

PADP 3000
INTRODUCTION TO PUBLIC ADMINISTRATION
Department of Public Administration & Policy
University of Georgia

Spring 2022
Monday, Wednesday, and Friday 12:40 – 1:30 pm
Baldwin 101D

Instructor: Jungyeon Park

Email: jungyeon.park@uga.edu (Allow 24-hour response time)

Office hours: After class in Baldwin Hall or Zoom Meeting by request through email.

Office: Baldwin Hall 406

Course Website: e-Learning Commons (eLC)

COURSE OBJECTIVES

This course will provide students with a thorough but introductory overview of American public administration and its relationship to the American political system by focusing on theoretical foundation and practical knowledge. Students will understand basic principles, context, organizational structures, and contemporary issues in public administration. At the end of the course, students will be able to 1) define what public administration is and its role in governance; 2) apply abstract principles to real-world scenarios by digesting readings, discussion, and case studies; and 3) have critical thinking skills for problem identification, analysis, and determining feasible solutions.

GENERAL COURSE EXPECTATIONS

All students are expected to behave professionally in this class. This means attending class regularly, being on time, and *respectfully* participating in discussions. Students are responsible for materials in the readings and meeting specific deadlines or dates posted on the syllabus. Assignments must be completed on time. Students should come to class prepared to share their insights. As an incentive, a portion of the course grade will be determined by the instructor's assessment of students' preparation and contribution to the course.

In discussion, there will be views from across the political, economic, and social spectrums. We have different opinions, politics, and values. It is our job to learn, discuss, and debate material with an open mind, actively listen to one another. It is essential that a courteous and encouraging environment be maintained. On the other hand, it is not expected that you will agree with everything that the instructor or your classmates say or believe. Therefore, you are encouraged to question and challenge other views in a civil manner.

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary, especially given COVID situations. Please retain flexibility and read announcements posted to eLC or emails from me as soon as you receive them.

Syllabus Disclaimer: The instructor reserves the right to change the syllabus as needed throughout the course of the semester. Whenever a change is made, students will be notified as early as possible during class and/or via email about the change(s). Students should check their UGA email inbox regularly for updates and other information pertinent to the course.

Correspondence with Instructor: I am delighted to correspond with students about the course via email. I will respond within 24 hours.

Please send professional emails by following the guidelines below:

- Include the course number in the subject line: **PADP 3000**
- Include your name either in the subject line or in the main content.

Prohibition on Recording or Sharing Lectures: In the absence of written authorization from the UGA Disability Resource Center, students may not make a visual or audio recording of any aspect of this course. Students who have a recording accommodation agree in writing that they:

- Will use the records only for personal academic use during the specific course.
- Understand that faculty members have copyright interest in their class lectures and that they agree not to infringe on this right in any way.
- Understand that the faculty member and students in the class have privacy rights and agree not to violate those rights by using recordings for any reason other than their own personal study.
- Will not release, digitally upload, broadcast, transcribe, or otherwise share all or any part of the recordings. They agree that they will not profit financially and will not allow others to benefit personally or financially from lecture recordings or other course materials.
- Will erase/delete all recordings at the end of the semester.
- Understand that violation of these terms may subject them to discipline under the Student Code of Conduct or subject them to liability under copyright laws.

Students with Disabilities: If you have a condition that makes it difficult to complete the work described in this syllabus, please notify the Disability Resource Center and the instructor within the first two weeks of class in order to develop alternative arrangements. All information and documentation of the disability will be confidential. All documentation must be received and relayed to the instructor within the first four weeks of class.

Academic Honesty: Cheating, plagiarism, and unauthorized assistance will not be tolerated. Students are expected to comply with the UGA Student Honor Code: “I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others.” “Academic Honesty” is “performing all academic work without plagiarism, cheating, lying, tampering, stealing, giving or receiving unauthorized assistance from any other person, or using any source of information that is not common knowledge without properly acknowledging the source”. Students suspected of violating the Student Honor Code will be reported and may receive a score of 0 on the assignment in which violation is suspected. A Culture of Honesty, the University’s policy and procedures for handling cases of suspected dishonesty, can be found at <https://ovpi.uga.edu/>. Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation. As applied in this course, *all exams and written assignments must be your own work*.

