**POLITICAL SCIENCE 370 – Section D1**

**INTRODUCTION to PUBLIC ADMINISTRATION**

**Distance Learning Course**

**Summer I, 2023**

**COURSE INFORMATION**

**INSTRUCTOR:** Dr. Mikel Norris

**OFFICE:** Brittain Hall #356

**OFFICE HOURS:** 1pm – 3pm Monday through Thursday. These will be **online** office hours. I am also available through Microsoft Teams for face-to-face contact

* During this time, I will answer questions about course content, and actively participate on the course discussion boards. I will also try to answer all emails at this time. **This does not mean you have to be online at the same time.** You need to work through the course at your own pace. However, I want you to know that this will be the time of day I devote exclusively to this course.
* Just because these are my set hours for the course does not mean that I won’t be active at other times of the day. However, I want you to know that my activity on the course site at other times will be at my discretion when I have the free time to do so. Don’t count on me being able to respond to a discussion board post or answer email at 9pm on a Thursday, for example.
* Please note that I have not scheduled times to be online on Fridays. This is because, if we were meeting in person, there would be no scheduled course meeting times on Fridays. However, I will expect that you will be working on your assignments during this time. Do be aware, however, that I will try to answer any emails you have about the short papers over the weekends so that you can complete your assignments on time and without any problems.

**E-MAIL & PHONE:** [mnorris1@coastal.edu](mailto:mnorris1@coastal.edu) / (843) 349-4033

**COURSE INTRODUCTION**

Welcome to POLI 370, Introduction to Public Administration!

***Catalog Description:***

(3) (Prereq: POLI 201 or permission of the instructor) A study of the basic principles and theory of administrative structure, responsibility, and control in relation to governmental management.

***Course Objectives***

1. Introduce students to the practice of public administration
2. Improve knowledge of the function of public administration in the United States
3. Gain an understanding of the context, conditions, and difficulties of working in public administration
4. Introduce students to the historical, normative, and institutional context of American public administration

***Student Learning Outcomes***

Upon successful completion of this course, students should be able to:

1. Understand basic concepts of public administration
2. Understand the roles public administrators fill in modern government bureaucracies
3. Identify the differences between public and private administration, as well as the unique problem and decision contexts of public administrators
4. Explain how the study and practice of public administration has changed over time due to changes in public administration best practices

**DISTANCE LEARNING AND MOODLE**

This course is an asynchronous distance-learning course. We will not meet in person. Rather, students will work through the different modules in public administration on their own time, completing different modules online by dates established by the instructor and clearly stated throughout this syllabus and on the course Moodle page.

In order to take this course you must have access to the internet and be able to access [Coastal Carolina University’s Moodle site](https://moodle.coastal.edu). Students must have a device capable of displaying video content, as well as speakers or headphones to listen to audio content. All of your lectures, assignments, and some of your readings will be conducted via Moodle, so it is imperative that you become familiar with it before you start the course. [Please see the Moodle resource site if you need some basic training in Moodle.](http://www.coastal.edu/services/scs/moodle) There are trained staff members who can assist you with your inquiries. I am also happy to answer your questions.

There are no other extenuating software or hardware demands for this course other than basic Microsoft packages. All materials students will need to download will be either MS Word documents, MS Excel spreadsheets, or PDF files. Students also need to be able to use Microsoft PowerPoint and, to a much smaller degree, Microsoft Teams. Students need to make sure they are able to download materials in these formats.

Moodle will open new boxes on your computer, which at times are detected as pop-ups. In order to use Moodle, you will have to **turn off your pop-up blocker on your security system in your computer.** Please be aware of these issues prior to submitting an assignment or taking a test or quiz. It is **YOUR** responsibility to familiarize yourself with Moodle and to assure that you understand its components.

If you are having problems opening items or downloading/uploading items in Moodle, try using another Internet browser. For whatever reason, Moodle sometimes does not work properly when using Google Chrome or Safari. If you use these browsers and encounter problems, try using Firefox or Internet Explorer.

