

San José State University
Political Science Department
PADM 210, Introduction to Public Administration, Section 01, Fall, 2020

Course and Contact Information

Instructor:	William G. Kelly, MPA
Office Location:	Clark 404B
Telephone:	Available online via Zoom during office hours.
Email:	william.kelly@sjsu.edu
Office Hours:	Tuesday, 4-5:30 pm
Class Days/Time:	Tuesdays, 6-8:45 pm
Classroom:	Online, via Zoom

NOTE: THIS IS A GREEN CLASS
ALL PAPERS WILL BE SUBMITTED ELECTRONICALLY
THROUGH CANVAS ONLY! NO HARD COPIES ACCEPTED!!

Course Description

A broad overview of public administration, including policy analysis, budgeting, personnel, organization, leadership, decision-making and ethics in a political environment. Examination of the theory and application of public management practices at all levels of government. Note: This course satisfies graduate-level GWAR in this master's program.

Intended for persons working in or preparing for professional careers in government or non-profit agencies, this seminar emphasizes the activities of professional administrators.

- Provides a comprehensive overview of public administration, including intergovernmental relations, policy analysis, budgeting, human resources management, organization theory, leadership and management, decision making, information resources management, relationships with non-governmental organizations, and ethics in a political environme

***O'Leary, R. (2020).

DC: CQ Press. ISBN: 9781506346359

. Washington,

Orwell, G. (1946). Politics and the English Language ()

Riordan, W.L. (n.d.).

<http://www.marxists.org/reference/archive/plunkett-george/tammany-hall/index.htm>

***Rosenbloom, D.H., Kravchuk, R.S. and Clerkin, R.M. (2014).

Students are not allowed to record without instructor permission

The case paper will be evaluated using the following criteria:

Criteria	Points
a) The professionalism with which the	

Staff Report requirements:

We will spend a part of a class session going over the staff report format, which is attached.
Papers must be **2-3 pages of double-space**

The staff

Major Paper- Research Report requirements

Papers must be 15 pages of double-spaced word processed or typewritten text in Times New Roman 12 point font, **with in-text citations in APA format**. The final page(s) will contain the list of **Sources Consulted** _____ Papers should be based on **at least 10 references (in addition to the textbooks), including at least 3 from peer reviewed professional journals of the last 5 years**, and the rest from appropriate government documents, newspaper reports, government websites, credible journalistic websites, or other **academically acceptable** sources. **If the topic relates to a state or local government agency, access the relevant agenda and meeting minutes at the government's website!**

The topic must be on an aspect of Public Administration from the attached list. You will select your topic on the first night of class.

_____ Direct quotations must be so indicated with quotation marks and a specific reference to the page in the source from which it was taken. Ideas from others may be paraphrased and must also be referenced, although quotations marks are inappropriate. **Refer to your writing handbook** for complete writing guidance, and carefully note the citation rules in the **Plagiarism Tutorial** that you will complete. APA citation guides are also available for free at the library website, of which the Purdue University OWL is probably the easiest to use:

will only enhance learning if each participant is prepared to contribute to the group’s learning. Regular attendance is expected and will enhance your grade simply because you will have knowledge necessary to complete assignments that might not otherwise be available except from class discussion.

Time Commitment

“Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally three hours per unit per week) for instruction, preparation/studying, or course related activities, including but not limited to internships, labs, and clinical practice. Other course structures will have equivalent workload expectations as described in the syllabus.”

Final Examination or Evaluation

Faculty members are required to have a culminating activity for their courses, which can include a final examination, a final research paper or project, a final creative work or performance, a final portfolio of work, or other appropriate assignment.” The class project and presentation are the final evaluation for PADM 210.

Grading Information (Required)

Determination of Grades

Participation	15 points
Plagiarism Tutorial	5 points
Ethics	

Public Health

8. What agencies regulate the cultivation, sale and use of cannabis in California? What are the regulations? What is the city's role? What is the county's role? What is the conflict with the federal government?
9. What are safe injection sites? Who is proposing them? Why? What is their purpose? Who already has them? What government agency regulates them? What is the federalism-related conflict?

Transportation

10. Electric scooters and bikes are proliferating across the Bay Area, especially dock-less vehicles. What regulations are in place?

PADM 210, Section 01, Spring 2020 Course Schedule:

Week/ LO	Date	Topics, Readings, Assignments, Due Dates
1 LO 5 & 7	Aug. 25	<p style="text-align: center;">Welcome, Introduction to PADM 210</p> <p>Self-introductions and career goals MPA Student Association, upcoming activities Grammar test Overview of syllabus highlights; Select report topic What is a staff report? What is “mind mapping?” (see e-mailed handout) Prezi Mind Mapping software: _____ _____</p> <p>Be sure you have a SJSU One Wireless Account and password</p>
2 LO 1,2,5,6 & 7	Sept. 1	<p>****LIBRARY DAY****</p> <p>Class will start with a presentation on Library Resources.</p> <p>Tools for Public Administrators Assignment: PLAGIARISM TUTORIAL DUE. http://library.sjsu.edu/video/plagiarism-graduate-level</p>

