

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:

Each student's Flexible Learning course expires **16 weeks from the date of enrollment**. The course should be started as soon as the course materials are received since the course has already begun. It is important that the student maintains a study schedule throughout the entire 16 weeks in order to complete the course on time.

Each student is allowed 16 weeks to complete a course. If the time is about to expire and the course has not been completed, the student will be assigned a failing grade ("E"). If the student has made sufficient academic progress, which is defined as completing at least 50% of the course, the student may petition the instructor for a course extension. After the student has contacted the instructor for an extension, each extension request will be administratively evaluated. Instructors are not required to allow extensions.

Dropping or Withdrawing From a Course:

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. A refund can be issued on course materials at the time of withdrawal if they are returned within 30 days of sale and are in their original condition. Allow 6 – 8 weeks for refund checks. **No refunds are granted after 30 days.** Students with disabilities who need to drop a course due to disability-related reasons are allowed to petition for additional drops. For more information, contact the [Disability Resource Center](#).

Attention UF Students:

- To drop a course: In order to drop a UF Flexible Learning course, UF students must have an Academic Advisor or Department Chair email the UF Flexible Learning office at learn@dce.ufl.edu stating that the student is approved to drop the course. Students must also notify the UF Flexible Learning Office of this request by emailing learn@dce.ufl.edu. Please use this link for more information: [UF Drop Policies](#)
UF Students wishing to drop a UF Flexible Learning course after drop/add should contact their college advising office to see if they have a free drop remaining. If they have a free drop remaining, they have 14 weeks from the date of enrollment to drop the course, subject to applicable rules of their college and the university. This action is subject to verification that a grade has not yet been assigned.
- All full-term withdrawals must follow University of Florida policies/procedures. An approved withdrawal form must be submitted to the Dean of Student's Office for review and final approval. Students must also notify the UF Flexible Learning Office of this request by emailing learn@dce.ufl.edu.
Please use this link for more information: [UF Withdrawal Policies](#)

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 .

Transfers:

You may transfer from one course to another within 30 days of enrollment. This request must be in writing and sent by fax (352-392-6950) or email (learn@dce.ufl.edu). You will receive a receipt by mail. Any difference in tuition will be collected or refunded. There is a \$50.00 transfer fee. After the transfer has taken place, the original enrollment and expiration dates still apply. The approval and signature of a dean or academic advisor is required for UF students, which needs to be emailed to learn@dce.ufl.edu or faxed to 352-392-6950.

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