**Distance Learning is great, but it’s *Different:*** Taking a distance learning class can be very appealing. You work on your own time. You may fast forward through areas that you easily grasp and spend more time on those in which you need assistance. You may feel free to browse the web for more information on a topic that interests you. I highly recommend that you work on the course on a weekly basis. This is not a distance learning class in which you can wait until the last week of class to submit all of your assignments. If you fail to submit your assignment by the time allotted, you will not receive credit, nor will you be able to submit the assignment. I have organized the class in this manner to prevent you from falling behind.

**Student Responsibilities:** Students are expected to complete all readings by the end of the week in when they are assigned. Accordingly, students are expected to complete all assignments by their due dates.

**Student Code of Conduct:** [Coastal Carolina University operates on a Code of Student Conduct that provides clear definitions as to what constitutes cheating and plagiarism in the classroom (physical and online).](../../../../../pass%20through/code%20of%20conduct.pdf) Students are expected to avoid cheating and plagiarism at all times. Students who cheat and/or plagiarize in this course will receive an **F** in this course. My cheating and plagiarism policy is spelled out in more detail in the Course Policies section of this syllabus.

**Digital Etiquette:** In addition to following the Student Code of Conduct, students must communicate with the instructor and with one another with respect in all digital and in-person exchanges. I expect students to act with civility, using proper tone and style. I also expect students to communicate with formality when posting on discussion forums and emailing me. I will pay attention to spelling, grammar and punctuation. Continued violations of this digital etiquette statement will lead to reductions in your final grade.

**Instructor Responsibilities:** I will be available to address questions, concerns, etc. during virtual office hours, and virtual appointment. If my office hours must be changed for some reason, I will email you in advance.

The best way (and preferred way) for students to reach me is via **email.** Please do not call my office phone, as I will not be in the office this semester (thank you, COVID-19) and do not have my office phone connected to my cell phone. I may be able to arrange a Microsoft Team meeting as long as I am given enough notice.

While I check my email regularly every day, students should **not** expect me to provide immediate response to emails sent over weekends. Instead, those who send me an email over the weekend should expect a response no later than the next Monday afternoon. I will respond to your emails within 24 hours, even if it is to let you know that I am unavailable to address your question presently and will respond as soon as possible.

I will work diligently to have all written assignments graded no more than five days after they are turned in. I will let students know beforehand if these expectations cannot be met.

**COURSE POLICIES**

[You can follow this link to Coastal Carolina University’s complete Distance Learning Policy.](../../../../../pass%20through/distance%20learning%20policy.pdf)

**Absence Policy:** Coastal Carolina University policy dictates that students must attend 75% of their classes to receive a passing grade. In this case, your attendance is your participation in the weekly on-line activities. An absence in a distance learning course is operationally defined as a missed online submission deadline—such as a quiz, assignment, or discussion post (per the CCU Distance Learning Policy). For example, if you missed a quiz and discussion post by the weekly deadline, you will be marked as absent for two days. Failure to complete 75% of the activities on-line will result in an F for this course.

**Academic Integrity Policy:** Cheating and plagiarism are wrong and I do not like it. It is unfair to other students. Furthermore, it reflects very poorly on your character. Cheating carries with it a severe penalty, and may even lead to expulsion from the university. **DON’T DO IT**. It is wrong and will not be tolerated. Those caught cheating or plagiarizing will be brought before Student Affairs, and I will request that the student receive an **F for the course**. Harsher penalties may be levied depending on the extent of cheating and/or plagiarism. Please refer to the Code of Student Conduct for more information about cheating and plagiarism.

**Late Assignment Policy:** I will not tolerate late assignments. Students who miss quizzes or fail to post on discussion forums before their closing dates will not be able to make up the activity. Students will receive a zero for missed quizzes and a zero if they do not complete their two discussion forum posts on time. Students will receive half credit if they have posted one discussion post before the due date. Ten points will be deducted each day a written assignment is late, and twenty points each day the literature review is late. Five points will be deducted each day your topic, bibliography, or introduction/outline are late.

