I. Locator Information:
Instructor:
Course # and Name: POLI 220 Principles of Public Admin.
Office Location:
Semester Credit Hours: 3
Office HRS:
Day and Time Class Meets:
Office Phone:
Class Location:
Total Contact Hours for Class: 2.5 per week
Email address: @uncfsu.edu

FSU Policy on Electronic Mail: Fayetteville State University provides to each student, free of charge, an
electronic mail account (username@uncfsu.edu) that is easily accessible via the Internet. The university has established
FSU email as the primary mode of correspondence between university officials and enrolled students. Inquiries and
requests from students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential
nature must be submitted via FSU email. Inquiries or requests from personal email accounts are not assured a response.
The university maintains open-use computer laboratories throughout the campus that can be used to access electronic
mail.

Rules and regulations governing the use of FSU email may be found at
http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf

II. Course Description
POLI 220 (3-3-0) Principles of Public Administration:
A study of basic concepts of administration including the following topics: the growth of administration as an art
and a science; the relationship of administration to the political process; administrative organization and processes;
the political power of bureaucratic; and the responsibility of public servants.

III. Disabled Student Services: In accordance with Section 504 of the 1973 Rehabilitation Act and the
Americans with Disabilities Act (ADA) of 1990, if you have a disability or think you have a disability to please
contact the Center for Personal Development in the Spaulding Building, Room 155 (1st Floor); 910-672-1203.


Additional readings may also be assigned during the course of the semester. Those readings will be made available
to students prior to being assigned.

V. FSU Core Student Learning Outcomes and Course Student Learning Outcomes:

FSU Core Student Learning Outcome (chosen for assessment)
Scientific Literacy: Social Science
Students will create and assess hypotheses using research methods, interpret and express the results of
observation and experimentation, understand the fundamental concepts of natural and social sciences, and
apply scientific knowledge to situations common to daily life to promote physical and psychological well-
being.

Course Student Learning Outcomes
Upon completion of this course, students will be able to:
1. Define public administration; describe what government does and why; evaluate the role and value of
public administration.
2. Analyze the impact of interests groups on public administration; define and discuss concepts such as
democracy, bureaucracy, and power.
3. Discuss the relationship between governmental bodies at different levels.
4. Assess the impact of government regulations, on groups and individuals.
5. Apply scientific concepts to analyze the nature of bureaucracy and political processes.
6. Evaluate political dynamics and policy options with scientific methodologies.

VI. Course Requirements and Evaluation Criteria

Class Policies: This is a lower level introductory course. A central feature of this course is that students learn from each other, as well as the instructor, through active discussion. As such, it is required that all students do the assigned readings in advance and come prepared to participate. It is expected that students will attend class. In cases where a student misses a class it is the student’s responsibility to take appropriate measures to ensure they are able to keep up with the assigned material. Lecture notes and other materials discussed in class will not be made available - check with classmates if you miss class. Please remember to be respectful of others. While free speech is expected and encouraged, harassment will not be tolerated. Additionally, lounging, resting, and or sleeping should be done somewhere other than in this class. Reading the newspaper during class or doing outside homework will result in loss of participation points. Audible phones and pagers should be turned off. Talking on the phone during class is prohibited and will also result in loss of participation points.

Course Structure: Class time will consist of a mixture of lecture, discussion, and group activities. The main focus of the class will be discussions of the assigned chapters and any related issues. Effective class discussion will require that everyone is well prepared for class. I expect each of you to be prepared by having completed the assigned readings before coming to class.

Assignments: A variety of assignments may be given during the course of the semester. One of the assignments in the course will consist of a two-part Pre-Test / Post-Test. The assignment will be used to test student knowledge of basic information literacy skills. As such, the assignment will include questions designed to test the students’ knowledge about identifying what information is needed for a given question, understanding how the information is organized, identifying the best sources of information for a given need, where to locate sources, and how to evaluate sources. Each individual instructor will be responsible for administering the Pre/Post tests and the test results will be collected by the course certification coordinator.

