

Introduction to Public Management and Politics

College of Humanities and Social Sciences
California State University, Fullerton

*Public administration is detailed and systematic execution of public law.
Every particular application of general law is an act of administration.*

Woodrow Wilson (1887)
The Study of Administration

According to Merriam-Webster, *public administration* is defined as “a branch of political science dealing primarily with the structure and workings of agencies charged with the administration of governmental functions.” As an academic discipline, the term is used broadly to represent the study of how government policies are designed, implemented, and managed; simply put, public administration ‘translates politics into the reality that citizens see every day.’

CATALOG COURSE DESCRIPTION

Introduction to the field of public administration. Current trends and problems of public sector agencies in such areas as organization behavior, public budgeting, personnel, planning, and policy making. Examples and cases from the Criminal Justice field. (Note: CRJU 320 and POSC 320 are the same course.)

PREREQUISITES

Political Science 100 or its equivalent and completion of General Education Area D.1.—Introduction to Social Sciences.

Note: I cannot allow anyone to remain in this course without satisfying the necessary prerequisites. You will not be successful in this course without a basic foundation of American national government.

COURSE TOPICS

This is an introductory course in public management and public administration. We will examine bureaucratic policies and behavior, as we delve into the political process. We will look at accountability, responsibility, and ethics, as we discuss what government does. We will touch on organizational theory and the structural approach of large organizations (e.g., the top-down delegation of authority that is most prevalent in public organizations). As an enterprise, we will contrast this from private sector administration. This will lead us into a number of organizational problems that can undermine efficiency such as interagency conflict, coordination problems, and the inconsistent role of staff in supporting and controlling operating activities. In an effort to ‘fix’ these problems, we will move into governmental reform and approaches such as downsizing, reengineering, transparency, and continuous improvement. Going deeper, we will look at the civil service system and human capital management (e.g., human resources) in the public sector. Finally, we will go into the fiscal aspects of public administration and discuss budgeting and the actual implementation of governmental programs and laws.

LEARNING GOALS AND OBJECTIVES

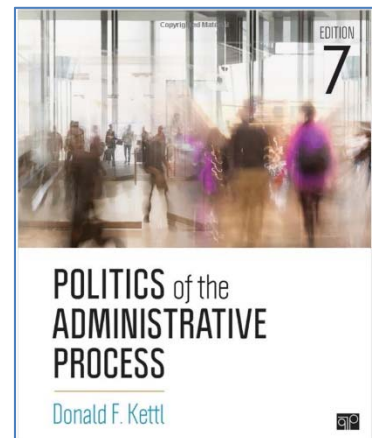
The objectives of the course are to 1) understand broad, unifying themes in public administration and management from an interdisciplinary perspective, which includes criminal justice, political science, and public policy, 2) identify complex problems that face public organizations, and 3) contrast public and private administration.

INSTRUCTOR: MICHAEL D. FALKOW, PMP (BIO ATTACHED)

Office: LH-613
Office Phone: (657) 278-6573
Cell Phone: (714) 875-1875 ← Best Number to Reach Me!
E-mail: mdfalkow@fullerton.edu
Office Hours: Thursdays 2:30 p.m. to 3:30 p.m. (after class) and by appointment if necessary. The best way to reach me is through e-mail, as I check it very frequently every day. You can also call me on my cell phone during working hours, however, **text messages are preferred**. Be sure to let me know who you are when you send me a text message!

CLASS INFORMATION

Course: POSC 320-03 (16835) & CRJU 320-03 (16834)
Room: UH-248
Meeting Time: Twice per week on Tuesdays and Thursdays: 1:00 p.m. to 2:15 p.m. January 22nd through May 9th (except April 2nd and April 4th—Spring Recess)
Final Exam: Tuesday, May 14th from 12:00 p.m. to 1:50 p.m.
Textbook: Kettl, D. F. (2018). *The Politics of the Administrative Process*, Washington, DC: CQ Press (7th edition recommended).
Course Materials: I will introduce additional reading assignments (e.g., journal articles, news articles, government documents, etc.) throughout the course. Typically, I will provide them via hyperlink, a PDF file, or a citation you can use in order to find the item electronically in our library. As a student, you should not have to pay for articles.
Lecture Materials: PowerPoint Slides, Handouts, etc., will be provided electronically after class.



CLASS PARTICIPATION, ATTENDANCE, AND CONDUCT

This is an upper-division undergraduate-level, lecture-based course. As such, attendance and participation are required and will be graded (see *Grading Policy* below).

