

**POL320 DCP Public Administration**  
**(3 credit hours)**  
**Syllabus**

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**Course Description**

This course examines the management of government at local, state, and federal levels. Emphasis is on the function and control of government agencies, the nature of bureaucracy, planning, budgeting, and decision making in the public sector.

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**Course Learning Outcomes (CLOs)**

By the end of this course, the student will be able to do the following:

1. Understand the concepts, institutions, and officials that make up the levels of government and the same for business.
  2. Understand how government policy affects our lives on a daily basis.
  3. Understand how management policy affects our lives on a daily basis.
  4. Using the knowledge gained from the class discussions and written material, critically assess the implications of the interaction of business and government and communicate his or her views effectively with the spoken and written word.
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**Course Topics**

Definitions of public administration  
Historical evolution of public administration  
What is public policy?  
The policymaking process  
Power  
The machinery of government  
State and local government  
Reforming government  
Central governments  
Local governments  
Honor  
Corruption in government  
Codes of conduct  
Origin of public management and evolution of management principles  
Organizational theory  
Bureaucracy  
Neoclassical theory and other "modern" theories  
Organizational behavior  
Motivation  
Bureaucracy and behavior

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### Course Prerequisites/Corequisites

POL101 and MGT201

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### Required Textbook(s) and Resources

These are the materials you will need to purchase for the course:

Shafritz, J. M., Russell, E. W., Borick, C. P., & Hyde, A. C. (2017). *Introducing public administration* (9<sup>th</sup> ed.). Routledge. ISBN: 9781138666344

Shafritz, J. M., & Hyde, A. C. (2017). *Classics of public administration* (8<sup>th</sup> ed.). Cengage Learning. ISBN: 9781305639034

Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements. Where applicable, Tiffin University has obtained permission to use copyrighted material.

Additionally, you will need a library barcode to conduct research through the University library and access any library resources provided in the course. If you do not already have a barcode, please request one by clicking on the following link:

- Link (online form): [Barcode Request Form](#)

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### Minimum Student Technology Requirements

In order to have a quality learning experience in your online courses, the University requires that your primary computer (the computer used to access course materials and on which you will be required to install course-specific software) meets or exceeds certain specifications. Click on the following link to view the specifications:

- Link (website): [PC Recommendations](#)

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### Time Management

Time management is an important part of academic success. Please refer to the approximate (average) times noted below for readings and assignments to help plan your time accordingly.

### Course Content

Please refer to individual activities for assessment guidelines.

WEEK 1		
<b>Course Topics</b>	Definitions of public administration Historical evolution of public administration	
<b>Read/Review</b>		<b>Approx. Time</b>
<b>Textbook,</b>	Textbook (Shafritz, Russell, Borick & Hyde): Chapter 1	2.50 hrs.
<b>Lectures,</b>	Textbook (Shafritz & Hyde): p. 35-50; 56-58; 63-75	3.00 hrs.
<b>and Other</b>	Lecture	0.50 hrs.

<b>Resources</b>	Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements.		
<b>Activity Type</b>	<b>Course Learning Outcomes</b>	<b>Due</b>	<b>Approx. Time</b>
Discussion: Initial Post	CLO(s): 1, 2, 4	Wednesday	1.50 hrs.
Discussion: Secondary Posts	CLO(s): as noted	Saturday	0.50 hrs.
Assignment: Essay	CLO(s): 1, 2, 4	Sunday	9:00 hrs.
In-Class Session	CLO(s): TBA	TBA	2.00 hrs.
<b>Approximate Weekly Time on Task (includes resources and activities)</b>			<b>19.00 hrs.</b>

<b>WEEK 2</b>			
<b>Course Topics</b>	What is public policy? The policymaking process Power		
<b>Read/Review</b>			<b>Approx. Time</b>
<b>Textbook, Lectures, and Other Resources</b>	Textbook (Shafritz, Russell, Borick & Hyde): Chapter 2 Lecture Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements.		3.00 hrs. 0.50 hrs.
<b>Activity Type</b>	<b>Course Learning Outcomes</b>	<b>Due</b>	<b>Approx. Time</b>
Discussion: Initial Post	CLO(s): 1, 2, 4	Wednesday	1.50 hrs.
Discussion: Secondary Posts	CLO(s): as noted	Saturday	0.50 hrs.
Assignment: Essay	CLO(s): 1, 2, 4	Sunday	9.00 hrs.
In-Class Session	CLO(s): TBA	TBA	2.00 hrs.
<b>Approximate Weekly Time on Task (includes resources and activities)</b>			<b>16.50 hrs.</b>

<b>WEEK 3</b>			
<b>Course Topics</b>	The machinery of government State and local government Reforming government		
<b>Read/Review</b>			<b>Approx. Time</b>
<b>Textbook, Lectures, and Other Resources</b>	Textbook (Shafritz, Russell, Borick & Hyde): Chapter 3 Textbook (Shafritz & Hyde): p. 514-521 Lecture Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements.		3.50 hrs. 0.50 hrs. 0.50 hrs.
<b>Activity Type</b>	<b>Course Learning Outcomes</b>	<b>Due</b>	<b>Approx. Time</b>
Discussion: Initial Post	CLO(s): 1, 2, 4	Wednesday	1.50 hrs.
Discussion: Secondary Posts	CLO(s): as noted	Saturday	0.50 hrs.
Assignment: Essay	CLO(s): 1, 2, 4	Sunday	9.00 hrs.
In-Class Session	CLO(s): TBA	TBA	2.00 hrs.
<b>Approximate Weekly Time on Task (includes resources and activities)</b>			<b>17.50 hrs.</b>

<b>WEEK 4</b>			
<b>Course Topics</b>	Central governments Local governments		
<b>Read/Review</b>			<b>Approx. Time</b>
<b>Textbook, Lectures, and Other Resources</b>	Textbook (Shafritz, Russell, Borick & Hyde): Chapter 4 Textbook (Shafritz & Hyde): p. 265-277 Lecture Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements.		3.00 hrs. 1.50 hrs. 0.50 hrs.

