

PAD 3003

Introduction to Public Administration

Instructor: Professor Michael J. Scicchitano (Dr. Mike)

Email: mscicc@ufl.edu Phone:
(352) 846-2874

Course Introduction

This course is designed as a broad introduction to the field of Public Administration (PA). The course is suitable for political science majors as well as non-majors with an interest in the actual operation of government. No previous knowledge of the field of public administration is expected.

Public Administration is different from many courses that students may take in Political Science. PA is an applied field, as opposed to an exclusively academic one. PA professionals do not simply study different political or social phenomenon but also interact with citizens to implement public policies and programs. PA is also inherently interdisciplinary. It draws heavily on Political Science, but it also makes use of developments in the fields of Economics, Sociology, Business Management, and other fields as well.

PA is a management discipline that deals with the public and not-for-profit sectors. We typically think that elected government officials such as legislators, presidents or governors make or enact public policy and public administrators simply implement the laws that have been passed. The distinction between making and implementing policy is, however, overly simplistic. Public administrators do carry out or implement the laws passed by Congress, state legislatures and city councils, but they also have a much larger role. The process of implementing policies and programs provides public administrators with the opportunity to shape policy. PA professionals also help elected officials write legislation and develop policy through their mastery of specialist knowledge and the length of time they have been in government. Elected officials typically have neither the level of expertise nor the length of service in government as PA professionals.

The course content is designed to help students have a more detailed understanding of PA. Students will be exposed over the course of the semester to the field of Public Administration and the political and organizational context in which public professionals operate. Students will discover the basics of organization theory, organizational behavior, and strategic management. They will also be exposed to public financial management, personnel management, performance management, leadership, oversight, and ethics. After completing this students should recognize the extreme complexity of Public Administration.

Required Textbook

Robert B. Denhardt, Janet V. Denhardt and Tara A. Blanc. *Public Administration: An Action Orientation*. Seventh ed. (ISBN 13-978-1-133-93921-4). **You must use the Seventh edition** of the book for this course. Inexpensive rentals or eBooks of the textbook are available online at <http://www.cengagebrain.com/shop/isbn/9781133939214> .

Lessons

PAD 3003 consists of 11 different lessons. To make it easier to link the lessons with the readings, each lesson will pull material from one of the chapters of the Denhardt text book.

Exams

There will be a midterm and final exam in Canvas which will be proctored by ProctorU. See the "ProctorU Student Handout" located in the "Course Materials" section of your course for the instructions and technical requirements.

Grading

Quizzes: 20 Percent of final grade. A quiz will be given for each lesson. Each quiz will be timed and have five questions. Students will have one minute per question.

Midterm Examination: 25 Percent of final grade. A midterm will be administered that will cover the material in the first five lessons of the course (Weeks 1-6). The midterm will be multiple choice.

Final Examination: 30 Percent of final grade. A final examination will be administered for the final six lessons (Weeks 7-14). The final examination will not be cumulative and will not *directly* cover the material included in the midterm examination. The final exam will be multiple choice.

Assignments/Course Project: 24 Percent of final grade. Students will be given an assignment for lessons 1-10. Each assignment will be worth 10 points. There will also be a final class project that will be worth 140 points. The final project must be submitted before taking the final exam.

Self-Assessment Quizzes: two short quizzes-five points each

Grading Scale

A	900 points or higher
A-	870-899 points
B+	840-869 points
B	800-839 points
B-	770-799 points
C+	740-769 points
C	700-739 points
C-	670-699 points
D+	640-669 points
D	600-639 points
D-	570-599 points
E	569 points or below

Note that grades will be awarded exactly as listed above.

The University of Florida assures the confidentiality of all your educational records in accordance with State University System Rules, State Statutes, and the Family Educational Rights and Privacy Act. **Grades are not given out over the phone.**

Flexible Learning Policies

Academic Honesty:

Plagiarism:

“A student shall not represent as the student’s own work all or any portion of the work of another. Plagiarism includes but is not limited to:

1. Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.
2. Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authored by the student.”