In the academic environment, especially when engaged in spirited academic discourse, I expect each and every one of you to respect one another and the varied opinions we all have. I do not expect everyone to agree with each other—as a matter of fact, I guarantee you will disagree with someone (including me) at some point during the semester. I will not tolerate under any circumstances, however, personal attacks (e.g., *ad hominem* attacks) of any sort, as it stifles discussions and limits the free exchange of ideas. **Any obnoxious or offensive behavior will result in your immediate dismissal from the class, and you will need to meet with me outside of class before I will allow you to return.**

This is an institution of higher learning, and I assume that you will ask questions when you do not understand something. It is highly likely that a classmate has the same question or concern. I will never reprimand you for asking a question or sharing a thought, and I expect that each of you will extend this same courtesy to your peers. It is important, however, that you recognize the limited class time we have each week and refrain from dominating the discussions, ‘hogging the floor,’ or veering the direction of a lecture or discussion into unintended territory. I ask that you respect my role as the instructor and graciously accept any request to 1) save a question for the break, 2) hold a thought for the future, as I may intend to cover that point or issue in a subsequent discussion, or 3) allow me to get us back on track. **Thank you in advance!**

A few more “rules” to keep in mind:

1. Newspapers, magazines, and non-course-related books should be closed and put aside when class begins.
2. If you need to leave class early, please sit near the door so you do not disturb the class upon exit.
3. Having multiple conversations makes it difficult for people to pay attention. Please save these for after class.
4. Please put your phones on silent mode before class begins. If you forget, I reserve the right to answer the call on your behalf! Multiple violations may result in me taking temporary custody of your phone. If you have an urgent need to text someone or take a call during class, please gracefully step out and conduct your business. On occasional text is OK, as long as it is not a distraction.
5. I realize parking and traffic can be very unpredictable. I will e-mail everyone if I am likely to be more than 15 minutes late to class. Unless you get an e-mail from me indicating that class has been cancelled, I expect you to be here. Please make every effort to be on time, but if you must come in late, please do so quietly.
6. Please do not ask, “Is there extra credit?” There is no extra credit in my classes. Also, please do not ask me for extra points because you are borderline, facing academic probation, etc. You have ample opportunity to earn as many points in the course as possible. I follow general rounding policies as far as grades are concerned (see *Grading Policy* below).
7. You may use a laptop as long as it is used appropriately and not a distraction to others. If you are caught once on YouTube, Facebook, etc., you will be barred from bringing the laptop back to class. In addition, you will be expected to serve as a “Classroom Googler,” which means that, on occasion, I may ask you to look up some fact, name, date, etc., for the benefit of the class.

CLASS SCHEDULE, REQUIREMENTS, AND GRADING POLICY

As mentioned, this is an undergraduate-level, lecture-style course where attendance and participation are required. The following is the tentative lecture and activity schedule. I will make every effort to stick to this schedule, but I reserve the right to make modifications during the semester. **Under no circumstances will I change a due date in such a fashion as to make it earlier than what is listed.**

Week	Date of Class	Tentative Lecture and Activity Schedule
Week 1	January 22, 2019	Course Introduction, Overview, Housekeeping; Chapter 1: Accountability
Week 2	January 29, 2019	Chapter 2: What Government Does—and How it Does it
Week 3	February 5, 2019	Chapter 3: What is Public Administration?
Week 4	February 12, 2019	Chapter 4: Organizational Theory
Week 5	February 19, 2019	Test #1—Covering Chapters 1-4 (Tuesday, February 19th) Chapter 5: The Executive Branch
Week 6	February 26, 2019	Chapter 6: Organization Problems
Week 7	March 5, 2019	Chapter 7: Administrative Reform (ESSAY #1 DUE—March 5th)
Week 8	March 12, 2019	Chapter 8: The Civil Service (System)
Week 9	March 19, 2019	Test #2—Covering Chapters 5-8 (Tuesday, March 19th) Chapter 9: Human Capital
Week 10	March 26, 2019	Chapter 10: Decision Making
<i>Week 11</i>	<i>April 2, 2019</i>	<i>No Classes—Spring Recess (Campus Closed)</i>
Week 12	April 9, 2019	Chapter 11: Budgeting (ESSAY #2 DUE—April 9th)
Week 13	April 16, 2019	Chapter 12: Implementation and Performance
Week 14	April 23, 2019	Test #3—Covering Chapters 9-12 (Tuesday, April 23rd) Chapter 13: Regulation and the Courts
Week 15	April 30, 2019	Chapter 14: Accountability and Politics
Week 16	May 7, 2019	Course Review
	Tuesday, May 14, 2019	Final Exam: ** 12:00 p.m. to 1:50 p.m. **

Please keep in mind that we only meet once per week, so if you miss one class, you are effectively missing a week's worth of instruction.

