COURSE SYLLABUS

PAD 6053
The Public Administration Professional

Professor: Dr. Katie Keeton
Associate Professor

Office: Virtual: kkeeton@uwf.edu
Hours: M - F 9:00 a.m. - 5:00 p.m.
Voice: 850-890-8390

Course Description:

The course will address the scope and nature of the field of public administration with attention given to the intellectual tradition of the field as well as to elements of the current conceptual framework within which American Public Administration is practiced.

The general format for the class will be online discussion/participation with student analysis of selected articles and case studies taken from the American Public Administration literature. In lieu of a class research paper, specific written assignments relating to concepts and/or cases included in the course material will be made. A mid-term examination and a final examination will be given.

Student Learning Outcomes and Topics Covered:

The student should develop a basic conceptual framework for thinking about American Public Administration, both as a field of practice and as an academic field. Students will be expected to apply the concepts and analytical skills introduced in the course to administrative decision-making cases as well as to the analysis and design of administrative structures and processes. During the course, students should develop an
appreciation for the significance and impact of the fundamental conflict between management and administrative values on the one hand and
democratic political values on the other. The student should distinguish
American Public Administration from other administrative systems and
practices found globally.

Specific learning objectives include the development of a basic
understanding of the following concepts and the ability to use these
concepts in the analysis of American public affairs and American public
administration:

The Nature of Public Administration in a Democratic Society
Bureaucracy: What It Is; What It Is Not
   The Rise of American Bureaucracy
   External Forces Shaping Modern Bureaucracy
   Inside Public Bureaucracy
Political Management and Public Administration in a Democracy
   Political-Legal Environment
   Intergovernmental Relationships in a Federal System
   Administrative Responsibility and Ethics
Program Management and American Public Administration:
   Planning, Decision Making, Organizing, Leading and
   Implementation
   Outputs and the Feedback Loop in Bureaucracy
Resources Management and American Public Administration
   Human Resource Management
   Public Budgeting and Financial Management
   Information Management
The Future of the American Public Bureaucratic System
Textbooks

The following are the required texts for the course:


Supplemental electronic reserve, website references, and online documents will be utilized. (See list included in content page for the course.)

Special Technology Utilized By Students

**Required:**

Adobe Acrobat Reader:

http://www.adobe.com/products/acrobat/readstep2.html

**Available if required:**

PowerPoint Viewer:


Windows Media Player:

http://www.microsoft.com/windows/windowsmedia/download/

Quicktime Player:


Real Player:

http://forms.real.com/netzip/getrde601.html?h=207.188.7.150&f=windows/RealOnePlayerV2GOLD.exe&p=RealOne+Player&oem=dl&tagtype=ie&type=dl
**Grading /Evaluation:** Student performance will be evaluated as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Mid-term Exam</td>
<td>20%</td>
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<tr>
<td>Final Exam</td>
<td>25%</td>
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<tr>
<td>Online Discussion and Drop Box Analyses (i.e., weekly assignments)</td>
<td>55%</td>
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<tr>
<td><strong>Total</strong></td>
<td>100%</td>
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Letter grade equivalencies are as follows:

<table>
<thead>
<tr>
<th>Numerical Grade Range</th>
<th>Equivalent Letter Grade</th>
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<tbody>
<tr>
<td>95 – 100</td>
<td>A</td>
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<tr>
<td>90 – 94</td>
<td>A-</td>
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<tr>
<td>87 – 89</td>
<td>B+</td>
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<tr>
<td>84 – 86</td>
<td>B</td>
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<td>80 – 83</td>
<td>B-</td>
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<td>77 – 79</td>
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<td>74 – 76</td>
<td>C</td>
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<tr>
<td>70 – 73</td>
<td>C-</td>
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<td>67 – 69</td>
<td>D+</td>
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<tr>
<td>64 – 66</td>
<td>D</td>
</tr>
<tr>
<td>60 – 63</td>
<td>D-</td>
</tr>
<tr>
<td>&lt; 60</td>
<td>F</td>
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*Note regarding Online Discussion and Drop Box Analyses: Regular participation in the assigned discussion forums and timely completion of the Drop Box analyses are expected. If, in the judgment of the instructor there is a failure on the part of a student to participate in the class online threaded discussions regularly and to a substantial degree, such behavior will have a major detrimental effect upon the student's grade. Likewise, failure to complete Drop Box analyses in a timely and professional manner will have a negative impact on the student’s grade. Students*
should utilize the weekly assignment grades as guidance from the instructor with respect meeting class expectations.

**Expectations for Academic Conduct/Plagiarism Policy:**

As members of the University of West Florida, we commit ourselves to honesty. As we strive for excellence in performance, integrity—personal and institutional—is our most precious asset. Honesty in our academic work is vital, and we will not knowingly act in ways which erode that integrity. Accordingly, we pledge not to cheat, nor to tolerate cheating, nor to plagiarize the work of others. We pledge to share community resources in ways that are responsible and that comply with established policies of fairness. Cooperation and competition are means to high achievement and are encouraged. Indeed, cooperation is expected unless our directive is to individual performance. We will compete constructively and professionally for the purpose of stimulating high performance standards. Finally, we accept adherence to this set of expectations for academic conduct as a condition of membership in the UWF academic community.

**ASSISTANCE:**

Students with special needs who require specific examination-related or other course-related accommodations should contact Disabled Student Services (DSS), dss@uwf.edu, (850) 474-2387. DSS will provide the student with a letter for the instructor.