Howard University  
Department of Political Science  

POLS-145 Introduction to Public Administration (3 Credits)  
CRN: 81683 145 01  
Fall 2014

Instructor  
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Office hours:  
Tues 10:00-11:00am and 12:30-1:30  
Thurs 10:00-11:00am  
And by appointment.

Course Format
The course consists of two 80-minute sessions per week (Tuesday and Thursday) from 11:10am-12:30pm. We will meet in Douglass Hall room 103  
Many of the communications, including quizzes, for this class will be conducted through the course website: blackboard.howard.edu. Please be sure to check email daily.

Course Description, Goals, and Objectives
Course Description From Undergraduate Bulletin:  
POLS 145. Introduction to Public Administration. 3 crs. Presents the basic concepts of public administration and the administrative problems of organization, procedure, personnel, financial administration, administrative law, and public relations. Prerequisites: POLS 001 and POLS 010.

Course Goals:  
Welcome to POLS-145 Introduction to Public Administration. This course will introduce you to:  
- How Public Administration fits within the broader contexts of other intellectual disciplines, democratic institutions,  
- The connections between the federal, state, and local governments,  
- Management structures in public organizations,  
- Public management functions such as personnel, budgeting, policy implementation, and contracting out,  
- Managerial tools,  
- Regulatory processes, and,  
- Measurement and evaluation of public organizations.
A range of public issues, such as energy, healthcare, science & technology, and economic policy will help to animate and illustrate the challenges of public administration.

Public Administration is the study and practice of all aspects of managing and administering public organizations to achieve public policy goals. This includes managing governmental organizations, such as a unit within the U.S. Department of Homeland Security to a local police station. It includes all matters of managing and administering public programs including interfacing with political wants and needs, managing personnel, managing contracts, measuring performance, budgeting, and promulgating regulations. Americans have become suspect about the effectiveness and efficiency of government. Recent failures such as the roll-out of the Healthcare.gov website, FEMA’s response to Hurricane Katrina, and the failure of the intelligence community in preventing 9/11 have added to the public’s mistrust of government. This should not dissuade you from studying public administration. First, it means there is ample room for improvement – we will explore methods for improving the performance of government. Second, government has become an increasingly important player in most aspects of modern life, from education to healthcare to the economy. Even small improvements in the effectiveness and efficiency of government operations can result in major societal benefits, from cost savings to better service delivery.

This course is an introduction to public administration, where we explore, briefly, a wide variety of topics. Public administration is a large field unto itself. Millions of Americans work in public organizations, and there are schools and degree programs dedicated to the study of public administration.

Course Objectives:
By the end of this course you should be able to:
- Explain the difference between private and public sector administration/management;
- Describe the federal government budgeting process;
- Describe the challenges of performing a program evaluation;
- Discuss the connections between different levels of government (Federal, State, Local);
- Describe the evolution of organizational theory and behavior;
- Discuss the regulatory process;
- Discuss the challenges of personnel management in public sector organizations; and,
- Prepare arguments for a debate on a public administration issue.

Instructional Methods
The course will be taught through a combination of lecture and discussion. The students are required to read the materials assigned before class and participate in the discussions. There are also two role playing exercises during the class. The first is a budgetary exercise, where students will simulate the difficult budgetary decisions that policymakers face. The second is a team role-playing exercise where the students will participate in a debate over a contemporary public administration issue. We will also periodically have guest speakers come to class to help connect the theoretical work to practice.
Reading Materials and Resources
Students are required to purchase the following textbook, available at the Howard University bookstore. The text comes in two formats, an e-Text only as well as a Print plus e-Text.

e-Text Only Format
ISBN-10: 020587388X

- OR -

Print plus e-Text Format
ISBN-10: 0205910009

In addition, the instructor will provide you selected readings.

Attendance, Participation & Roles
It is imperative that you become an active learner. As an instructor, I can provide you the content and teach you the techniques to understand the materials in this course, but it is incumbent upon you to actively learn. This requires effort on your part to reflect on the materials, make connections between the materials, and most importantly ask good questions.

