

University of Arkansas at Little Rock
School of Public Affairs
PADM 7301 PROFESSION OF PUBLIC ADMINISTRATION
Spring 2022

Instructor: Dr. Anne Williamson
Office: 642 Ross Hall
Email: arwilliamson@ualr.edu
Office Phone: (501) 916-6060
Office hours: by appointment

Meeting day/time: Mondays, 6:00-8:40 pm
Location: Ross Hall 118 + Online (Hybrid)
Semester: Spring 2022

Course Description

Introduction to the discipline of public administration. Covers historical development of public administration, the relationship between politics and administration, conflicting public values, defining the public interest and the appropriate level of administrative discretion, as well as professionalism, the ASPA Code of Ethics, career planning for public service, and major sources of information for professional research. Students should enroll in The Profession of Public Administration course in the first or second semester they are in the MPA program. They must complete the course with an A or a B before being able to take additional MPA courses.

Course Objectives

- Study the development of the public sector
- Explore traditional and contemporary administrative processes
- Understand the unique management strategies of public administration
- Demonstrate an understanding of various actors and their roles in the contemporary policy process
- Discuss ethical components of public service management
- Focus on development of research and communication skills

Universal Competencies

This course is part of a NASPAA-accredited MPA program. Thus, achieving specific universal competencies is central to the course. Students will understand and be able to discuss and analyze the interaction of political administrative processes, the roles of administrators, and how theories and concepts can be applied in resolving public problems.

1. **General knowledge:** Demonstrate a substantive knowledge about public and nonprofit organizations, public policy, the political process, public service values, and professional ethics

- a. Define Public Administration
 - b. Examine the distinctive characteristics of public organizations
 - c. Distinguish public and nonprofit organizations from private organizations
 - d. Distinguish among historical organization theories and their application to organizations and the impact on management
 - e. Examine the role of information in public organizations
2. **Research skills:** Use quantitative, analytical, and diagnostic capabilities and apply these skills to organizational and managerial issues
 - a. Analyze research, journal articles and case studies
 - b. Identify different research methods used to gather data
 - c. Use the various databases in the university libraries to conduct a literature search on an appropriate topic, prepare an annotated bibliography, and write a research paper.
3. **Professional skills:** Identify best practices used to perform managerial and technical skills
 - a. Identify the issues and best practices in program evaluation, finance and budgeting, human resources, information management, collaboration, and intergovernmental administration in the public sector
 - b. Examine the roles of ethics in the public sector
4. **Communication skills:** Demonstrate effective written and oral communication skills
 - a. Write a literature review on a public administration topic
 - b. Read, analyze, and write a review of a research article
 - c. Read, analyze, and write an analysis of a public administration case study
 - d. Do an oral presentation in class
 - e. Engage in scholarly discourse with peers in classroom setting.

Hybrid Course Format

This course is offered in hybrid format (H01). This means that 25% to 50% of class meetings will be face-to-face. Other class meetings will be held via Zoom on a specified day and time and/or asynchronously online.

Course Materials and Blackboard

Course materials (except for assigned textbooks) will be made available via Blackboard, including the syllabus, class schedule, and all assignments. In addition, any class sessions held via Zoom will be recorded and made available on Blackboard.

Required Textbooks

Kettl, Donald F. *Escaping Jurassic Government: How to Recover America's Lost Commitment to Competence*. Washington, DC: Brookings Institution Press, 2016.

Durant, Robert F. *Why Public Service Matters: Public Managers, Public Policy, and Democracy*. New York: Palgrave MacMillan, 2014

Goodsell, Charles T. *The New Case for Bureaucracy*, 4th Edition. Thousand Oaks, CA: SAGE Publications, 2015.

Guy, Mary E. and Marilyn M. Rubin, Eds. *Public Administration Evolving: From Foundations to the Future*. New York: Routledge, 2015.

Other readings as assigned. Other readings will be made available via Blackboard.

Office Hours

I will be available for office hours by appointment face-to-face and via Zoom or telephone.

Attendance Policy

Attendance is required and is an important component of your success in this course. Because this is a hybrid course, some class sessions will be held face-to-face and others will be held on Zoom or asynchronously online. Zoom class session attendance is required on dates when virtual sessions are announced.

Class Participation

This course is a graduate seminar. Thus, participation in the discussion of assigned readings and current events is essential for your education and professional development.