UNIVERSITY-WIDE COVID POLICIES

Face coverings:

Following guidance from the University System of Georgia, face coverings are ***recommended*** for all individuals while inside campus facilities.

How can I obtain the COVID-19 vaccine?

University Health Center is scheduling appointments for students through the UHC Patient Portal (https://patientportal.uhs.uga.edu/login_dualauthentication.aspx). Learn more here – <https://www.uhs.uga.edu/healthtopics/covid-vaccine>.

The Georgia Department of Health, pharmacy chains and local providers also offer the COVID-19 vaccine at no cost to you. To find a COVID-19 vaccination location near you, please go to: <https://georgia.gov/covid-vaccine>.

In addition, the University System of Georgia has made COVID-19 vaccines available at 15 campuses statewide and you can locate one here: <https://www.usg.edu/vaccination>

What do I do if I have COVID-19 symptoms?

Students showing COVID-19 symptoms should self-isolate and schedule an appointment with the University Health Center by calling 706-542-1162 (Monday-Friday, 8 a.m.-5p.m.). Please DO NOT walk-in. For emergencies and after-hours care, see, <https://www.uhs.uga.edu/info/emergencies>.

What do I do if I test positive for COVID-19?

If you test positive for COVID-19 at any time, you are required to report it through the DawgCheck Test Reporting Survey. We encourage you to stay at home if you become ill or until you have excluded COVID-19 as the cause of your symptoms. UGA adheres to current Georgia Department of Public Health (DPH) quarantine

and isolation guidance and requires that it be followed. Follow the instructions provided to you when you report your positive test result in DawgCheck.

Guidelines for COVID-19 Quarantine Period (As of 8/1/21; follow DawgCheck or see DPH website for most up-to-date recommendations)

Students who are fully vaccinated do not need to quarantine upon exposure unless they have symptoms of COVID-19 themselves. All others should follow the Georgia Department of Public Health (DPH) recommendations:

Students who are not fully vaccinated and have been directly exposed to COVID-19 but are not showing symptoms should self-quarantine for **10 days**. Those quarantining for 10 days must have been symptom-free throughout the monitoring period and continue self-monitoring for COVID-19 symptoms for a total of 14 days. You should report the need to quarantine on DawgCheck (<https://dawgcheck.uga.edu/>), and communicate directly with your faculty to coordinate your coursework while in quarantine. If you need additional help, reach out to Student Care and Outreach (sco@uga.edu) for assistance.

Students, faculty, and staff who have been in close contact with someone who has COVID-19 are no longer required to quarantine if they have been fully vaccinated against the disease and show no symptoms.

Well-being, Mental Health, and Student Support

If you or someone you know needs assistance, you are encouraged to contact Student Care & Outreach in the Division of Student Affairs at 706-542-7774 or visit <https://sco.uga.edu/>. They will help you navigate any difficult circumstances you may be facing by connecting you with the appropriate resources or services. UGA has several resources to support your well-being and mental health: <https://well-being.uga.edu/>

Counseling and Psychiatric Services (CAPS) is your go-to, on-campus resource for emotional, social, and behavioral-health support: <https://caps.uga.edu/>, TAO Online Support (<https://caps.uga.edu/tao/>), 24/7 support at 706-542-2273. For crisis support: <https://healthcenter.uga.edu/emergencies/>.

The University Health Center offers FREE workshops, classes, mentoring, and health coaching led by licensed clinicians or health educators: <https://healthcenter.uga.edu/bewelluga/>

Monitoring conditions:

Note that the guidance referenced in this syllabus is subject to change based on recommendations from the Georgia Department of Public Health, the University System of Georgia, or the Governor's Office or. For the latest on UGA policy, you can visit <https://coronavirus.uga.edu>.

