

**PSCI 2610: Introduction to Public Administration**  
**Tuesday/Thursday 3:45 – 5:05 pm Rogers Stout 324**

**Professor/Doctor Wehde**

**Office: Rogers-Stout 301C**

**Student Hours: 10:30 am – 12:00 pm Monday and 9:30 am – 11:00 am Tuesday**  
**+ by appointment**

**Description of the Course:**

This course will introduce students to both the academic study of public administration as well as the profession of public administration. Students will become familiar with theories of public administration used by scholars to examine and understand this vital institution. At the same time, students will receive introductory professional training in the field of public administration. Thus, as an example, students will be introduced to both theories of budgeting as well as the applied practice of budgeting, and many other topics. This course is a part of the Public Administration Minor at ETSU and I highly recommend all students consider adding this minor to expand their knowledge of the field and its applications. Additionally, ETSU offers a Masters in Public Administration that is vital training to students interested in entering public service in a bureaucratic or management role (i.e. not through politics). Students in this program often go on to important positions in local government in the region; therefore, students interested in particular in serving this region are encouraged to apply.

**Catalog Description:**

Introduction to contemporary topics in public administration: defining the field, operations of the federal administration theories of public management, budgeting and staffing.

**Learning Outcomes:**

Students will be prepared to undertake further study in public administration at the undergraduate and graduate level.

Students will develop critical thinking skills in applying academic theories to the study of public administration.

Students will practice their public speaking, presentation, and writing skills.

**Textbook:**

Students should purchase the book “Why Public Service Matters: Public Managers, Public Policy, and Democracy” by Robert Durant from whatever preferred venue.

This book will be required by the third week of class; please contact me if you have trouble finding the book.

All other texts will be posted to the course website.

**Management:**

I will use D2L for course management and support. Course documents, assignments, class announcements, and grades will be posted there. Note, however, that grades found on D2L are unofficial; official grades are those that the instructor keeps. Every effort will be made to post grades correctly, but the instructor reserves the right to correct clerical errors. Please monitor D2L for announcements

### **Grades and Grading Policy:**

<b>Assignment</b>	<b>Points</b>
Attendance and participation	10
Assignments (6.25 * 8)	50
Midterm Exam	20
Final Exam	20
<b>Total:</b>	<b>100</b>

### **Grading Policy**

<b>A</b> = 94-100	<b>B+</b> = 87-89	<b>C+</b> = 77-79	<b>D+</b> = 67-69
<b>A-</b> = 90-93	<b>B</b> = 84-86	<b>C</b> = 74-76	<b>D</b> = 60-66
	<b>B-</b> = 80-83	<b>C-</b> = 70-73	<b>F</b> = 0-59

## **College Policies**

### **Syllabus Attachment**

Follow this link, <https://www.etsu.edu/reg/academics/syllabus.php>, for more information about the following listed resources, policies, and many more. Please let me know if you have any questions about the information obtained through this link.

### **Accommodations for students with disabilities:**

If you are a student who requires accommodations please see me immediately. Together we will develop a full accommodation strategy for you in this course. It is the policy of ETSU to accommodate students with disabilities, pursuant to federal law, state law and the University's commitment to equal educational opportunities. Any student with a disability who needs accommodations, for example arrangement for examinations or seating placement, should inform the instructor at the beginning of the course. Faculty accommodation forms are provided to eligible students by Disability Services. Disability Services is located in the D.P. Culp Center, Room 326, telephone 439-8346. <http://www.etsu.edu/students/disable/>.

### **Adjustments for Pregnancy/Childbirth Related Issues**

Should you need modifications or adjustments to your course requirements because of documented pregnancy-related or childbirth-related issues, please contact me as soon as possible to discuss. Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability.

**Religious Beliefs policy:**

It is the policy of the University to excuse the absences of students that result from religious observances and to reschedule examinations and additional required classwork that may fall on religious holidays, without penalty.

**Title IX Resources**

For any concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including advocates on-call 24.7, counseling services, mutual no contact orders, scheduling adjustments and disciplinary sanctions against the perpetrator. Please contact the Title IX coordinator Sara Houck at 423-439-8544/ [houckse@etsu.edu](mailto:houckse@etsu.edu) for aid in the above. The University Counseling Center <https://www.etsu.edu/students/counseling/default.php> and the BucsPress2 hotline at (423)-439-4841 are also available to help students in these types of situations.