Grading Policy

The weight of each assignment/examination will be as follows:¹

Class Participation	10%
Case Study	10%
Integrative Essay #1	15%
Integrative Essay #2	20%
Integrative Essay #3	20%
Annotated Bibliography	5%
Research Paper	20%

Grading Scale

Grades will be assigned according to the following scale:

A	90-100%
B	81-90%
C	71-80%
D	61-70%
F	<60%

Communication

Communication between instructor and students is always important. With our state and country continuing to experience the COVID-19 pandemic, communication is more important than ever. Be sure to reach out to the instructor with any questions, comments, or concerns as they arise. Do not wait until you are in an urgent situation to reach out by email or phone.

Assignment Due Dates and Late Work Policy

Late assignments are typically not accepted except in cases of extreme extenuating circumstances. If you are experiencing extreme extenuating circumstances, please contact me as soon as possible to discuss accommodations. During the COVID-19 pandemic, I understand that extenuating circumstances may be more common than usual, and I want to be sure that you succeed: please contact me as soon as possible when you are facing an obstacle so that we can make a plan together.

¹ Integrative Essay #3 serves as the final exam.

Virtual Protocol

If the university announces that all courses will move online due to the COVID-19 pandemic, we will complete the rest of the semester using virtual class sessions in Zoom and asynchronous online learning. This is a hybrid class, such a move would mean very little change from our course format.

Ensuring Your Success

I am aware that many of you have increased anxieties, work, and caretaking responsibilities in the midst of the coronavirus pandemic. Please stay in touch with me and let me know if you have any concerns about completing an assignment so that I can work with you to ensure your success in our course.

Academic integrity

All students are expected to be familiar with the University of Arkansas at Little Rock Integrity Standards. The UALR Academic Integrity Policy can be accessed here: <http://ualr.edu/deanofstudents/academic-integrity/>.

Students with Disabilities

It is the policy and practice of the University of Arkansas at Little Rock to create inclusive learning environments consistent with federal and state law. If you have a documented disability (or need to have a disability documented), and need an accommodation, please contact the Disability Resource Center (DRC) on how we can meet your specific needs and the requirements of the course. The DRC offers resources and coordinates accommodations for students with disabilities. Reasonable accommodations are established through an interactive process among you, your instructor(s) and the DRC. Thus, if you have a disability, please contact the DRC, at 501-569-3143 (V/TTY) or 501-683-7629 (VP). For more information, please visit the DRC website at ualr.edu/disability.

Classroom Culture and Civility Expectations

It is expected that **learning** in our class will depend on **active participation and discussion in the classroom and online**. Civility in discussion and all interactions is expected. Our course must be conducted with in **an atmosphere of mutual respect** among students and the instructor. Be creative and question what you read; all ideas and contributions are encouraged. It is important to recognize that others may have different opinions and that we should discuss these issues in a cooperative and respectful manner. Students should feel free engage in discussion with the assurance that **our classroom is a safe place in both physical and virtual venues**.

Health and Wellness Resources

Free, confidential counseling is available for enrolled students, including referrals. More information about the UALR Counseling Center, including hours and how to sign up here: <https://ualr.edu/counseling/>. Phone: 501.569.3185

CHASSE link to student resources and UA Little Rock Care Team:

Having trouble with class (or life!) and not sure where to find help? Start your search at <https://ualr.edu/chasse/student-resources/>

- Resources on this CHASSE website range from big picture needs such as transportation and childcare; to general needs available on campus such as printing, counseling, student success workshops; to specific academic assistance such as communication, math, supplemental tutoring, blackboard; and includes a link to the university's main student services list. Some of these resources include the [Trojan Food Pantry](#), the [Career Closet](#), [Disability Resource Center](#), [Health Services](#), [Counseling Services](#), [Military Student Success Center](#) and more.
- You can also [request student support from the UA Little Rock Care Team](#).

The Office of Student Success has prepared a list of [academic](#) and [community](#) resources for students. You can also submit requests for academic, technical, and financial assistance through the Care Team. A member of the Care Team will consult over the phone to identify appropriate campus and community resources. [Click here](#) to request assistance.

Food and/or Housing Insecurity

The well-being of students is of primary importance. If you are facing any challenges related to your physical or mental health, or obstacles like food or housing insecurity, please do not hesitate to get in touch to discuss ways we can put you in the best possible position to succeed. If you do not feel comfortable discussing this with me go to the following link for some helpful university and community resources:

<https://ualr.edu/studentssuccess/community-resources/>

[Trojan Food Pantry](#) The Pantry is open to all UALR students, faculty, and staff with a UALR ID. Participants can visit each week, and they receive a three-day supply of food when they visit. <http://ualr.edu/foodpantry/>

Any student who faces challenges securing their food and believes this may affect their performance in the course is urged to contact the UA Little Rock Trojan Food Pantry for support. ualr.edu/foodpantry. Furthermore, please notify me if you are comfortable in doing so, as it will enable me to provide any resources that I may possess.