

**Seminar in Public Administration and Nonprofit Management - 46478 - PANM 4500 – 0  
Fall 2014**

**COURSE: 46478 - PANM 4500 – 0CRN**

**TITLE: Seminar in Public Administration and Nonprofit Management**

**CREDIT: 3**

**FACULTY:**

Faculty Name: Dr. Irina Khmelko  
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Office Hours: W, R 12:30-1:30pm  
or by appointment (office hours sometimes get canceled for  
meetings, etc.; emailing ahead and making appointments are always good ideas)  
Office Phone: 423- 425-5755 (the best way to reach me in via e-mail, please use e-mail to communicate  
with me).  
Response time to e-mails: all e-mails will be answered within next two business days.

**PREREQUISITES AND COREQUISITES:** POLS 2000 or department head approval.

**COURSE DESCRIPTION:** Administrative procedure, processes, planning, and decision-making in government and nonprofit settings.

This Course offers a broader context for public administration and a unique emphasis on cutting-edge topics, such as civil society, the growth of non-profits and privatization, the role of state governments, the new demands on public leadership, and ethics.

In addition to addressing the basics, this course offers a broader context in which to understand public administration and by devoting comprehensive coverage to current topics and trends. The combination of most recent and compelling research on the subject and real-world case studies will help students learn more effectively.

**COURSE OUTCOMES:**

- *define* the public administration.
- *compare and contrast roles that different actors who influence the public administration process have.*
- *discuss* specific problems relevant to contemporary bureaucracy in the United States.
- *list and explain* administrative procedure, processes, planning, and decision-making in government and nonprofit settings.

**EVALUATION/ASSESSMENT: Standard Letter Grade**

*You can receive total of 1,000 points*

Midterm: 300 (30%)

Final Exam:	350 (35%)
Paper:	150 (15%)
Questions for discussions:	50 (5%)
Attendance	100 (10%)
Participation	50 (5%)

Guidelines for writing papers will be posted on our black board and then discussed during in class discussion as well as in individual consultations with students. Feel free to submit an outline or a draft of your paper to the instructor for review, but no later than before the Spring Break.

A portion of the cumulative class grade will be reported to students prior to the midpoint of the total grading period as a percentage of the total points that a student could have made prior to that date. The grading scale is provided below to help students with calculating their final and midpoint grades.

#### Grading Scale:

A	900 – 1000 points
B	800 – 899
C	700 – 799
D	600 – 699
F	0 – 599

#### Rational

*Assigned readings* will provide students with information about public administration theory and practice, explaining why it is important, and how it works.

*In-class discussions and group exercises* will allow you to apply theoretical knowledge received from assigned readings to dealing with practical issues in public administration. These activities will help you to identify main issues, and develop basic skills in theory application to the practice of Government.

*Midterm and Final Exams* will test your knowledge of the material from the assigned readings.

*Questions for discussion* will be used to facilitate in class discussions and allow students take initiative and offer issues of interest to them to class attention. Each student will be expected to choose a couple of topics and prepare at least five (5) questions for discussion in the class for one class session. Students must post the discussion questions on Blackboard at least 24 hours before class. Questions should reflect the thesis or arguments made in the reading, the evidence that are provided, or any other critical points that suggest evaluation and discussion.

Both course *attendance and participation* in class discussions are required and absences will be noted. Therefore, attendance is critical and will be monitored every week by the instructor. To accommodate unavoidable absences, the two lowest attendance and participation grades will not count towards your final grade.

Much of the learning takes place during in-class discussion, and much of this learning is not anticipated or easily assessed. To reflect the importance of the learning that takes place in class, students will be graded on their participation in each session roughly following the scale below, but, in the end, subjectively based on the instructor's professional judgment:

A (90-100%). Contributes to discussions, contributions reflect good understanding of reading assignments, contributions are insightful and advance the discussion, does not dominate discussion, contributions do not rely solely on personal opinion, shows respect to classmates, uses discussion to make progress toward course learning goals, contributes to other students' progress toward learning goals, actively listens

B (80-89%). Between A and C

C (70-79%). Contributes to discussions, contributions reflect basic understanding of reading assignments or are based mostly on personal opinion, shows respect to classmates, actively listens, does not dominate discussion, uses discussion to make progress toward learning goals

