

Introduction to Public Administration

POLI 210
SUMMER I 2019

Professor: Dr. Matthew Nowlin
Office: 114 Wentworth, #107

E-mail: nowlinmc@cofc.edu
Office Hours: by appointment

Course Description

Administration is the most obvious part of government; it is government in action; it is the executive, the operative, the most visible side of government

– Woodrow Wilson, “The Study of Administration,” 1887

Public administrators implement government actions and represent the face of government. These individuals have considerable influence on the implementation and effectiveness of public policies. This course on public administration is divided into four modules to better understand the topic.

Course Goals and Learning Objectives

The specific learning objectives are:

- Understand the historical foundations of public administration and its evolution as a discipline
- Comprehend and explain the structure and functions of the national, state and local governments
- Articulate how political systems, groups and individual actors interact in order to influence and create public policy
- Ascertain the political, economic, and social complexities involved in the bureaucratic implementation and evaluation of public policy
- Demonstrate the ability to think critically about complex political ideas and concepts, including the complexities of assuring accountability in public service delivery and the politics of administrative reform.
- Understand and be able to evaluate and articulate how policy decisions impact your daily lives
- Apply theories of public organizational management in a practical context

Delivery Format

This is an asynchronous online course, and so it is largely self-paced. Students must have access to a **computer** with **high-speed internet access** throughout the course. In addition, students must have access to **OAKS** and *should check OAKS frequently (AT LEAST every other day) to be sure not to fall behind.* Finally, students must have access to their **CofC email**. **Computer failure/unavailability does not constitute an excuse for not completing assignments by the due date.**

It is essential that students stay on top of the course assignments. I will post due dates, but it is your responsibility to make sure you don't get behind, especially in a class this short. Do not make the mistake of thinking this is an easy class because we're meeting online, or an easy class because it's meeting over the summer. The material is quite difficult, and will take a lot of effort on your part to master. *A Summer I class that meets face-to-face normally entails three hours of classroom time per weekday, plus reading and homework each night. The workload for this class will be the same, except our classroom will be OAKS.*

Technical Issues

If you have technical problems, please contact the Student Computing Support Desk at 843.953.8000 or email studentcomputingsupport@cofc.edu.

Contacting the Professor

If you have questions about course related material, and/or course procedures please *post your question to the Course Questions discussion board on OAKS*, so that other students can benefit from your questions and the answer. I will respond to discussion board questions within 48 hours, *if not sooner.* If you are having problems with *course material*, please feel free to email me at nowlinmc@cofc.edu.

Email Policy I tend to get quite a few emails, so here are a few things to note to make the process easier for us both.

1. Please allow 24 hours for a response from me before sending a second email.
2. Emails asking questions that are easily answered by looking at the syllabus will not receive a response.
3. Emails asking for extra credit opportunities and/or a chance to do "make-up" work will not receive a response.
4. Emails asking for an extension on an assignment will not receive a response.
5. Assignments must be turned in on the dropbox on OAKS and will not be accepted by email under any circumstances, including "issues with OAKS."
6. If you are having a technical issue with OAKS, I will not be able to help you, so please contact the Student Computing Support Desk.

Required Materials

- Kettl, Donald F. 2018. *Politics and the Administrative Process* 7th edition.
- Access to [OAKS](#). We will make extensive use of OAKS in this course and several of its tools including Discussion Boards, Quizzes, and Dropbox. Tutorials for each of these tools can be found [here](#).

Navigating This Course

Course material will be organized into 4 content modules that you will be able to access on OAKS beginning each Tuesday starting on Tuesday, June 4th. Each module will consist of:

- Course lectures and/or lecture notes
- Video
- Discussion boards
- Reading quiz

Each module will be made available at 7:00am on each Tuesday, and assignments within each module are due by *11:59pm EST on each Monday*. **Late work will not be accepted under any circumstances.**

Assignments and Due Dates

Your grade in this course will be determined by your performance on 4 readings quizzes, 16 discussion board posts, a mid-term exam, a final exam, and a research presentation.

Assignment	% of Grade
Readings quizzes	15%
Discussion	15%
Exam 1	25%
Exam 2	25%
Research presentation	20%

Reading Quizzes

Each module will consist of one reading quiz. The reading quiz will be based on the reading for each chapter. The quizzes will have 20 multiple choice questions. Quizzes must be taken before each module ends. Modules end at 11:59 p.m. on the final day of the module, and the answers to the reading quizzes will be available once the module ends. Quizzes are open book but you only have 20 minutes to complete each reading quiz. You must work alone on the quizzes.

Discussion

Discussions will correspond with each of the course modules helping students synthesize course materials and key concepts. The discussion for each module has four parts: 1) respond to Question 1, 2) comment on another student's response to Question 1, 3) respond to Question 2, 4) comment on another student's response to Question 2. Please note that you will not be able to respond to another student's response until you answer the question yourself. Each time you post, you should post about a paragraph. Discussions will end at 11:59 p.m. on the final day of the module. You will be given a separate discussion grade for each question/response. I will assign a grade of 90-100 for excellent responses, a grade of 80-89 for good responses, and a grade of 0-79 for poor responses. An excellent response indicates a deep understanding of the material and an effort to synthesize the material. A good response shows that the readings have been done and there is effort to relate the material to your own community. A poor response rambles and demonstrates minimal effort to relate to the course materials.

