

Syllabus for
GOV 341—Public Administration
3 Credit Hours
Fall 2014

I. COURSE DESCRIPTION

A study of the application of public policy at all levels of government. Analysis of problems in public financing and budgeting, organization and personnel, the legal context, and the relationship of bureaucracy to the public interest.

II. COURSE GOALS

This course enables the student to do the following:

- A. Learn the basic principles and practices of American Public Administration. Understand the theoretical and practical elements of public administration. This will include the roots of administration, the development and evolution of organization theory, inter-governmental relations, decision-making and power in the public sector, public personnel, public budgeting, applied policy analysis and evaluation, administrative law, and ethics and values in public administration. In addition, there will be a selected emphasis on acquisition of public sector leadership skills
- B. Think Biblically—to learn to think from presuppositions—in order to recognize the nature and consequences of ideas and to reinterpret modern contemporary international economic and political issues from a Biblical base.
- C. Liberate students for Biblical leadership by encouraging them to know what they believe and why and to live their world and life views charitably and consistently toward Biblically reforming contemporary economics.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

As a result of successfully completing this course, the student will be able to do the following:

- A. Terminal Objectives
 - 1. Intelligently discuss the Biblical foundations of public administration.
 - 2. Explain the differences between private and public administration as both disciplines and professions.
 - 3. Explain the fundamentals of organization theory
 - 4. Analyze and explain the various and related elements of the bureaucratic politics process. These include the involved institutions and processes, inter-governmental relations, decision-making, human resource management, budgeting, policy analysis and evaluation.
 - 5. Summarize the legal, ethical, and democratic values associated with the profession of public administration.
 - 6. Describe orally and in writing the critical importance of public management theory and techniques.
 - 7. Discuss the general ideas and conclusions about the future of public administration in a democratic society.

IV. TEXTBOOKS

- A. Required Materials
 - 1. None
 - 2. None
- B. Optional Materials
 - 1. Textbooks-none
 - 2. Other-none

V. COURSE POLICIES AND PROCEDURES

- A. University Policies and Procedures
 - 1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences can reduce a student's grade or deny credit for the course.
 - 2. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
 - 3. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:
 - a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
 - b. Failing to meet group assignment or project requirements while claiming to have done so;
 - c. Failing to cite sources used in a paper;
 - d. Creating results for experiments, observations, interviews, or projects that were not done;
 - e. Receiving or giving unauthorized help on assignments.By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.
 - 4. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.
 - 5. Students are to be in compliance with University, school, and departmental policies regarding the Whole Person Assessment requirements. Students should consult the Whole Person Assessment handbooks for requirements regarding general education and the students' majors.
 - a. The penalty for not submitting electronically or for incorrectly submitting an artifact is a zero for that assignment.
 - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

B. Department Policies and Procedures

1. **Tardies**—Tardies are an inconvenience to the other class members and the professor, and they prevent the late student from obtaining maximum value from the class. Therefore, excessive tardies may adversely affect the semester grade. It is to the student's advantage to make sure that the professor is informed immediately following the close of the class that the student was tardy and not absent. It is not the professor's responsibility to stop the class to mark the tardy; the student is the one responsible for conveying that information immediately following that class, not at a later time.
2. **Incompletes**—As stated in the University catalog, incompletes are granted only for "good cause," such as extended hospitalization, long-term illness, or a death in the family. Students must petition for an incomplete using the form available in the History, Humanities, and Government Department. Very few incompletes are granted.
3. **Late Work**
 - a. The student is responsible for obtaining class assignments and material covered during an absence. All work must be completed as scheduled. Late work may result in a lower grade. An absence is not an excuse for turning in late work or for being unprepared with assignments for the class following the absence. Computer or printer malfunction does not constitute an excuse for late work; students should have their work prepared in time to ensure that they can get it proofread, edited, and printed prior to the instructor's due date. Any test taken late incurs a \$15 late-test fee. These responsibilities assist the student in professional development.
 - b. Each instructor has his or her own late-work policy that is given to students at the beginning of a course. Instructors use their own judgment in accepting late work resulting from all other absences. In cases where these absences can be anticipated, such as for non-University sponsored mission trips, the work should normally be submitted prior to the absence. In unanticipated absences, such as sickness or family crises, the instructor should be notified as soon as possible and agreement reached on due dates and possible penalties.
4. **Attendance**—Because unavoidable circumstances can prevent perfect attendance, each student is allowed to miss class the number of times per week a class meets. This allowance is for absences such as illness, personal business, and emergency. The student may consider this "sick leave." If a student has absences in excess of this number, the earned grade for the course may be affected. A student who leaves class before dismissal may be marked absent. Extended illnesses are handled on an individual basis and require verification from a doctor.
5. **Administratively Excused Absences**—Only absences that are required by approved University activities are given administrative excuses. Students who must miss class for University-sponsored activities must follow these procedures:
 - a. Inform the professor before the event and make arrangement for the work to be submitted prior to the absence or at a mutually agreed upon deadline.
 - b. Present an administrative excuse form with appropriate signatures when he or she returns to class. Doctors' or nurses' notes, or letters from

groups sponsoring mission trips or activities do not qualify a student for an administratively excused absence.