Late assignments will only be accepted if a student is “absent” on the day an assignment is due for an excused reason. Only three types of absences count as excused absences: **death of a family member, university representation, or extended illness.** Please pay attention to the last form of excused absence. Extended illness means you will miss **extensive time** due to illness. Unless this criteria is met I will not excuse a late assignment.

**Accessibility and Disability Policy:** I am committed to making all necessary accommodations for students with verified disabilities. Students with disabilities are urged to contact the Office of Accessibility and Disability Services as soon as possible – preferably within the first week of class. The Office of Accessibility and Disability Services is located in Kearns Hall #106. Their phone number is 843-349-2503, and they can also be reached at [disability@coastal.edu](mailto:disability@coastal.edu). Students must obtain the proper forms and meet with me either in person or over email to discuss appropriate provisions and accommodations.

While I am sympathetic to issues of accessibility and disability, it is the student’s responsibility to make sure proper paperwork and process is followed, and not mine. If the student does not fulfill their responsibilities and complete paperwork as mandated by the Office of Accessibility and Disability Services then I will not make special accommodations. There is a link to the Office of Accessibility and Disability Services’ website in the Student Resources section of this syllabus.

**Incomplete and Withdraw Policy:** As a rule I do not give incompletes except under extraordinary and well-documented circumstances. Students who wish to withdraw from the course must do so by **June 27th.** Your grade will be assigned as WF if you withdraw after that date. It is your responsibility to make sure you have properly withdrawn from the course if you choose to do so. If you are still on my roster at the end of the semester I will give you the grade you’ve earned up to that time (most likely an F).

**Inclement Weather and Miscellaneous Emergency Policy:** Please check Moodle and your email for information about how the course will proceed in the event the University must close due to inclement weather or some other emergency. We will redirect any learning material as needed.

**RESOURCES AND SUPPORT**

[The Office of Accessibility and Disability Services](https://www.coastal.edu/disabilityservices/) – Kearns Hall #106, (843)349-2503,

[The Tutoring and Learning Center](https://www.coastal.edu/uc/lac/) – The Writing Center is in Kearns Hall #205, (843)349-2937

[Kimbel Library Website](https://www.coastal.edu/library/) – (843)349-2400

[Counseling Services](https://www.coastal.edu/counseling/) – Student Health Services Bldg. 251 University Blvd., (843)349-2305

[Technical Support from Student Computing Services](https://www.coastal.edu/scs/) – Kearns Hall #113, (843)349-2220

[List of on-campus HelpDesks and the Help Request Form](https://www.coastal.edu/forms/studenthelpdeskform/)

[Office of Academic Integrity](https://www.coastal.edu/academicintegrity/) – [aiofficer@coastal.edu](mailto:aiofficer@coastal.edu)., (843) 349-2451

[Office of the Registrar](https://www.coastal.edu/registrar/) – Baxley Hall #222, (843)349-2019

[Office of Financial Aid and Scholarships](https://www.coastal.edu/financialaid/) – Baxley Hall #219, (843) 349-2313

[Student Activities and Leadership](https://www.coastal.edu/osl/leadership/) – [jcombess@coastal.edu](mailto:jcombess@coastal.edu), (843)349-2656

[Dean of Students Office](https://www.coastal.edu/deanofstudents/) – Indigo Hall, (843) 349-4161

**REQUIRED READINGS**

**You are not required to buy a textbook for this course.** Instead, there will be a PDF file of readings for each unit. You will see them in each of the tiles in Moodle. Your success in this course depends on you reading the material that is posted on Moodle.

If I assign other reading for the course, those readings will also be posted on Moodle. I will notify you ahead of time if additional reading will be required.