ON-CAMPUS RESOURCES

Academic

- Library: <https://www.libs.uga.edu/>
- Division of Academic Enhancement Services: <https://dae.uga.edu/services>
- Division of Academic Enhancement Resources: <https://dae.uga.edu/resources>
- Printing kiosks: https://eits.uga.edu/support/printing_kiosks/
- Campus software: https://eits.uga.edu/hardware_and_software/
- Virtual computer lab (Vlab): <https://eits.uga.edu/support/vlab/>
- EITS support: <https://eits.uga.edu/support/>
- Office of experiential learning: <https://el.uga.edu/>
- Office of service-learning: <https://servicelearning.uga.edu/>

Personal

- Student Veteran Resource Center: <https://svrc.uga.edu/>
- Disability Resource Center: <https://drc.uga.edu/site>
- Financial Hardship Support: <https://financialhardship.uga.edu/>
- Women's Resource Center: <https://women.uga.edu/>
- LGBT Resource Center: <https://lgbtcenter.uga.edu/>
- Office of Institutional Diversity: <https://diversity.uga.edu/index.php/resources>

Mental Health and Wellness

- If you or someone you know needs assistance, you are encouraged to contact Student Care and Outreach (<https://sco.uga.edu/>) in the Division of Student Affairs at 706-542-7774. They will help you navigate any difficult circumstances you may be facing by connecting you with the appropriate resources or services.
- UGA has several resources for a student seeking mental health services (<https://www.uhs.uga.edu/bewelluga/bewelluga>) or crisis support (<https://www.uhs.uga.edu/info/emergencies>).
- If you need help managing stress anxiety, relationships, etc., please visit BeWellUGA (<https://uhs.uga.edu/bewelluga/bewelluga>) for a list of FREE workshops, classes, mentoring, and health coaching led by licensed clinicians and health educators in the University Health Center.
- Additional resources can be accessed through the UGA App

COURSE REQUIREMENT AND EVALUATION

Attendance and Participation	10%
Three Exams (20% each)	60%
Assignment: Case Analysis Group Presentation	30%
Total:	100%

Attendance Policy (10%): Ten percent of your grade will be based on class attendance and the quality of your participation in class. Keep in mind that it may be difficult to participate without being physically present. Absenteeism will result in reduced final grade. To adequately prepare for class, all assigned readings should be completed by the dates indicated on the course schedule. Not all assigned readings may be discussed in class; nonetheless you are responsible for familiarizing yourself with them.

Students may have **two unexcused absences** without an impact to their grade. If a student needs to miss class for a reason out of their control, he/she should discuss it with the instructor in advance. The instructor reserves the right to not approve an absence. Students who are frequently late to class or who leave early should also expect to have their grades reduced. Any disruptive or disrespectful behavior will result in the individual being asked to leave the class, which will negatively affect student's participation grade. Further, inappropriate behavior such as using cell phones, sleeping, or surfing the web during class will cause a deduction in your participation grade. Absences which are excused will not count against your final grade.

Three Exams (20% each): The three exams will ask multiple choice questions with a few short answer questions. The exam will take place in class and be closed-book. Please prepare by studying the class readings and your lecture notes up to that exam.

An **OPTIONAL** fourth exam will be offered at the end of the semester. The fourth exam will be comprehensive. If you do the readings, attend the lectures, take good notes, and study well, I believe that you will be prepared. I will take the three highest exam grades if you opt in to the fourth exam.

Policy for Make-up Exam: Make-up exams will only be given if the student provides a reasonable (per the instructor's judgment) justification for missing the exam one week prior to the exam *or* at the instructor's discretion.

