PLSC 270 PUBLIC ADMINISTRATION

Fall, 2017

PROFESSOR: Adrian J. Lottie, Ph.D.

Class: PLSC 270
CRN: 17232
420 P-H

Office Hours: T-Th 8:45a-9:30a,
12:15-2p
and by appointment

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Please try to limit e-mail communication relevant to an assignment, or exam.
e-mails not relevant to an assignment or exam may NOT be answered.


COURSE OBJECTIVES

This course is structured to introduce students to administration and administrative practices with an emphasis on the public and non-profit sectors. In addition, the course will introduce students to analytical techniques used to enhance an understanding of administrative institutions and the administrative environment. In addition, the course will assist students in developing an appreciation for the theories and practices associated with administration and management within organizations: public and private. Understand that governments and non-profits do not function unless they are administered and managed.
REQUIREMENTS

A. Two exams on text chapters, classroom discussions and case studies equally weighted: 25% each. (MUST BE TYPED AND VIA E-MAIL or the Canvas ONLINE Submission Process) These will be Based upon classroom discussions and assigned readings (with emphasis on classroom discussions). You are advised to keep abreast of current events that are related to public administration and to contribute to the discussions of same during class meetings. Current events discussed during class meetings may appear on exams and considered fair in terms of expectations of students.

B. Exams are usually assigned giving students approximately one week to complete. Late quizzes, discussions and exams are strongly discouraged; if not completed on time the Canvas software will not allow you to complete the discussion, quiz or exam. Exceptions are rare and must be based upon truly extenuating circumstances acceptable to the professor.

There will be no incompletes granted for this course unless the circumstances are both extenuating and accepted by the professor.

C. Regular attendance and participation in discussions are expected, respected and heavily Weighted 30%.

D. There will be two quizzes 10% each which will constitute 20 percent of your grade.

E. Responses/Postings of Discussions constitute 30% of your grade: these are considered your participation in discussions which are more heavily weighted due to this online version of the class.
It is strongly suggested that you stay abreast of major contemporary political and public policy issues by accessing major national and local media.

Requirements and Course Policies for Your Discussion Responses/Postings

1. Regular and meaningful participation in the threaded discussions. This is an interactive (student to student), "on-topic" discussion. Grading of discussions will be based upon the level and quality of participation including prompt responses. 30 percent of your grade will depend upon discussion participation. Grades will be generally posted in the grade-book within every two weeks of your posting. The Grading Rubric will be as follows:

1 point: Postings are consistent, relevant and prompt: within one week of introduction of the topic; postings are grammatically correct; Postings demonstrate evidence that reading material has been covered + additional evidence of research outside of assigned readings; postings demonstrate a contribution to the educational objectives of the entire class: they enrich and inform the class.

You may earn one point for each discussion by:

- Responding to any one of the questions under any particular discussion,

Or, by responding to another student in a threaded discussion, i.e., by continuing the conversation through providing your relevant opinion to another student’s remarks. Or responding to me if I make a comment or ask a question.

If your response or answer to a question is relevant to the topic, in general you will receive the 1 point.
There are 30 discussions to which you can respond and one point for each discussion for the total of 30 points.

You will be given ample time to respond to each discussion and the dates for responding will be provided: You will be given roughly one week per discussion to submit your discussion responses.

0 points: not meeting the above bulleted requirements no posting

B. All e-mail correspondence should include your name and the course number: 270 on the subject line.

C. All exams/assignments e-mailed should be saved in various back-up modes including screen shots of Canvas submissions or with the attachments if e-mailed: failure to do so may result in a zero for the exam/assignment.

GRADING
A. The two exams contribute 25% each to the total grade(E-Mail Only). Attendance and postings= 30%. Postings and exams must be completed within the allotted time. Access to these will be closed upon the assigned date and time. Direction of grade progress will also be considered.

B. Examinations, which include case studies, are designed to elicit from the student a demonstrated proficiency in applying the concepts and information covered in the course.

C. Late examinations are discouraged and only given under extenuating circumstances, supported by documentation, and at the discretion of the professor.

D. It is the student’s responsibility to maintain back-up copies of assignments submitted to the professor.


F. Make-up/Late exams will be penalized: graded zero unless excused. Make-up/Late exams will only be allowed under the most extreme circumstances and based upon written support acceptable to the professor.