**COURSE ASSIGNMENTS**

**Unit Quizzes:** Students must take each of the unit quizzes on Moodle (there are quizzes for each unit, and eleven (11) total). Quizzes cover the material discussed in the unit workbooks and the required readings. You may take the quizzes at any time during the week they are assigned, but they must be completed by 9pm on the Sunday of the week in which they are assigned. Unit quizzes will be worth 21% of your final grade in total.

**Discussion Forums:** Students need to either post and/or repost **at least twice** to **each** of the unit discussion forums on Moodle. There are forums for each unit, and eleven (11) in total. Students are expected to make insightful comments that demonstrate an understanding of the course material and engage other students in a fruitful dialogue. Like the unit quizzes, your posts to discussion forums must be completed on the Sunday of the week in which they are assigned by 9pm. Unit discussion forums will be worth 21% of your final grade in total.

**Midterm Exam:** Students will take a 50 question, multiple choice exam that tests the material covered in the first part of the course. Students must take the exam on either **June 21st** or **June 22nd.** The midterm exam will be worth 24% of your final grade

**Final Exam:** Students will take a 50 question, multiple choice exam that tests material covered in the second part of the course. Students must take the exam on the final exam days, **July 7th** or **July 8th.** The final exam will be worth 24% of your final grade.

**GRADING**

There are **420** points that can be earned in this course. Below is a breakdown of how much each assignment is worth:

* **Unit Quizzes:** 110 points (10 points each)
* **Discussion Forums:** 110 points (10 points each)
* **Midterm Exam:** 100 points
* **Final Exam:** 100 points

Your grade will be calculated as follows:

* A (90% - 100%): 378 – 420 points
* B+ (88% - 89.99%): 369.5 – 377.99 points
* B (80% - 87.99%): 336 – 369.49 points
* C+ (78% - 79.99%): 327.5 – 335.99 points
* C (70% - 77.99%): 294 – 327.49 points
* D+ (68% - 69.99%): 285.5 – 293.99 points
* D (60% - 67.99): 252 – 285.49 points
* F (59.99% or less): 251.99 points or less

**COURSE SCHEDULE & ASSIGNMENTS**

This course**,** for the most part, is **self-paced.** This is not a "synchronous" course where we will all get together at the same time to talk over material. Nevertheless, it is important that you stay abreast of all the readings and assignments in the course. If you fall behind you will probably have a hard time getting caught up. To that end, I've provided a course schedule with a ***recommended* course of action** below.This pathway through the course may not work for some or even all of you, but it will ensure you complete all assignments on time and stay ahead of the required reading. Please note the important dates for assignments as well.

Although the outline below is only a recommended course of action, you **MUST** complete all assignments in a given section by the end of the week. All quizzes and discussion forums will close on **Sundays at 11:59pm.** I will check all assignments on Monday mornings to make sure they are completed.

Below you will find the course schedule with topics, and required readings for each topic.

**June 5 – June 11: Introduction to Public Administration; the Political Context of Public Administration; the Inter-organizational Context of Public Administration**

* *Public Administration, An Action Orientation:* Chapters 1, 2 & 3 (pp. 1 – 122)
* **Monday, June 5:** Read syllabus and complete the Syllabus Quiz; watch all introductory videos and become familiar with the course content on Moodle; Read required book chapters; complete the Introduction to Public Administration Workbook; complete the Introduction to Public Administration Quiz; post at least twice to the Introduction to Public Administration Discussion Forum
* **Tuesday, June 6:** Read required book chapters; complete the Political Context of Public Administration Workbook; complete the Political Context of Public Administration Quiz; post at least twice on the Political Context of Public Administration Discussion Forum
* **Wednesday, June 7:** catch up on all required reading; catch up on all assignments
* **Thursday, June 8:** Read required book chapters; complete the Inter-organizational Context of Public Administration Workbook; complete the Inter-Organizational Context of Public Administration Quiz; post at least twice to the Inter-organizational Context of Public Administration Discussion Forum
* **Friday, June 9:** Catch up on all reading; catch up on all workbooks and assignments for the week
* **Saturday, June 10 & Sunday, June 11:** complete any unfinished work