Week/ LO	Date	Topics, Readings, Assignments, Due Dates
-----------------	-------------	---

Week/ LO	Date	Topics, Readings, Assignments, Due Dates
6 LO 1, 2,3,6	Sept. 29	***Library Pornogr

Week/ LO Da

Week/ Goal	Date	Topics, Readings, Assignments, Due Dates
14 LO 3,5,6,7	Nov. 24	Student Final Presentations: 1,2,3,4

Spelling and Grammar Guidance

1. Never use a long word when a short word will do. (George Orwell)

Never use “etc.” in a professional paper. It is meaningless. If you want to indicate that your list is only part of a larger potential list, say, “grapes, peaches and pears, _____ or “_____,” or a similar phrase.

Use your grammar checker, THEN proof read to be sure you selected the right usage in context.
Be careful of the “passive

is the word “its” which means “belonging to it” but does not take the punctuation. **It’s** means “**it is,**” a contraction, and you do not use contractions in fo

Executive Summary

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Joseph Student

SUBJECT: STAFF REPORT TITLE

DATE: 00-00-00

Recommendation

What your agency should do: adopt, continue, change or eliminate the program/policy. (1 sentence)

Background

Description of issue or program. This must include all the facts on which you will base your analysis. (1/2 - 1 page)

Analysis

The impacts of this issue in the context of the political situation, community situation, societal concerns, preceding/ existing policies or programs; who were the stakeholders involved in the policy making and how was the balance of power represented in the final policy development outcomes? Demonstrate thorough and mature critical thinking. **Be sure to acknowledge the pros and cons of your position and the existence of opposition, if any.** (1 page)

Budgetary impacts

Costs and benefits to the agency of this policy, and how these are reflected in the community's/ organization's budget (1-2 paragraphs- need not have specific dollar amounts if they are difficult to calculate.)

Public outreach

Was the public involved in the original decision? If so, how? If not, who made the decision and how was the public informed? Was there a Council presentation or discussion? Was there a vote taken in public? If so, was the voting body split or unanimous? Much of the voting information will be in the official minutes of the public meeting, usually available at the City Clerk or Cle



Detailed Research Report Guidance for APA Format Based on FAQs

The first page will start with the title of the report and your name centered at the top. You do not need a title page or running head.

Skip 2 lines and write the essay, starting with the heading for the **Background** section. All headings are in bold.

The paper is written in Times New Roman 12 point type, double-spaced, 15 pages in length, with 1-2 pages of Sources Consulted at the end (p. 16 and possibly p. 17).

For all pages AFTER the first, use a header with the title of the report and use a footer with your last name and the page numbers.

The first paragraph after the heading is flush left. All other paragraphs are indented 5 spaces.

All citations are APA format, with in-text citations (Edwards, 2014), and a Sources Consulted list at the end in alphabetical order by primary author. Do not change the order of the authors' names.

Use library resources for guidance on APA citation rules. Here are examples of the most commonly used documents.

Edwards, F.L. and Goodrich, D.C. (2014). San Jose, CA: Mineta Transportation Institute. [book]

Edwards, F.L. (2011). Doing Good Badly. In Smith, S. and Gooden, S. (eds.), New York, NY: Times Books. [book chapter]

Edwards, F.L. (2010). After Katrina: New Orleans' Recovery. 3(2), p. 23-27. [article in a journal]

Figone, D. (2013) City Manager's Budget Message, FY 2013-2014. City of San Jose Council Meeting, March 1, 2013. Retrieved on January 14, 2014 from www.sanjoseca.gov/cmbm20132014.htm. [public agency reports with an author]

Town of Los Gatos. (2013, April 12). Minutes of the City Council meeting. Retrieved from www.losgatos.ca.gov/ccm41213.html [public agency reports, minutes]

Outline: Topic Research Report for Topic # (item number)

- **Background**
 - What is a County Assessor and what is his role in local government?
 - What are the different types of property that is assessed?
 - Overview of Proposition 13, 98, and 218
 - How has each proposition impacted the work of the county assessor?
 - Other rules that impact their work
 - Stakeholders: how the stakeholders were affected by new assessment law – good and bad
 - Teachers
 - Elderly homeowners
 - Low income tenants
 - Upper class homeowners
- **Methodology**
 - Outcome evaluation- is Proposition 13 meeting its legislative intent?
- **Literature Review** – peer reviewed and new articles will be used
 - How assessors caused Prop 13
 - How each major proposition (13, 98, and 218) has impacted property assessment in California over the past 35 years.
 - How county assessor's roles have changed over this period of time as the laws have dramatically affected their duty.
 - Larry Stone's report on the 2010 drop in assessed valuations
 - What role does property assessment play in funding local government?
- **Analysis**
 - What is the role of the assessor in relation to property owners?
 - What is the role of the assessor in relation to cities, special districts and county government?
 - How does he determine the assessed valuations for real property? For personal property?
- **Conclusion**
 - To be developed based on the Analysis

