

**Western Kentucky University
Department of Political Science
Master of Public Administration Program
PS 520 Elements of Public Administration**

**3 credit hours
Course Syllabus**

Fall 2018

**Wednesday evenings via IVS at multiple campuses, multiple locations
Main Campus Grise Hall #137
5:15 p.m. to 8:00 p.m. (central time)**

Instructor: Victoria Gordon, DPA

Office location: 303 Grise Hall, Main Campus, WKU, Bowling Green, KY

Office hours: By appointment

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“To be consistent enough to deserve ethical respect from revered colleagues and from oneself; to be pliable enough to survive within an organization and to succeed in effectuating moral purposes—this is the dilemma and the glory of the public service.” *Stephen K. Bailey (1964)*

TEXTBOOK REQUIREMENTS: Politics of the Administrative Process by Don Kettl 6th edition 2015 published by SAGE/CQ Press ISBN 978-1-4833-3293-2. Please note that 7th edition of this book is available, but not required. The 6th edition is probably cheaper for you to purchase/rent as used copy.

*Other **required readings** will be provided in class or placed on Blackboard for student availability.*

Course Description:

PS 520 Elements of Public Administration: introductory survey of governmental administration; emphasizes relationships between political issues and the practice of administration in all areas of the public sector.

WKU MPA Program Mission Statement (revised and adopted June 26, 2013):

The MPA program prepares graduate students from diverse backgrounds to be productive leaders and managers in public service by sharing knowledge, encouraging excellence in research and practice, and fostering an environment of professionalism within the communities we serve.

MPA Competencies-Based Learning Outcomes: (adopted July 17, 2014 and revised April 6, 2016)

Competency 1: Lead and manage in public governance

1.1 Identify and describe best practices for public governance

1.2 Demonstrate understanding of how to employ values-based management in the public service

Competency 2: Participate in and contribute to the policy process

2.1 Describe the technical, ethical, and political aspects of public policymaking

2.2 Evaluate the effectiveness of the policymaking process in assuring the delivery of public goods and services that are appropriate for specific communities

Competency 3: Analyze, synthesize, think critically, solve problems, make decisions

3.1 Identify and critically analyze decisions that would uphold the public trust with awareness and consideration of both intended and unintended consequences

3.2 Demonstrate the capacity to make decisions conducive to improving institutional performance and sustainability

Competency 4: Articulate and apply a public service perspective

4.1 Demonstrate the ability to balance efficiency, effectiveness, and equity in making decisions involving the delivery of public services.

4.2 Demonstrate understanding of what it means to behave in a professional and ethical manner in the pursuit of the public interest

Competency 5: Communicate and interact productively with a diverse and changing workforce and citizenry

5.1 Articulate and demonstrate responsiveness to the diverse viewpoints and cultural contexts among constituent groups.

5.2 Demonstrate appropriate oral and written communications skills needed to effectively lead and manage in diverse settings

This course is an introduction of the study of public administration theory and practice. The goals of the course are to provide students with an overview of the major theories guiding the management and development of contemporary public sector organizations, and to introduce students to topics, issues, problems, and ethical dilemmas that are associated with the practical management of public organizations.

At the completion of the course, students should be able to:

1. Discuss/critique the major historical and philosophical roots of public administration and related theories.

2. Discuss key theories, principles, functions, and political processes that relate to public administration.

3. Identify and discuss issues of ethics, accountability and law as these relate to theories and practices associated with public administration.

5. Discuss major trends and practical functions of importance to the management of public organizations today.

6. Analyze current events, identifying the key issues or problems illustrated by the events and their relationship to public administration.

While most courses don't address all competencies and learning goals, this course addresses many. Specifically, this course and student assignments will address learning outcomes—1.1; 2.1; 3.1; 4.2; and 5.1—as outlined in the above section.

Written assignments will be graded on the substance, content, and quality of writing. Students will be penalized if their written presentations contain grammatical and spelling errors or otherwise fail to measure up to the level of work expected of graduate students. A writing rubric will be placed on Blackboard, so students know up-front how writing is evaluated.

🔗 Grades *Final grades will be determined as follows:*

Attendance/Participation/Quizzes	25 Points
Informal Presentations/In-Class or BB discussion leader/ In class-exercises/Short Assignments	50 Points
Major Written Assignments/ Presentations/Final Exam	25 Points
Total	100 points

Grade Scale:

<i>A</i>	<i>90-100 points</i>
<i>B</i>	<i>80-89 points</i>
<i>C</i>	<i>70-79 points</i>
<i>D</i>	<i>60-69 points</i>
<i>F</i>	<i>below 60 points</i>

INSTRUCTIONAL AVAILABILITY AND ASSISTANCE

Scheduled office hours to assist students are as follows: By appointment on Wednesdays and I am always available before and after class to meet with students.

