



The mission of Concord University is to provide quality, liberal arts based education, to foster scholarly and creative activities and to serve the regional community (<http://www.concord.edu/academics/>).

Course Prefix, Number and Title: POSC 204, Public Administration

Course CRN # and Section: CRN# 20048, Section 01

Semester Taught: Spring 2019

Professor: James A. White, Ph.D.

Credit Hours: 3

Office Location: 214 Admin. Bldg.

Prerequisites: None

Course Time: TTh 11:00 a.m. to 12:15 p.m

Email: jwhite@concord.edu

Phone: 304-384-6061

Building and Room Number: 301 Admin. Bldg.

Office Fax: 304-384-6091

College/Department Website: <http://www.concord.edu/political-science/node/1>

Office Hours: T 12:30-1:30 p.m. and 2:30-3:30 p.m. (Beckley); W 10:30 a.m.—12:30 p.m.; Th 8:15-9:15 a.m., and by appointment

Course Description/Rationale: This course will explore the theory and practice of public administration, with particular focus on the distinct approaches recommended by managerial, political, and legal perspectives. Historical readings and contemporary cases will be used to explore enduring debates regarding the appropriate roles, responsibilities, and goals of public administrators.

Course Management System: Blackboard

Hardware/Software Needed: Students must purchase an i-clicker for this course (these are available from the campus bookstore) and are required to regularly read The Washington Post online.

Text requirements:

Albert C. Hyde and Jay M. Shafritz, Classics of Public Administration, 7th ed., Wadsworth, 2012.

Donald F. Kettl, Politics of the Administrative Process, 6th ed., CQ Press, 2015.

Concord University Educational Goals: Students who successfully complete this course will have demonstrated competencies consistent with Concord's Educational Goals, particularly: 1) skills related to evaluating information and ideas on the basis of appropriate criteria while demonstrating an ability to employ appropriate methods and technologies for conducting empirical and scholarly research, to interpret research findings, and to use insights gained from such research as a basis for informed decision making; and, 2) attitudes conducive to self-knowledge, personal growth and development and responsible citizenship as demonstrated by respectful attentiveness to differing perspectives and willingness to engage in dialogue across differences in order to seek mutual understanding and equitable conflict resolution.

Specific Learning Outcomes: Students who successfully complete this course will be well-prepared for informed participation in the American political system and will also have been provided a solid foundation for future study of and/or employment in that system. Students will understand both the theory and practice of American public administration, having studied differing and evolving historical perspectives as applied in the American political context. Successful students will be able to analyze contemporary political, administrative, and policy issues in the context of enduring debates regarding alternative administrative approaches consistent with the American federal system of separate branches of government sharing power over program administration and implementation.

Course Requirements: Each student must participate in the course as directed (this includes appropriate participation via Blackboard). Also, students must complete each section's reading assignments prior to the beginning of the first class in each section; this required reading includes PowerPoint presentations and other material uploaded to Blackboard. Additionally, students must participate in class, complete all written assignments, and take midterm and final examinations.

Attendance, Class Participation, and Student Conduct

Class attendance is mandatory; students must attend class, be prepared (that is, students must bring required texts and materials to each class), and contribute positively. In classrooms, online, laboratories, and during any activities that are part of course requirements, students are expected to observe reasonable rules of conduct (see additional statements below about attendance and conduct).

All absences are excused, but they are limited and they must be documented by an e-mail from the student to the instructor from the student's "mycu.concord.edu" e-mail address. In general, students who miss more than ten percent of the semester's classes will be dropped from the class by the instructor (see the [Concord University Academic Catalog](#) for further discussion of University expectations regarding class attendance). Two key aspects of daily class participation will include case and project discussions and participation in daily quizzes taken via i-clicker.

Written Assignments

Each student must submit a paper on a major community issue (chosen by the student with the approval of the instructor), prepared as a report to a local elected or appointed official. This report, which should demonstrate both library and field research, should be at least five but no longer than fifteen double-spaced pages. A topic summary and a research proposal must be submitted by February 7th. Additional information regarding this assignment will be provided during the first few weeks of class.

Grading Policy and Scale, Make-up Policy, Late Work: All written assignments must be submitted by the beginning of the class period on the due date, and exams must be taken at the scheduled date and time (that is, there are no make-up exams and late work is not considered).

