

Instructor: Li-Yin Liu
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Office Hour: Mon/Wed, 2:00-3:30pm
or by Appointment

Class Room: DuSable 246
Class Time: Tuesday, 6:00-8:40 PM
Fall 2017 Northern Illinois University

PSPA 331x-1: Public Administration

Course Description and Objectives

What is public administration? What is its nature and content? How does it differ from political science, private administration, and non-profit organization management? How does it connect to our daily life? These are the major questions to be answered in this class. To help students comprehensively understand the theories and practices of public administration, this course connects examples from the contemporary public administration with the classic articles of this discipline. Also, this course brings examples from other countries to help students understand the advantages and disadvantages as well as the potential problems and solutions of American public administration.

Course Competences

This course establishes students' understanding about the practice and theory of public administration. Also, it builds students' skills in critical thinking, project writing, and communication based on the reading assignments, writing assignments, oral presentation, group exercise, and class discussion. These skills are beneficial in preparing students for future job seeking and/or a higher level of academic pursuits.

Required Reading

Holzer, M., and R.W. Schwester. 2011. *Public Administration: An Introduction*. Taylor & Francis Group.

Supplemental Reading

Shafritz and Hyde. *Classics of Public Administration*. Thompson and Wadsworth, 2012. Seventh Edition.

Class Requirement

Due Date and Time	Assignment	Grade Point
Weekly	Attendance and Preparation	10%
Weekly	Class Participation <ul style="list-style-type: none"> • Critical Question • Class Discussion • Group Exercise 	15%
Friday before Your Assigned Weeks (by 8:00 pm, Friday)	2 Reading Summary Assignments	20% (10% for each)
Your Assigned Weeks	2 Oral Presentations	10% (5% for each)
October 10 (by 6:00 pm on Blackboard)	Midterm Exam	20%
December 5	Final Project Group Presentation	5%
December 12 (by 5:59 pm on Blackboard & in Class)	Final Project	20%

Attendance Policy: Each student is allowed to have one absence with an eligible excuse without penalty. More than one absence will result in a deduction in your attendance grade. 1% point for each missed class. Therefore, if you miss more than 1+10 classes, your attendance grade will be 0. Attendance will be taken based on the sign in sheets collected each class. If your name is not on the sign in sheets when it is initially distributed, you will not receive your attendance point. The time of the distribution will vary each week.

Reading Summary Assignments: Each student is required to read two supplementary articles and write a reading summary for each article on the two weeks you signed up for during the first class. Students are required to share their reading summaries with the entire class. Students are required to post their reading summaries on Blackboard no later than Friday by 8:00 pm of before week you signed up for. For example, if you signed up for presenting your reading summary on September 12, you are required to submit your reading summary on Blackboard no later than 8:00 pm on September 5 (the Friday before September 12). The format of reading summary assignments will be posted on Blackboard. Please contact your instructor for the supplementary readings you need. Be sure to leave enough time for requesting and reading the articles. **LATE SUBMISSION WILL NOT BE ACCEPTED.**

Class Presentations: Each student is required to give two oral class presentations regarding your reading summary assignments on the weeks you signed up for. Each presentation should be between 5-8 minutes. No PowerPoint is needed for the presentation. Students should consider themselves instructors who are teaching the rest of class what their assigned article is about.

Participation: Each student is required to read not only the assigned chapter in Holzer and Schwester's book each week, but also review your classmates' reading summary assignments that are posted weekly on Blackboard before attending every class. Each student is required to provide at least one critical questions on each reading summary and turn in a hard copy of the questions to the instructor by the beginning of each class. If you are the presenter of the week, you still have to read other presenters' reading summary and provide critical questions. The questions are worth 5% of the participation points overall. In addition, students are required to participate in the discussion of your classmates' presentations in order to advance the understanding of the articles by asking critical questions, bringing personal examples, and drawing evidence from the assigned readings. Students are also required to participate and complete group exercises during classes. The discussion and group exercises are worth 5% of the participation points, respectively. Students who do not attend class will also miss their participation grade.

Midterm: The midterm will be a take-home question/answer format. Students will be given one week to complete their exam. There will be questions that will cover all topics discussed before the midterm exam; students are required to pick 5 questions from the question list to answer. Students are required to provide their arguments that synthesize the knowledge from required readings, reading summary assignments, class discussion, and group exercise in each class. In other words, absence will not only decrease your attendance and participation grade, but also result in significant disadvantages when completing the midterm exam. The questions will be posted on Blackboard on October 3. Students are required to turn in their answers on Blackboard no later than 6:00 p.m. October 10. NO LATE SUBMISSION WILL BE ACCEPTED.

Final Project: After the midterm, students will be assigned to different groups. Each group will be assigned 1 policy project and will work on its project during class. The final project includes two parts: group oral presentation and individual written project. Each group needs to present their project on December 5. Group presentation will be graded based on group performance. Students who do not show up for their group presentation will get a zero on their group presentation grade.

Each student needs to turn in their individual written project no later than 5:59 p.m. December 12 on Blackboard and turn in a hard copy to the instructor at the beginning of the class on December 12. Individual written projects will be graded based on the quality of each individual student's written project. Further instructions and rubrics of the final project will be given at least 2 weeks before the group presentation. NO LATE SUBMISSION WILL BE ACCEPTED.

Grading Scale:

A=94-100; A-=90-93; B+=87-89; B=83-86; B-=80-82; C+=77-79; C+=73-76; C-=70-72; D=60-69; F= 59 and below

Class Policies

- Please use the University Writing Center as an important assistance for your papers if you are struggling with writing. If you need them, please check the website: <http://www.niu.edu/uwc/aboutus/index.shtml>
- The assigned readings must be completed before each class.
- All communication needs to be conducted in a civil and constructive manner.

