

Introduction to Public Administration

POLI L370, Section 851

Spring 2010 – First Eight Weeks

Location: Medford 132 & TRIO Learning Resource Center-Medford Library

Days: T & Th

Time: 5:30 pm -8:00pm

Instructor: **Thelathia Barnes-Bailey, MPA**

Director of Trio Programs- Opportunity Scholars, Upward Bound, GearUP

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Office Hours: 8:30am-5:00pm M-F

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Text: Various Resources

Overview: This course is design to expose students to the exciting field of public administration and provide an understanding of the depth and complexity of issues encountered daily by public administrators. Students will be exposed to the challenges that governmental professionals encounter in local, state and federal governments with an emphasis on the public administrators function in an open environment that is subject to political, legal, and public scrutiny. The course will focus on the traditional subject areas of public administration such as **organizational behavior, human resources administration, public finance and budgeting, technology and information systems, public policy, international and comparative public administration, ethics, productivity improvement, organizational communication, community and environmental planning, intergovernmental relations and public law.**

Course Outcomes:

- ❖ Identify major public administration functions and describe the role they perform in the overall governing of the public sector.
- ❖ Identify key historical developments in public administration and relate these to current trends and practices at both the national and local levels.
- ❖ Analyze decision-making issues and relate them to general public managerial practices in an array of quasi-political government environments.
- ❖ Explain the division of power within American government.
- ❖ Identify and analyze the impact of political influences on the public sector decision-making process.
- ❖ Understand the roles of public administrators as public managers and policy makers.
- ❖ Understand and explain the importance of ethical standards and behavior for public managers.

Course Requirements:

1. Article Reviews (6)	20%
2. Public Administrator Interview	15%
3. Observation Reports (4)	10%
4. Research Project (Final)	20%
5. Attendance & Class participation	<u>15 %</u>
6. Speaker Reviews (7)	20%

TOTAL 100 %

- ⇒ All assignments with the exception of the **Research Project** will be submitted by E-mail.
- ⇒ Assignments are to be typewritten on white paper.
- ⇒ Late projects will result in a point reduction for each day the assignment is late.
- ⇒

Course Grading

A = 100-90
B = 89-80
C = 79-70
D = 69-60
F = 59 and below

Attendance Policy

Attendance is mandatory for each class meeting. A maximum of one (1) absence is allowed. **After one (1) absence, you will lose five (5) points for each class missed.** It is your responsibility to make-up all missed assignments.

Cell Phones

Cell phone usage is not allowed in this class. You may check your phone during breaks. Each time your phone rings during class, expect a two (2) point reduction on your final grade.

Hats and head gear (Men and Women)

Hats and head gear are not to be worn in this class unless medically required. (Medical documentation required) Each time you are asked to remove a hat or head gear expect a two (2) point reduction on your final grade.