You are expected to attend and participate in all class sessions. You are expected to complete the assigned reading and coursework prior to the class indicated in the class schedule, to complete all assignments, and to participate fully in the team projects. Your fellow students will help evaluate your performance on the team projects.

Submission of Assignments
Your assignments will generally be turned in electronically. All work that will be submitted for a grade must be handed in before or at the beginning of class on the day it is due. (Note that slipping homework under my door or placing in a mailbox is not allowed without prior approval). Printing problems are not an acceptable excuse for late work. Homework that is not handed in at the beginning of class will not be accepted. Homework should be neat, legible, and stapled, or it may not be accepted.

Make-up Policy
Put simply, NO MAKE-UPS WILL BE GIVEN. A grade of zero (0) will be given for missed assignments and tests.
Assignments, Exams, and Grading

Total grades will be evaluated based on an accumulation of points from assignments, quizzes, and exams. The graded components of the course and their contributions are as follows:

- Quizzes (lowest score dropped) 15%
- Two (2) Midterm Exams (Sept 23 & Oct 28) 50% (2 X 25%)
- Final Exam (Dec 4) 15%
- Policy Debate/Position Paper (Dec 9) 20%
- Total 100%

The lowest Quiz score will be dropped.

Extra Credit

Students may earn extra credit of up to a maximum 2% of their final grade. Extra credit can be earned by completing one of three tasks. Each item is worth up to 1% of the final grade and students may do multiple iterations of the same task; e.g., attend and summarize two lectures.

1. Attending a lecture on- or off-campus. The lecture must be related to what we are studying in class. Turn in a short summary (~2 paragraphs) of what the speaker said and some reflections/critiques of the talk (~1 paragraph). The summary should be what the speaker said and the reflections should be your assessment/critique of the talk. Include the speaker name & title, and the date and place of the talk.
2. Read an academic journal article and summarize it. Pick an academic journal article (or ask your instructor for one), and write up a short summary (~2 paragraphs) of it. Include the full citation, the findings of the article, and the methodology. Also connect it to what we are doing in class.
3. Read a news article and connect it to something that we are doing in class. Include a summary of the article (~1 paragraph) and some detailed reflections about how it connects to class and to the study of public administration. Be sure to include the full citation.

All extra credit must be turned in by November 25th to receive any consideration.

Laptops and Mobile Devices

Students may use laptops and mobile devices in class only if they are related to this course’s work; i.e., for note-taking or looking up something in response to an instructor’s request. Use of laptops and mobile devices for non-classroom activities (facebook, chatting, texting) is disruptive to other students and to the instructor. Please refrain from doing so.

Unauthorized Collaboration and Academic Dishonesty

All students are expected to comply fully with the Howard University’s Policies on Academic Dishonesty. The policy states:

As part of Howard’s community of scholars, you are expected to hold the pursuit of learning and the search for truth in the highest regard while displaying unquestionable
integrity and honesty. There is no place for academic dishonesty, regardless of any seeming advantage or gain that may accrue from such dishonesty. Students will be disciplined for any intentional act(s) of dishonesty in the fulfillment of academic course or program requirements and for intentionally representing as one’s own, any ideas, writings and works of another without acknowledging that author.

The minimum disciplinary penalty imposed upon a student found to have committed any infraction(s) of the Academic Code of Conduct is no credit for the course assignment or examination in which the infraction(s) occurred. However, a more severe penalty, such as failure in the course involved or suspension from the University may be imposed depending upon the nature and extent of the infraction(s).

Please see the University’s Policies on Academic Standing for more information: http://www.howard.edu/academics/standing.htm

Collaboration on homework is authorized provided that it is done in the spirit of mutual learning and sharing of ideas. When this occurs, you should indicate the names of all persons with whom you collaborated. The copying of someone else’s work or ideas and representing them as your own is unethical and prohibited. You are not permitted to collaborate on quizzes.

