North Carolina State University
School of Public and International Affairs

PS-312 Introduction to Public Administration

Class Meetings
>	Tuesday - Thursday
>	8:30 am - 9:45 am
>	Caldwell G009

Instructor
>	Brad Johnson
>	bajohn22@ncsu.edu
>	(notifies on my phone)
>
>	Campus Office: 122 Winston
>	Office Hours: T, H 9:50 - 12pm and by appointment

Course Overview
>	If your house is burning, you expect that the fire department will come address the problem. When you turn on your tap, you expect safe drinking water. When you walked into the building today, you assumed that it wouldn't collapse. If the choice of what public issue to address is political, public administration is the action behind the political system. Many of the processes we take for granted in contemporary society are based on the work of public administration in one way or another.
>
>	This class will engage students in an exploration of the administrative system, the mechanisms that make it go, and the values that make its operation challenging. We will review the history of public administration and its place in society, how public organizations operate, while reviewing key areas of common interest such as budgeting and implementation of policy. We will apply that knowledge in the creation of products common to public agencies.

Prerequisites
>	None; some knowledge of the structure of American government is helpful

Goals for class
>	Prepare you to understand and operate (as a citizen or career) in the complex public administrative system.
>
>	Apply those insights to the implementation of a public problem.

Student Learning Outcomes
- Define public administration and its role in governance
- Identify and describe a public problem and apply tools discussed in this class to solve it

- Classify different public agencies that could potentially address public problems
- Identify managerial, political, and legal values inherent in bureaucracy
- Create a set of products that can be used in the job market
- Understand different public career paths
- Be able to engage with public agencies as a citizen

Required Texts and Readings

Required Text: Shafritz, J.M., Russell, E. W., Borick, C.P., & Hyde, A. C. (2017). Introducing Public Administration 9th Ed. Pearson Education, Inc.
Additional Readings and Resources on Moodle

Attendance and Participation

This course is a 300-level course which means that class discussion and group activities are an active component of the course.

Your attendance and informed participation are essential to our collective success. In short, be prepared to discuss all assigned readings for each class. In case of emergency (serious illness, injury, death or illness in the family, court attendance, or religious observance), please notify me as soon as possible. You are responsible for all work missed and for any assignment announced on the day you were absent. This policy is based upon NCSU Attendance Policy available online at the following address: http://policies.ncsu.edu/regulation/reg-02-20-03.

Grading Outline

- Class Course Pack– 10%
- Assessments – 30% (10% each)
- Implementation Plan – 50%
- Presentations – 10%
- Outside of Class Engagement - Up to 3 extra points

Assignments

Full assignment information is located on the moodle site.

Class Course Pack
On the first day of class a notebook will be distributed. For each class and readings for that day, label the page with the date of the class. At the end of each class we will spend five minutes reflecting on what we covered in class that day. They will be collected after each assessment to be returned the following class period. Your notes should reflect thoughtful engagement with the topic and others.

Assessments
Three times throughout the semester we will have assessments. The goal of these assessments is to ensure we are on track for the semester and to review key concepts of the previous few weeks readings and class discussions. There will be 4 applied short

answer questions and 5-8 definitions of key terms. They will also include a reflection on course progress so you can provide feedback.

Implementation Plan
A nine part implementation plan will be due throughout the semester. You will select a public problem and an agency to fix it from a set we lay out together. These will align with other students in terms of type of organization and problem. Each part is designed to be similar to a product you may be asked to create in a public agency.

The best way to complete these is to write them as a reflection following the class that focuses on the topic.

Full details about the assignment are on the moodle page and will be distributed. While due dates are suggestions (aside from the final due date 4/30) if 7/9 of the parts are turned in on time, 5 points will be added to the final grade for your plan.

Presentations (Part 7 of Implementation Plan)
One of the parts of the implementation plan is a presentation during week 13. This will be a recorded presentation that you will post to moodle. In order to be efficient with our time, this class will take place virtually. This is the only part of the implementation plan to be graded separately, and needs to be turned in on time.

Presentations will be viewed by your peers, instructor, and a few public administrators, who will all provide feedback. Peer feedback will be included in your grade.

Outside of Class Engagement
There are many opportunities to engage with the public administrative system in Raleigh, NC State, and our surrounding communities. Your participation in these activities is optional but suggested. I am happy to help you find opportunities to engage without any cost or transportation need.

There are three bins in the moodle site for you to place a one paragraph description of your engagement. Each is worth one (1) additional point on your final class grade.

Grading

Grade Scale (standard rounding practices followed, ie >0.5 round up):

97-100 = A+	87-89 = B+	77-79 = C+	67-69 = D+	below 60 = F
93-96 = A	83-86 = B	73-76 = C	63-66 = D	
90-92 = A-	80-82 = B-	70-72 = C-	60-62 = D-	

If you make a reasonable attempt at an assignment, but get it completely wrong, it will be a 50.

Students electing to take the course for credit-only (S/U) should refer to the policy and procedures in the following regulation: http://policies.ncsu.edu/regulation/reg-02-20-15.

Those interested in auditing the course (AU) should refer to the rules specified in the following regulation http://policies.ncsu.edu/regulation/reg-02-20-04.

Incomplete Grades and Late Assignments

Implementation plan due dates are suggested aside from the presentation, which is required. As these assignments are critical to your success, keeping up with their development throughout the semester will be important. All assignments and assessments can be turned after for the possibility of an improved grade and additional feedback so long as they are returned by 4/21/2020.

