

San José State University
Political Science
POLS 114, Introduction to Public Administration
Fall 2021

Course and Contact Information

Instructor: Rania Marwan

Office Location: online

Telephone: (334) 320-8076

Email: rania.marwan@sjsu.edu

Office Hours: MR 9:00 -10:45 and by appointment via Zoom
<https://sjsu.zoom.us/my/raniamarwan>

Class Days/Time: Tues 4:00-5:15 pm

Classroom: Zoom

Course Overview

This course provides a basic overview to public administration both as a profession and a field of study, emphasizing both theoretical and applied topics. We will examine the relationship between bureaucracy and other American political institutions, as well as the relationship between the public, private, and nonprofit sectors. We will also explore the variety of general administrative functions that public administrators perform, including policymaking, organizational theory, public personnel management, and public budgeting. The role of nonprofits in the public sector will also be discussed.

Course Format

Only one Zoom class will be held during the Tuesdays of each week of the class on the official allotted time for POLS 114 (from 4:00 to 5:15). The instructor might schedule further zoom meetings and upload Panopto recordings on Canvas related to the material covered during class. In order for this to be a positive learning experience for everyone, it is important to log on to Zoom during the class gatherings. Students should keep their video on, and microphone muted (when you are not speaking) during the class session. If you have any issues with sharing your video feed, adhering to this policy, or anything else related to your use of Zoom please notify me via email in the first week of class. I'm happy to consider and provide accommodations, but you will need to be in communication with me. Students who attend all classes and show active participation during class discussions will receive 3 extra points on their final grade.

To foster class discussion, you are also required to post one open-ended question and two responses via the online platform, Packback. Packback Questions is a way to engage students through online discussion. Participation is a requirement for this course, and the Packback Questions platform will be used for online discussion about class topics. Packback Questions is an online community where you can be fearlessly curious

and ask open-ended questions to build on top of what we are covering in class and relate topics to real-world applications. The assigned readings should be read before the class meeting and the relevant discussions started on Packback.

Faculty Web Page and MYSJSU Messaging

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on [Canvas Learning Management System course login website](#). You are responsible for regularly checking with the messaging system through [MySJSU](#) on [Spartan App Portal](#) to learn of any updates. For help with using Canvas see [Canvas Student Resources page](#). Please make sure you are consistently reachable via the messaging system as e-mails through the Canvas system and the student's individual e-mails are how I maintain contact with the class over the course of the semester. The responsibility for being up to date on developments in the class and assignments lies with the student.

By enrolling in this course, you consent to all course requirements listed in this syllabus, published on our Canvas site, and announced in class. You accept responsibility for accessing the Canvas course website to download any required handouts, assignments, or readings. You also accept responsibility for checking the course website regularly for any announcements. You also accept responsibility for receiving any messages sent via the MySJSU email system. Make sure that MySJSU has your current email address. I will make every effort to promptly return emails between M-F. If I do not respond within 24 hours, please feel free to send me another email. I will answer emails on the weekends and evening, though I can't guarantee prompt response at those times. I am available to meet with you by appointment if you have class or work during my regularly scheduled office hours.

Course Goals

To understand the nuances of public administration, the course has the following learning objectives: (1) To identify and articulate the core values associated with public administration and illustrate how those affect the work of government. This is assessed through Packback discussions and case studies. (2) To be able to distinguish among competing theories of public service. (3) Analyze the main tensions in public administration, including democracy versus bureaucracy, and efficiency versus effectiveness. (5) Discuss the tools that modern public administrators use to pursue public goals, along with the pros and cons of those tools.

Course Learning Outcomes (CLO)

1. LO1: Identify what is public administration and how it differs from the private and nonprofit sectors. This outcome is assessed by in-class participation, Packback Discussions, case studies and final research paper.
2. LO2: Articulate the core values associated with public administration, including efficiency, effectiveness, and accountability. This outcome is assessed by in-class participation, case studies and final research paper.
3. LO3: Articulate and summarize the main tensions in public administration, including democracy versus bureaucracy, and efficiency versus effectiveness. This outcome is assessed by Packback Discussions, case studies and final research paper.
4. LO4: Understand the importance of professional ethical conduct in public administration. This outcome is assessed in class activities, Packback Discussions, and case studies.

Required Texts/Readings

Textbook

1. Shafritz, Jay M., E.W. Russell, and Christopher E. Borick with A. C. Hyde, *Introducing Public Administration*, Routledge; ISBN-10: 1138666343 ISBN-13: 978-1138666344

Additional class material and assignments will be posted on the class Canvas website. Students are expected to complete the assigned readings prior to each class

Course Requirements and Assignments

Weekly Chapter Packback discussions (10% of grade) aligns with CLO 1, 2 and 4. Participation is a requirement for this course, and the Packback Questions platform will be used for online discussion about class topics. Packback Questions is an online community where you can be fearlessly curious and ask open-ended questions to build on top of what we are covering in class and relate topics to real-world applications.

