POLS 3314: INTRODUCTION TO PUBLIC ADMINISTRATION
Fall 2006, Section 07433
MW 7-8:300  344 PGH
Instructor:  Renee Gilliam
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Scope of the Course
Introduction to Public Administration is designed to acquaint students with the historical development of the field of public administration, and with the current operation of the public (or governmental) sector in the United States.

Texts
Berkley, George, and John Rouse, The Craft of Public Administration, Madison: Brown and Benchmark. 8th edition or later

Grades
The final grade will be comprised of the following elements:
   Exam #1  35% of the grade
   Exam #2  35% of the grade
   3 Assignments  30% of the grade (10% each)
Extra credit is not offered in this class.

Assignments
Three assignments will be given during the course of the semester. These assignments will be distributed on Wednesdays and will be due on Mondays at the beginning of class. Assignment and due dates are indicated below. Late assignments are not graded. Assignments are not accepted via e-mail. Assignments are considered late if they are turned in after class.

Plagiarism is a serious violation--any student found to plagiarize faces the possibility of expulsion from the University, and certainly will receive an F in this course.

Exams
Two exams will be given. The final is NOT cumulative. Both exams will consist of short answer and essay questions. Students must provide sufficient justification for missing an exam--such as a documented emergency. It is the students’ responsibility to contact the instructor as soon as possible (within 24 hours if possible) if an exam must be missed. Make-up exams are essay-only. Students missing the mid-term will take that exam on the final exam day.

Attendance and Withdrawals
Attendance in class is very important. Be advised that exam questions will come from class lectures as well as from assigned readings. Those students who miss class on days in which homework is assigned will not be given an extension in order to complete the assignment. Students will not be automatically withdrawn if they fail to attend class or take exams, so it is important to formally withdrawn if you do not wish to continue in the class.

Text Reading Schedule
August 21  First Day of Class
August 23  Intro
August 28,30  Chapter 1
September 4  Labor Day
Sept. 6,11  Chapter 2  Paper #1 Assigned Sept. 6
Sept. 13,18  Chapter 3  Paper #1 Due on September 18
Sept. 20,25  Chapter4, 5
Sept. 27  Midterm Review
October 2  Midterm
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<td>Chapter 6,7</td>
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<td>October 11,16</td>
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**Final Exam:**