov 30	Blackwater Case (Frontline)** <a href="http://www.pbs.org/wgbh/pages/frontline/shows/warriors/">http://www.pbs.org/wgbh/pages/frontline/shows/warriors/</a>
15	Dec 5	Presentation

16	Dec 7	Presentation		
16	Dec 12	<b>4<sup>th</sup> Quiz (From Chapter 11 to Chapter 12)</b>		
Final Exam	Dec 14	<b>Final Exam (Chapter 8 to Chapter 14)</b>		
		Wednesday, December 14	0945-1200	