Exam 1

Exam 1 will be on **June 17** and cover material from the first two modules. You will have 24 hours to complete this essay exam. Exam 1 will have three questions and you will have to answer each question in 500 words or less. The total exam should be 1,500 words or less. In the exam, you will be asked to demonstrate your mastery of the course learning objectives and apply public administration theories to real world examples. The exam is open book and open note but you must complete the exam by yourself.

Exam 2

Exam 2 will be on **June 28** and cover materials from the second and third modules. You will have 24 hours to complete this essay exam. Exam 2 will have three questions and you will have to answer each question in 500 words or less. In the exam, you will be asked to demonstrate your mastery of the course learning objectives and apply public administration theories to real world examples. The exam is open book and open notes, but you must complete the exam by yourself.

Research Presentation

Students will create a presentation that profiles a state or local public entity/agency. Examples of public entities/agencies in the Lowcountry include the City of Charleston, Town of Mount Pleasant, Mount Pleasant Waterworks, the Charleston County School District, the Department of Social Services, the Department of Health and Environmental Control, and the Berkley-Charleston-Dorchester Council of Governments. The profile should provide an overview of the entity, and discuss the agency in the context of the major course concepts. You should send me an email with your presentation topic by June 19. Student must create a PowerPoint with audio or video narration in Voicethread for this presentation. Be creative and feel free to include pictures, interviews of public figures, etc. The presentation should be about 10 minutes and is due **July 1**.

Grades

The following grading scale will be used. A: 94 to 100%; A-: 90 to 93%; B+: 87 to 89%; B: 83 to 86%; B-: 80 to 82%; C+: 77 to 79%; C: 73 to 76%; C-: 70 to 72%; D+: 67 to 69%; D: 63 to 67%; D-: 60 to 62%; F: 59% and below.

Course Content

The following modules will be on OAKS and made available on the dates indicated. Course content and schedule is subject to change. Changes will be announced through email. Reading assignments must be completed prior to completion of each unit. Additional short readings may be added and topics are not limited to only those listed.

Module 1: The Job of Government

Available 7:00 AM EST on June 4th

- *Readings:*
 - Kettl, Chapter 1, *Accountability*
 - Kettl, Chapter 2, *What Government Does-And How It Does It*
 - Kettl, Chapter 3, *What is Public Administration*
- *Video:* Vice on HBO, State of Surveillance with Edward Snowden and Shane Smith

Module 2: Organizational Theory and the Role of Government's Structure

Available 7:00 AM EST on June 11th

- *Readings:*
 - Kettl, Chapter 4, *Organizational Theory*
 - Kettl, Chapter 5, *The Executive Branch*
 - Kettl, Chapter 6, *Organizational Problems*
 - Kettl, Chapter 7, *Administrative Reform*
- *Video:* PBS Frontline, The Spill

Module 3: People in Government Organizations / Making and Implementating Government Decisions

Available 7:00 AM EST on June 18th

- *Readings:*
 - Kettl, Chapter 8, *The Civil Service*
 - Kettl, Chapter 9, *Human Capital*

- Kettl, Chapter 10, *Decision Making*
- Kettl, Chapter 11, *Budgeting*
- Kettl, Chapter 12, *Implementation and Performance*

- *Video*: PBS Frontline, Cliffhanger

Module 4: Administration in a Democracy

Available 7:00 AM EST on June 25th

- *Readings*:
 - Kettl, Chapter 13, *Regulation and the Courts*
 - Kettl, Chapter 14, *Accountability and Politics*
- *Video*: PBS Frontline, Bannon's War

Important Information

Center for Student Learning

I encourage you to utilize the Center for Student Learning's (CSL) academic support services for assistance in study strategies and course content. They offer tutoring, Supplemental Instruction, study skills appointments, and workshops. Students of all abilities have become more successful using these programs throughout their academic career and the services are available to you at no additional cost. For more information regarding these services please visit the CSL [website](#) or call (843) 953-5635.

Students with Disabilities

The College will make reasonable accommodations for persons with documented disabilities. Students should apply at the [Center for Disability Services](#) located on the first floor of the Lightsey Center, Suite 104. Students approved for accommodations are responsible for notifying me as soon as possible and for contacting me at least one week before any accommodation is needed.

Cheating or Plagiarism

A grade of zero will be given to anyone cheating on any exam, homework assignment or committing plagiarism in a paper. As commonly defined, plagiarism consists of passing off as one's own ideas, the words, writings, music, graphs/charts, etc that were created by another. In accordance with this definition, you are committing plagiarism if you copy the work of another person and turn it in as your own, even if you have the permission of that person. It does not matter from where the material is borrowed—a book, article, material off the web, another student's paper—all constitute plagiarism unless the source of the work is fully identified and credited. Plagiarism is cheating and a violation of academic and personal integrity and will not be tolerated. It carries extremely serious consequences. To avoid plagiarism it is necessary when using a phrase, a distinctive idea, concept or sentence from another source to reference that source in your text, a footnote, or end-note. Please contact me if you need assistance in citing a source.

Religious Holiday Policy

It is the policy of the College to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays. Please see me immediately if you will need to miss class any time during this semester.