PMAP3801 Public Administration and Politics  
Spring 2016  
Tuesday and Thursday, 2:30-3:45pm  
Classroom South 209

Dr. K. Jurée Capers  
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(404)413-0118  
Room 327 Andrew Young School of Policy Studies  
Office Hours: Tuesdays, 4:00-5:15pm and by appointment

Course Description  
PMAP 3801 is an introductory course that explains public administration in its political context. It examines bureaucratic polities and behavior in the political process; bureaucrats’ relations with other executive agencies, the legislature, the president, the judiciary, and clientele groups; the role of bureaucrats in policy making and implementing agency strategies, and the political and public implications of administrators’ actions in policy implementation.

Learning Objectives and Outcomes  
In this course, students will:
- Demonstrate an understanding of the administrative process.
- Develop an understanding of the relationships among political institutions, office holders, and public administrators.
- Analyze the implications of non-elected, administrative decision making and action.
- Enhance professional and research writing skills.


Supplemental Texts:  

Policies  
Class Attendance and Participation  
Class attendance will count for **10 percent of your final grade.** One class can be missed without penalty, but additionally missed sessions will be documented and deducted. Continual tardiness to class and/or early departures from class will also result in deductions from the final grade. As a general rule, there are no exceptions to the attendance requirement; however, exceptions may be granted for a catastrophic event or illness with documentation.

Late Assignments  
Assignments submitted to the professor after they have been collected in class or after stated deadlines will be counted as late. **Late assignments must be hand delivered to the professor.**  
**Emailed assignments will not be accepted.** Turning in assignments late will result in a full letter grade deduction and a 3-point deduction for each additional day. No assignment will be accepted one week beyond the indicated deadline.
**Make-Up Exams**
In general, make-up exams will only be allowed under emergency circumstances with proper documentation. The professor reserves the right to decide the conditions of make-up exams or assessments.

**Class Etiquette**
To make this course enjoyable for everyone, cell phone ringers and other devices should be turned off. Text messaging, emailing, and surfing the web are prohibited in class. If it appears that members of the class are using computers or tablets for purposes outside of note taking, the instructor reserves the right to ask students to take notes by hand. Students are expected to be respectable to the professor and peers. Students may have strong opinions on topics and classroom discussion can be lively; the professor encourages students to voice their opinions and views in a courteous manner.

**Email**
The instructor will periodically communicate with students through the campus email system; therefore, students are responsible for checking their campus assigned email account regularly. Additionally, students may communicate with the instructor through this system. Emails sent through Brightspace may experience a delayed response.

**Plagiarism, Academic Honesty or Cheating**
The Georgia State University Handbook defines plagiarism as follows:

- Plagiarism is presenting another person’s work as one’s own. Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgement, including the summarizing of another student’s work as one’s own. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of the paragraphs, sentences, or even a few phrases written or spoken by someone else. The submission of research or completed papers or projects by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else when that use is specifically forbidden by the faculty member. Failure to indicate the extent and nature of one’s reliance on other sources is also a form of plagiarism. *It is also plagiarism to reuse material you prepared for different courses in the same program.* The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly or creative indebtedness, and the consequences of violating this responsibility.

In this course, plagiarism and academic dishonesty will include the following:
- Reusing material developed for this or other courses to meet writing assignments in the current course
- Collaborating with other students or outside consultants (i.e. professional editor) for writing assignments
- Copying information or ideas from a book, article, or website without proper credit to the author.

Plagiarism and academic dishonesty in any form will face disciplinary action that could result in receiving a “F” in the course, suspension, or even expulsion from the university.

More information about the GSU Academic Honesty Policy (Section 409) can be found here: [http://www2.gsu.edu/~wwwfhb/fhb.html](http://www2.gsu.edu/~wwwfhb/fhb.html). Students may also find information on the policy in the undergraduate catalog.
Course Materials/Copyright Statement
The handouts and materials used in this course—including but not limited to syllabi, quizzes, exams, and in class materials generated for the course are copyrighted. You do not have permission or the right to copy the handouts unless I expressly grant you permission.

Americans with Disabilities Act (ADA) Statement
Students with disabilities, requiring special accommodation must self identify and need to be registered with the Office of Disability Services (404-651-1487) for the instructor to modify instruction or expectation. Students may only be accommodated upon issuance by the Office of Disability Services of a signed Accommodation Plan and are responsible for providing a copy of the plan to the professor and all other courses in which an accommodation is sought.

Grading Policy: The following point system will be used to calculate final grade. Incomplete grades will only be given for nonacademic reasons when advance arrangements have been made. Please let the professor know as soon as you see a problem developing. The professor reserves the right to require documentation and proof of the need for an incomplete before agreeing to apply the “I” grade; the right to assign different and/or additional course requirements; the right to impose a grade penalty for an incomplete in the course. Students should familiarize themselves with the GSU Withdrawal Policies, Section 401.05.

