



**School of Public &
International Affairs**
UNIVERSITY OF GEORGIA

PADP 3000: INTRODUCTION TO PUBLIC ADMINISTRATION

CRN 46645

Fall 2025

Monday, Wednesday, and Friday 1:50-2:40 PM

Baldwin Hall 301

Instructor: Ji Hyeun Hong, MPA, Ph.D. Candidate

Email: jihyeun.hong@uga.edu (Allow 24-hour response time)

Office hours: By Appointment

Office: Baldwin Hall 406

COURSE DESCRIPTION

The legislative, executive, and judicial branches of the United States government form a separation of powers that is inherently political. However, government encompasses much more: putting out fires, testing air quality standards, approving disability claims, policing cities, and more. These tasks form the backbone of a functional administrative state that delivers goods and services to the American public—public administration (PA).

This course will provide an undergraduate-level overview of public administration as a field and its relationship to the American political system in practice. The course is organized into two major themes. The first theme, “What is Public Administration?” introduces the basic principles and key concepts in the field of public administration. The second theme, “Managing Public Sector Organizations,” explores various approaches to the analysis of public administration. Topics covered include organizational theory and behavior, public personnel management, public budgeting, implementation, and governance.

LEARNING OBJECTIVES

The following competencies will be imparted in the course:

- Strengthen the ability to articulate and apply a public administration perspective to real-world contexts through critical engagement with readings, discussions, and case studies.
- Foster the capacity to empirically analyze public administration issues and effectively communicate the findings in a concise and persuasive manner, both in written reports and oral presentations.
- Enhance the skills needed to work effectively as teams, contributing to the collaborative resolution of complex problems.

COURSE MATERIALS

1. Kettl, Donald F. 2023. *Politics of the Administrative Process* (9th Edition). Los Angeles: CQ Press. Available online through UGA Library (<https://ebookcentral.proquest.com/lib/ugalib/detail.action?docID=31337788>).
2. Additional assigned reading materials will be available on eLC.

ASSESSMENT AND GRADING

Attendance	5%
Participation	10%
Midterm Exam	25%
Final Exam	25%
Final Essay	10%
Case Study Group Presentation	15%
Individual Case Study Assignment 1	5 %
Individual Case Study Assignment 2	5 %
Total:	100%

Attendance (5%)

Attendance is mandatory unless you have an excused absence. Excused absences will be granted only for documented reasons, such as illness, family emergencies, or participation in pre-approved professional activities (e.g., field trips, athletic events). If you cannot attend a class, please email me prior to class to explain the situation.

You are allowed up to 3 unexcused absences without penalty. I do not need to know the reason for these absences. Any additional unexcused absences beyond the two freebies will result in a 0.3-point deduction of your final grade for each absence. Please note that poor attendance can significantly impact your participation grade, as it is difficult to participate if you are not present.

Participation (10%)

This is a discussion-based course, and active participation is essential for both your learning experience and that of your classmates. Your participation grade will reflect your engagement in class activities, including asking and answering questions, sharing ideas, observations, and personal experiences, synthesizing the ideas of others, and assisting your classmates in developing their perspectives. This means that you are expected to be prepared to discuss the

assigned readings or participate in the scheduled activities each week.

10 points	Student participates in class discussions regularly, demonstrates preparation for class, and actively engages in group work.
8 points	Student completes assigned readings, responds to questions posed by the instructor, and occasionally participates in class discussions.
6 points	Student is often unable to answer questions posed by the instructor, does not consistently participate in group work, and rarely volunteers substantive comments or questions.
4 points	Student attends class but does not participate in discussions.
2 points	Student is frequently absent and does not participate in discussions.
0 points	Student does not attend class.

As a social science course, we will engage with topics that may be inherently controversial. It is essential that all communication remain professional and respectful to foster an inclusive environment in which everyone feels comfortable participating. While verbal participation is preferred, students who are uncomfortable speaking in public on certain topics may instead submit a half-page written summary of their thoughts on any of the discussion questions addressed in class, submitted via email on the same day.