Packback Requirements:

- Your participation on Packback will count toward 10% of your overall course grade.
- There will be a Weekly Tuesday at 3:00 pm deadline for submissions. In order to receive your points per week, you should submit the following per each deadline period:
- 1 open-ended Question per week with a minimum Curiosity Score of 30, each worth 33.33% of each assignment grade
- 2 Responses per week with a minimum Curiosity Score of 30, each worth 66.67% of each assignment grade
- Half credit will be provided for questions and responses that do not meet the minimum curiosity score.

Case analysis - 5 cases total (30% of grade) aligns with CLO 1,2,3, and 4. In the discussion board on Canvas, students are required to post 5 case analysis throughout the semester. The case topics and due dates are shown below. The grade for this assignment is earned by posting the primary post and responding to at least 3 other posts. If you choose to cite literature we have not read in class, a full bibliographic citation must be included. Students will be evaluated on participation, timeliness of submissions, thoughtful analyses of the discussion, and communication skills. Each set of posts is worth 6%. The purpose of the discussion board and posting throughout the week is to create a sense of community around a topic.

The response to the case analysis should be done in light of what is discussed in the lectures and in reference to the video links that are presented with the case questions. In the case analysis you are urged to evaluate politics based on the information you are learning and by answering three important questions:

- Who are the parties involved?
- What do they have at stake?
- How do the rules shape the outcome?

Each post must be at least equal to 250 words minimum to qualify, and 500 words maximum to be considered and “A” posting. Students will need to post:

- Primary post (due Tuesday at 11:59 pm)
- Rebuttals – at least 3 (due Friday at 11:59 pm, throughout the week)

The primary post is due during the early part of the week (Sun-Tues) and the rebuttals are due during the latter part of the week (Wed-Fri). The deadline for the primary post is Tuesday, 11:59 pm and the rebuttals by Friday, 11:59 pm. The entire post closes on the Friday of the week listed at 11:59 pm. In addition to the primary post, short rebuttals and comments on your colleagues’ posts are due as well. The schedule for case analysis posts is:

Case Analysis Topics	Period for Primary Post	Period for rebuttals
1. Case #1 <i>Federal Agencies in Overseeing Food and Food products</i>	Sept 12-Sept 14	Sept 15-Sept 17
2. Case # 2 <i>Gun Safety Legislation and Mass shooting</i>	Oct 03-Oct 05	Oct 06-Oct 08
3. Case # 3 <i>The Federal Government and Climate Change</i>	Oct 17-Oct 19	Oct 20-Oct 22
4. Case # 4 <i>2020 Elections & Interest Groups: The Latino Vote</i>	Nov 07-Nov 09	Nov 10-Nov 13 (Nov 11 is off)
5. Case # 5 <i>The Death Penalty in California</i>	Nov 14-Nov 16	Nov 17-Nov 19

Midterm (20%). There will be a midterm to assess the learning key concepts. The exam will be multiple-choice questions, which cover the contents of the chapters you have learned.

Quizzes (5%). Students will complete 2 quizzes online. Each quiz will mainly include multiple choice questions on the knowledge covered in class or readings. It may also include short answer questions or a short essay question. Quizzes will be given on the dates indicated in the syllabus.

Attendance (5%). Regular attendance is a requirement for this class.

Final Research Paper (20%) aligns with CLO 1, 2 and 3. Students are required to upload on Canvas a final research paper covering a public administration topic that interests you and would like to learn more about. The paper should be between 8 to 10 pages, double spaced, Times New Roman 12-point font or its equivalent. Any citations and bibliographic references should follow the Chicago Style Guide for the social sciences (author-date style, see http://www.chicagomanualofstyle.org/tools_citationguide.html for more information. The paper is a work in progress, where deliverables will be required throughout the semester:

- 1. Research Paper Topic Choice (2%).** You are required to upload on Canvas a one or two sentence describing the problem you want to address. To be submitted by 09/14/2021.
- 2. Research Paper Executive Summary (2%).** You are required to submit a one-page executive summary about your topic of choice. To be submitted by 09/28/2021. The executive summary should include:
 - a. A short description of your problem
 - b. The actors involved
 - c. How the topic is related to public administration
 - d. Brief conclusion
- 3. Research Paper outline (2%).** You are required to submit on Canvas a **1-page single spaced outline** of your research paper. To be submitted by 10/05/2021. The outline should cover:
 - The problem under investigation
 - The actors involved
 - The theory or concepts used to support your analysis
 - Your conclusion
- 4. Research Paper list of References (2%).** You are required to submit a list of references including between 3-5 peer-reviewed public administration journal articles. Examples of peer reviewed journals in public administration include Public Administration Review; Journal of Public Administration Research and Theory; Administration and Society; American Review of Public Administration, and Public

Performance and Management Review. Many of these journals can be accessed via the online SJSU library system. From the main University Library Web page. You may also use books to supplement your sources, but you have to have **at least 3 peer reviewed journals** in your list. To be submitted by 10/12/2021.