Last day to withdraw from full semester classes: March 1, 2016

94-100 A 77-79 C+
90-93 A- 73-76 C
87-89 B+ 70-72 C-
83-86 B 60-69 D
80-82 B- <60 F

Writing Assignments: (20\% of total grade) Students will write three papers—one research paper and two discussion papers. The goal of each writing assignment is to assess your understanding of course topics through application and to foster higher levels of critical thinking about public administration. Papers should be formatted in 12point, Times New Roman font, double spaced, with one inch margins. Students are also required to submit a Grammarly report with a score of 83 or above with all writing assignments. All assignments are to be submitted on BrightSpace by 11:59pm on the noted due date. Not following the formatting requirements will result in points being deducted from the assignment.

Midterm: (25\% of total grade) – An in-class midterm on Thursday, February 25, 2016 will cover all material discussed during the first six weeks of the course. Students are expected to demonstrate knowledge of the lectured material and assigned readings. The exam will include multiple choice, short answer, and 1-2 essay questions.

Final Exam: (30\% of total grade) – The final course requirement is an exam on Thursday, April 28, 2015 at 1:30pm. The exam will include material covered in the second half of the semester, post-midterm lecture and reading material. The exam will include multiple choice, short answer, and 1-2 essay questions.

Quizzes and Assessments: (15\% of total grade) – Students will have a minimum of three short quizzes, as well as various in-class assessments during the term. Quizzes and activities are designed to check your reading and understanding of the readings and lectured material. As an incentive to
reading, quizzes may be unannounced or announced. Students should always be prepared for an assessment on previously covered material.

**PMAP Career Services and Community Network**
The Department of Public Management and Policy (PMAP) provides career support services to all current PMAP students and alumni. To examine what PMAP offers to its students regarding career development, visit: [PMAP Career Services](#). Students are encouraged to arrange an individualized appointment with Colleen Perry, Andrew Young School Director of Career Services, by emailing her at: cperry25@gsu.edu. Her office is located in room 49B on the Ground Floor of the Andrew Young School.

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

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**Course Outline and Schedule***

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<th>Week</th>
<th>Topic</th>
<th>Readings</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>1</td>
<td>Course Overview and Introduction</td>
<td>Read Syllabus &amp; Chapter 1</td>
<td>Review Syllabus</td>
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<tr>
<td>2</td>
<td>The Role and Function of Public Administration and Government</td>
<td>Kettl Chapters 1 &amp; 2</td>
<td>Plagiarism Quiz Due</td>
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<tr>
<td>3</td>
<td>Government Strategies and Growth</td>
<td>Kettl Chapters 2 &amp; 3</td>
<td>Review Chapters 1-3</td>
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<td>4</td>
<td>Non-Governmental Agencies in Government</td>
<td>Kettl Chapter 3</td>
<td>DISCUSSION PAPER 1 DUE 11:59PM, FEBRUARY 4, 2016</td>
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<td>5</td>
<td>Organization Theory</td>
<td>Kettl Chapter 4</td>
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<td>6</td>
<td>The Interface of Structure and Process in Government</td>
<td>Kettl Chapters 5 and 6</td>
<td>GROUP RESEARCH PROPOSAL DUE 11:59PM, FEBRUARY 18, 2016</td>
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<td>7</td>
<td>Midterm Review</td>
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<td>STUDY, Chapters 1-6</td>
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<td>MIDTERM EXAM—Thursday, February 25,2016</td>
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<td>MIDTERM, Thursday, February 25,2016</td>
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<td>8</td>
<td>Structural and Administrative Reform</td>
<td>Kettl Chapter 7</td>
<td>March, 1, 2016: Last day to withdraw from full semester classes</td>
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<td>9</td>
<td>The Civil Service-Practitioners of Public Administration</td>
<td>Kettl Chapter 8 &amp; 9</td>
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<td>10</td>
<td>SPRING BREAK, NO CLASS</td>
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<td>11</td>
<td>Building Capacity through Motivation and Ownership Building</td>
<td>Kettl Chapter 8 &amp; 9</td>
<td>RESEARCH PAPER 1 DUE 11:59PM, MARCH 24, 2016</td>
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<tr>
<td>Week</td>
<td>Topic</td>
<td>Reading Material</td>
<td>Notes</td>
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<td>12</td>
<td>Effective Decision-Making in Government</td>
<td>Kettl Chapter 10</td>
<td>Review Chapters 7-10</td>
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<td>13</td>
<td>Budgeting and Policy Implementation</td>
<td>Kettl Chapters 11 &amp; 12</td>
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<td>14</td>
<td>Government Regulation and Administration Oversight</td>
<td>Kettl Chapters 13 &amp; 14</td>
<td>DISCUSSION PAPER 2 DUE 11:59PM, APRIL 14, 2015</td>
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<tr>
<td>15</td>
<td>Catch up and Review Session</td>
<td>Review Chapters 7-14</td>
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<tr>
<td>16</td>
<td></td>
<td><strong>FINAL EXAM</strong></td>
<td>Thursday, April 28, 2016, 1:30pm-4:00pm In-Class Essay Due</td>
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*The syllabus serves as a general plan for the course that may be revised, corrected, or require deviation. Students will be alerted of any changes to the syllabus.*