Faculty Information
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Office: Benedict Hall 105

Office Hours
Wednesday 3:00 pm - 5:50 pm. Individual appointments can also be scheduled. Contact the instructor through email.

COURSE DESCRIPTION
This online course is designed to provide an overview of public administration for undergraduate students. We will discuss management processes and strategies and related issues involved in accomplishing administrative government. Most of the public administration field focuses on subjects associated with governments, but we will also deal with institutions such as nonprofit organizations whose purpose is to serve the public. Specific topics discussed in this course include: the definition of public administration, intergovernmental relations, ethical issues, organization theories, leadership, personal management, social equity, public financial management, and program evaluation.

COURSE OBJECTIVES & EXPECTED LEARNING OUTCOMES
The learning objectives for the course are:

- To gain an understanding of overall public administration.
- To understand public management issues that we are encountering with case study analyses.
- To apply course materials learned in the class in practice.

Upon successful completion of the course, students will be able to:

- Define and demonstrate basic terms and concepts pertinent to the study of public administration.
- Identify general organization theories and structures.
- Illustrate public management issues and provide suggestions for improvement.
- Apply knowledge from the course to evaluate events and conditions in the real world.
COURSE MATERIALS


**Additional readings** will be provided on the Blackboard.

ASSIGNMENTS & GRADING

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
<th>Percentages</th>
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<tbody>
<tr>
<td>Introduce Yourself Posting</td>
<td>Bonus points</td>
<td></td>
</tr>
<tr>
<td>Discussion Board Assignments (x 4)</td>
<td>400 points (100 points each)</td>
<td>40%</td>
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<tr>
<td>** (Initial posting &amp; 2 response postings) x 4</td>
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<td></td>
</tr>
<tr>
<td>Final Project Paper</td>
<td>300 points</td>
<td>30%</td>
</tr>
<tr>
<td>Midterm &amp; Final Exams</td>
<td>300 points (150 points each)</td>
<td>30% (15% each)</td>
</tr>
<tr>
<td>Total</td>
<td>1000 points</td>
<td>100%</td>
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</table>

**0. Introduce Yourself Posting (Bonus points)**

During the first week, students are encouraged to post an introduce yourself posting on the discussions section on the Blackboard for bonus points. This will help your classmates and your instructor get to know you better!

**1. Discussion Board Assignments (4 Discussion Board Assignments X 100 points each = 400 points total)**

Four discussion board assignments are required in this class. For each discussion board assignment, you will post your initial posting answering discussion board questions and
response postings for your classmates. To earn full credit, you must post at least 2 response postings to your colleagues’ posts.

Your response postings to your colleagues' initial postings can be made in one or more of the following ways:

- Ask thought-provoking questions.
- Provide suggestions.
- Expand on your fellow students’ positing.
- Offer and support an opinion.
- Share your own experience or additional resources to validate your classmates’ ideas.

No late credit will be earned for posts made after the due date. Your contributions to the discussion board must be substantive and clearly explain that you read the course materials and can integrate the course materials with your experience. You should refer to and cite the assigned readings and indicate the source of additional research you conduct to answer the discussion board questions.

Students are expected to post discussion board postings that are appropriate for an academic setting. To succeed in this course, students are expected to use professional language and all quotations should be properly cited using APA.

In-text citations:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_author_authors.html

Reference list:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_author_authors.html

2. Final Project Paper (300 points)

Each student will select 1 government agency (or quasi-government organization or nonprofit organization) of their interest in community and analyze the organization’s management process and strategies based on selected 3 topics of the textbook (e.g., leadership, personnel management, social equity, public financial management). You can work on the final paper alone or with a partner on the paper.

Students can use both secondary sources (e.g., scholarly articles, website information, news) and primary sources (e.g., personal interviews, observations) for analysis. A more detailed guideline will be provided. The purpose of the final project is to provide an opportunity for students to apply knowledge from the course to the real world.
3. Midterm & Final Exams (300 points)

A midterm examination (11/17) and a final examination (12/8) are required in this class. The midterm exam will cover the first half of the class (Week 1, 2, 3: Ch1~Ch6), and the final exam will deal with the overall contents, covering all the topics discussed during the semester. Both midterm & final exams will contain multiple choices and short answers. A more detailed guideline will be provided.