**June 12 – June 18: Planning, Evaluation, and Implementation; Budgeting and Financial Management**

* *Public Administration, An Action Orientation:* Chapters 4 & 5 (pp. 123 – 202)
* **Monday, June 12:** Read required book chapters; complete Planning, Evaluation, and Implementation Workbook; post on Planning, Evaluation, and Implementation Discussion Forum
* **Tuesday, June 13:** catch up on required reading; post on the Planning, Evaluation, and Implementation Discussion Forum; review Planning, Evaluation, and Implementation Workbook; take Planning, Evaluation, and Implementation Quiz
* **Wednesday, June 14:** Work on Challenger paper; catch up on unfinished work from Planning, Evaluation, and Implementation
* **Thursday, June 15:** catch up on required reading; complete Budgeting and Financial Management Workbook; complete Budgeting and Financial Management Quiz
* **Friday, June 16:** catch up on required reading; post at least twice to Budgeting and Financial Management Discussion Forum
* **Saturday, June 17 & Sunday, June 18:** catch up on all unfinished assignments

**June 19 – June 25: Human Resources; the Ethics of Public Administration**

* *Public Administration, An Action Orientation:* Chapters 6 & 7 (pp. 203 – 288)
* **Monday, June 19:** Read required book chapters; complete the Human Resources Workbook; post on the Human Resources Discussion Forum
* **Tuesday, June 20:** catch up on required readings; post on the Human Resources Discussion Forum; review the Human Resources Workbook; complete the Human Resources Quiz
* **Wednesday, June 21:** **MIDTERM EXAM;** Work on Challenger Paper; catch up on unfinished work from Human Resources
* **Thursday, June 22:** **MIDTERM EXAM;** catch up on required reading; complete Ethics of Public Administration Workbook; complete the Ethics of Public Administration Quiz
* **Friday, June 23:** Catch up on required reading; post at least twice on the Ethics of Public Administration Discussion Forum
* **Saturday June 24 & Sunday June 25:** catch up on all unfinished assignments

**June 26 – July 2: Managing Organizations; Leadership in Public Administration**

* *Public Administration, An Action Orientation:* Chapters 8 & 9 (pp. 289 – 360)
* **Monday, June 26:** Read required book chapters, complete the Managing Organizations Workbook; post on the Managing Organizations Discussion Forum
* **Tuesday, June 27:** catch up on required readings; post on the Managing Organizations Discussion Forum; review the Managing Organizations Workbook; complete the Managing Organizations Quiz
* **Wednesday, June 28:** catch up on required reading; complete the Leadership in Public Administration Workbook, complete the Leadership in Public Administration Quiz
* **Thursday, June 29:** catch up on required reading; post at least twice on the Leadership in Public Administration Discussion Forum
* **Friday, June 30:** catch up on required reading; post at least twice on the Leadership in Public Administration Discussion Forum
* **Saturday, July 1:** begin reading ahead
* **Sunday, July 2:** catch up on all unfinished assignments

**July 3 – July 8: Administrative Reform; The Future of Public Administration**

* *Public Administration, An Action Orientation:* Chapters 10 & 11 (pp. 361 – 406)
* **Monday, July 3:** Read required book chapters; complete the Administrative Reform Workbook, post twice on the Administrative Reform Discussion Forum; complete the Administrative Reform Quiz
* **Tuesday, July 4:** catch up on any unfinished work in the Administrative Reform unit
* **Wednesday, July 5:** catch up on any unfinished reading; complete The Future of Public Administration Workbook; post on The Future of Public Administration Discussion Forum
* **Thursday, July 6:** post on The Future of Public Administration Discussion Forum; complete The Future of Public Administration Quiz; complete any unfinished work and reading
* **Friday, July 7: FINAL EXAM**
* **Saturday, July 8: FINAL EXAM**