Political Science 499-360  
Directed Study Substitution for Public Administration  
University of Hawai‘i at Hilo  

Spring, 2005  
Alternating Thursdays  
6:30-7:00pm  
UCB 330  

Instructor: Dr. Todd Belt  
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Email: prof_belt@yahoo.com  
Website: http://www.uhh.hawaii.edu/~tbelt/pols499-360.html  

Office: UCB 355  
Office Hours: Monday and Tuesday  
12:30 pm – 3:00 pm, and by appointment.  

Course Description  
This course explores public administration as a major component in public policy making in America. This course will familiarize students with the roles and functions of public agencies in governance and our daily lives. This course will deal with current issues and cases in order to explore the theoretical and practical roles of governmental agencies. Moreover, this course will explore the increasing role of non-profit organizations and the trend toward privatization in terms of their effects on the delivery of governmental services. This course will pay specific attention to the duties, responsibilities and challenges that face individual administrators.  

Goals of the Course  
Upon completion of this course, you should be able to do the following:  
- You will be able to explain the role that public administrators play in the public policy process.  
- You will be able to define the type of characteristics that make for good interorganizational and interpersonal public sector management.  
- You will become familiar with the decision making processes involved in public administration.  
- You will be able to discuss the role of nonprofit organizations, privatization and structural reforms on the administration of public policy.  
- You will understand the budgeting and implementation processes of governmental agencies.  
- You will gain in-depth knowledge of an organization (through research) and analyze the organization according to concepts learned in class in a term paper.  
- You will understand how you can have an influence on the type and scope of services provided by government and other public organizations.  

Required Texts  

These books will be placed on reserve in the library, and you can read them there if you prefer.  

Student Responsibilities and Requirements  
There are three requirements for this course:  
1. **Short Written Assignments.** Every two weeks (with the exception of weeks where the term paper and midterm or final exams are due) a short written assignment will be due. Assignments are to be typed and turned in during a meeting with the instructor. An assignment sheet specifying the requirements of the assignment will be distributed two weeks prior to the due date.
2. **Examinations.** There are two examinations (one midterm and a final). The examinations will consist of take-home essay questions.

3. **Term Paper or Internship Project.** Students will be required to either undertake an Internship Project or to write a Term Paper (see below).

   **Internship Project Option.** If you choose to participate in an internship, you will be required to volunteer at a governmental or nonprofit organization. The duration of the internship is to be ten weeks for a minimum of four hours per week (40 hours total, minimum). The time frame for completing the internship is from the beginning of Week 4 to the end of the Week 14 of class. A list of potential internships will be provided on the class website, or you may find your own internship (with the approval of the instructor). Students who choose the internship option will be required to write a 3-4 page (typed) analysis of the administrative functioning of the organization in which they interned.

   **Term Paper Option.** Analyze a governmental or nonprofit organization of your choice in terms of the analytical skills learned during this course. In order to do this, you must not only explain how the organization functions, but why it functions the way it does. You should perform your analysis based upon concepts and theories learned in class. The paper is to be 8-10 pages in length and must include at least five sources. Do not be afraid of the library. You may only cite internet resources if they reflect legitimate sources of information (such as newspaper articles). You may cite course texts, but they will not count toward the requisite five sources. The paper must:
   
   - be typewritten in 12 point Times Roman font
   - be double spaced with 1 inch margins on top, bottom, and both sides
   - include a title and cover page (do not include a cover, just staple your paper)
   - include a bibliography page
   - done in the citation style of your choice (footnotes or parenthetical – be consistent)
   - include page numbers
   - include an introduction, body, and a conclusion

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**Evaluation Method and Grading Policy**

The instructor’s evaluation of student performance will be guided by the following table:

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>Good</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>Poor</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>Failure</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

- In order to earn an Excellent (A) grade, a student must demonstrate mastery of all of the factual material, be able to apply and in fully integrate theories and concepts, and demonstrate clear organization of ideas and arguments.
- In order to earn a Good (B) grade, a student must demonstrate mastery of nearly all of the factual material, demonstrate some application and integration of theories and concepts, and demonstrate clear organization of ideas and arguments.
- In order to earn a Satisfactory (C) grade, a student must demonstrate mastery of most of the factual material and demonstrate clear organization of ideas and arguments.
- In order to earn a Poor (D) grade, a student must demonstrate mastery of most of the factual material.
- In order to earn a Failing (F) grade, a student must not demonstrate adequate knowledge of the factual material.
Students will be evaluated by the instructor and will receive a letter grade for each of the course requirements:

- Short Assignments: 35% (7% each)
- Examinations: 30% (15% each)
- Term Paper: 35%

Grade weighting method: The grade a student receives for each requirement will be converted to grade points and weighted by the corresponding percentage (see above). The final value will be rounded to the closest Grade Point assignment and the corresponding grade will be recorded as the student’s final grade in the course.