A second assignment for the course will be a library assignment. There will be flexibility in how each course faculty member assigns this work, but each library assignment will allow students to organize, sort, evaluate, and retrieve academic information as well as cite sources appropriately. Part of this assignment will involve an information literacy session for the class with a librarian, either in the library or in the class. Each individual instructor will be responsible for scheduling the session with a librarian and for the initial assessment/grading of the assignment.

Participation: As stated above, a portion of your grade will also include unsolicited (voluntary) class participation. I take participation as a serious component of your grade. Participation means being actively engaged in class discussions on a regular and continuous basis. Participation includes participating in and leading class discussion, asking and answering questions, and in-class activities. Speaking only a few times during the semester will not allow you to receive full participation credit. If you come to class and do not participate I will assume that you have not read and are not prepared for class. Shyness, being uncomfortable, and or fear are no excuse for not participating. This is important: Simply showing-up for each class, being attentive, and taking notes will not count toward class participation. Leaving before the end of class may result in loss of participation points. Worksheets and in-class group discussions will be included as participation points. The majority of your points will be based on verbal participation - so, without verbal participation you will not be able to receive full credit for participation. Please understand the importance of participation for this class upfront at the start of and throughout the entire semester. After grades have been posted is not the time to try to earn (be given) points for participation.

Grading: Your grade for this course will be determined on the basis of class assignments, 3 exams, participation, and a final exam. The exams will each be worth 100 points and may consist of multiple choice, true/false, fill-in-the blank, and short answer questions. The final exam will have the same type of questions as the other exams. Additionally, students may be required to take pop-quizzes as assigned by the instructor. Any pop-quizzes will be included in assignment point totals. The breakdown of points for this class is provided below:

<table>
<thead>
<tr>
<th>Grading Category</th>
<th>Grading Scale</th>
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</table>

...
Exam 1..............100 points 450 - 500 = A
Exam 2..............100 points 400 - 449 = B
Exam 3..............100 points 350 - 399 = C
Assignments........50 points 300 - 349 = D
Participation.........50 points 0 - 299 = F
Final Exam...........100 points
Total..................500 points

Students are required to take each of the exams and arrive on time. Violations of academic honesty and integrity will result in receipt of a failing grade. Students should be familiar with the University policies regarding academic integrity.

**MISSED EXAMINATIONS:** If you know you are going to miss an exam, I must be notified in advance so that we can schedule a make-up date. The make-up exam will be in a format of the professor’s choice. You are only allowed to miss an exam for a legitimate reason: such as a death in your immediate family, or a serious illness that is documented by a physician. Documentation will be required if you plan to miss an exam. No exceptions. If you simply do not show up, you will get a zero for that exam. Again, absolutely no exceptions - there is no reason for you to not reach me by phone or email or in person.

Please note: If these evaluation criteria must be revised because of extraordinary circumstances, the instructor will distribute a written amendment to the syllabus.

**VII. IN-CLASS EMERGENCY:** If the in-class emergency event is of a medical nature, those students not involved need to exit the classroom. I will request for someone to call emergency services (911) and may also request the assistance of anyone in the class with emergency medical training. If the event is serious enough the remainder of the class period will be cancelled.

**VIII. CHANGES TO THE COURSE OUTLINE:** The content of this syllabus may change. If changes are made an announcement will be made in class and written amendment will be distributed. Announcements made in class are considered proper notice of change. If a class is missed, it is the student’s responsibility to find out about any possible changes to the course outline.

**IX. ACADEMIC HONESTY:** All students in this course are expected to conform to the University’s Student Code of Conduct. Additionally, academic dishonesty in any form will not be tolerated (e.g., cheating, attempted cheating, fabrication or falsification, plagiarism, self-plagiarism, abuse of academic materials, complicity in academic dishonesty, misrepresentation to avoid academic work, etc.). The Student Code of Conduct allows me to assign a failing course grade for academic dishonesty. I will take advantage of this provision if necessary.

