

**WESTERN KENTUCKY UNIVERSITY**  
**Department of Political Science**  
**Master of Public Administration Program**  
**Course Syllabus**

**PS 520 – Elements of Public Administration**  
**Spring Semester 2011 – Web-based Course**

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I. Required Text

- (1) Shafritz, Jay M. & Hyde, Albert C., (2007), Classics of Public Administration, 6<sup>th</sup> Ed., Thompson Wadsworth (ISBN 0495189561).
- (2) Rosenbloom, David H.; Kravchuk, Robert S.; & Clerkin, Richard M., (2009), Public Administration Understanding Management, Politics, and Law in the Public Sector, 7<sup>th</sup> Ed., McGraw Hill (007340389X)

II. Description

Introductory survey of governmental administration; emphasizes relationships between political issues and the practice of administration in areas such as organizational structures, personnel and financial management, control and accountability, and ethical issues. (Three Credit Hours)

III. Course Objectives

The course materials will familiarize students with the practice of Public Administration. By the end of the course student should develop an understanding of the various elements that comprise the practice of Public Administration. Students should also enhance their skills in dealing with the various problems encountered in the practice of public administration.

IV. Course Method and Approach

Students will be introduced to text materials and selected readings as a means of reviewing the practice of public administration. The text materials will introduce students to the field of public administration. The selected readings will enable the students to connect abstract concepts to concrete situations in Public Administration.

This is a web-based course. Student interaction will be achieved through the use of Blackboard and via email. Student progress will be monitored through a series of exercises as noted in the Schedule of Assignments.

V. Course Requirements

- A. Session Assignments - Students will be graded on the degree to which they draw connections between assigned materials.
- B. Exam - There will be a written (essay) final examination. The exam will contain one case, which the student will be required to analyze. **Since this is a take home exam, students are expected to provide references to support their positions on the examination.**

#### VI. Method of Evaluation (Grading)

Written assignments will be graded not only on the substantives of presentation, but also on the proper use of English. Students will be penalized if their written presentations contain grammatical and spelling errors and otherwise fail to measure up to the level of work expected of graduate students.

The final grade will be determined as follows:

each)	A. Session Assignments	50 points (Discussion Board - 5 points
points each)	B. Session Assignments	30 points (Written Responses – 10
	C. Final Exam	<u>20 points</u>
		100 points maximum

#### VII. Schedule of Assignments (due dates)

**Note: All assignments received after their due dates/time will receive a one point deduction.**

**Session #1** Syllabus Review – **Students are to review the course syllabus and email any questions to the instructor by 11:00 p.m. (CST) on 1/30/11.**  
 Besides addressing any questions about the syllabus, the main objective of this assignment is to establish initial contact with the students. (5 points)

Actually, the body of the course is divided into twelve sessions, as listed below, plus this intro session and a session for the course final exam. Specific assignments for each of these sessions and comments will be available on Blackboard. All assignments have a due date. However, once the assignments are available on Blackboard, students may accelerate the completion of assignments. Below is the reading required for each session. The session assignments #2 through #13 will be based on these readings. **Sessions 14 is the final exam.**

**Note: Each of the Chapters in the Public Administration text is paired with a section of classical articles found in the topical contents listing (pages v and vi) in the Classics of Public Administration text.**