Other Course Policies and Notes

Student Consultation Policy (Office Hours)
Students are my highest priority. I want every student to do well. I am always happy to meet with students who need help. My office hours are listed at the top of the syllabus, and I am available for drop-in consultation at that time. If you need to see me but can not make it during my normal office hours, please schedule an appointment with me. Sometimes my office door is left open at other times during the week, and you can drop-in to talk if it is. If my door is closed, I may or may not be available to speak with you. When I am not working on course material or grading, I am often busy in my office doing research or helping to improve the university through such things as committee work. For these reasons it is best to meet with me during regular office hours or during a scheduled appointment so that we are not disturbed.

Academic Integrity Policy
Academic honesty is required of all students. Each student is responsible for understanding and following campus policies on academic honesty. Academic dishonesty defrauds all those who depend on the integrity of University courses and is a serious offense. The UHH Student Conduct Code defines academic dishonesty as:

“Plagiarism includes, but is not limited to, submitting, in fulfillment of an academic requirement, any document that has been copied in whole or in part from another individual’s work without attributing that borrowed portion to the individual; neglecting to identify as a quotation another’s idea and particular phrasing that was not assimilated into the student language and style or paraphrasing a passage so that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; purchasing term papers; or drylabbing, which includes obtaining and using experimental data and laboratory write-ups from other sections of the course or from pervious terms, or fabricating data to fit the desired or expected results” (p. 6).

Cheating and plagiarism will not be tolerated. Note that submitting the same paper for more than one course without the prior approval of both instructors is considered to be a case of academic dishonesty. You must use quotation marks (“these things”) if you are directly copying another author’s words. Simply citing the author is not enough unless you are paraphrasing (rewriting the idea in your own words). Copying material off of websites and pasting it in your paper is plagiarism. You are encouraged to paraphrase wherever possible, as it is preferable to using too many quotes.

If plagiarism or any other form of academic dishonesty (including cheating on examinations) is suspected, the incident will be thoroughly investigated. If you are caught cheating in any form or plagiarizing any part of a test, paper, or other assignment, you will receive an “F” for the course (not just the assignment) and may be reported to the University administration for further possible action, including expulsion from the university.

Late Assignment Policy
Writing assignments are due at the beginning of class of the day assigned. Late assignments are to be turned in to me directly or to the Social Sciences Division Office and date stamped (UCB 308). Late assignments will be deducted one full letter grade for every day they are late. No assignments will be accepted after the final exam. Missing assignments will result in an “F” for the assignment plus a full letter grade deduction in the student’s final grade. Thus, it is far better to turn an assignment in late than not to turn it in at all. Do not email your assignments.
Note on Disability Services
I will do everything possible to accommodate the needs of students with disabilities. Any student with a documented disability who would like to request accommodations should contact the University Disability Services Office - Hale Kauanoe A Wing Lounge, 933-0816 (V), 933-3334 (TTY), shirachi@hawaii.edu - as early in the semester as possible.

Note on Academic Advising
Advising is a very important resource designed to help students complete the requirements of the University and their individual majors. Students should consult with their advisor at least once per semester in order to decide upon courses, check progress towards graduation, and discuss their career options and other educational opportunities provided by UH Hilo. Advising is a shared responsibility, but students have the final responsibility for meeting degree requirements.

Course Outline

For Week 3.
Introduction to Public Administration and The Concept of Bureaucracy
Reading: Stillman, chs. 1-2.
Due: Short Assignment #1.

For Week 5. The General and Political Contexts of Public Administration
Reading: Stillman, chs. 3-4; Denhardt and Grubbs, chs. 1-2.
Due: Short Assignment #2.

For Week 7. Intergovernmental Relations and the Internal Dynamics and Administrative Communication
Reading: Stillman, chs. 5, 6, 9; Denhardt and Grubbs, ch. 3.
Due: Short Assignment #3.

For Week 9. Decision Makers and Decision Making and Management Skills
Reading: Stillman, chs. 7, 8; Denhardt and Grubbs, chs. 10, 11.
Due: Midterm Exam.

For Week 11. Executive and Personnel Management
Reading: Stillman, chs. 10-11; Denhardt and Grubbs, chs. 6, 8.
Due: Short Assignment #4.

For Week 13. Budgeting and Implementation
Reading: Stillman, chs. 12-13; Denhardt and Grubbs, chs. 5, 7.
Due: Short Assignment #5.

For Week 15. Issue Networks and Deregulation and Trends in Public Sector Reform
Reading: Stillman, chs. 14-15; Denhardt and Grubbs, ch. 9.
Due: Term Paper.

For Finals Week. Ethics and The Future of Public Service
Reading: Stillman, ch. 16; Denhardt and Grubbs, chs. 4, 12.
Due: Final Exam due: Thursday, May 12, between 6:20 and 8:20pm in my office (UCB 355)