UTILIZATION OF LIBRARY AND OUTSIDE SOURCES

For this course, additional readings are suggested. Students may be expected to utilize the library to conduct individual research in order to complete assignments.

Title IX Misconduct/Assault Statement

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and

Discrimination and Harassment Policy (#0.2040) at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf.

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.

*Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are “Responsible Employees” of the University and **MUST** report what you share to WKU’s Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU’s Counseling and Testing Center at 270-745-3159.*

ADA Accommodation Statement

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu . Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

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 instructor and students.

STUDENTS ARE RESPONSIBLE FOR REVIEWING AND FOLLOWING INSTRUCTIONS CONTAINED IN THIS SYLLABUS

In order to successfully complete the 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 of the final exam or before the final day of class, if the final is a take-home exam.

OTHER POLICIES AND PROCEDURES

GENERAL EXPECTATIONS

Students are expected to attend all course sessions; complete all required readings prior to class time; participate in class discussions; and complete all written assignments and examinations.

BEHAVIORAL EXPECTATIONS

Students are expected to display appropriate courtesy to all involved in class sessions. Courteous behavior specifically entails communicating in a manner that respects, and is sensitive to the cultural, racial, gender and other individual differences in the class. **Guest speakers will be invited to present information to the class. You are expected to be attentive and courteous. Please ask meaningful questions of these speakers who are generous enough to give you their time. Utilize these opportunities to the fullest. Don’t be late to class!**

ATTENDANCE

Active classroom participation is required and will be determined by the student’s attendance and participation in class discussions and exercises. Unexcused absences will negatively impact your final grade, and repeated absences, excused or not excused, will not be tolerated. Tardiness will not be tolerated. *Subject to university policies*, absence from class for observance of *religious holidays* is permitted, but students are responsible for making up all missed work. See the instructor.

WKU Class Attendance Policy Registration in a course obligates the student to be regular and punctual in class attendance. Students who, without previous arrangement with the instructor or department, fail to attend the first two class meetings of a course meeting multiple times per week or the first meeting of a class that meets one time per week MAY be dropped from the course. Nonattendance for a web-based course shall be defined as a failure to log on to Blackboard or other instructor-designed website within one week of course start date without previous arrangements with the instructor or department. Instructors may drop a student for nonattendance only during the regular drop/add period of the term. Nonattendance does NOT release students from the responsibility to officially drop any course for which they have enrolled and choose not to complete.

ACADEMIC HONESTY

Academic honesty is expected. Acts of academic dishonesty will not be tolerated and at a minimum will affect your course grade. Acts of academic dishonesty include cheating and plagiarism.

WITHDRAWALS

Students have the right to withdraw from courses *subject to university policies*.

INCOMPLETES/GRADE CHANGES

Incomplete grades, repeated courses and subsequent changes to grades after work has been completed will be addressed *subject to university policies*.

Schedule of Classes and Broad Topics/Chapters refer to Kettl book. Other readings/articles will be assigned and will be available on blackboard for your access.

August 29	WELCOME and ACCOUNTABILITY (Ch 1)
September 5	BUREAUCRACY and WHAT GOVT DOES (Ch 2)
September 12	WHAT IS PUBLIC ADMIN and POLITICAL CONTEXT (Ch 3)
September 19	ORGANIZATIONAL THEORY, EXEC BRANCH & PROBLEMS (Ch 4, 5, and Ch 6)
September 26	ORG THEORY CONTINUED (Ch 4, 5, and 6)
October 3	PUBLIC MANAGEMENT & ADMINISTRATIVE REFORM (Ch 7)
October 10	INTERGOVERNMENTAL RELATIONS (Dr. Gordon's articles)
October 17	CIVIL SERVICE & HUMAN CAPITAL (Ch 8 and 9)
October 24	POWER
October 31	DECISION MAKING (Ch 10)

November 7	BUDGETARY PROCESSES (Ch 11)
November 14	PUBLIC POLICY ANALYSIS, IMPLEMENTATION & PROGRAM EVALUATION (Ch 12)
November 21	NO CLASS. Thanksgiving Holiday. University Closed.
November 28	PUBLIC SERVICE ETHICS
December 5	OVERVIEW AND COURSE RECAP (Ch 13 and 14)

FINALS Week is December 10-14th. If you have a B or better as of Nov 14th you will not be required to take the final exam during finals week.