Academic Integrity

Students are responsible for familiarizing themselves with the University's policy on academic integrity found in the Code of Student Conduct. The code is available online at http://policies.ncsu.edu/policy/pol-11-35-01. The instructor maintains high expectations concerning honesty in the completion of all tests and assignments. Your signature on any test or assignment means that you have neither given nor received unauthorized aid. If you have any questions regarding this policy (e.g., when is it acceptable to work on an assignment with others), please feel free to discuss with me at any time.

Students with Disabilities

Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, students must register with the Disability Resource Office (https://dro.dasa.ncsu.edu/). For more information on NC State's policy on working with students with disabilities, please see the Academic Accommodations for Students with Disabilities Regulation at http://policies.ncsu.edu/regulation/reg-02-20-01.

Anti-discrimination Statement

NC State University provides equality of opportunity in education and employment for all students and employees. Accordingly, NC State affirms its commitment to maintain a work environment for all employees and an academic environment for all students that is free from all forms of discrimination. Discrimination based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is a violation of state and federal law and/or NC State University policy and will not be tolerated. Harassment of any person (either in the form of quid pro quo or creation of a hostile environment) based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation also is a violation of state and federal law and/or NC State University policy and will not be tolerated. Retaliation against any person who complains about discrimination is also prohibited. NC State's policies and regulations covering discrimination, harassment, and retaliation may be accessed at

- http://policies.ncsu.edu/regulation/reg-04-05-02
- http://policies.ncsu.edu/regulation/reg-04-25-02

Any person who feels that he or she has been the subject of prohibited discrimination, harassment, or retaliation should contact the Office for Equal Opportunity (OEO) at 919-515-3148.

Basic Needs Security

Any student who faces challenges securing adequate food or housing or believes this may affect their performance in this course may contact the Student Ombuds Services at 919-513-3401. For more information, visit this website: https://dasa.ncsu.edu/pack-essentials/.

Course Evaluation

There will be two evaluations of the class one in the middle of the semester and the online class evaluation at the end of the semester. If you have ideas or suggestions for how to improve the class, they are welcomed at any time.

Writing and Speaking Tutorial Services

If writing is difficult for you, please visit the Writing and Speaking Tutorial Services to review drafts of assignments before they are due. The Service offers free one-on-one consultation with experienced tutors who can help with all levels and stages of writing. There are six locations around campus that offer drop-in services. For more information go to: https://tutorial.dasa.ncsu.edu/wsts-overview-programs/

Career Services for Humanities and Social Sciences Majors

Career Services https://www.ncsu.edu/students/career-services/ are available through the Career Development Center, 2100 Pullen Hall. https://careers.ncsu.edu/ Make appointments through ePACK https://ncsu-csm.symplicity.com/students/

NC State University Policies, Regulations and Rules

Students are responsible for reviewing the PRRs which pertain to their course rights and responsibilities. These include:
- http://policies.ncsu.edu/policy/pol-04-25-05 (Equal Opportunity and Non-discrimination Policy Statement),
- https://oied.ncsu.edu/divweb/policies/ (Office for Institutional Equity and Diversity),
- http://policies.ncsu.edu/policy/pol-11-35-01 (Code of Student Conduct),
- http://policies.ncsu.edu/regulation/reg-02-50-03   (Grades and Grade Point Average),
- https://policies.ncsu.edu/regulation/reg-02-20-04 (Audits), and
- https://policies.ncsu.edu/regulation/reg-02-50-03 (Incompletes).

Course Schedule (Subject to change with reasonable notice)

w	Original Date	New Date	Topics	Reading (for class that day)	Assignments
1	1/7/2020		Framing Public Administration		
1	1/9/2020		What is Public Administration	Shafritz 1 Strivers (1990)	
2	1/14/2020		What are public problems? Public Policies and Programs	Shafritz 2	
2	1/16/2020		How does policy get implemented?		
3	1/21/2020		Who is the public?	Thomas (2013)	Part 1
3	1/23/2020		Social Equity	Shafritz 12	
4	1/28/2020		What are public values?	Shafritz 5	Part 2
4	1/30/2020		Ethics		
5	2/4/2020		Who are public administrators?		
5	2/6/2020		**Assessment 1**		
6	2/11/2020		What do public orgs look like?	Shafritz 3(p 85-118)	
6	2/13/2020		Intergovernmental Relations	Shafritz 4	
7	2/18/2020		Third Sector	Shafritz 3(p118-126)	Part 3
7	2/20/2020		How do public organizations look?	Shafritz 6	
8	2/25/2020		Organizational Theory		
8	2/27/2020		Organizational Behavior	Shafritz 7	
9	3/3/2020		Strategic Management	Shafritz 9	
9	3/5/2020		Wrapping Management	-	Part 4
10	3/17/2020	3/24	Personnel	Shafritz 11	
10	3/19/2020	3/26	Leadership	Shafritz 10	
11	3/24/2020	3/31	Labor Exercise		
11	3/26/2020	4/2	Review	-	Part 5
12	3/31/2020	4/7	**Assessment 2**		
12	4/2/2020	4/9	Public Budgeting	Shafritz 13	Part 7
13	4/7/2020		Cancelled		
13	4/9/2020	4/14	Collaboration in Action		Part 6
14	4/14/2020	4/16	Managerialism and IT	Shafritz 8	
14	4/16/2020	4/21	Evaluation and Audit	Shafritz 14	Part 8
15	4/21/2020	-	Cancelled		
15	4/23/2020	4/23	Future directions, jobs, MPAs, review		Part 9

| 4/30/2020 | | **Assessment 3** | | Full Implementation Plan Complete |

Thank you for reading the syllabus for PS 312.