Source: Regulations of the University of Florida, UF-4.041. For more information, please go to this link: [Student Honor Code and Student Conduct Code: Scope and Violations](#)

“For a violation or violations of the Honor Code, a student may receive any of the sanctions that can be imposed for Student Conduct Code violations, including but not limited to conduct probation, suspension and expulsion as well as any educational sanctions. In addition, students may receive the following:

- a) Assignment grade penalty. The student is assigned a grade penalty on an assignment including but not limited to a zero.
- b) Course grade penalty. The student is assigned a grade penalty in the entire course including but not limited to an ‘E’.”

Source: [Regulations of the University of Florida, UF-4.047](#).

Disability Accommodations:

The [Disability Resource Center](#) in the [Dean of Students Office](#) provides students and faculty with information and support regarding accommodations for students with disabilities. Staff at the Disability Resource Center will assist any student who registers as having a disability. Official documentation of a disability is required to determine eligibility for appropriate accommodations. The professional employees at the Disability Resource Program serve as full-time advocates for students with disabilities ensuring students have physical and programmatic access to all college programs. One of the services provided by the Disability Resource Center includes:

- Testing Accommodations
Please click on this link for further information: [DRC-Testing Accommodations](#)

Here is the link to register with the DRC: [DRC-How to Get Started](#)

The Flexible Learning Office needs to be notified of any special accommodations required by the student when they begin their course.

Course Deadline and Extension Policy:

Students are allowed *16 weeks, from their date of enrollment*, to complete and submit their coursework. If the student has not submitted at least 50% of their coursework and have an extenuating circumstance preventing them from submitting the coursework, a failing grade of “E”, “E0” or “E1” will be issued and recorded to the UF Registrar.

If the student has made sufficient academic progress, which is defined as completing and submitting at least 50% of the coursework and have an extenuating circumstance, the student may petition the instructor for a course extension before the course expires. Each course extension request will be administratively evaluated. Instructors are not required to allow extensions. If a student does receive an extension, an incomplete grade of an “I” will be assigned as an interim grade. When the course is completed, the instructor will initiate the change of grade. After that, the “I” grade will be changed to the student’s final course grade on their transcript.

Course Cancels and Course Drops:

A Course Cancel:

A tuition refund may be granted after a student submits a written request for withdrawal from a course within 30 days of enrollment. This request must be in writing and may be sent by fax (352-392-6950) or email (learn@dce.ufl.edu). All requests will receive written responses. Refunds will be the amount of tuition, less \$25.00 per course. If a credit card was used to pay for tuition, the refund will be in the form of credit to that card. Allow 6 – 8 weeks for refund checks. **No refunds are granted after 30 days.**

To Drop A Course:

To drop a course, you need to email the Flexible Learning office at learn@dce.ufl.edu with a request to drop within 14 weeks of the date of enrollment. In addition to their own request by email, *UF* students must have advisor approval to drop a flexible learning course. An advisor can email learn@dce.ufl.edu with the student’s name, the course that they want to drop, and confirmation of permission to do so. It is the student's responsibility to verify that all drop requests have been received by the Flexible Learning office within the allotted time. The course grade will appear as "W" on a UF transcript.

Students with disabilities who need to drop a course due to disability-related reasons are permitted to petition for additional drops. Find more information by contacting the [Disability Resource Center](#).

Medical Withdrawals:

Here is the link to start the Medical Withdrawal Process:

[Dean of Students Office Medical Withdrawal Process](#)

Retroactive Withdrawals:

Here is the link for retroactive withdrawal information: [Petition Information](#)

The student needs to notify the Flexible Learning Office of their approved medical or retroactive withdrawal so that we can update their record in our office by emailing a copy of the approval to learn@dce.ufl.edu.

How to Request a UF Transcript:

There are two ways to order a transcript:

1. The online ordering system by going to this link: [Ordering UF Transcripts](#)
2. If you cannot use the online system, please contact the UF Office of the University Registrar for instructions to mail in a request with a check or money order. They can be contacted by phone Monday-Friday, 8:00 a.m. to 5:00 p.m., at 352-392-1374. Persons with hearing impairments can call FRS # 1-800-955-8771 (TDD).

Please check your “unofficial transcript” first, before ordering your “official transcript”, to make certain that your grade has been posted.

UF Flexible Learning Contact Information:

Email: learn@dce.ufl.edu
Phone: (352) 392-1711
Toll free: (800) 327-4218
Fax: (352) 392-6950
Website: [UF Flexible Learning](#)

Office Hours:

Monday-Friday, except Holidays
8:00am-5:00pm EST