Quizzes, Examinations, and Academic Integrity

As mentioned above, there will be daily quizzes administered via i-clicker. The midterm examination will include material covered from the beginning of the course. The final examination will be comprehensive, with particular emphasis on material covered after the midterm examination.

Failure to adhere to University policy on academic integrity will not be tolerated and will result in appropriate disciplinary action (see statement on academic dishonesty and the Concord University Honor Code below).

GRADES

The instructor will grade each assignment, assigning A's for work demonstrating mastery of all major and minor concepts, B's for work demonstrating mastery of all major and most minor concepts, C's for work demonstrating mastery of all major and some minor concepts, D's for work demonstrating mastery of only some major concepts, and F's for work demonstrating mastery of no major concepts.

The final class grade will be determined as follows:

ASSIGNMENT	DUE DATE	VALUE (% OF TOTAL)
Class attendance and participation	N/A	25
Midterm exam	3/7	25
Paper (including proposal and methodology)	2/7, 4/25	25
Final exam	5/7	25

Course Timeline (Schedule of Assignments/Assessments/Presentations): You should check this syllabus regularly, but also be aware that the schedule and other elements of the syllabus are subject to change based on the needs of the class.

January 15-22: Introduction to Public Administration

Kettl (K): Chapters 1-2; Hyde and Shafritz (H): Readings 1, 7.

January 24—February 5: The Administrative State (Bureaucracy)

K: Chapter 3; H: Readings 6, 12, 40.

February 7-19: Constitutionalism and Federalism

H: Readings 2, 15, 23, 28, 31, 36, 43.

February 21—March 5: Organizational Theory

K: Chapters 4-7; H: Readings 4, 8, 9, 10, 11, 16, 53.

March 7: Midterm

March 19-26: Public Personnel

K: Chapters 8-9; H: Readings 14, 19.

March 28—April 4: Decision Making

K: Chapter 10; H: Readings 20, 25, 29, 44, 52.

April 9-11: Budgeting

K: Chapter 11; H: Readings 5, 13, 22.

April 16-23 Implementation

K: Chapter 12; H: Readings 33, 39.

April 25—May 2: Politics, Administration, Accountability, and the Public Interest

K: Chapters 13-14; H: Reading 17.

Accessibility/Accommodations:

Concord University is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act. Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the Director, Nancy Ellison, at nellison@concord.edu for assistance.

Academic Dishonesty

Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one's own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties — including but not limited to failure of assignment, failure of course, loss of institutional privileges, or dismissal from the University. (See University Catalog Academic Policies and Procedures.)

Concord University Honor Code

A Concord University Honor Code was approved by students, staff, faculty, administration, and the CU Board of Governors. The Code states:

"As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."

The Honor Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility.

Class/Online Attendance Policy

Regular class attendance is part of a student's academic obligation at Concord. Irregular attendance may affect academic performance adversely and is detrimental to the atmosphere of a class. (See University Catalog Academic Policies and Procedures.)

Emergency Alert System

In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text message alerts on their cell phones or email alerts. Please contact the IT Help Desk for further assistance (304-384-5291).

Emergency Information

Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. Emergency telephones can be identified by the flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call 304-384-5357 or 911. The Office of Public Safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to:

<http://www.concord.edu/administration/office-public-safety>.

Inclement Weather Policy

As a general policy, the University will remain in normal operations during adverse weather conditions. In the event of severe weather conditions, the following may occur:

University Closure

No students or employees are to report.

Classes Cancelled

Students do NOT report BUT employees are expected to report to work at their normal time.

Operating on an Inclement Weather Delay

Under this schedule, all 8 a.m. classes will start at 10 a.m. Students and faculty will follow the Inclement Weather Schedule. (See <http://www.concord.edu/emergency-alerts> for Athens/Beckley Inclement Weather Schedules.)

**Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service.*

Student Conduct

In classrooms, online, laboratories, and during any activities that are part of course requirements, students are expected to observe reasonable rules of conduct.

Sexual Harassment & Assault

Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (Including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-384-5290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-6327 or titleix@concord.edu. Reports to Campus Security can be made at (304-384-5357). As an employee at Concord University, I am a mandatory reporter which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault.

Technology Services

Contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also e-mail cuhelpdesk@concord.edu.