**Mental Health and Wellness Resources:**

Students may experience overly stressful situations throughout the semester in their personal, professional or academic lives. The university provides a variety of resources for students in these situations or any situation the student may find they need help. One such resources is the University Counseling Center is in Nell Dossett Hall and can be contacted at 423-439-3333. The BucsPress2 hotline is a 24/7 mental health helpline available to students at (423)-439-4841. Finally, students should take care of their physical well-being as well. Resources to do so include the CPA and the University Health Center which can be reached at 423-439-4225. (Syllabus Easter egg 1: send an e-mail to my etsu.edu address with a picture of your favorite animal, can be your own or any random picture, and I will give you a half percentage point of extra credit on the first test).

**Class Policies and Assignments:****Student Hours:**

Student hours are a designated time I will be in my office available to you to discuss the content of this course. You are welcome to come by during these times to seek help or clarification on the assignments, tests, lectures, or any other material. Please take advantage of this time I have set aside for you; otherwise, I'll be sitting in my office alone probably staring at my computer waiting for you to come in.

**Attendance Policy:**

It is highly encouraged students attend each class. Additionally, material may be covered in lecture that is not in the text that will be on the tests. Extra credit opportunities will also only be available to those students who are present in class. Otherwise, there is no formal attendance policy. You are all adults and can make decisions for yourselves. However, I find that only students with regular attendance are able to pass. In the past, only 5% of students who have missed a substantial number of days passed and none received a grade above a C. So, if you want to get an A or B in this class, I highly recommend you attend. During class, students will be respectful of others and only speak when appropriate. I will penalize students who are rude or talk over others or are not paying attention. I allow technology in the classroom; however, if I find that you are being distracting to other students I will revoke those privileges. The instructor reserves the right to make these decisions on a case-by-case basis.

### **Participation:**

Participation will be measured by two elements. 1) whether or not you answer questions and speak during discussions and 2) participation in in-class activities. Thus, while attendance is not mandatory there will be in-class activities, both announced and unannounced, throughout the semester that count toward your grade. I will keep track of participation throughout the semester. Grade guidelines are as follows: 9-10 points will be awarded for excellent participation (almost always involved in discussion, misses less than 10% of activities), 7-8 points will be awarded for good participation (discusses most days, misses approximately 20% of activities), 5-6 points will be awarded for adequate participation (discusses occasionally, misses approximately half of activities), 3-4 points will be awarded for fair participation (discusses rarely, misses most activities), 1-2 points will be awarded for minimal participation (discusses never, misses almost all activities), 0 points will be awarded for those who never attend class nor participate.

### **Academic Misconduct:**

Cheating is strictly prohibited because it devalues the degree you are working hard to get. As a member of the ETSU community it is your responsibility to protect your educational investment by knowing and following the rules. To be successful in this class, all work on exams and quizzes must be yours and yours alone. You may not receive outside help. On examinations and quizzes you will never be permitted to use your notes, textbooks, calculators, or any other study aids. Plagiarism is also a form of cheating. If I find that you are plagiarizing on any of your assignments, you will be given a 0 for that assignment and may face further penalty, depending on the severity. Should you see someone else engaging in this behavior, I encourage you to report it to myself or directly to the Office of Academic Integrity Programs. That student is devaluing not only their degree, but yours, too. Be aware that it is my professional obligation to report academic misconduct, which I will not hesitate to do. Sanctions for academic misconduct can include expulsion from the University and an F in this course, so don't cheat. It's simply not worth it.

### **Exam Policy:**

Examinations will consist of MC, TF, and open-ended questions on the main concepts from the readings and lectures in the following formats: short answers, arguments, and essays. **Study Guides** which contains concepts and terms you are responsible for knowing will be distributed week prior to the exams. **BRING A BLUEBOOK FOR EACH EXAM.**

Exam dates are clearly listed on the course syllabus. Students are responsible for remembering these and arriving on-time and prepared to take all exams as scheduled.

***Makeup Exam Policy:*** Failure to show up and take an exam during the scheduled time will result in an **automatic** zero (0) for that exam, *unless* the student contacts the Professor **PRIOR** to the exam in question. Permission must be requested in advance of the scheduled exam date – **AND** – the professor must approve the request.