5. Research Paper Rough Draft (2%). You are required to submit a draft of your final research paper. To be submitted by 11/02/2021.

6. Final Research Paper (10%). You are required to submit on Canvas the final research paper by 11/23/2021.

Final Research Presentation (10%). You will present your final research paper in a 8 min presentation. You will be evaluated on:

- Time management
- Critical thinking and thoughtful analysis
- Integration of material discussed in the lecture throughout the semester

You will be divided into two groups to present between the weeks of Tuesday 11/16/2021 and Tuesday 11/23/2021. To receive the full 10%, you will be required to comment/ question two of your colleagues' presentations. The schedule of peer reviewers will be posted on Canvas.

Grading Information

In this course, students will not be graded on attendance. This class is primarily based on doing the readings and regularly making the submissions and sticking to the deadlines. Your grades will be calculated as follows:

Grading Scale

<i>Grade</i>	<i>Percentage</i>
A +	96 to 100%
A	93 to 95%
A -	90 to 92%
B +	86 to 89 %
B	83 to 85%
B -	80 to 82%
C+	76 to 79%
C	73 to 75%
C -	70 to 72%
D +	66 to 69%
D	63 to 65%
D -	60 to 62%

Summary Course Assignments and Weights

Assignment	Weight %
Weekly Chapter Packback discussions	10
Case analysis - 5 cases total:	30 (6% each case)
1. Case #1 <i>Federal Agencies in Overseeing Food and Food products</i>	
2. Case # 2 <i>Gun Safety Legislation and Mass shooting</i>	
3. Case # 3 <i>The Federal Government and Climate Change</i>	
4. Case # 4 <i>2020 Elections & Interest Groups: The Latino Vote</i>	
5. Case # 5 <i>The Death Penalty in California</i>	
Midterm	20
Quizzes (2)	5
Attendance	5
Final Research Paper:	20 divided as follows:
1. Research Paper Topic Choice	2
2. Research Paper Executive Summary	2
3. Research Paper outline	2
4. Research Paper list of References	2
5. Research Paper Rough Draft	2
6. Final Research Paper	10
Final Paper Presentation	10

Make-up/Late Policy

There are no make-up exams or other assignments without appropriate documentation (serious medical illness or serious medical emergency, religious holiday, pre-approved university-sanctioned event or activity, military orders, family emergency) that you were unable to complete the assignment on time.

This also applies to in-class assignments. If you are seriously ill, you must notify me as soon as possible by email or on my office phone that you will be unable to complete an assignment on time. Except in cases of documented medical emergency, you **MUST** notify me before the scheduled assignment. Out of fairness to your colleagues, work, missing an alarm, and generally not feeling well will not be accepted excuses for missing assignments. Be sure you schedule all of our assignments right away. If you have a vacation or similar event planned during one of these assignment days, you may want to take this course during another session or make arrangements to hand in the assignment early.

Major assignments like the Final Research Paper will be graded if handed in late; however, these will be penalized commensurate with how late they were. If you have reason to think you will not make a deadline, always at least discuss it with me first. I can't guarantee anything, but I can guarantee a fair hearing. Communication will always lead to a better outcome for you than not communicating.

Classroom Policies and Protocol

Attendance and participation

Students may be called upon by name to address concepts from the readings. Students should take the time and effort to read the materials when they are assigned and be prepared to actively participate in discussion of the topics, using both citations of the readings and their own defended views. Small group discussions during class

will only enhance learning if each participant is prepared to contribute to the group's learning. In addition to the fact that students are graded on the quality and quantity of classroom participation, regular attendance will enhance your grade by virtue of giving students the opportunity to develop the knowledge necessary to complete assignments that might not otherwise be available except from class discussion.

Cellphones, laptops, and other technology

You may not use your cell phone in class for non-class purposes. If you need to have it on for family reasons, please let me know ahead of time, turn it on vibrate and keep it out of sight to the extent possible. If you must make an emergency text, feel free to step outside of class. All other texting needs to take place before or after class. Laptops, tablets, and other such technology are allowed in class but for notetaking and educational use only. I reserve the right to bar specific students from using these technologies if they are making inappropriate use of them during class time. Please see me if you have questions about this policy or questions regarding SJSU academic accommodations related to this policy.

