CRN: 16678
Instructor: Jonathan R. Boyd
Office: AYSPS V58
E-mail: jboyd12@gsu.edu
Class Time: T & R 2:30p – 3:45p
Office Hours: T & R 4:00p – 5:00p (other times easily by appointment)
Location: Aderhold 206

Required Textbook:

Additional readings will be provided via iCollege.

Course Description:
This course provides an overview of public administration in the United States. There’s more to the political system than the passing of laws. Public administrators are responsible for implementing laws from legislators and executives. Additionally, public administrators are also involved with creating public policies. This course will cover the role the administration plays in policy execution and policy formation, paying particular attention to how public administration shapes and is shaped by politics.

Course Objectives:
By the end of the course, the students will be able to:
  • Understand the administrative process
  • Understand the relationships among political institutions, office holders, and public administrators
  • Analyze the implications of non-elected, administrative decision making and action
  • Demonstrate enhanced professional and research writing skills

Course Expectations:
Students are expected to come to class regularly, complete the readings and assignments prior to class, and participate in class discussion. Students are also expected to be respectful of other students’ ideas and experiences.
Course Requirements:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage of Final Grade</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes/In-Class</td>
<td>20%</td>
<td></td>
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<tr>
<td>Assignments</td>
<td></td>
<td></td>
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<tr>
<td>Midterm Exam</td>
<td>20%</td>
<td>02/23/17</td>
</tr>
<tr>
<td>Short Paper #1</td>
<td>10%</td>
<td>02/02/17</td>
</tr>
<tr>
<td>Short Paper #2</td>
<td>10%</td>
<td>03/21/17</td>
</tr>
<tr>
<td>Long Paper</td>
<td>20%</td>
<td>04/13/17</td>
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<tr>
<td>Final Exam</td>
<td>20%</td>
<td>04/27/17</td>
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-Quizzes/In-Class Assignments:
A mix of announced and unannounced quizzes will be given over the semester. Quizzes will be based primarily on readings, but also on class notes and homework assignments. In-class assignments will occasionally be given instead of a quiz. Missing a quiz or an in-class assignment will result in a zero. The two lowest quiz/in-class assignment scores will be dropped.

-Exams
Exams will cover material from the assigned readings, lectures, and the class discussions. Missing an exam will result in a zero unless evidence of a university excused absence is provided before the exam. Note that the final exam is scheduled to begin at 1:30 pm.

-Papers
Students will write 3 papers over the course of the semester. These papers will require applying course content to the real world and thinking critically about current events. Two of the papers will be shorter (2-4 pages each) and the third will be longer (6-8 pages). Detailed instructions for each will be discussed in class and provided on iCollege.

Students seeking additional writing support can utilize the GSU writing studio’s one-on-one counseling and online resources: writingstudio.gsu.edu.

Other Important Dates:
01/13/17 – last day to drop course (without a W on transcript)
02/28/17 – last day to withdraw from course (with a W on transcript)
Final Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
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<tbody>
<tr>
<td>A+</td>
<td>&gt;96.99</td>
</tr>
<tr>
<td>A</td>
<td>93.00-96.99</td>
</tr>
<tr>
<td>A-</td>
<td>90.00-92.99</td>
</tr>
<tr>
<td>B+</td>
<td>87.00-89.99</td>
</tr>
<tr>
<td>B</td>
<td>83.00-86.99</td>
</tr>
<tr>
<td>B-</td>
<td>80.00-82.99</td>
</tr>
<tr>
<td>C+</td>
<td>77.00-79.99</td>
</tr>
<tr>
<td>C</td>
<td>73.00-76.99</td>
</tr>
<tr>
<td>C-</td>
<td>70.00-72.99</td>
</tr>
<tr>
<td>D</td>
<td>60.00-69.99</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60.00</td>
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Attendance:
I expect you to attend every class. Attendance is essential to succeed in this course and I will call the roll at the beginning of each class. Students are responsible for obtaining any class information missed if absent.

Late Submissions:
Written assignments are due an hour before the beginning of class on the due date (so that’s 1:30 pm for this course). Any assignments submitted after that time will be considered late. 10 percentage points will be automatically deducted for each day the assignment is late (day = 24 hours from submission time).

Electronics:
Cell phones should be off before class begins. Laptop and computer usage is prohibited in the classroom.

Respect:
Treat your colleagues and the instructor with respect, sensitivity, and openness to new ideas. Distractive practices, such as tardy entrances, leaving the room while class is in session, ringing and vibrating cell phones, excessively conversing with other students, leaving to get food, eating food, and conducting activities unrelated to class discussions are considered inappropriate behavior.

Email:
I will occasionally send class updates and information via email. Students are expected to regularly check accounts for course information. Email is the best way to reach me. Send email to my GSU address (not via iCollege) and I will respond within 48 hours.
Academic Honesty:
GSU guidelines on academic honesty will be enforced in this course, and students should be familiar with the GSU Policy on Academic Honesty posted online in section 409 in the Faculty Handbook (http://www2.gsu.edu/~wwfhb/sec400.html#409). It is your responsibility to ask questions if you are unclear about what is appropriate. Academic dishonesty violations can result in a penalty of a '0' on the assignment or test, class failure, and expulsion from Georgia State University.

Accommodation:
Students who wish to request an accommodation for a disability may do so by registering with the Office of Disability Services. Students will only be accommodated upon issuance by the Office of Disability Services of a signed Accommodation Plan and are responsible for providing a copy of that Plan early in the semester to instructors in which an accommodation is sought.

Course Evaluations:
Your constructive assessment of this course plays an indispensable role in shaping education at Georgia State. Upon completing the course, please take time to fill out the online course evaluation.

PMAP Career Services Office:
The Department of Public Management and Policy (PMAP) provides career support services to all current PMAP students and alumni. Students are invited to meet with Colleen Perry, the Director of Career Services, to discuss resume writing, interviewing, job searching, internship development, and networking. To see what career panels, career fairs, and events are available this semester, please visit: http://aysps.gsu.edu/paus/career.html. Make the most of your education by utilizing these great resources. Students are encouraged to arrange an individualized appointment with the Colleen by emailing: cerry25@gsu.edu.

PMAP Community Network:
The PMAP Community Network student organization aims to connect Public Management & Policy (PMAP) students, faculty and alumni through social functions, speakers and other events while enhancing the academic and social experiences of students in Public Management and Policy. The student organization is open undergraduate and graduate students.
Course Schedule:
This syllabus provides a general plan for this course; deviations may be necessary.

Week 1  Introduction & Accountability
Chapter 1 in Kettl textbook; read syllabus & policy on Academic Honesty

Last day to drop: 1/13

Week 2  What is Public Administration?
Chapter 2

Week 3  What Government Does
Chapter 3

Week 4  Organizational Theory
Chapter 4; Short Paper #1 due 2/2

Week 5  The Executive Branch
Chapter 5

Week 6  Organizational Problems
Chapter 6

Week 7  Catch Up, Review, & Midterm Exam
(midterm exam on 2/23)

Last day to withdraw: 2/28

Week 8  Administrative Reform
Chapter 8

Week 9  The Civil Service
Chapter 9

3/13-3/17  Spring Break, No Class

Week 10  Decision Making
Chapter 10; Long Paper due 3/21

Week 11  Budgeting
Chapter 11

Week 12  Implementation
Chapter 12
Week 13  Government Regulation, Oversight, and Accountability Chapters 13 and 14; Short Paper #2 due 4/13

Week 14  Catch Up, Review, and Wrap Up

Week 15  Final Exam (on 4/27 at 1:30 pm)