Evaluation Categories	Weighted Value
Attendance/Participation	10%
Unit Tests (Three [3] @ 15% each)	45%
Short Essays (Two [2] @ 10% each)	20%
Cumulative Final Exam	25%
Total	100%

Attendance and Participation (10% of Course Grade)

I fully expect the instructor's lecture material coupled with the readings and any outside research will easily stimulate active class discussions. Since we meet twice per week, your consistent class attendance is highly important to the success of the class. As such, there will be a sign-in sheet passed around at the beginning of each class. I will track your attendance throughout the course, and missing classes in whole or in part will negatively affect your grade for this evaluation category. This evaluation category accounts for 10% of the course grade. Everyone is entitled to one absence before missing a class session negatively impacts your grade in this category.

Tests (Three [3] @ 15% each—45% of Course Grade)

I will administer three (3) 100-point tests each consisting of multiple choice, true/false, and a few short answer questions. This evaluation category accounts for 45% of the course grade. Each test covers four (4) chapters of the text and any articles I assign during that time period. The multiple choice and true/false questions will be standard where there is only one correct answer. The short answer questions will require answers of a few sentences or a small paragraph. You will have about 75 minutes for approximately 46 multiple choice and true/false questions each worth 2 points and 2 short answer questions each worth 4 points each.

Note: I will let you know in advance which Scantron® form number you will need.

Short Essays (Two [2] @ 10% each—20% of Course Grade)

You will be expected to produce two (2) short essays during the course. This evaluation category accounts for 20% of the course grade. Each essay should be approximately 1,250 to 1,500 words not including a title page, bibliography, footnotes, or graphics, which is between four (4) and five (5) pages long, double-spaced (be sure to check your Microsoft Word settings to be sure no additional spacing is included between paragraphs, which is often a default setting) using a 12-point, Times Roman-based font with standard one-inch margins all around. Please do not exceed five (5) pages.

The first essay is due on Tuesday, March 5th (e.g., Week 7), and the second essay is due on Tuesday, April 9th (e.g., Week 13). The topics will be discussed in class, and I will distribute a grading rubric and detailed submission requirements during Week 3. **Generally speaking, all papers are to be your own individual work and are to be submitted via Titanium in Microsoft Word format (e.g., no PDF, XPS, TIFF, etc.—only Microsoft Word) by 11:55 p.m. (Pacific Time) on the due date. Late papers will not be accepted,** so plan accordingly and please do not wait until the last minute only to realize you are having a problem submitting your paper!

Final Exam (25% of Course Grade)

There will be a 100-point cumulative final exam given on Tuesday, May 14th in accordance with the University's published final exam schedule. **Please note that the start time of the final exam is 12:00 p.m.** This evaluation category accounts for 25% of the course grade. The final exam will be comprised of only multiple choice and true/false questions. There will be 100 questions each worth 1 point.

Note: I will let you know in advance which Scantron® form number you will need.

Make-up Policy for Tests or the Final Exam

If you are absent from class the day of a test **and have a valid and documentable excuse such as a serious illness, death in the family, or other equally compelling reason (you should notify me prior to class if possible)**, the weight of the final exam will be increased by the weight of the missed test (e.g., missing one test would make the final exam worth 40% of the course grade). If you miss more than one test, and you have a valid and documentable reason (as outlined above), you will need to meet with me to discuss your situation. **All excuses are subject to verification and validation, and my decision is final.**

Without a valid excuse, you will receive a score of zero for a missed test, and the weighted value of the final exam will remain unchanged. If you are absent from the final exam, it will be treated as an Unauthorized Withdrawal (WU), which becomes an F unless you take action to request an Incomplete prior to the end of the semester.

Grading Policy

The following illustrates how letter grades equate to percentage-based scores where \geq indicates the range minimum:

A+	\geq 98%
A	\geq 94%
A-	\geq 90%

B+	\geq 87%
B	\geq 84%
B-	\geq 80%

C+	\geq 76%
C	\geq 70%

D+	\geq 67%
D	\geq 64%
D-	\geq 60%

F	$<$ 60%
---	---------

When calculating your letter grade, I will **round** fractional grade calculations at the tenths position (e.g., an 86.5% will become an 87.0 or B+). **Do not ask me to give you a higher grade at the end of the semester because you are on or in danger of being on academic probation! Plan early and score as many points as possible.**

Note: Criminal Justice Majors must earn a C or better for the course to count toward their degree.