- c. Obtain information covered during an absence. All work must be completed as scheduled.
 - d. Not commit to class presentation (oral reports, speeches, group presentations, etc.) on a date that the student will be gone. Makeup work is not permitted if the student voluntarily committed to a performance on the date of an administratively excused absence.
- 6. **Extra Credit**—Students should not expect extra credit to help raise a grade.
 - 7. **Plagiarism** – Each student attending Oral Roberts University is required to do his or her own academic work and must not inappropriately collaborate with other students on assignments. Students must document all sources and ideas that are not their own original information by following correct MLA (Modern Language Association) documentation procedures. Failure to do this produces a plagiarized paper, which results in an F for the paper. Photocopies of sources must be turned in with research papers. Flagrant cheating results in an F for the course.
 - 8. **Whole Person Assessment**
 - a. Compliance - To be listed as “compliant” the student must correctly submit electronically the artifact for assessment. “Noncompliant” means the student has either not submitted or incorrectly submitted the artifact electronically. It is the student’s responsibility to ensure that he or she is in compliance. Compliance is verified by checking for the assessment results in the student’s ePortfolio. If there is a problem, the student may receive notification by the professor/assessor through the student’s ORU email address.
 - b. Requirements - The WPA requirements for this class are listed in the General Education Whole Person Assessment Handbook.

C. Other Course Policies and Procedures

- 1. Students are responsible for the reading the textbook and supplementary volumes systematically according to assignment sequence. Further, students are expected to attend all class meeting and participate in class discussions. It is each student’s personal responsibility to sign the attendance sheet each class meeting.
- 2. Whole Person Assessment Requirements:
None at this time.
- 3. Students are expected to prepare for each class session by studying the course schedule prior to the lecture in order to make positive contributions to the class discussions. Students also are expected to take and review their notes systematically – at least once each week.
- 4. Students are responsible for additional assignments as made in class.
- 5. Students are evaluated on each writing and research project for their knowledge of class lectures, the assigned readings, independent thought, and writing skills.
- 6. Procedures
 - a) The course content will be presented in various forms.
 - b) There will be a semiweekly writing assignment
 - c) Class discussion is vital
 - d) One research project
 - e) There will be a final exam

VII. COURSE CALENDAR

Date

Week One	Orientation
Week Two	Defining Public Administration—Shafritz, Chapter 1
Week Two	Political & Cultural Environment—Shafritz Chapter 2
Week Three	Political & Cultural Environment—Shafritz Chapter 2
Week Three	Reinventing the Machinery of Government—Shafritz, Chapter 3
Week Four	Intergovernmental Relations—Shafritz, Chapter 4
Week Four	Management & Organization Theory—Shafritz Chapter 5
Week Five	Management & Organization Theory—Shafritz Chapter 5
Week Five	Organizational Behavior—Shafritz, Chapter 6
Week Six	Managerialism & Performance Management—Shafritz, Chapter. 7
Week Six	Public Strategic Management—Shafritz, Chapter 8
Week Seven	Leadership—Shafritz, Chapter 9
Week Seven	Leadership—Shafritz, Chapter 9
Week Eight	Human Resource Management—Shafritz, Chapter 10
Week Eight	Social Equity—Shafritz, Chapter 11
Week Nine	Public Financial Management—Shafritz, Chapter 12
Week Nine	Auditing, Accounting and Evaluating—Shafritz, Chapter 13
Week Ten	Honor, Ethics, and Accountability—Shafritz, Chapter 14
Week Ten	Honor, Ethics, and Accountability—Shafritz, Chapter 14
Week Eleven	Public Service Today—Bowman, Chapter 1
Week Eleven	Public Service Today—Bowman, Chapter 1

Week Twelve	The Technical Professional—Developing Expertise—Bowman, Chapter 2
Week Twelve	The Technical Professional—Developing Expertise—Bowman, Chapter 2
Week Thirteen	The Ethical Professional—Cultivating Scruples—Bowman, Chapter 3
Week Fourteen	The Ethical Professional—Cultivating Scruples—Bowman, Chapter 3
Week Fourteen	The Consummate Professional: Creating Leadership, Bowman, Chapter 4
Week Fifteen	The Consummate Professional: Creating Leadership, Bowman Chapter 4

Course Inventory for ORU's Student Learning Outcomes
Public Administration—GOV 341
Fall 2014

This course contributes to the ORU student learning outcomes as indicated below:

Significant Contribution – Addresses the outcome directly and includes targeted assessment.

Moderate Contribution – Addresses the outcome directly or indirectly and includes some assessment.

Minimal Contribution – Addresses the outcome indirectly and includes little or no assessment.

No Contribution – Does not address the outcome.

The Student Learning Glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

	OUTCOMES & Proficiencies/Capacities	Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
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1	Outcome #1—Spiritually Alive Proficiencies/Capacities				
1A	Biblical knowledge			X	
1B	Sensitivity to the Holy Spirit			X	
1C	Evangelistic capability			X	
1D	Ethical behavior				X

2	Outcome #2—Intellectually Alert Proficiencies/Capacities				
2A	Critical thinking				X
2B	Information literacy				X
2C	Global & historical perspectives				X
2D	Aesthetic appreciation			X	
2E	Intellectual creativity				X

3	Outcome #3—Physically Disciplined Proficiencies/Capacities				
3A	Healthy lifestyle		X		
3B	Physically disciplined lifestyle		X		

4	Outcome #4—Socially Adept Proficiencies/Capacities				
4A	Communication skills				X
4B	Interpersonal skills				X
4C	Appreciation of cultural & linguistic differences				X
4D	Responsible citizenship				X
4E	Leadership capacity				X