

Readings	Assignments	Research	Quotes	Instructor	Links
--------------------------	-----------------------------	--------------------------	------------------------	----------------------------	-----------------------

University of North Florida -- Department of Political Science
Course syllabus: PAD 4003 Public Administration
Fall 2016 (crn 81337)

Instructor	George Candler
Day/Time	Tuesday/Thursday, 12:15-1:30
Location	Building 51, room 1101
Office hours	Tuesday and Thursday, 3:00 to 5:30; 'open door' policy; and other times by appointment.
Office	Bldg 51, 2402
Office phone	904-620-1388
Email	g.candler@unf.edu

Course Objective:

Greetings, and welcome to PAD 4003. The [catalog description](#) for this course reads as follows:

Prerequisite: POS 2041 or consent of instructor. Exploration of the creation, growth and operation of public bureaucracies and their impact on the politics of modern industrial states.

The course contributes to the following PSPA Student Learning Outcomes:

- Writing (and communication skills)
- Critical thinking
- American governance

Course structure:

There will be three complimentary means of instruction: readings, a web page, and class lecture sessions. The web page (url indicated on the header of this page) will both broadly discuss the week's material, and link you to other information relevant to the weekly subjects, including readings and assignments.

Required text: Nicholas Henry (2013). *Public Administration and Public Affairs*. Pearson. ISBN13: 978-0-205-85586-5; or 10: 0-205-85586-5.

Assignments, grading:

There will be a number of assignments, listed on the 'Assignments' link on the course webpage, with details as well regarding grading expectations. The usual 90+ = As, 80-90 = Bs, etc. grade distribution will apply, unless I need to curve up to get a normal graduate class grade distribution. In order to pass this class students do, however, need to engage readings, follow instructions, and respond to feedback. Put differently, the course will not curve down far enough to pass students who do not engage readings, follow instructions, and respond to feedback.

Class Policies:

Obligations - You should expect faculty to be prepared, to explain the course material clearly, and to work to ensure that this course proceeds as smoothly and coherently as possible. For your part, pay attention to course requirements, learn, and as former colleague James Hayes-Bohanon puts it, remember that this is not 13th grade.



Late assignments/make-up exams - Late assignments and missed exams will incur a significant penalty, except in extraordinary, documented circumstances and if I am contacted prior to the due date. If similar extraordinary, documented circumstances lead you to request an incomplete, I've historically been liberal with these, but see campus policy regarding incompletes. It will be *your obligation* to submit unfinished coursework.

Course communications - students have an obligation to activate and monitor their UNF email account. This account will be used for out-of-class communication. It is your obligation to get assignments to me, and to keep copies of all assignments submitted in the event that they don't get to me. When emailing, adopt a professional format.

Disability -- Students with disabilities who seek accommodations in the classroom, or other aspects of performing their coursework, must first register with the UNF Disability Resource Center (DRC) located in Building 57, Room 1500. DRC staff members work with students to obtain required documentation of disability and to identify appropriate accommodations as required by applicable disability laws including the Americans with Disabilities Act (ADA). After receiving all necessary documentation, the DRC staff determines whether a student qualifies for services with the DRC and if so, the accommodations the student requires will be provided. DRC staff then prepares a letter for the student to provide faculty advising them of approved accommodations. For further information, contact the DRC by phone (904) 620-2769, e-mail drcexams@unf.edu, or visit the DRC website www.unf.edu/drc. Military and veteran students may need both physical and academic accommodations and may contact the DRC to find further information. Military and veteran students who return from combat exposure may be utilizing the post 9/11 GI bill to continue postsecondary education goals. Contact Military and Veterans Resource Center by phone (904) 620-2655 or e-mail mvrc@unf.edu.

Academic misconduct - This is a 'seminar' class: free-flowing dialogue is encouraged. While this is meant to be informal; be polite, respectful and professional. Do not disrupt the class, whether through ringing cell phones, cell phone or other side conversations, web surfing, rude outbursts, or similar behavior.

Each student is responsible for understanding the University's Academic Integrity Code. This can be found in the Academic Integrity section of the online 2015-16 UNF Catalog, in the Student Handbook, and separately in the university's Academic Misconduct Policy. Procedures described in this document will be followed in dealing with any cases of academic dishonesty. I do make an effort to catch students who cheat, and have been successful in this in the past. Students caught plagiarizing coursework have generally been awarded a grade of F for the class.