

PADM 6620 -- Public Administration and Ethics

Fall 2009

Classroom: GC 303

Instructor: Carl Franklin, Associate Professor
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Office Hour: M-F 1:30 to 2:30 p.m.

Required Textbook: Two books are required for this class:

1. *The Ethics Primer for Public Administrators in Government and Nonprofit Organization*, James H. Svara, PhD, ISBN-13: 9780763736262, Jones & Bartlett Publishers.
2. *Ethics in City Hall: Discussion and Analysis for Public Administration*, James E. Leidlein, MPA, and William N. Thompson, PhD, ISBN: 9780763755324. Jones & Bartlett Publishers.

Academic Integrity: Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood the current issue of the student handbook (published by Student Services) regarding student responsibilities and rights, and the intellectual property policy, for information about procedures and about what constitutes acceptable on-campus behavior.

ADA Statement: Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact the Southern Utah University Coordinator of Services for Students with Disabilities (SSD), in Room 206F of the Sharwan Smith Center or phone (435) 865-8022. SSD determines eligibility for and authorizes the provision of services.

Course Description: An exploration of the role of ethics in public administration with an emphasis on standards of professional conduct, ethics and constitutionalism, and the ethical implications of law, policy, procedure, and practices within public administration. Prerequisites: Graduate admission or permission of the instructor.

References: The library on campus maintains a very good collection of materials covering topics related to this class. In addition, the following books are recommended for additional readings on the topic:

Ethics in Public Administration: A Philosophical Approach, by Patrick J. Sheeran; ISBN-13: 978-0275943110	Practical Ethics in Public Administration, Second Edition, by Dean Geuras; ISBN-13: 978-1567261615
Ethical Dimensions of Diversity, by Willie E. Hopkins ISBN-13: 978-0803972896	Restoring Responsibility: Ethics in Government, Business, and Healthcare, by Dennis F. Thompson ISBN-13: 978-05215472
Ethics Management for Public Administrators: Building Organizations of Integrity, by Donald C. Menzel ISBN-13: 978-0765618146	

Students are also encouraged to use the online and electronic resources available through the SUU library to further their research and understanding of the topic. Access to periodicals (academic and industry related) can be obtained through the various electronic resources including Lexis/Nexis, Academic Search Premier, Annual Reviews, and related sources. Please discuss your needs or interest with a research librarian to best gauge those items available to you on campus or by extension.

Graduate Reading and Writing Requirements: A significant amount of reading and writing is required for this class. The professor expects that all students will perform at the appropriate level (graduate) for this class. Little tolerance is

given to poorly written material. If you have trouble reading or writing then you should consider seeking help outside of class. There are resources available on campus to assist you to improve both your reading and writing skills.

Classroom Participation: Graduate students are expected to actively participate in the learning experience. You should come to class prepared. This means that you should have read the assigned material, conducted independent research or outside analysis to further your learning, and be prepared to take an active role in any classroom exercise or learning opportunity. When appropriate, you should be able to communicate effectively in a manner appropriate to the particular class assignment, including discussion sessions during regularly scheduled class time. Your final grade may be adjusted for failure to actively participate.

External Resources and Your Study: Before you can attain the status as a master in any discipline you must develop and cultivate the ability to solve problems independently and without supervision. This means that you will need to develop skills and understanding outside the classroom or the confines of this course. Students are encouraged to conduct independent study of the course topics so that they raise their level of understanding without prompting or direction of the professor. You will find that your learning is much more complete when you take a proactive approach to the process.

Course Objectives/Learning Outcomes: At the conclusion of this course students are expected to be able to:

- A. Define morality, ethics, and public practices.
- B. Identify primary sources of ethical theory and practice.
- C. Define the accepted decision process.
- D. Identify, describe, and apply appropriate theory to specific problems or issues.
- E. Locate, interpret and analyze various academic, industry, and coherent information regarding ethics in public administration.
- F. Review, revise and edit written work for correct information, appropriate emphasis, form, style, and grammar as found within the industry, discipline, or topic domain.
- G. Dialogue and Communicate:
 - 1) Organize ideas and communicate oral, symbolic and/or professional messages appropriate to the audience and the situation.
 - 2) Contribute constructively to conversations, discussions, and group activities.
 - 3) Receive, interpret, analyze, evaluate and respond appropriately to verbal, visual and symbolic messages.
 - 4) Ask questions to clarify the expressed messages of others and to evaluate whether their own messages have been clearly received by their audience.
- H. Demonstrate observation skills, especially as they relate to the topic in question.
- I. Identify and clearly define a problem to be solved, task to be performed or decision to be made.
- J. Evaluate information for accuracy, reasonableness and usefulness.
- K. Use numbers, operations and the relationships between them efficiently, effectively and appropriately to describe an issue and to identify potential solutions within the framework of ethics and public administration.
- L. Differentiate between facts, influences, assumptions and conclusions.
- M. Identify the criteria to evaluate the solution, process, or decision.
- N. Formulate alternative solutions, processes or decisions and identify potential consequences.
- O. Define personal values and ethics as related to the topic under study.

