COURSE SYLLABUS
PAD 3003
Public Administration in American Society

Professor: Dr. Katie Keeton
Associate Professor
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Hours: Daily - Various Times (I check e-mail often)
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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
The following textbook is required 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=window
ws/RealOnePlayerV2GOLD.exe&p=RealOne+Player&oem=dl&tagtype=ie&type=dl

Grading /Evaluation: Student performance will be evaluated as follows:
Assignment Weight
Mid-term Exam 25%
Final Exam 25%
Online Discussion and
Drop Box Analyses (i.e., weekly assignments) 50%
Total 100%

Letter grade equivalencies are as follows:
Numerical Grade Range Equivalent Letter Grade
95 – 100 A
90 – 94 A-
87 – 89 B+
84 – 86 B
80 – 83 B-
77 – 79 C+
74 – 76 C
70 – 73 C-
67 – 69 D+
64 – 66 D
60 – 63 D-
< 60 F

*Note regarding Online Discussion and Drop Box Analyses: Regular participation in the assigned discussion forums and on-time 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--assignments not completed will be graded as zero. 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 and feedback 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.