Curve

If necessary, grades may be assigned by considering your performance relative to the class's overall performance (e.g., a curve), especially if the class average is low. **There is no guarantee of a curve; however, I will not curve downward.**

Extra Credit

As mentioned, there is no extra credit available in this class.

ACADEMIC DISHONESTY

With the exception of any collaborative-based research, it should go without saying that I expect you to turn in work that represents your efforts and not those of anyone else without proper citations.

Academic dishonesty intended to gain an unfair academic advantage, such as plagiarism, cheating, and falsifying academic records will result in an automatic grade of **F** for this course. Repeat offenses may have more severe consequences, up to and including expulsion from the University.

The following excerpt comes from the University Policy Statement on Academic Dishonesty (UPS 300.021):
http://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20300/UPS%20300.021.pdf

Academic dishonesty includes but is not limited to cheating on examinations or assignments, unauthorized collaboration, plagiarism, falsification/fabrication of university documents, any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor), assisting or allowing any of these acts, or the attempt to commit such acts.

Cheating is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive, fraudulent, or unauthorized means. Examples of cheating include, but are not limited to, the following: using notes or aides (including electronic devices) or the help of other students on tests and examinations in ways other than those expressly permitted by the instructor, or any acts which defeat the intent of an examination, plagiarism as defined below, and collaborating with others on any assignment where such collaboration is expressly forbidden by an instructor. Violation of this prohibition of collaboration shall be deemed an offense for the person or persons collaborating on the work, in addition to the person submitting the work. Documentary falsification includes forgery, altering of campus documents or records, tampering with grading procedures (including submitting altered work for re-grading), fabricating lab assignments, or altering or falsifying medical excuses or letters of recommendation.

Plagiarism is defined as the act of taking the work (words, ideas, concepts, data, graphs, artistic creation) of another whether that work is paraphrased or copied in verbatim or near verbatim form and offering it as one's own without giving credit to that source. When sources are used in a paper, acknowledgment of the original author or source must be made through appropriate citation/attribution and, if directly quoted, quotation marks or indentations must be used. Improper acknowledgment of sources in essays, papers, or presentations is prohibited.

Keep in mind that academic dishonesty could also involve the following:

- Having a tutor or friend complete a portion of your assignments
- Having a reviewer make extensive revisions to an assignment
- Copying work submitted by another student who may have taken this course before
- Purchasing or using material from a 'paper mill' or test bank
- Using information from online information services without proper citation

See also California State University Regulation – Section 41301: Standards for Student Conduct.

When in doubt, ask me!

OTHER IMPORTANT INFORMATION

Emergencies

For information on actions you should take in an emergency, please visit this website:

<http://prepare.fullerton.edu/>

In the event I am unable to get to campus for a personal or work-related emergency, I will send an e-mail to all of you. Should that occur, you will not be expected to attend class but rather work independently or in groups on the week's lecture topic or on an essay. If I become aware enough in advance to let the campus staff know of my impending absence, I will try to arrange for a substitute.

If I am unable to get to campus due to a local, regional, or university-based emergency, I will first try to e-mail all of you. In the event I cannot do that, you are dismissed from class after waiting not longer than 15 minutes (e.g., after 1:15 p.m.). We will do our best to catch up.

If the event preventing us from meeting is long-term (e.g., an earthquake that closes the campus for several weeks), we will do our best to work via e-mail and Titanium, but in all cases we will adhere to the direction of the University.

Documented Special Needs

If you believe that you may need assistance from the office of Disabled Student Services, they can be contacted at (657) 278-3117. Their campus location is UH-101.

Please visit this website: <http://www.fullerton.edu/DSS/> for more information.

Writing Help

If you require help with writing assignments in this or any other course, please contact either The University Learning Center at (657) 278-2738 (MH-33) or The Writing Center at (657) 278-3650 (Pollack Library, 1st floor, NW corner) <http://hss.fullerton.edu/english/wc>

Counseling & Psychological Services (CAPS)

There are a lot of stresses for busy college students! If you feel overwhelmed by your school, home, work, and/or other commitments, you are encouraged to contact campus Counseling & Psychological Services (CAPS) as soon as possible at (657) 278-3040. CAPS offers an array of services that are free to all enrolled students!

Library

If you need help accessing databases and information at the library, contact them for a Research Consultation at <http://www.library.fullerton.edu/ipresearch.htm> or call (657) 278-4619.