- Students are required to check our Blackboard course website for announcements and resources at least once before each class meeting and once during another time of the week. Blackboard is the primary vehicle for announcements, supplementary readings, and submission of assignments.
- Your NIU email will also be used for timely communication.
- The agenda of each class will be posted on Blackboard by noon every Tuesday. The agenda contains important information of each class. Print out or download the agenda before each class.
- Contact the instructor in advance if there is any LEGITIMATE reason that results in absence.
- The instructor will only check email during the weekday between 10:00 a.m. and 8:00 p.m. If you need to request the supplementary reading, make sure you email the instructor within that time frame.
- No cell phones are allowed during class. If you need to use your laptop, make sure it is course related.
- Students are responsible for familiarizing yourselves with the deadlines of each assignment and manage your schedule

Academic Integrity

PLAGIARISM WILL RESULT IN AN AUTOMATIC GRADE OF F ON THE ASSIGNMENT. Good academic work must be based on honesty. The attempt of any student to present as his or her own work that which he or she has not produced is regarded by the faculty and administration as a serious offense. Students are considered to have cheated if they copy the work of another during an examination or turn in a paper or an assignment written, in whole or in part, by someone else. Students are responsible for plagiarism, intentional or not, if they copy material from books, magazines, or other sources without identifying and acknowledging those sources or if they paraphrase ideas from such sources without acknowledging them. Students responsible for, or assisting others in, either cheating or plagiarism on an assignment, quiz, or examination may receive a grade of F for the course involved and may be suspended or dismissed from the university.

Undergraduate Writing Awards

The Department of Political Science recognizes, on an annual basis, outstanding undergraduate papers written in conjunction with 300-400 level political science courses or directed studies, such as independent studies or honors theses. Winners are expected to attend the Department's spring graduation ceremony where they will receive a certificate and a check for \$100.00. No more than two papers may be submitted by a student. There is no requirement as to the length of papers submitted for the award. Often the Department awards prizes for both an outstanding short paper and an outstanding long paper. The number and types of award is dependent upon the papers submitted for consideration in any given year. Authors do not have to be political science majors or have a particular class standing. Only papers written in the previous calendar year are considered for the award. However, papers completed in the current spring semester are eligible for the following year's competition even if the student has graduated. Papers can

be submitted by students or faculty and must be supplied in triplicate to the undergraduate secretary. All copies must have two cover pages – one with the student's name and one without the student's name. Papers are not to be stapled or bound. Instead, please use paper clips. Papers are generally due in March and notice of call for papers and submission deadlines will be published in the department e-announcements. You may also contact the department for information at 753-1015.

Accommodations and Access for Students with Disabilities

Students with disabilities are encouraged to contact the Good academic work must be based on honesty. The attempt of any student to present as his or her own work that which he or she has not produced is regarded by the faculty and administration as a serious offense. Students are considered to have cheated if they copy the work of another during an examination or turn in a paper or an assignment written, in whole or in part, by someone else. Students are responsible for plagiarism, intentional or not, if they copy material from books, magazines, or other sources without identifying and acknowledging those sources or if they paraphrase ideas from such sources without acknowledging them. Students responsible for, or assisting others in, either cheating or plagiarism on an assignment, quiz, or examination may receive a grade of F for the course involved and may be suspended or dismissed from the university to make curricular and campus experiences accessible and helps determine reasonable and appropriate accommodations for courses, programs and activities. The DRC will determine with the student, through an interactive process, the following: 1) the nature of the “documentation of disability” required; 2) appropriate accommodations; and 3) how the faculty or staff in charge of the curricular or cocurricular activity will be informed of the need for accommodation, usually through a Letter of Accommodation (LOA). Students are strongly encouraged to meet and talk with their faculty to identify their requests for accommodations as early as possible in the semester, even if they won't use all accommodations right away. Requests for accommodations must be made in a timely enough manner for them to be reviewed by the university, and requests for accommodations are not retroactive. The DRC staff will provide guidance to faculty, when needed, about how to implement accommodations. Students who make requests for accommodations are expected to follow DRC policies and procedures.

A wide range of services, based on the individual student situation, can be explored. This includes curricular and cocurricular activities, such as housing, accommodated testing, alternate format of instructional materials, and transportation. Students can visit the DRC on the fourth floor of the Health Services building during business hours or make an appointment by calling 815-753-1303

Class Schedule

Date	Class Topic	Assigned Readings (Read Before Class)
August 29	Introduction	Holzer & Schwester: Chapter 1
September 5	The Nature and Scope of Public Administration	Holzer & Schwester: Chapter 1
September 12	Public Organization	Holzer & Schwester: Chapter 2
September 19	Human Resource Management	Holzer & Schwester: Chapter 3
September 26	Public Decision Making	Holzer & Schwester: Chapter 4
October 3	Politics and Public Administration	Holzer & Schwester: Chapter 5
October 10	<i>Midterm Exam</i> No Class	N/A
October 17	Intergovernmental Relations	Holzer & Schwester: Chapter 6
October 24	Public Performance & Evaluation	Holzer & Schwester: Chapter 7&8
October 31	Public Budgeting	Holzer & Schwester: Chapter 9
November 7	Leadership and Ethics	Holzer & Schwester: Chapter 10&11
November 14	E-Government	Holzer & Schwester: Chapter 12
November 21	Public Service	Holzer & Schwester: Chapter 13
November 28	The Further	Holzer & Schwester: Chapter 14
December 5	Group Presentation	N/A
December 12	Final Project	N/A