Questions are based on assigned readings and lecture notes. The exams are an open book and open note. However, because the exams are timed (30 minutes), you will need to study all the materials prior to beginning the exams. The exams will be administered via Blackboard. Each exam will be activated by 12:00 am of the designated date and you will have 24 hours to complete the exam upon activation (i.e., due 11:59 pm of the designated date). The exams are to be taken individually and students are not allowed to discuss the exam questions with classmates or anyone else.

GRADE SCALE & POLICY

Points will be distributed as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90.00 % – 100%</td>
</tr>
<tr>
<td>B</td>
<td>80.00 % – 89.99%</td>
</tr>
<tr>
<td>C</td>
<td>70.00 % – 79.99%</td>
</tr>
<tr>
<td>D</td>
<td>60.00 % – 69.99%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60.00%</td>
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</table>

Late Work: Late work will NOT be accepted unless there is a documented illness or another serious situation. Be prepared to provide documentation or other evidence of medical, work, or family emergencies.

TECHNOLOGY REQUIREMENTS

Course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.
You will need to have access to a computer/laptop. You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, and Windows Media Player. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you do not have word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook, and more) for free via UTEP’s Microsoft Office Portal. Click the following link for more information about Microsoft Office 365 and follow the instructions.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP Help Desk as they are trained specifically in assisting with the technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

COURSE COMMUNICATION

Because this is an online class, we won’t see each other in the ways you may be accustomed to: during class time or, small group meetings. However, there are a number of ways we can keep the communication channels open:

• **Office Hours:** We will not be able to meet on campus, but I will still have office hours for your questions and comments about the course. My office hours will be:
  
  **Wednesdays:** 3 p.m. - 5:50 p.m. Mountain Time

• **Email:** UTEP e-mail is the best way to contact me. I will make every attempt to respond to your e-mail within 24-48 hours of receipt. When emailing me, be sure to email from your UTEP student account and please put the course number in the subject line. In the body of your e-mail, clearly state your question. At the end of your e-mail, be sure to put your first and last name, and your university identification number.

• **Discussion Board:** If you have a question that you believe other students may also have, please post it in the Help Board of the discussion boards inside of Blackboard. Please respond to other students’ questions if you have a helpful response.

• **Announcements:** Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.

NETIQUETTE

Because As we know, sometimes communication online can be challenging. It’s possible to miscommunicate what we mean or to misunderstand what our classmates mean given the lack
of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

- Always consider the audience. This is a college-level course; therefore, all communication should reflect polite consideration of other’s ideas.
- Respect and courtesy must be provided to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else’s message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and the professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

**COURSE POLICIES**

**Attendance and Participation**

Attendance in the course is determined by participation in the learning activities of the course. Your participation in the course is important not only for your learning and success but also to create a community of learners. Participation is determined by the completion of the following activities:

- Reading/Viewing all course materials to ensure understanding of assignment requirements.
- Participating in engaging discussions with your peers on the discussion boards.
- Other activities as indicated in the weekly modules.

Because these activities are designed to contribute to your learning each week, they cannot be made up after their due date has passed.

**Excused Absences and/or Course Drop Policy**

According to UTEP Catalog, “At the discretion of the instructor, a student can be dropped from a course because of excessive absences or lack of effort. A grade of “W” will be assigned before the course drop deadline and a grade of “F” after the course drop deadline.” See Policies and Regulations in the UTEP Undergraduate Catalog for a list of excuse absences. Therefore, if I find that, due to non-performance in the course, you are at risk of failing, I will drop you from the course. I will provide 24-hour advance notice via email.

**OR**
I will not drop you from the course. However, if you feel that you are unable to complete the course successfully, please let me know and then contact the Registrar’s Office to initiate the drop process. If you do not, you are at risk of receiving an “F” for the course.

**Make-Up Work**

Make-up work will be given only in the case of a documented emergency. Note that make-up work may be in a different format than the original work, may require more intensive preparation, and may be graded with penalty points. If you miss an assignment and the reason is not considered excusable, you will receive a zero. It is therefore important to reach out to me—in advance if at all possible—and explain with proper documentation why you missed a given course requirement. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted.

**Alternative Means of Submitting Work in Case of Technical Issues**

I strongly suggest that you submit your work with plenty of time to spare in the event that you have a technical issue with the course website, network, and/or your computer. I also suggest you save all your work (answers to discussion points, quizzes, exams, and essays) in a separate Word document as a back-up. This way, you will have evidence that you completed the work and will not lose credit. If you are experiencing difficulties submitting your work through the course website, please contact the UTEP Help Desk. You can email me your back-up document as a last resort.