**X. Academic Support Resources:** Blackboard - http://blackboard.uncfsu.edu/

**XI. Course Outline and Assignment Schedule:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Topic Area</th>
<th>Assignment</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1/11</td>
<td>Introduction to Course</td>
<td>Course overview and introductions</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SLO Pre-Test</td>
</tr>
<tr>
<td>2</td>
<td>1/13</td>
<td>What is Public Administration - Basic Concepts</td>
<td>Chapter 1 / Additional Readings &amp; Assignments</td>
</tr>
<tr>
<td>3</td>
<td>1/18</td>
<td>What is Public Administration - Basic Concepts Democracy and Power</td>
<td>Chapter 1 / Additional Readings &amp; Assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SLO Question Formulation</td>
</tr>
<tr>
<td>4</td>
<td>1/20</td>
<td>Democracy and Power</td>
<td>Chapter 2 / Additional Readings &amp; Assignments</td>
</tr>
<tr>
<td>5</td>
<td>1/25</td>
<td>Democracy and Power</td>
<td>Chapter 2 / Additional Readings &amp; Assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SLO Question Implications/Outcomes</td>
</tr>
<tr>
<td>Week</td>
<td>Date</td>
<td>Course</td>
<td>Additional Readings &amp; Assignments</td>
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</tr>
<tr>
<td>6</td>
<td>1/27</td>
<td>Federalism</td>
<td>Chapter 3 / Additional Readings &amp; Assignments</td>
</tr>
</tbody>
</table>
| 7    | 2/1  | Federalism | Chapter 3 / Additional Readings & Assignments  
SLO What Data is Needed  
Exam 1 Covers class lectures, assignments, chp 1 - 3  
& any additional readings |
| 8    | 2/3  | Exam 1 |  
Covers class lectures, assignments, chp 1 - 3  
& any additional readings |
| 9    | 2/8  | Organization Theory | Chapter 4 / Additional Readings & Assignments  
SLO Data Relevance  
Organization Theory Chapter 4 / Additional Readings & Assignments |
| 10   | 2/10 | Organization Theory | Chapter 4 / Additional Readings & Assignments  
Decision Making Chapter 5 / Additional Readings & Assignments |
| 11   | 2/15 | Decision Making | Chapter 5 / Additional Readings & Assignments  
SLO Citing Sources  
Decision Making Chapter 5 / Additional Readings & Assignments |
| 12   | 2/17 | Decision Making | Chapter 5 / Additional Readings & Assignments  
Decision Making Chapter 5 / Additional Readings & Assignments |
| 13   | 2/22 | Public Leadership | Chapter 6 / Additional Readings & Assignments  
SLO In-class group discussions  
Public Leadership Chapter 6 / Additional Readings & Assignments |
| 14   | 2/24 | Public Leadership | Chapter 6 / Additional Readings & Assignments  
Public Leadership Chapter 6 / Additional Readings & Assignments |
| 15   | 3/1  | Exam 2 Review |  
Exam 2 Review  
Exam 2 Review Covers class lectures, assignments, chp 4 – 6  
& any additional readings |
| 16   | 3/3  | Exam 2 |  
Exam 2 Review  
Exam 2 Review Covers class lectures, assignments, chp 4 – 6  
& any additional readings |
| 17   | 3/8  | Spring Break | Spring Break |
| 18   | 3/10 | Spring Break | Spring Break |
| 19   | 3/15 | Personnel | Chapter 7 / Additional Readings & Assignments  
Personnel Chapter 7 / Additional Readings & Assignments |
| 20   | 3/17 | Personnel | Chapter 7 / Additional Readings & Assignments  
Personnel Chapter 7 / Additional Readings & Assignments |
| 21   | 3/22 | Budgeting | Chapter 8 / Additional Readings & Assignments  