<b><u>Session #2</u></b> 2/6/2011	Public Administration – Chapter 1 ( <b><u>Discussion Board</u></b> ) Classics – The Discipline of Public Administration - page v
<b><u>Session #3</u></b> 2/13/2011	Public Administration – Chapter 2 ( <b><u>Discussion Board</u></b> ) Classics – The Political Context of Public Administration - p. v
<b><u>Session #4</u></b> 2/20/2011	Public Administration – Chapter 3 ( <b><u>***Email Instructor***</u></b> ) Classics – Bureaucracy – page v
<b><u>Session #5</u></b> 2/27/2011	Public Administration – Chapter 4 ( <b><u>Discussion Board</u></b> ) Classics – Organizational Theory – page v
3/6/2011	No Assignment (Spring Break)
<b><u>Session #6</u></b> 3/13/2011	Public Administration – Chapter 5 ( <b><u>Discussion Board</u></b> ) Classics – Human Resources Management – page v
<b><u>Session #7</u></b> 3/20/2011	Public Administration – Chapter 6 ( <b><u>Discussion Board</u></b> ) Classics – The Budgetary Process – pages v & vi
<b><u>Session #8</u></b> 3/27/2011	Public Administration – Chapter 7 ( <b><u>***Email Instructor***</u></b> ) Classics – Public Management – page vi
<b><u>Session #9</u></b> 4/3/2011	Public Administration – Chapter 8 ( <b><u>Discussion Board</u></b> ) Classics – Public Policy and Analysis – page vi
<b><u>Session #10</u></b> 4/10/2011	Public Administration – Chapter 9 ( <b><u>Discussion Board</u></b> )
<b><u>Session #11</u></b> 4/17/2011	Public Administration – Chapter 10 ( <b><u>Discussion Board</u></b> ) Classics – Program Evaluation – page vi
<b><u>Session #12</u></b> 4/24/2011	Public Administration – Chapter 11 ( <b><u>***Email Instructor***</u></b> ) Classics – Intergovernmental Relations – page vi
<b><u>Session #13</u></b> 5/1/2011	Public Administration – Chapters 12 & 13 ( <b><u>Discussion Board</u></b> ) Classics – Public Service Ethics – page vi
<b><u>Session #14</u></b> 5/8/2011	Final Exam <b><u>Final Exam &amp; all course assignments due by 11:00 p.m. (CST).</u></b>

**Please Note: This is a web-based class and your participation is an essential part of your course work. Completing assignments on time and following the instructions in the assignments on Blackboard are the measure of your participation. Failure to complete any assignment and/or take an exam when scheduled will automatically**

**result in zero grade for that item, unless arrangements have been made with the instructor at least twenty-four (24) hours prior to the event in question. Each student is reminded that all non-original work must be cited accordingly and that the University's policies and procedures regarding academic integrity must be followed. All written work is subject to review via special software programs.**

#### **VIII. Instructional availability and assistance**

Scheduled office hours to assist students are as follows:

Tuesday – from 12:30 pm until 4:00 pm

Thursday – from 12:30 pm until 4:00 pm

**Additionally, students can email the instructor with any questions. The instructor will try to respond to all emails within 48 hours, excluding weekends.**

#### **IX. Student Disability Services**

“Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services, DUC A-200. The OFSDS telephone number is (270) 745-5004 V/TDD.”

“Per university policy, please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.”

#### **X. Syllabus Changes/Amendments**

The above schedule, policies, and assignments in this course are subject to change in the event of extenuating circumstances or by mutual agreement between the instructor and the students.

#### **XI. Use of email for discussing a student's performance and grades**

Unless a student notifies the instructor otherwise, email (a non-secure form of communication) will be utilized in this course to discuss a student's performance with that student and to share the student's grades with that student.

#### **XII. Students are responsible for reviewing and following the instructions contained in this syllabus**

In order to successfully complete this course, students must read and follow all the instructions contained in this syllabus. If a student does not understand any instruction and/or item contained in this syllabus, it is the student's responsibility to obtain clarification. All such inquiries must be presented to the instructor before the day on which the final exam is due.

**Additional Note: I have highlighted in bold red and underlined important items in**

**this syllabus that affect your grade. Please pay special attention to these items.**

**XI11. Format for files submitted electronically**

**Word Processing files** must be in the Rich Text Format with the .rtf extension.

**Spreadsheet files** must be in the Microsoft Excel format with the .xls extension.

**PowerPoint files** must be in the Microsoft PowerPoint format with the .ppt extension.

**Files that do not meet this standard will be returned to the student for resubmission.**

**XIV. Students must email instructor to confirm that they have read and understand all elements of this syllabus during the first week of the semester, or seek clarification where needed.**