CLASS POLICIES
Regular attendance, discussion, participation, and punctual submission of assignments are expected.
Academic dishonesty will not be tolerated and will be disciplined pursuant to university policy and may be referred to the EMU Student Judicial Board.

Academic dishonesty, including all forms of cheating, falsification, and/or plagiarism, will not be tolerated in this course. Penalties for an act of academic dishonesty may range from receiving a failing grade for a particular assignment to receiving a failing grade for the entire course. In addition, you may be referred to the Office of Student Judicial Services for discipline that can result in either a suspension or permanent dismissal.

The Student Conduct Code provides detailed definitions of what constitutes academic dishonesty, but if you are not sure about whether something you are doing would be considered academic dishonesty, consult with the course instructor. You may access the relevant section of the Code at http://www.emich.edu/studentconduct/academic_integrity.html.

It is the student’s responsibility to maintain back-up copies of exams and/or assignments. All take-home exams will only be accepted via e-mail, or posted in the online Canvas posting system. YOU MUST BE ABLE TO PROVE THAT YOU SENT THE E-MAIL BY THE REQUIRED TIME SO SAVE OR PRINT COPIES OF E-MAIL OF EXAMS SENT INCLUDING EVIDENCE OF THE ATTACHMENT or screen shot of online Canvas submissions.

Letters of Recommendation: Only provided for the top two to three students unless the student is an outstanding performer in another area with which the professor is familiar and relevant to the letter in question.

Tentative Schedule of reading and discussions (The Craft refers to the text).
UNIT I: Characteristics and Structure of Public Administration: Organizations

Week 1  Ch 1  The Administrative Craft: Art, Science or Craft? Management versus Administration, Partisan, Policy and System Politics; Adversarial Legalism, Bureaucratic Legalism and the “Hidden Law.”

Week 2  Ch 2  The Ecology of the Administrative Craft or What is the Administrative Environment? : Political Economy, Our Organized Society, Equality and Efficiency (Program Evaluation from 10th ed. I will provide notes)); Rights and Dollars; Democracy is Often Unpleasant and Hard Work; The Growth of Public Bureaucracy in the U.S. (A History of the Rationales for Growth)


The Craft and Political Culture

Week 4  Ch 4  The Physiology of Public Organizations: Functions ➔ Baseline Originals; Neoclassical Theories; Human Relations Theories (Some materials provided by the professor).

UNIT II: People and Personnel: Managing People and Communication

Week 5  Ch 5  People and Personnel:

Procedures and Policies; Dynamics of Federal Government Employment; Merit Based Recruitment; The Post Recruitment Phase; Challenges of Public Personnel Administration; Changing Federal Workforce Demographics; Equal Opportunity and Affirmative Action; Performance Rating and Measurement; Positions Classifications.

Week 6  Ch 6  Public Sector Labor-Management Relations:

Decline, Transformation or Reformation? Union Members in 2007; State and Local Government Labor Issues; Alternatives for Avoiding a Work Stoppage; Public Sector Labor Law Impacts; Reasons for Union Prominence.

Examination 1 covering chapters 1-6.
Week 7  Ch7  Communication and Leadership: ** Entire Chapter ** Except Institutionalizing the American Presidency

Week 8  Ch 8  
Who Gets What Amount of Money; Deficit, Surplus and National Debt; The Incremental Budgeting Perspective; Zero Based Budgeting(Professor Notes); Creative Budgeting; The Roots of the Deficit Problem; Economic Progress, Taxes and Savings; Federal Spending in the States; State Tax Burdens;

UNIT III: Efficiency, Productivity, Economics, Decision Making, Politics and Regulation

Week 9  Ch8  Taxing, Budgeting and Spending

Week 10  Ch 9  The Productivity Challenge: Working Smarter While Doing More with Less: The Entire Chapter

Week 11  Productivity Continued

Week 12  Administrative Law and Government Regulations: The Entire Chapter

Week 13  Government Regulations Continued

Week 14,15  Review for Final Examination

Final Examination: Comprehensive but most emphasis on units II and III: December 19, 2017 via the Canvas Online Submission System.