**Incomplete Grade Policy**

Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

**Accommodations Policy**

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the UTEP Center for Accommodations and Support Services (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu, or apply for accommodations online via the CASS portal.
Scholastic Integrity

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as one's own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action. To learn more, please visit HOOP: Student Conduct and Discipline.

Plagiarism Detection Software

Some of your coursework and assessments may be submitted to SafeAssign, a plagiarism-detecting software. SafeAssign is used to review assignment submissions for originality and will help you learn how to properly attribute sources rather than paraphrase.

Copyright Statement for Course Materials

All materials used in the course are protected by copyright law. The course materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They should not be further disseminated.

COURSE RESOURCES

UTEP provides a variety of student services and support:

Technology Resources

- **Help Desk**: Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.

Academic Resources

- **UTEP Library**: Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- **University Writing Center (UWC)**: Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- **Math Tutoring Center (MaRCS):** Ask a tutor for help and explore other available math resources.
- **History Tutoring Center (HTC):** Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- **RefWorks:** A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.
- **The Miner Learning Center:** Join peer-led study sessions in person or online to review content and discover study strategies in core curriculum courses.
- **UTEP Edge:** UTEP’s cross-campus framework for student success and empowerment – develops students’ assets through high-impact experiences made possible by the expertise and dedication of faculty, staff, alumni, and community partners.

**Individual Resources**

- **Student Success Help Desk (SSHD):** Students experiencing challenges or obstacles to academic success including registration, financial, food, housing, and transposition resources may submit a ticket request assistance to studentsuccess@utep.edu
- **Military Student Success Center:** Assists personnel in any branch of service to reach their educational goals.
- **Center for Accommodations and Support Services:** Assists students with ADA-related accommodations for coursework, housing, and internships.
- **Counseling and Psychological Services:** Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.
- **UTEP Food Pantry:** Non-perishable food items are available to students who are currently enrolled in classes. Bring a Miner Gold Card to Memorial Gym, Room 105, Monday through Friday, 10 a.m. to 2 p.m.
# COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Readings</th>
<th>Assignments &amp; Due</th>
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<tbody>
<tr>
<td>10/23-10/29</td>
<td>• Introduction &amp; Course Overview</td>
<td>Ch. 1, 2</td>
<td>• Watch the Introduction &amp; Course Overview Video</td>
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<td></td>
<td>• Defining Public Administration</td>
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<td>• Introduce Yourself due by 10/29 (bonus points)</td>
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<td></td>
<td>• Public Policy and Administration</td>
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<td>• Discussion Board Assignment #1 due by 10/29</td>
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<tr>
<td>10/30-11/5</td>
<td>• Reinventing Government</td>
<td>Ch. 3, 4</td>
<td>• Discussion Board Assignment #2 due by 11/5</td>
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<td>• Intergovernmental Relations</td>
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<tr>
<td>11/6-11/12</td>
<td>• Honor, Ethics, and Accountability</td>
<td>Ch. 5, 6</td>
<td>• Discussion Board Assignment #3 due by 11/12</td>
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<td>• Organization Theory</td>
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<tr>
<td>11/13-11/19</td>
<td>• Organizational Behavior</td>
<td>Ch. 7, 10</td>
<td>• Midterm Exam (11/17)</td>
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<td>• Leadership</td>
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<tr>
<td>11/20-11/26</td>
<td>• Personnel Management</td>
<td>Ch. 11, 12</td>
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<td>• Social Equity</td>
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<tr>
<td>11/27-12/3</td>
<td>• Public Finance Management</td>
<td>Ch. 13, 14</td>
<td>• Discussion Board Assignment #4 due by 12/3</td>
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<td>• Program Audit and Evaluation</td>
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<tr>
<td>12/4-12/10</td>
<td>• Overview of Nonprofit Organizations in TX</td>
<td>Additional Readings</td>
<td>• Final Exam (12/8)</td>
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<tr>
<td>12/11-12/17</td>
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<td>• Final Project Paper due by 12/10</td>
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*** The course schedule can be changed at the instructor’s discretion. With advanced notice, I may inform specific changes or updates based on the course progress. ***