

**San José State University**  
**Political Science Department**  
**POLS 114, Introduction to Public Administration,**  
**Fall, 2017**

**Course and Contact Information**

<b>Instructor:</b>	Yeonji No, PhD
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<b>Office Hours:</b>	Tuesday 8:30am – 9:30am (and by appointment only)
<b>Class Days/Time:</b>	Tuesday and Thursday 12:00pm – 1:15pm
<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 and True/False questions. Therefore, bring your scantron. ***No make-up quizzes will be given for late comers or absentees.***

### 3. Case Analysis (20%)

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. For the analysis, **individuals** are required to summarize the case, and it will be grades as **Pass or Fail** basis.

Teams in charge of each case need to 1) provide brief summary of the case and 2) offer class discussion based on study questions, which are available from the separate document.

The analysis should be mainly based on the case contents, but you may conduct any additional extra research when necessary.

#### a. Individual summary (8%):

- **When you are not presenting the case as a group, you are required to read the case and write the summary.** Each write-up should succinctly summarize the case in a **full single page**. It should be **typed and double-spaced with 12-point fonts (Time New Roman) and 1-inch margins throughout**. **Your name will be indicated in the header section.**
- **Each write-up should be submitted via Canvas, and is due by midnight before the class in which the case is discussed.** Your work has to be **original, and proper citation and reference is required**. **Turnitin will be operated in order to prevent plagiarism.** If the program indicates **more than 30% of similarity**, your work will be considered as **plagiarized no matter what**. **Moreover, your grade will result in automatic “F” for all individual assignment.**

- Your grade will be given based on **Pass/Fail basis**. Any **late submission after the due will not be accepted**. Also, **If you do not attend the class**, your individual analysis will be graded as *Fail* **regardless of your submission of the summary**.
- 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. However, **your one fail will be dropped** in case of an emergency.
- 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**.

**b. Team case analysis (12%):**

- **For the team assignments**, form 6 teams of 3-4 members. For all team assignments, be prepared to present your work in front of the class.
- Prepare **40 minute-presentation** in front of entire class. You are required to give 1) brief summary of the case and 2) **lead class discussion** addressing **all** the study questions assigned for each case. Please be reminded that there is no answer for each study question. Therefore, your team's the most important task lies in **fostering class discussion**. The presentation slides should be emailed to the instructor by **10:00pm, the day before the presentation**. **Any late submission of your slide will lower your grade by half letter grade for each hour**.
- **All members should participate in the presentation, and will receive the same grade.**
- Submit the choice on the first day of the class.

**4. Team Project (10%)**

- Students will work with the same team of their case analysis.
- Each team will do a case study on a public/non-profit organization headquartered in Silicon Valley. Students are expected to research the organization's strategy with extensive use of secondary data sources, e.g. newspapers and magazines. **Note that students must see me before Oct 24<sup>th</sup> 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 10-pages long project report (Times New Roman, 12 point fonts, double-spaced, 1 inch margin, cover page required). **Team members will get the same grade. You need to turn in the hard copy of the report in the beginning of the Dec 5<sup>th</sup>**.
  - Team presentation (5%). Each team will present their project at the end of this semester. PowerPoint slides are needed. Each presentation will last 15 minutes, with 5 more minutes for questions & answers. **Team members will get the same grade. The**

**presentation slides should be emailed to the instructor by 10:00pm, Dec 4<sup>th</sup>. Any late submission of your slide will lower your grade by half letter grade for each hour.**

#### 5. Peer Evaluation (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%) is done online and due at the last class session.
  - **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 13*. The fired member has to finish the fieldwork team project on his/her own.

#### 6. 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 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."

## Grading Information

Assignment	Percentage of Grade
Mid-term Exam	20%
Final Exam	20%
Quiz	15%
Case Analysis	20%
Team Project	10%
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	Chapter 2- What Government Does – And How it Does it
3	Sep 7	Case 1.1, Case 1.3, Case 2.2**
3	Sep 12	Chapter 3- What is Public Administration
4	Sep 14	Introducing PA-related orgs*
4	Sep 19	Chapter 4- Organizational Theory
5	Sep 21	Chapter 4- Organizational Theory
5	Sep 26	<b>1<sup>st</sup> Quiz (Chapter 1- Chapter 4)</b>
6	Sep 28	Chapter 5- Executive Branch
6	Oct 3	Case 5.3, E-government**
7	Oct 5	Chapter 6- Organizational Problems
7	Oct 10	Hurricane Katrina** <a href="http://www.pbs.org/wgbh/pages/frontline/storm/">http://www.pbs.org/wgbh/pages/frontline/storm/</a>
8	Oct 12	Chapter 7- Administrative Reform
8	Oct 17	<b>2<sup>nd</sup> Quiz (Chapter 5- Chapter 7)</b>
9	Oct 19	<b>Midterm Exam (From Chapter 1- Chapter 7)</b>
9	Oct 24	**Team Project: Introduction to Team Project**
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	<b>3<sup>rd</sup> Quiz (From Chapter 8- Chapter 10)</b>
13	Nov 16	Chapter 11- Budgeting
13	Nov 21	Chapter 12- Implementation
14	Nov 23	<b>NO CLASS- Thanksgiving</b>
14	Nov 28	Blackwater Case (Frontline)** <a href="http://www.pbs.org/wgbh/pages/frontline/shows/warriors/">http://www.pbs.org/wgbh/pages/frontline/shows/warriors/</a> <a href="https://www.youtube.com/watch?v=fe5y5rzutDY">https://www.youtube.com/watch?v=fe5y5rzutDY</a>
15	Nov 30	<b>4<sup>th</sup> Quiz (From Chapter 11 to Chapter 12)</b>
15	Dec 5	Presentation

16	Dec 7	Presentation		
Final Exam	Dec 14	<b>Final Exam (Chapter 8 to Chapter 14)</b>		
		Wednesday, December 13	0945-1200	