Midterm Exam (25%)

The midterm exam is an in-class, closed book assessment, and will be held on Wednesday, October 1, from 1:50 to 2:40 PM in Baldwin Hall 301. The exam will cover material from the first half of the semester and will primarily consist of multiple-choice questions with varying levels of difficulty and four open ended questions. Make-up exams will only be granted if the student provides reasonable justification (as determined by the instructor) for missing the exam at least one week prior to the exam date or at the instructor's discretion.

Final Exam (25%)

The final exam is an in-class, closed book assessment, and will be held on Monday, November 24, from 1:50 to 2:40 PM in Baldwin Hall 301. The exam will cover material from the last half of the semester and will primarily consist of multiple-choice questions with varying levels of difficulty and four open ended questions. Make-up exams will only be granted if the student provides reasonable justification (as determined by the instructor) for missing the exam at least one week prior to the exam date or at the instructor's discretion.

Final Essay (10%)

The final essay assignment will be a two-page essay due on December 8 at 3:00 PM, submitted through ELC. The prompt may ask a general question addressing the core concepts of the entire course. The question will be posted on ELC on November 30, followed by a workshop session

on December 1 during the regular class meeting time.

Case Study Group Presentation (15%)

Each group will consist of 3-4 individuals assigned randomly, and each group will present one case from the 10 available. Presentations should be approximately 20 minutes in length and should include PowerPoint slides. The PowerPoint slides must be submitted via email by noon on the day of the presentation. A guideline with a grading rubric will be posted on eLC.

Individual Case Study Assignments (10%)

You are required to choose and analyze **two cases** from the 10 available options, excluding the one your group will present. Each assignment is worth 5% of the final grade. Each case will include a set of questions that ask you to develop and articulate your own ideas in writing. A sign-up sheet is available on eLC where you can select your topics. Case study assignments are due at the beginning of the class in which the case will be discussed. If you submit work late without an excused absence, your final score will be reduced by 0.5 percentage point for each day it is late. A guideline with a grading rubric will be posted on eLC.

FINAL GRADES

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

Instructor Accessibility: Feeling Lost? I can Help!

I will make every effort to ensure that the course material is clear and that the coursework and exams are manageable. If you have any questions about the course content, lectures, grades, or assignments, please do not hesitate to reach out. When you email me, please use the email address listed above. You cannot reply to emails I send out through eLC. These emails will bounce back and never reach me. Please always use your official UGA email address when emailing me. We need to comply with email privacy and security guidelines.

COURSE POLICIES

Academic honesty

Honesty and transparency are important features of good scholarship. On the flip side, plagiarism and cheating are serious academic offenses with serious consequences. If you are discovered

engaging in either behavior in this course, I will follow the procedures laid out in UGA's Academic Honesty Policy (<https://honesty.uga.edu/Academic-Honesty-Policy/>). There you can also find more information about what counts as prohibited conduct. I encourage you to work together on homework assignments and to make use of campus resources like the Office of Student Success & Achievement (<https://ossa.uga.edu/>) and the Writing Center (<https://www.english.uga.edu/jill-and-marvin-willis-center-writing>). If you have questions about my integration of the Student Code of Conduct into this course, please do not hesitate to ask: my aim is to foster an environment where you can learn and grow, while ensuring that the work we all do is honest and fair.

Reasonable accommodations

Students with disabilities that could affect their ability to participate or perform well in the course should see me early in the semester. I am receptive to these situations and will try to make any reasonable accommodations. If you plan to request accommodations, please register with the Disability Resource Center. It can be reached by visiting Clark Howell Hall, calling 706-542-8719 (voice) or 706-542-8778 (TTY), or by navigating to <https://drc.uga.edu>.

Well-being, Mental Health, and Student Support

UGA has several resources to aid in your mental and emotional health needs. You can take note of the following support resources.

- 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.
- 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/>.

Religious Accommodations

UGA's religious accommodations policy recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their traditions. Under the Religious Holidays Attendance Policy, students can be allowed to make up work because of a religious observance provided that you notify the instructor. Please look over the course schedule and contact the instructor by the end of the second week of class if there are any classes you will miss due to religious observance.

Prohibition on recording lectures

Students are not allowed to make visual or audio recordings of any aspect of this course unless they have written authorization from the UGA Disability Resource Center, which has specific

terms and conditions. Violation of this policy may result in discipline under the Student Code of Conduct and liability under copyright laws.