**Absolutely no makeup exams will be given to students who fail to follow the above procedures and/or do not present an acceptable reason.**

Students may be asked to provide relevant documentation and/or written records justifying their absence (doctors' notes, etc.)

### **Extra Credit:**

There may be opportunities for extra credit throughout the semester; however, this is up to the discretion of the instructor. These opportunities may take the form of pop quizzes, current event discussions, notable civic engagement, among others. Asking for extra credit will, in all cases, be unlikely to result in an opportunity for extra credit. Should there be extra credit opportunities, the points from them will be added into grades before the midterm and final exams to give students an understanding of their position in the course.

### **Late Work Policy for Assignments:**

Work for the assignments for this class will be accepted **up to three days after the due date**. For each day late, the assignment will be docked ten points. So if an assignment is due 2/1 and is turned in on 2/4 then the maximum grade a student can receive is a 70. After the third day, the student will receive a zero for that assignment.

### **Assignments:**

The schedule for assignments is posted below. Each assignment is worth 7.5 points. The instructions for these assignments will be posted to D2L course website. Grades for these will be based on their level of sophistication, mastery of the course material, clarity in writing and presentation, how well they respond to the prompts, as well as length and citation requirements.

### **Schedule:**

Week One: Tuesday, January 21 & Thursday, January 23

What is Public Administration?

Readings: Ch. 1 of Public Administration Evolving, Ricucci Ch. 1

Week Two: Tuesday, January 28 & Thursday, January 30

Public Service: Brief History of a Vocation

Reading: Durant, WPSM Ch. 1

**Assignment 1 Due: February 1<sup>st</sup> at 11:59 pm**

Week Three: Tuesday, February 4 & Thursday, February 6

Thinking Ecologically: Global Trends in Public Administration

Reading: Durant, WPSM Ch.2

**Assignment 2 Due: February 8<sup>th</sup> at 11:59 pm**

Week Four: Tuesday, February 11 & Thursday, February 13

Ethics and Professionalization in Public Administration

Reading: PAE Ch. 12

**Assignment 3 Due: February 15<sup>th</sup> at 11:59 pm**

Week Five: Tuesday, February 18 & Thursday, February 20

Public Policy and Public Management

Reading: WPSM Ch. 3

Week Six: Tuesday, February 25 & Thursday, February 27

Policy Analysis as a Product of Public Managers

Readings: WPSM Ch. 6, Pennock Ch. 10

**Assignment 4 Due: February 29<sup>th</sup> at 11:59 pm**

Week Seven: Tuesday, March 3 & Thursday, March 5

The Structures of Public Administration

Readings: WPSM Ch. 4 and 5

Week Eight: Tuesday, March 10 & Thursday, March 12

Networks and Contracting Out

Readings: WPSM Ch. 9

**Midterm Exam: Thursday March 12<sup>th</sup> – BRING A BLUE BOOK**

**Week Nine: SPRING BREAK**

**Assignment 5 Due: March 18<sup>th</sup> at 11:59 pm**

Week Ten: Tuesday, March 24 & Thursday, March 26

Human Resources Management: Linking People to Purpose

Readings: WPSM Ch. 7

**Assignment 6 Due: March 28<sup>th</sup> at 11:59 pm**

Week Eleven: Tuesday, March 31 & Thursday, April 2.

Budgets as a Reflection of Values

Readings: WPSM Ch. 8, Financial Strategy for Public Managers Ch. 1

Week Twelve: Tuesday, April 7 & Thursday, April 9

Budgets as Practical Matter

Readings: Financial Strategy Chs. 2 and 3

**Assignment 7 Due: April 11<sup>th</sup> at 11:59 pm**

Week Thirteen: Tuesday, April 14 & Thursday, April 16

International Nonprofits and Public Administration

Readings: A Few NGOs, Who's Raising the Most, Eikenberry et al 2007

Week Fourteen: Tuesday, April 21 & Thursday, April 23

Nonprofits, Advocacy, and Public Administration

Readings: Fyall and McGuire 2015, Yes You Can and Should Article

**Assignment 8 Due: April 25<sup>th</sup> at 11:59 pm**

Week Fifteen: Tuesday, April 28 & Thursday, April 30

Recap and Review

Readings: WPSM Ch. 10

Final Exam: Thursday, May 7 10:30 a.m.-12:30 p.m.