Policies on Late Assignments: Public Administration is a very time focused profession where tardiness is rarely tolerated. In fact, in some instances being late with an assignment can result in dramatic loss to the public or institution. To help prepare students for this type of work the instructor requires that students prepare and submit all materials in a timely fashion. Acceptance of a late assignment is discretionary, and may result in loss of partial or even all points. The instructor also maintains a policy of requiring missing assignments to be completed even when they will not accumulate points toward a final grade. To enforce this requirement no subsequent assignment will be graded until the missing assignment is turned in.

Makeup work: A student who knows they will be absent must obtain the assignment in advance of the absence and turn material in for credit before the due date. Only when prior permission is granted will “makeup” work be allowed. The

student has the obligation to clear such assignments or situations with the instructor in a timely fashion. If you know you will be absent on a given date then you must make a request in writing no less than two class periods before the assignment or exam in question. Failure to give written notice automatically forfeits the opportunity to receive credit for make-up work. Failure to give notice will not excuse the student from the obligation to complete the assignment. All assignments, even those not receiving credit, must be completed and turned in before a final grade will be posted.

Examination and Due Dates: No examinations are scheduled for this class. There will be a number of assignments made which include written, oral, and demonstrative work. Due dates are posted on the assignment. It is the responsibility of each student to insure that they are in class when an assignment is made and that they are aware of the due date. Absence, especially when unexcused, is no excuse in missing a due date.

Attendance & Participation: Attendance is expected at all regularly scheduled class meetings. Research shows that students who miss classes generally perform 20% lower than those that attend and participate. While the professor does not maintain a regular attendance sheet he does use unannounced quizzes to measure class attendance. Roll sheets are also used from time to time to check attendance. If you are not present when a quiz is taken then you can not make the work up. This means that your overall score may be lowered. In addition, the following policies on attendance are adopted for this class:

Notice of Absence – If you know that you will be absent from any class then you must give written (typed) notice at least 2 class periods prior to the absence. The notice should include the following information: (1) your name, (2) date of absence, (3) reason for absence, and (4) an explanation of the effort you have made to avoid the absence.

Excused Absences – There are few excused absences in this class. University related activities (such as membership on a sporting or academic team) are generally accepted, but they do not excuse a student from performing missed work in a timely fashion. Severe illness of the student or a close family member (spouse or child) may also be used. Life is full of choices, and your absence from class should be justified only when you have made reasonable efforts to avoid the absence. As such, the professor does not consider routinely scheduled events such as doctor or dentist appointments as unavoidable conflicts. Likewise, if you chose to engage in a social activity, including a wedding, rather than complete your educational obligation then the absence may not be excused. In short, matters which may have been avoided with reasonable planning are not considered as excused. Students should be prepared to justify their absence.

Grading: Final Grades are assigned according to the following schedule:

	A = 100 - 93%	A- = 92 – 90%
B+ = 89 - 87%	B = 86 – 83%	B- = 82 – 80%
C+ = 79 - 77%	C = 76 – 73%	C- = 72 – 70%
D+ = 69	D = 68	
F = 67% and below		

Grades are determined by using the following scale:

Attendance & Participation	20%
Assignment #1	20%
Assignment #2	20%
Assignment #3	20%
Assignment #4	20%

Extra or Co-Curricular Activities: None are required; however, with prior approval from the instructor such activities may be used as “bonus” points in the class. As an example, work on a community oriented project which has direct application to the course material may be used to supplement the grade. Please note, however, that if you are using an assignment for credit in other class, including an internship or project, or you have used it for credit in any prior class then you may not use it for this class. If you fail to disclose that you are receiving credit in another class and it is subsequently

discovered that such credit has been granted then your grade for this class will be adjusted. Failure to disclose such information is considered as a violation of academic integrity.

Disclaimer: Information contained in this syllabus, other than that for grading and late assignments, may be subject to change without notice.

Course Schedule: This class meets in accordance with university policy and at the times noted in the course registration. It is the student's responsibility to know the scheduled meeting times. The following proposed course schedule is adopted for this semester and is subject to adjustment and change as required. The topics and order are for organizational purposes only and are subject to adjustment or change as necessary to meet the learning environment. In most instances the students should expect to cover one major topic each 1 to 2 weeks during the semester.

- I. Defining Ethics and Public Administration
 - A. Ethics and Moral Principals
 - B. Ethics and Professional Conduct
 - C. Applied and Theoretical Ethics
- II. The Philosophical Foundations of Ethics
 - A. Relativism
 - B. Teleology
 - C. Deontology
 - D. Institutionalism
 - E. Virtue Theory
- III. The Ethical Decision Process
 - A. Laws, Rules, Regulations, Policy and Conscience
 - B. Human Rights and Duties in Public Management
 - C. Utility and Utilitarianism
 - D. Social and Governmental Duties
 - E. Justice
- IV. Political Theory and Ethics in Public Administration
 - A. Liability and Accountability
 - B. Conditions of Change
 - C. Constitutional Standards and Expectations
 - D. Justice and Economic Systems
- V. Comparison of Ethical and Government Models
 - A. Capitalism and Ethics
 - B. Socialism and Ethics
 - C. Contemporary Systems
- VI. Discrimination, Affirmative Action, and Other Government Actions
 - A. Changing Social Structures
 - B. Equal Employment and Access Issues
 - C. The Bakke and Stotts Case
 - D. Reverse Discrimination, Preferential and Targeted Practices
- VII. Accountability
 - A. Systems of Accountability
 - B. Ideals and Practices in Accountability
 - C. Planning, Policy and Practice