Instructor
Emily Bell, PhD Candidate
School of Government and Public Policy
University of Arizona
134 Social Sciences Building
emonken@email.arizona.edu

Office Hours
Students are expected to contact the teacher to schedule an appointment as needed.

Objectives of the Course
This course focuses on developing students’ understanding of the history and foundations of Public Administration. We will cover the economic, political, and social dynamics within the field of public administration, as well as management challenges related to human resources, finances, program development, evaluation, technology, and strategic planning.

Additionally, this introduction to Public Administration considers public service as a personal and professional commitment when taking into account the ethics and values unique to this sector. Through assigned readings, case studies, simulations, and hands-on experiential learning, students will have the opportunity to advance theoretical and practical knowledge of public administration.

The first half of the course addresses the public administration context setting. This will include historical milestones, the uniqueness of management, and its political implications. Furthermore, there will be a comparative analysis of public, profit, and nonprofit sectors. The second half will focus on program evaluation, budgeting, leadership and ethics, technology, and the future of Public Administration.

Course Learning Outcomes
Following this course, you should be able to:

- Identify key milestones in the development of the public sector
- Define public administration and its uniqueness from the profit and nonprofit sector
- Articulate the unique management strategies for public administration
- Demonstrate advanced understanding of the public sector in reference to economic, political, and social movements
- Understand key pieces of the federal budget
- Communicate key social equity issues
Textbook

Student Methods and Grading Policy
Exams, quizzes, a social equity assignment, and a policy process assignment.

Grading Breakdown

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Description and Date</th>
<th>Percent of Final Grade</th>
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</thead>
<tbody>
<tr>
<td>Video Paper</td>
<td>See below</td>
<td>20 points</td>
</tr>
<tr>
<td>Case Study Report</td>
<td>See below</td>
<td>20 points each</td>
</tr>
<tr>
<td>Quizzes</td>
<td>Complete 4 short quizzes</td>
<td>15 points each</td>
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<tr>
<td>Extra Credit</td>
<td>To be announced</td>
<td>up to 2 points</td>
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Grade Distribution
90-100 A
80-89 B
70-79 C
60-69 D
≤ 59 E

Grades (continued)
- All grades will be posted in a timely manner in D2L. Students are encouraged to frequently check their progress during the semester. Students have two weeks after a grade is posted to meet with me regarding grading issues. After two weeks, the grade WILL NOT be changed.

- Should you wish to discuss your grade, you must meet with me in person. I am not able to discuss grades by email.

My Teaching Policy
What I expect from you:
- Summer courses move comparatively quickly to those you may have taken in the fall or spring semesters. What I want from you, then, is to be sure to dedicate a certain amount of time each day to listen to the lectures, read the slides, and keep up with your assignments and online quizzes. Although online classes can seem more convenient, you still need to keep up!

- Students should read all assignments in the text and readings available on D2L. Students are responsible for material covered by videos. Quizzes on readings and notes may be administered at the professor’s discretion.

- All assignments must be submitted by 11:59pm on the date provided. Unless otherwise noted, all
assignments must be submitted through D2L. Please upload your assignments to the correct D2L assignment folder. Absolutely no late submissions will be accepted. Do not email me your assignment – I will not accept it! Do not bring me a printed copy of your assignment – I will not accept it! There are absolutely no exceptions of these guidelines, given the more than sufficient opportunities to complete these tasks.

What you can expect from me:
• Throughout the semester, please feel free to email me if you have any questions about the assignments. If you have questions about any assignments, you can expect me to get back to you in a timely manner (at most 48 hours).

University Policy
• The UA’s policy concerning Class Attendance and Administrative Drops is available at: http://catalog.arizona.edu/2012-13/policies/classatten.htm

The UA policy regarding absences on and accommodation of religious holidays is available at http://deanofstudents.arizona.edu/religiousobservanceandpractice

• There will be a midterm and final exam. A make-up exam will only be given under extraordinary circumstances, which must be documented and approved.

• Depending on where we are in the class, I may decide to alter a due date. Any changes will be announced on the D2L announcement page and by email. Makeup exams or assignments will be allowed only in the case of university excused absences. Again, documentation must be provided.

• Threatening behavior is unacceptable and will be reported. The Arizona Board of Regents Student Code of Conduct, ABOR Policy 5-308, prohibits threats of physical harm to any member of the University community, including to one’s self. See: http://policy.arizona.edu/threatening-behavior-students

• It is the University’s goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please let me know immediately so that we can discuss options. You are also welcome to contact Disability Resources (520-621-3268) to establish reasonable accommodations.

