PA 301 Concepts and Issues in Public Administration (Online)

Dr. Robert J. Sobie
Professor of Practice
School of Public Affairs
Fall 2016
Concepts and Issues in Public Administration (PA 301)

(Online)

Course Meets: Exclusively Online  
Location: Cyberspace  
Fall 2016  

Instructor: Dr. Robert J. Sobie  
Office Hours: Email and phone only. No actual office hours.  
Phone: (619) 594-4604  
E-Mail: rsobie@mail.sdsu.edu (preferred method of contact)

TEACHING PHILOSOPHY:

As you would expect, I emphasize development of student knowledge in both public administration theory and practice as it relates to public-serving organizations. I accomplish this by 1) fostering a learning environment for student self-fulfillment in the classroom and online, 2) discussing empirically-based tools that students can apply in their current or future public service careers, 3) provide timely and meaningful feedback on graded and non-graded coursework, 4) and work with you to advance your critical thinking skills to foster innovative and informed thinking. I accomplish these goals through the use of scholarly literature and real-world experiences of practicing public administrators, including myself. You benefit by experiencing a more expansive view of public administration, rather than relying solely on material in the required textbook(s). In other words, I teach public administration courses, not textbook(s).

Regarding public administration, or its alias bureaucracy, I believe the discipline is an honorable profession providing a necessary administrative foundation for the provision of public services by professionals who assume commonly identifiable duties like budgeting, financial management, personnel development, legislative support, code enforcement, and case management. This is not to say that administrative action is always efficient, fair, and unbiased. Currently media reports tell us otherwise. To help us better understand these issues, and factors influencing them, is a deep and vast array of public administration literature that covers topics too numerous to mention in this short space. My overall goal is to help you increase your understanding of the complex nature of public administration and to equip you with knowledge and skills you can use in a current or future our public service career. There’s much to do so we should probably get started soon!
GENERAL CATALOG COURSE DESCRIPTION:
This course will cover areas of theory and practice of government administration in differing environments, the role of administrators in public policy, issues facing administrators and techniques of administration.

STUDENT LEARNING OUTCOMES:
Generally speaking, SDSU’s School of Public Affairs is educating current and future public service leaders who must have a solid foundation of public administration theory and practice to effectively carry out a diverse set of duties and responsibilities. Students will learn to see connections between the political, social, and economic environments influencing policy and administration; how government decides to respond to these influences; and how the professional administrator fits into a complex environment of a federalist system of government.

COURSE PREREQUISITES:
None

TEXTBOOK(S):

SUPPLEMENTAL MATERIAL:
Where appropriate, a list of additional required course readings are included in the course schedule. Where access to specific articles is allowable through copyright clearance, or by you “Googling” them, these articles or their URLs will be published on Blackboard. Otherwise, students will be required to search for and access the articles through the university’s library system or other suitable online resources. All readings, including the required textbook, are expected to be completed before the scheduled class session in which they are assigned.

METHODS OF INSTRUCTION:
This is an ONLINE class only. No face-to-face class sessions.
PROFESSOR CONTACT:

As any student would expect, I will do my best to respond to your questions in a timely manner, regardless of the method in which I receive them (i.e., email, phone, US mail, etc.). But, I generally will not be available to respond at any length to questions presented to me after 9:00 p.m., (EST), nor can I respond during any time (day or night) in which other duties require my attention elsewhere.

STUDENT RESPONSIBILITIES AND COMPLIANCE WITH UNIVERSITY POLICIES:

Students are responsible for making themselves aware of and understanding applicable university policies and procedures in the General and/or Graduate Bulletin that pertain to issues like academic integrity.

You should consult with your instructor if you are uncertain about any of the information that follows.

Student Discipline: Student disciplinary procedures for this course follow system-wide guidelines established by the Office of the Chancellor, CSU. Offenses contained in Section 41301 of Title 5 may lead to the implementation of these procedures. A student’s grade may be reduced for an assignment or course as a response to academic dishonesty. Further, at SDSU, the Center for Student Rights and Responsibilities, SSW-1604 (619-594-3069) is responsible for reviewing alleged offenses and coordinating disciplinary procedures to ensure due process. The instructor will submit alleged academic dishonesty to the Center. Additional information may be obtained by visiting: http://www.sa.sdsu.edu/srr/ or by speaking directly with the instructor.