Recording of Lectures

I do not intend to record the Zoom lectures online for a number of reasons. (1) I do not record them when the class is in person and, to the extent that it is possible, I am trying to maintain some level of parity with how the class is usually delivered. (2) The primary benefit of a synchronous learning environment is that you may ask questions to probe for clarification in real time. Studies have shown that when students know there will be a recording of class lecture, it provides an incentive for them not to pay full attention in the moment. As such, barring extenuating circumstances, I do not intend to record my lectures for distribution to the class. Please obtain my permission before taking an audio or video recording of lectures or other class activities. I will almost certainly grant such permission, but it is common courtesy to let people know you will be recording them before you do so. Thus, out of respect to your colleagues and to me, please do not record this class without my explicit permission.

University Policies

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs' Syllabus Information web page at <http://www.sjsu.edu/gup/syllabusinfo/>”

Workload and Credit Hour Requirements

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

Useful Information for Students

SJSU Counseling Services

The SJSU Counseling Services is located on the corner of 7th Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an

individual, couple, or group basis. To schedule an appointment or learn more information, visit Counseling Services website at <http://www.sjsu.edu/counseling>.

SJSU Writing Center

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at <http://www.sjsu.edu/writingcenter>. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook.

POLS 114 – Introduction to Public Administration Spring 2021 Course Schedule

Week	Date	Topic	Assigned Readings	Deliverables Due
1	Tuesday 08/24/21	-Course Introduction and Syllabus - Course Overview; Approaching the Study of Public Administration	Shafritz, Chapter 1	Packback discussion post, (introduction, not graded)
2	Tuesday 08/31/2021	- The Political and Cultural Environment of Public Policy and its Administration	Shafritz, Chapter 2	Packback discussion post (Ch 2) by 3:00 pm
3	Tuesday 09/07/2021	- Public Management Reform and Reinvention	Shafritz, Chapter 3	Packback discussion post (Ch 3) by 3:00 pm
4	Tuesday 09/14/2021	-Government/Governance in an Intergovernmental Context	Shafritz, Chapter 4	-Packback discussion post (Ch 4) - Research Paper Topic Choice -Case #1 <i>Federal Agencies in Overseeing Food and Food products</i>
5	Tuesday 09/21/2021	Law and Ethics in Public Administration:	Shafritz, Chapter 5	• Packback discussion post (Ch 5)
6	Tuesday 09/28/2021	Organizations in the Public Sector	Shafritz, Chapter 6	Packback discussion post (Ch 6)

				<ul style="list-style-type: none"> • Research Paper Executive Summary • Quiz 1 (Ch1-6)
7	Tuesday 10/05/2021	Organization Behavior and Development in the Public Sector	Shafritz, Chapter 7	<ul style="list-style-type: none"> • Packback discussion post (Ch 7) • Research Paper outline • Case # 2 <i>Gun Safety Legislation and Mass shooting</i>
	Available from 10/05/2021 till 10/09/2021	Midterm	(Chs 1-7)	
8	Tuesday 10/12/2021	Asynchronous Public Management and Technology	Shafritz, Chapter 8	<ul style="list-style-type: none"> • Packback discussion post (Ch 8) • Research Paper list of References
9	Tuesday 10/19/2021	Asynchronous Public Management and Budgeting	Shafritz, Chapter 13	<ul style="list-style-type: none"> • Packback discussion post (Ch 13) • Case # 3 <i>The Federal Government and Climate Change</i>
10	Tuesday 10/26/2021	Leadership and Management in the Public Sector	Shafritz, Chapter 9 & 10	<ul style="list-style-type: none"> • Packback discussion post (Ch 9 & 10)
11	Tuesday 11/02/2021	-Public Management and HRM -Social Equity and Responsibility in Public Administration	Shafritz, Chapter 11 & 12	<ul style="list-style-type: none"> • Packback discussion post (Ch 11 & 12) • Research Paper Rough Draft
12	Tuesday 11/09/2021	Understanding Public Sector Accountability and Performance	Shafritz, Chapter 14	<ul style="list-style-type: none"> • Packback discussion post (Ch 14) • Quiz 2 (8-14) • Case # 4 <i>2020 Elections & Interest Groups: The Latino Vote</i>
13	Tuesday 11/16/2021	Final Presentations		<ul style="list-style-type: none"> • Case # 5 <i>The Death Penalty in California</i>
14	Tuesday 11/23/2021	Final Presentations		<ul style="list-style-type: none"> • Final Research Paper Due