• It is your responsibility to complete all works assigned in this course (e.g., tests, assignments) in full observation of the Student Code of Academic Integrity. Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog. See: http://deanofstudents.arizona.edu/codeofacademicintegrity

In addition, the University Libraries have some excellent tips for avoiding plagiarism available at: http://www.library.arizona.edu/help/tutorials/plagiarism/index.html

According to Section D (6) (a) of the University’s Intellectual Property Policy (which is available at http://www.ott.arizona.edu/uploads/ip_policy.pdf), faculty own the intellectual property for their course notes and course materials. The instructor holds the copyright to his/her lectures and course materials, including student notes or summaries that substantially reflect them. Student
notes and course recordings are for individual use or for shared use on an individual basis. Selling class notes and/or other course materials to other students or to a third party for resale is not permitted without the instructor’s express written consent. Violations to the instructor’s copyright are subject to the Code of Academic Integrity and may result in course sanctions. Additionally, students who use D2L or UA email to sell or buy these copyrighted materials are subject to Code of Conduct Violations for misuse of student email addresses.

- For more information on the confidentiality of student records, please see [http://www.registrar.arizona.edu/ferpa/default.htm](http://www.registrar.arizona.edu/ferpa/default.htm)

- Information contained in the course syllabus, other than the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.

- Requests for incompletes (I) and withdrawal (W) must be made in accordance with university policies which are available at [http://catalog.arizona.edu/2012-13/policies/grade.htm#I](http://catalog.arizona.edu/2012-13/policies/grade.htm#I) and [http://catalog.arizona.edu/2012-13/policies/grade.htm#W](http://catalog.arizona.edu/2012-13/policies/grade.htm#W) respectively.

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**Course Requirements**

**Quizzes, 60 points (15 each)**

Unlike the midterm and final, these are not timed, but will accessible on D2L only during the dates and times listed below under Course Outline. These quizzes are intended to make sure you keep up with and understand the reading.

**Case Study Report, 20 points**

This exercise is to develop your ability to think critically about the policy making process. Instructions for the assignment and the case study are listed on D2L. You are to read the case study and answer the questions in a 2-3 page memo. This assignment will be due **June 19 at 11:59pm** on D2L. Again, you are allowed to discuss the video with classmates, but the paper **must be your own work**. When you submit your essay on D2L, we have the ability to identify plagiarism, so please don’t try.

**Video Paper, 20 points**

This assignment is to develop your ability to think critically about policy problems, as well as advance your ability to summarize the situation and tie this to content we cover in the class. Instructions for the assignment are listed on D2L. You are to complete and submit this assignment by **July 7 at 11:59pm**. The link to the video is listed below and can also be accessed on D2L. You are allowed to discuss the video with classmates, but the paper **must be your own work**. When you submit your essay on D2L, we have the ability to identify plagiarism, so please don’t try.


*Please upload your paper to the D2L site.* I will not accept hard copies, or copies emailed to me. The essays must be uploaded to the correct dropbox folder in order to receive credit. Essays uploaded to an incorrect folder will not receive credit.
Extra Credit (up to 2 points applied to final grade)
There will be an opportunity to earn two extra credit points in this course. This semester, there is one research projects that will be conducted in the SGPP Research Center by individuals affiliated with the School. After participating in a project, you will receive TWO points. The point will be applied to your final score at the end of the semester. More information on this will be announced shortly on D2L.

Please upload your paper to the D2L site. I will not accept hard copies, or copies emailed to me. The essays must be uploaded to the correct dropbox folder in order to receive credit. Essays uploaded to an incorrect folder will not receive credit.

Course Outline

Please read the assigned text for each week. You can read when you choose during the week, but to do well in the quizzes, it is advised you do the reading beforehand.

Week 1 (June 6)

- Shafritz and Russell textbook (Chapters 1-4)
  - Chapter 1: Defining Public Administration
  - Chapter 2: Political Culture
  - Chapter 3: Government Machinery
  - Chapter 4: Intergovernmental Relations

Quiz 1: Available June 10, due by June 12 at 11:59pm

Week 2 (June 13)

- Shafritz and Russell textbook (Chapters 5-8)
  - Chapter 5: Honor Ethics and Accountability
  - Chapter 6: Organization Theory
  - Chapter 7: Organizational Behavior

Quiz 2: Available June 17, due by June 19 at 11:59pm
Case Study Report: Due June 19 at 11:59pm

Week 3 (June 20)

- Shafritz and Russell textbook (Chapters 9-11, 15)
  - Chapter 8: Technology
  - Chapter 9: Strategic Management
  - Chapter 10: Leadership
  - Chapter 11: Personnel Management and Labor Relations

Quiz 3: Available June 24, due by June 26 at 11:59pm

Week 4 (June 27)
• Shafritz and Russell textbook (Chapters 12 and 14)
  – Chapter 12: Social Equity
  – Chapter 13: Budget
  – Chapter 14: Audit and Evaluation

**Quiz 4:** Available July 1, due by July 3 at 11:59pm

**Week 5 (June 27)**

**Video Paper:** Due July 7 at 11:59pm