Additional Resources

Academic

- Division of Academic Enhancement Services: <https://dae.uga.edu/services>
- Division of Academic Enhancement Resources: <https://dae.uga.edu/resources>
- EITS support: <https://eits.uga.edu/support/>

Personal

- Student Veteran Resource Center: <https://svrc.uga.edu/>
- 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>

COURSE SCHEDULE

Week	Date	Topics	Required Readings
1	Aug. 13 (W)	Syllabus Overview and Introduction	
	Aug. 15 (F)	What is PA? I	Ketl (2023) Ch. 4
2	Aug. 18 (M)	What is PA? II	
	Aug. 20 (W)	What is PA? III	
	Aug. 22 (F)	What Government Does-And How It Does It, I	Ketl (2023) Ch. 3
3	Aug. 25 (M)	What Government Does-And How It Does It, II	
	Aug. 27 (W)	Government Discretion and Accountability, I	Ketl (2023) Ch. 2
	Aug. 29 (F)	Government Discretion and Accountability, II	
4	Sep. 1 (M)	Labor Day (No Class)	
	Sep. 3 (W)	Midterm Review, I	
	Sep. 5 (F)	The Architecture of Government, I	Ketl (2023) Ch. 6
5	Sep. 8 (M)	The Architecture of Government, II	
	Sep. 10 (W)	Case Analysis Group Presentation, 1 & 2	
	Sep. 12 (F)	Administrative Reform, I	Ketl (2023) Ch. 8
6	Sep. 15 (M)	Administrative Reform, II	
	Sep. 17 (W)	Administrative Reform, III	
	Sep. 19 (F)	Case Analysis Group Presentation, 3 & 4	
7	Sep. 22 (M)	Civil Service, I	Ketl (2023) Ch. 9
	Sep. 24 (W)	Civil Service, II	
	Sep. 26 (F)	Case Analysis Group Presentation, 5 & 6	
8	Sep. 29 (M)	Midterm Review, II	
	Oct. 1 (W)	Midterm Exam (Baldwin Hall 301, Multiple Choice + 4 Open Ended Qs)	
	Oct. 3 (F)	Post-Exam Review	
9	Oct. 6 (M)	Human Capital, I	Ketl (2023) Ch. 10
	Oct. 8 (W)	Human Capital, II	
	Oct. 10 (F)	Case Analysis Group Presentation, 7 & 8	
10	Oct. 13 (M)	Organization Theory, I	Ketl (2023) Ch. 5
	Oct. 15 (W)	Organization Theory, II	
	Oct. 17 (F)	Case Analysis Group Presentation, 9 & 10	
11	Oct. 20 (M)	Organizational Behavior, I	TBA
	Oct. 22 (W)	Organizational Behavior, II	
	Oct. 24 (F)	Case Analysis Group Presentation, 11 & 12	
12	Oct. 27 (M)	Final Exam Review, I	
	Oct. 29 (W)	Decision Making, I	Ketl (2023) Ch.11
	Oct. 31 (F)	Decision Making, II	

13	Nov. 3 (M)	Public Budgeting	Kettl (2023) Ch. 12
	Nov. 5 (W)	Public Budgeting	
	Nov. 7 (F)	Case Analysis Group Presentation, 13 & 14	
14	Nov. 10 (M)	Implementation, I	Kettl (2023) Ch. 13
	Nov. 12 (W)	Implementation, II	
	Nov. 14 (F)	Case Analysis Group Presentation, 15 & 16	
15	Nov. 17 (M)	Collaboration and Nonprofit Partners, I	TBA
	Nov. 19 (W)	Collaboration and Nonprofit Partners, II	
	Nov. 21 (F)	Final Exam Review, II	
16	Nov. 24 (M)	Final Exam (Baldwin Hall 301, Multiple Choice + 4 Open Ended Qs)	
	Nov. 26 (W)	Thanksgiving (No Class)	
	Nov. 28 (F)	Thanksgiving (No Class)	
17	Dec. 1 (M)	Workshop	
	Dec. 8 (M)	Final Essay Due 3:00 PM (ELC)	

Disclaimer The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.