

**POLI 250 Public Administration
Fall 2021**

MW 9:30AM - 10:45AM
Chem Bio Building (CBB) 105

Prof. John Blakeman
Department of Political Science
Office: SCI D-337
Office Hours: MW 11:30am-1:00pm, and by appointment. Zoom appointments can be scheduled too.
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POLI 250 Public Administration is a course about how government policies are administered and put into action. It's about what we call *governance*—how the government actually works.

Learning Outcomes:

Students will:

- learn about the many tools of governance;
- understand how public bureaucracies are structured;
- study the various means by which public policy is implemented by government agencies;
- learn about issues of public administration such as personnel, human capital, organization, and outcomes; and
- explore various careers in public administration and governance.

Grade distribution:

A	94-100%	A-	90-93%		
B+	87-89%	B	84-86%	B-	80-83%
C+	77-79%	C	74-76%	C-	70-73%
D+	66-69%	D	60-65%	F	<60%

Assignments

Mid-Term Essay	20%	LinkedIn Learning Modules	20% Pass/Fail
Final Exam Essay	20%	(2 Modules, each worth 10%)	
Paper	20%	Participation	20%

Details about Assignments, including grading rubrics, will be available to students in Canvas.
NOTE that all written work must be submitted to Canvas by the set deadlines, and all written work will be scanned for plagiarism by Turnitin.com. Plagiarism on any assignment will result in a 0 grade for that assignment, and the possible referral to the Dean of Students for academic misconduct proceedings.

Exams are open-book, so you may use the textbook and any course materials for your answers.

Textrental: Don Kettl, Politics of the Administrative Process, 8th ed. (2021).

Assigned readings and course scheduling: generally each week of the course (two class periods) will focus on one chapter from Politics of the Administrative Process. Each chapter has 3 case studies too. IN GENERAL, the first class of each week will be a lecture on the assigned chapter. The second class will be a concluding lecture AND discussion on the case studies. Be sure to read the case studies in each chapter, and be prepared to discuss them in class.

September

Module 1: Introductory Approaches and Themes

- 6 Labor Day, no class
8/13/15 Introduction
Reading: Bureaucracy Chapter Open Source Textbook in Canvas;
Kettl Chapter 3: What is Public Administration?
- 20/22 Kettl Chapter 2: What Government Does—and How it Does it
27/29 Kettl Chapter 4: Organizational Theory

October

Module 2: Organization and Structure

- 4/6 Kettl Chapter 5: The Executive Branch
11/13 Kettl Chapter 6: Organizational Problems

Mid-Term Essay Exam: Prompt opens on Monday October 11. Paper is due Friday October 22 11:59pm.

Module 3: People and Human Capital

- 18/20 Kettl Chapter 8: The Civil Service
25/27 Kettl Chapter 9: Human Capital

Module 4: Making and Implementing Government Decisions

November

- 1/3 Kettl Chapter 11: Budgeting
8/10 Kettl Chapter 10: Decision-Making: Rationality and Risk
15/17 Kettl Chapter 12: Implementation and Performance
22 Kettl Chapter 13: Law and Administration

24-25 Thanksgiving Break

- 29 Kettl Chapter 13

December

- 1/6/8 Exploring Careers in Public Administration

Final Paper: Prompt will open in mid- November; paper due Friday December 10 11:59pm. Content to be determined.

Final Exam: Prompt will open Saturday December 11; paper due THURSDAY December 16 11:59pm.

LinkedIn Learning Modules: both modules due NO LATER THAN TUESDAY NOVEMBER 30 11:59pm. You can submit your certificates at any point up to that date.