[Assignment] Case Analysis Group Presentation (30%)

- **Purpose:** In this assignment, the skills you will obtain are 1) ability to analyze cases using the lens of public administration 2) presentation skills and discussion leading skills. By analyzing real-world cases related to each topic of the course, students will experience and learn critically view issues related to public administration. Also, through presentation and discussion leading experience, student would learn the way to communicate with audiences.
- **Cases related to each course topic will be posted on eLC.**
- **Each group of 3-4 students will be randomly assigned to one of the cases.**
- **15 minutes presentation & 20 minutes discussion.**
- **Will provide more detailed information related to the assignment.**

FINAL GRADES

The plus/minus letter grading system (i.e. A, A-, B+, B, B-, C+, C, C-, D, F) is the official grading system approved by the Board of Regents and the only grading system approved for the University of Georgia. The assignment of letter grades in a course is the responsibility and at the sole discretion of the instructor. A final grade of “Incomplete” will only be given in this course under extraordinary circumstances and is solely at the discretion of the instructor. Information pertaining to course grades cannot be discussed over the phone or via email for privacy reasons. Final letter grades will be accessible on ATHENA only.

Final grades are assigned at the end of the semester based on each student’s performance on the course requirements using the following scale:

A	94-100	C+	77-79.99
A-	90-93.99	C	74-76.99
B+	87-89.99	C-	70-73.99
B	83-86.99	D	60-69.99
B-	80-82.99	F	60 or below

REQUIRED READINGS

Kettl, D. F. (2017). Politics of the Administrative Process (Seventh Edition). Los Angeles: CQ Press.

I will provide other required reading materials via eLC. Each week’s reading assignments will be uploaded every weekend.

GENERAL COURSE PLAN

Week 1 (January 10 - 14): Overview

Course Overview and Syllabus

Kettl Chapter 1 Accountability

Week 2 (January 17 - 21)

Monday, January 17: **No class! MLK Jr. Day**

Kettl Chapter 2: What Government does—And how it does it.

Week 3 (January 24 - 28)

Kettl Chapter 3: What is Public Administration?

Friday, January 28: **Student Group Presentation: Case Analysis**

Week 4 (January 31 – February 4): EXAM WEEK

Kettl Chapter 4, Organization Theory

Friday, February 4: **Exam 1**

Week 5 (February 7 - 11)

Kettl Chapter 5, The Executive Branch

Friday, February 11: **Student Group Presentation: Case Analysis**

Week 6 (February 14 - 18)

Kettl Chapter 6, Organization Problems

Friday, February 18: **Student Group Presentation: Case Analysis**

Week 7 (February 21 - 25)

Ketttl Chapter 7: Administrative Reform

Friday, February 25: **Student Group Presentation: Case Analysis**

Week 8 (February 28 – March 4): EXAM WEEK

Ketttl Chapter 8: The Civil Service

Friday, March 4: **Exam 2**

Week 9 (March 7 - 11): SPRING BREAK. ENJOY YOUR BREAK!

Week 10 (March 14 - 18)

Ketttl Chapter 9: Human Capital

Friday, March 18: **Student Group Presentation: Case Analysis**

Week 11 (March 21 - 25)

Ketttl Chapter 10: Decision Making

Friday, March 25: **Student Group Presentation: Case Analysis**

Week 12 (March 28 – April 1)

Ketttl Chapter 11: Budgeting

Friday, April 1: **Student Group Presentation: Case Analysis**

Week 13 (April 4 - 8)

Collaboration and Nonprofit Partners

Friday, April 8: **Student Group Presentation: Case Analysis**

Week 14 (April 11 - 15): EXAM WEEK

Ketttl Chapter 12: Implementation

Friday, April 15: [Exam 3](#)

Week 15 (April 18 - 22):

Ketttl Chapter 13: Regulation and the Courts

Friday, April 22: **Student Group Presentation: Case Analysis**

Week 16 (April 25 - 29):

Ketttl Chapter 14: Administrative Accountability, Effectiveness, and Politics

Friday, April 29: **Student Group Presentation: Case Analysis**

Week 17 (May 2 - 6): FINALS WEEK

Reading Day Wednesday, May 4

[OPTIONAL Exam 4 on Friday, May 6](#)