

California State University Sacramento
Public Policy and Administration

PPA 100
Introduction to Public Policy and Administration

Fall 2005
Tuesday/Thursday 12:00 – 1:15 pm

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Overview

This course is the first course in the undergraduate minor and will introduce you to the concepts of public policy and administration. It is designed to provide knowledge and skills that will enhance a public service career. We will explore the variety of opportunities available to recent graduates as well the challenges of public service.

Learning Objectives

This course is intended to:

- Enhance understanding of the complexities of the public policy/administrative arena
- Familiarize students with some of the different roles that people play in that arena
- Demonstrate the analytical, administrative, and political work in which newcomers can engage
- Assist students in determining if they might want to pursue a career in this area
- Build skill at clear, concise writing
- Enhance ability to work effectively in a small group; and
- Sensitize students to ethical issues and challenges

Required Readings

Bardach, Eugene. 2005. *A Practical Guide for Policy Analysis: The Eightfold Path to More Effective Problem Solving*. Congressional Quarterly Press: Washington D.C..

Moore, Mark. H.. 1995. *Creating Public Value: Strategic Management in Government*. Harvard University Press: Cambridge Massachusetts.

Sacramento Bee. You must read the Sacramento Bee daily. We will discuss ways to do the "quick read" early in the semester.

Some classes will have reading links imbedded into the syllabus (available from the webct site and the PPA website www.csus.edu/mppa). Bring these readings to the appropriate class as we will use them during class discussions.

Format

This course will feature a combination of lecture, seminar discussion, small group work, guest speakers, student observations and interviews, and student presentations. There will be a strong emphasis on active learning and student participation. We will also take advantage of current events. As a result, there is flexibility built into our course schedule. As interesting opportunities come up, we will adjust our schedule to take advantage of them.

Assignments

The course requirements include 3 applied assignments (2 page write up), two mid term examinations, a final examination and a group presentation. Due dates for the assignments are specified in the schedule portion of the syllabus.

Late assignments will not be accepted. It is not fair to classmates that turn the assignments in on time; in addition it puts me in the awkward position of determining which explanations are appropriate and which are not. You will have plenty of notice about the assignment requirements and can submit them electronically before the class begins. As you have no doubt learned so far, if unusual circumstances arise it is better to discuss the situation with faculty members quickly.

You must have an active SAC LINK account. I am increasing my use of available technologies and some class sessions will be held in cyberspace. You must have a sac link account in order to access the WEBCT program we will use. If you do not have an account, you may secure an account on line at UCCS or go to the UCCS User Counter.

You can access the course site (about one week before classes begin) at <https://online.csus.edu/>. The syllabus and other information will be posted there.

Attendance

Because this course places a large emphasis on active learning, attendance is especially crucial. Regular classroom attendance is therefore expected. Except under the most unusual circumstances, a student who misses more than three classes will be penalized in the class participation grade.

Grading

Grades will be determined in accordance with the following weights:

Short papers	30% (3 at 10% each)
Midterm exams	30% (15% each)
Group Project	15%
Class Participation	10%
Final Examination	15%

Schedule

We will adjust the schedule as we go along to make sure we stay on track and take advantage of opportunities for learning outside the classroom. Changes will be discussed in class and posted on webct at least one week in advance.

Date	Topic(s)	Readings	Assignments
8/30	Orientation and syllabus review		
9/1	Introduction to PPA		
9/6	Public/private/non-profit distinctions	Class handout on Sector Distinctions	
9/8			Write a description of the public, non-profit and private sector activities that touch your life most days. 2 pages max.
9/13	What does government do?	Three things government does – handout in class	
9/15	Institutional context	California Constitution , United States Constitution Read the entire US constitution and review articles I-VI of the state constitution	After this class, view the Justice Talking video, available electronically.
9/20			
9/22	What are public policies?	Moore Chapters 1 and 2	
9/27		Mid-Term 1	
9/29		Sacramento Bee (bring in the Bee from the past 4 days, sections A, B for all days and the forum from Sunday.)	Be prepared to discuss <u>two</u> public issues you believe are important
10/4	Public Policy making	Bardach, introduction and pages 1-34	
10/6	Selecting Group for Projects		

10/11		Bardach pages 35-60	
10/13	Getting it done	Moore, Chapter 4	Short paper 2 due, details to come
10/18		Moore Chapter 5	
10/20	Group updates and midterm review		Your group will need to present your work to date, explain what you know so far
10/25		Mid-Term 2	
10/27	Organizations	Moore Chapter 6	
11/1			
11/3	Ethics	Class handout	
11/8		ELECTION DAY	
11/10		Discussion of election results and public policy implications	
11/15	Implementation	Moore Chapter 7	
11/17			Short paper 3 due, details to come
11/22			
11/24			
11/29	Civic Engagement	Handout and class discussion	
12/1		Group Presentations	
12/6		Group Presentations	
12/8		Wrap up and review for final exam	
12/17		FINAL EXAM 10:15-12:15	