Syllabus Subject to Change
This syllabus is subject to change. Should anything on the syllabus be changed students will be notified in class and provided an updated syllabus.

American Disabilities Act (ADA)
Howard University is committed to providing an educational environment that is accessible to all students. In accordance with this policy, students who need accommodations because of a disability should contact Dr. Barbara Williams, Dean for Special Student Services (202-238-2420), as soon as possible after admission to the University or at the beginning of each semester. If you need a special accommodation required by the American Disabilities Act, please document and discuss your disability with me during the first week of classes.

Electronic Communication
I will often communicate with you via email or through the notifications through the Blackboard system. Check your email account often (at least daily) for relevant information on the course. Lecture notes, assignments, and other information will be posted on the Blackboard site throughout the semester.
Detailed Schedule (Subject to Change)

Week 1
1. Tues August 26th – Introduction to Course – Scope and Assignments & Chapter 1
   Assignment: read Chapter 1: Defining Public Administration.

2 Thurs August 28th – Discuss Chapter 1 – Approaching the study of public administration

Week 2
3. Tues September 2nd – Discuss Chapter 1 - Approaching the Study of Public Administration

4. Thurs September 4th – Discuss Chapter 2 – The Political and Cultural Environment of Public Admin
   Quiz 1 (chapter 1) – in class

Week 3
5. Tues September 9th – Read Chapters 3: Reinventing Government & 14: Program Audit & Evaluation
   Quiz 2 (chapter 2) – in class

6. Thurs September 11th – Discuss Chapters 3 & 14 – Architecture of Government; difficulties in driving
   efficiency and effectiveness through innovation; and, Accountability
   Quiz 3

Week 4
7. Tues September 16th – Read Chapter 4 – Intergovernmental Relations - Discuss chapter 4 – Marble
   Cake – Connections between federal, state, and local government

8. Thurs September 18th – GAO’s Michelle Sager Guest Lecture – Review for exam
   Quiz 4

Week 5
9. Tues September 23rd – Midterm Exam 1 – Covers Chapters 1-4, 14

10. Thurs September 25th – Discuss Exam – Slot for guest speaker

Week 6
11. Tues September 30th – Read Chapter 6 – Evolution of Management and Organization Theory

12 Thurs October 2nd – How thinking about management and the behavior of organizations has changed
   over time
   Quiz 5

Week 7
13. Tues Oct 7th – Read Chapter 7 – Organizational Behavior

14. Thurs October 9th – Discuss the principal ways in which organizations behave
   Quiz 6
Week 8
15. Tues Oct 14th – Read Chapter 8 – Managerialism & Information Technology

16. Thurs Oct 16th – What are the tools of Information Technology – how do government administrators harness them? ERP, CRM, Big Data, Analytics, Quiz 7

Week 9
17. Tues Oct 21st – Chapter 9 - Strategic Management and Government Regulation

18. Thurs Oct 23rd – Discuss strategic thinking and how regulations are promulgated Quiz 8

Week 10
19. Tues Oct 28th – Midterm Exam 2 – Covers Chapters 6-9

20. Thurs Oct 30th – Review exam 2 – slot for guest speaker

Week 11
21. Tues November 4th – Chapter 11 Personnel Management and Labor Relations
Hand out budgeting exercise

22. Thurs November 6th – Civil service – how it works. Slot for guest speaker from AFL-CIO Quiz 9

Week 12
Tues November 11th – Veterans Day – UNIVERSITY CLOSED


Week 13
24. Tues November 18th – Role playing exercise - Debates

25. Thursday November 20th – Role Playing exercise - Debates

Week 14

Thurs November 27th – Thanksgiving – UNIVERSITY CLOSED

Week 15
27. Tues December 2nd – Chapter 12 Social Equity

28. Thurs December 4th - Final Exam

Week 16
Tues December 9th Written Policy Debate Paper Due at 11:59pm