Activity Type	Course Learning Outcomes	Due	Approx. Time
Discussion: Initial Post	CLO(s): 1, 2, 4	Wednesday	1.50 hrs.
Discussion: Secondary Posts	CLO(s): as noted	Saturday	0.50 hrs.
Assignment: Essay	CLO(s): 1, 2, 3, 4	Sunday	9.00 hrs.
In-Class Session	CLO(s): TBA	TBA	2.00 hrs.
<b>Approximate Weekly Time on Task (includes resources and activities)</b>			<b>18.00 hrs.</b>

### WEEK 5

<b>Course Topics</b>	Honor Corruption in government Codes of conduct		
<b>Read/Review</b>			<b>Approx. Time</b>
<b>Textbook, Lectures, and Other Resources</b>	Textbook (Shafritz, Russell, Borick & Hyde): Chapter 5 Textbook (Shafritz & Hyde): p. 555-566 Lecture Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements.		2.75 hrs. 0.75 hrs. 0.50 hrs.
Activity Type	Course Learning Outcomes	Due	Approx. Time
Discussion: Initial Post	CLO(s): 1, 2, 3, 4	Wednesday	1.50 hrs.
Discussion: Secondary Posts	CLO(s): as noted	Saturday	0.50 hrs.
Assignment: Essay	CLO(s): 1, 2, 3, 4	Sunday	9.00 hrs.
In-Class Session	CLO(s): TBA	TBA	2.00 hrs.
<b>Approximate Weekly Time on Task (includes resources and activities)</b>			<b>17.00 hrs.</b>

### WEEK 6

<b>Course Topics</b>	Origin of public management and evolution of management principles Organizational theory Bureaucracy Neoclassical theory and other "modern" theories		
<b>Read/Review</b>			<b>Approx. Time</b>
<b>Textbook, Lectures, and Other Resources</b>	Textbook (Shafritz, Russell, Borick & Hyde): Chapter 6 Textbook (Shafritz & Hyde): p. 63-97; 119-126; 135-148; 402-409 Lecture Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements.		2.75 hrs. 4.00 hrs. 0.50 hrs.
Activity Type	Course Learning Outcomes	Due	Approx. Time
Discussion: Initial Post	CLO(s): 1, 2, 3, 4	Wednesday	1.50 hrs.
All Discussions: Secondary Posts	CLO(s): as noted	Saturday	0.50 hrs.
Assignment: Course Project	CLO(s): 1, 2, 3, 4	Sunday	18.50 hrs.
In-Class Session	CLO(s): TBA	TBA	2.00 hrs.
<b>Approximate Weekly Time on Task (includes resources and activities)</b>			<b>29.75 hrs.</b>

### WEEK 7

<b>Course Topics</b>	Organizational behavior Motivation Bureaucracy and behavior The future of organizations		
<b>Read/Review</b>			<b>Approx. Time</b>
<b>Textbook, Lectures, and Other</b>	Textbook (Shafritz, Russell, Borick & Hyde): Chapter 7 Textbook (Shafritz & Hyde): p. 127-134; 166-171 Lecture		3.00 hrs. 3.00 hrs. 0.75 hrs.

<b>Resources</b>	Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements.	0.50 hrs.
<b>Activity Type</b>	<b>Course Learning Outcomes</b>	<b>Due</b>
Discussion: Initial Post	CLO(s): 1, 3, 4	Wednesday
Assignment: Presentation	CLO(s): 1, 3, 4	Thursday
Discussion: Secondary Posts	CLO(s): as noted	Saturday
In-Class Session	CLO(s): TBA	TBA
<b>Approximate Weekly Time on Task (includes resources and activities)</b>		<b>17.75 hrs.</b>
<b>Approximate Time on Task for Entire Course</b>		<b>136.50 hrs.</b>

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## Grading Structure

Activity	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Total
Introductory Discussion	n/a							0
Discussion	15	15	15	15	15	15	15	105
Essays	50	50	50	50	50			250
Course Project						150		150
Presentation							100	100
In-Class Session	15	15	15	15	15	15	15	105
<b>Total</b>	<b>80</b>	<b>80</b>	<b>80</b>	<b>80</b>	<b>80</b>	<b>180</b>	<b>130</b>	<b>710</b>

Activity Categories	Percentage of Total Points
Discussions	15%
Essays	35%
Course Project	21%
Presentation	14%
In-Class Sessions	15%
<b>Total</b>	<b>100%</b>

Grading Scale	
Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	<60%

Please see the Academic Bulletin for grade appeal information.

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## FERPA

The Family Educational Rights and Privacy Act (FERPA) protects student information. Other than directory information, such as name, address, phone number, etc., students must give consent for individuals to gain access to a student's educational record, including grades, transcripts, and behavior reports (unless the student is under the age of 18). Students also have the right to review their educational records. For a more detailed explanation, please see the Student Handbook.

**Office for Student Accessibility Services**

Please refer to your Moodle Home page for Office for Student Accessibility Services contact information to coordinate reasonable accommodations for students with documented disabilities.

**Veterans**

Please refer to your Moodle Home page for services for veterans, service members, and their families.

**Moodle and Non-Moodle Technical Support**

Blackboard Student Services will provide 24x7 Moodle helpdesk support for all Tiffin University students and faculty. Locate contact information for Blackboard Student Services (Moodle-related issues) and for Tiffin University ITS helpdesk (non-Moodle related issues) on your Moodle Home page.

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This syllabus is subject to change at the discretion of the University.