Cheating and Plagiarism: Cheating and plagiarism are serious violations of academic standards and, if they occur in connection with an academic program at SDSU, may warrant academic sanctions (such as grade modification by the instructor) as well as disciplinary sanctions by university administration (such as probation, suspension, or expulsion, including an educational component such as an interactive learning program and/or reflective paper). The instructor will submit an academic dishonesty report describing violations to the Center for Student Rights and Responsibilities. Additional information may be obtained by visiting: http://www.sa.sdsu.edu/srr/ or by speaking directly with the instructor.

Original Work: Assignments must be original contributions to this class rather than copies of, or substantial, material drawn from previous work by the student or from other individuals. I suggest that all students keep notes and rough drafts with regard to the assignments they prepare for this course so they may easily set aside any question about the authenticity and originality of their written assignments.

Where appropriate, papers may be submitted to Turnitin® and become part of the Turnitin® database (student identities are protected). If the results of a Turnitin® originality report are to
be used to charge you with plagiarism, the matter will be referred to the Center for Student Rights and Responsibilities, SSW-1604 (619-594-3069).

**Absences:** Student attendance in cyberspace is essential to the learning environment at SDSU, just like in a physical classroom setting. It helps you stay on track from completing the class.

**Student Disability Services:** SDSU is required to ensure its programs, facilities, and Web pages are accessible to students with visual, hearing, mobility, learning, and other disabilities. Student Disability Services (619-594-6473) is a resource for students and faculty in meeting this obligation and the instructor shall comply with all documented accommodations for any student disability.

**Disruptive Behavior:** Disruptive behavior including the use of electronic devices by any student which for any reason materially disrupts the class work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the university is prohibited. This includes disruption, or interference which impedes, impairs or obstructs teaching, research, administration, conduct proceedings, other university missions, processes, or functions including public-service functions or other authorized activities. **This should not be a concern given the online learning environment used for the class.**

**Submitting Written Assignments:** Unless noted elsewhere in the Syllabus, students shall submit electronic copies of all assignments to the instructor through Blackboard by the required due dates in order for the assignment to receive full consideration by the instructor.

**GRADING SCALE:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>93 – 100 = A</td>
<td>77 – 79 = C+</td>
</tr>
<tr>
<td>90 – 92 = A-</td>
<td>73 – 76 = C</td>
</tr>
<tr>
<td>87 – 89 = B+</td>
<td>70 – 72 = C-</td>
</tr>
<tr>
<td>83 – 86 = B</td>
<td>60 – 62 = D-</td>
</tr>
<tr>
<td>80 – 82 = B-</td>
<td>Below 60 = F</td>
</tr>
</tbody>
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**GRADING RUBRIC:**

- Quizzes (5 points each, max. of 10 quizzes) 50 points
- News Headlines (5 points each, max. of 5 submitted) 25 points
- Midterm Exam 10 points
- Final Exam 15 points

**Total Points 100 points**
EXAMS:

An online midterm and final exam will cover the course and will consist of a series of multiple choice, true/false, short answer, and possibly short essay questions. The questions will focus on significant concepts and thoughts in public administration. All class readings, online lectures, and any student contributions (i.e., online discussion questions) will serve as potential sources for constructing the examination questions. Each exam must be completed within the date and time allowed. **You cannot make up exams once the time to complete them has expired.**

QUIZZES:

Online quizzes will be administered during the semester. When used, each quiz is worth 5 or 10 points depending on how they are structured. A maximum of ten (10) quizzes will be administered. Also, **you cannot make up quizzes.** Once they are closed online they are no longer available. Each quiz must be completed within the date and time allowed.

NEWS HEADLINES:

Refer to Blackboard.

**DETAILED CLASS SCHEDULE IS ONLINE**

**GO AZTECS!**