D (60-69%). Between C and F

F (below 60%). Assumes a passive role in class discussions, contributes almost nothing to discussions, contributions reflect no understanding of reading assignments, dominates discussion

0 % = Absent, disrespectful, contributions detract from other students' learning, occupied with text messaging, asleep, contributes nothing to discussions

**Paper:**

A (90 – 100%) = 135-150 points. Excellent; all expectations met or exceeded; explicitly demonstrates thorough understanding of subjects, theories, concepts, and cases; chooses appropriate theories from appropriate readings for each case; applies theory to practice skillfully; no substantive shortcomings or only minor shortcomings; presentations are well organized, help other students learn course content, and add value above existing course content; writing is well organized and adheres to rules of grammar, spelling, and syntax with no or very few exceptions

B (80 – 89%) = 120-134. Good; most or all expectations are met; explicitly or implicitly demonstrates good, if not thorough, understanding of literature; only minor substantive shortcomings; presentations are well organized and help other students learn course content; writing is generally well organized and mostly adheres to rules of grammar, spelling, and syntax

C (70 – 79%) = 105-119. Satisfactory; directions are followed, most expectations are met but with at least one significant shortcoming; despite any shortcomings, demonstrates basic level of understanding, but may miss some important points; presentations demonstrate understanding of the content but do little to help other students learn the content; writing is organized well enough and with enough technical accuracy to be understandable

D (60 – 69%) = 90-104. Passing, but less than satisfactory; directions only partially followed; more than one significant shortcoming; deficiencies indicate only the most rudimentary level of understanding; presentations demonstrate poor preparation and do not contribute to other students' learning; and/or writing is difficult to understand

F (0 – 59%) = 0-89. Failing; not completed or directions not followed; deficiencies indicate lack of understanding; presentations waste class time; and/or incoherent writing

*PANM Career Event, February 28, 2013.* You must attend the meeting to receive 50 points. You will meet successful professionals in public sector and will be able to network in the informal setting over lunch. The meeting is on campus. Address and directions will be provided in class.

**Blackboard:**

Blackboard may be accessed at <http://utconline.utc.edu>. Some of the useful links there are:

Announcements: The announcements page is the point of entry for the site. Here, the instructor will post announcements as needed throughout the course. UTC may also occasionally post announcements here as well. Students need to check announcements regularly.

Syllabus: This page includes this syllabus—the official guide to the course!

Grades: where students can check their grades.

Help: links students to information about how to use Blackboard.

## **Course Policies**

Make-ups for tests will only be given for those students who become ill or have a death in the immediate family. You will need to bring a medical excuse or a document to support your claim. If you do not have one, you will receive 0 points. I want to be accommodating, but need to be fair to all students, especially to those who make an effort to come to class.

If a student misses a class, it is his/her responsibility to contact his/ her classmates and learn what happened in class and what is the assignment for the next time. I reserved the right to make changes to the assigned reading based on the progress that we are making and issues of special interests to students expressed in class.

Students need to check announcements regularly to be informed about any possible changes to class schedule.

### **REQUIRED TEXTBOOK/RESOURCES: Author(s)**

Cropf, Robert A.

#### **Title**

American Public Administration: Public Service for the 21st Century

#### **ISBN**

978032109691

#### **Publisher**

Pearson/ Longman

**COMMUNICATION:** To enhance student services, the University uses your UTC email address for all communications. Please check your UTC email on a regular basis. If you have problems with accessing your UTC email account, contact the Call Center at 423/425-4000.

### **ACCOMMODATION STATEMENT**

If you are a student with a disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) and think that you might need special assistance or a special accommodation in this class or any other class, call the Disability Resource Center (DRC) at 425-4006 or come by the office, 102 Frist Hall.

### **COUNSELING CENTER STATEMENT**

If you find that personal problems, career indecision, study and time management difficulties, etc. are adversely impacting your successful progress at UTC, please contact the Counseling and Career Planning Center at 425-4438.

### **HONOR CODE PLEDGE (from the UTC Student Handbook)**

I pledge that I will neither give nor receive unauthorized aid on any test or assignment. I understand that plagiarism constitutes a serious instance of unauthorized aid. I further pledge that I exert every effort to insure that the Honor Code is upheld by others and the I will actively support the establishment and continuance of a campus-wide climate of honor and integrity.