Budgeting Chapter 8 / Additional Readings & Assignments |
| 22   | 3/24 | Budgeting | Chapter 8 / Additional Readings & Assignments  
Budgeting Chapter 8 / Additional Readings & Assignments |
| 23   | 3/29 | Public Policy | Chapter 9 / Additional Readings & Assignments  
SLO In-class group discussions  
Public Policy Chapter 9 / Additional Readings & Assignments  
SLO In-class group discussions  
Public Policy Chapter 9 / Additional Readings & Assignments  
SLO Assignment Due |
| 24   | 3/31 | Public Policy | Chapter 9 / Additional Readings & Assignments  
SLO Assignment Due  
Public Policy Chapter 9 / Additional Readings & Assignments  
SLO Assignment Due |
| 25   | 4/5  | Exam 3 |  
Exam 3 Covers class lectures, assignments, chp 7 – 9  
& any additional readings |
| 26   | 4/7  | Performance Management | Chapter 10 / Additional Readings & Assignments  
Performance Management Chapter 10 / Additional Readings & Assignments |
| 27   | 4/12 | Performance Management | Chapter 10 / Additional Readings & Assignments  
Performance Management Chapter 10 / Additional Readings & Assignments |
| 28   | 4/14 | Regulation | Chapter 11 / Additional Readings & Assignments  
Regulation Chapter 11 / Additional Readings & Assignments |
| 29   | 4/19 | Regulation | Chapter 11 / Additional Readings & Assignments  
Regulation Chapter 11 / Additional Readings & Assignments |
<p>| 30   | 4/21 | The Environment | Chapter 12 / Additional Readings |
| 31   | 4/26 | The Environment | Chapter 12 / Additional Readings |
| 32   | 5/3  | The Environment | Chapter 12 / Additional Readings |
| 33   | 5/5  | The Environment | Chapter 12 / Additional Readings |
| 34   | 5/10 | The Environment | Chapter 12 / Additional Readings |
| 35   | 5/12 | The Environment | Chapter 12 / Additional Readings |
| 36   | 5/16 | The Environment | Chapter 12 / Additional Readings |
| 37   | 5/17 | The Environment | Chapter 12 / Additional Readings |
| 38   | 5/20 | The Environment | Chapter 12 / Additional Readings |
| 39   | 5/22 | The Environment | Chapter 12 / Additional Readings |
| 40   | 5/27 | The Environment | Chapter 12 / Additional Readings |
| 41   | 5/29 | The Environment | Chapter 12 / Additional Readings |
| 42   | 6/2  | The Environment | Chapter 12 / Additional Readings |
| 43   | 6/6  | The Environment | Chapter 12 / Additional Readings |
| 44   | 6/9  | The Environment | Chapter 12 / Additional Readings |
| 45   | 6/11 | The Environment | Chapter 12 / Additional Readings |
| 46   | 6/15 | The Environment | Chapter 12 / Additional Readings |
| 47   | 6/17 | The Environment | Chapter 12 / Additional Readings |
| 48   | 6/22 | The Environment | Chapter 12 / Additional Readings |
| 49   | 6/24 | The Environment | Chapter 12 / Additional Readings |
| 50   | 6/26 | The Environment | Chapter 12 / Additional Readings |
| 51   | 7/1  | The Environment | Chapter 12 / Additional Readings |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>31</td>
<td>4/26</td>
<td>The Environment</td>
</tr>
<tr>
<td>32</td>
<td>4/28</td>
<td>Final Exam Review and Senior Finals</td>
</tr>
<tr>
<td>33</td>
<td>5/5</td>
<td>Final Exam / Thursday 8:00 am – 9:50 am</td>
</tr>
</tbody>
</table>

**&Assignments**

Chapter 12 / Additional Readings & Assignments
SLO Post Test
Final Review & Senior Final

**Covers class lectures, assignments, chp 10 – 12 & any additional readings**

**XII. Bibliography:**


