# Course Syllabus

**Course Name:** Organizational Theories  
**Course Number:** PADM 4320 (20024)

**OBJECTIVE:** This course focuses on the development and practice of Public Administration in America by focusing on the key scholars, leaders, their concepts, methodologies, and politics which have influenced and in turn have been influenced by them. Students will closely examine the key players in the development and practice of public administration, the theories and strategies of organizational structure, development, and implementation, and the political and economic climates within which these changes occurred. This is beneficial to students pursuing careers in a variety of areas, specifically rural development, planning commissions, and community government agencies. A goal is to improve students’ capability to think about organizations, sources of funding, organizational structures and policy.

**Pre-requisites/Co-requisites:** Exit LS READ 099

**Course Learning Outcomes:**
- Evaluate the theories of public organization and administration
- Explain the political heritage of Public administration as developed by Wilson and others, including the turn towards scientific approaches, focuses on centralization, efficiency, and the effectiveness of these trends.
- Examine the rational model of administration, decision making, open and closed systems and the New Model Public Administration.
- Explain the policy orientation of administration, effectiveness, methods of implementation, and evaluation of the processes.

**College Policy on Academic Dishonesty:**

A. Academic Dishonesty  Academic irregularities include, but are not limited to, giving or receiving of unauthorized assistance in the preparation of any academic assignment; taking or attempting to take, stealing, or otherwise obtaining in an unauthorized manner any material pertaining to the education process; selling, giving, lending, or otherwise furnishing to any person any question and/or answers to any examination known to be scheduled at any subsequent date; fabricating, forging, or falsifying lab or clinical results; plagiarism in any form related to themes, essays, term papers, tests, and other assignments; breaching any confidentiality regarding patient information.

B. Disciplinary Procedures & Appeals Process. Incidents which violate this policy will be dealt with in accordance with the current procedures outlined in the College Catalog and Student Handbook. Students will have the right to appeal any disciplinary decision.

**INSTITUTIONAL ABSENCE:** A student who serves as an official representative of the college is defined as one who:
- is authorized to use the college name in public relationships outside the institution;
- regularly interacts with non-college individuals and groups over an extended period of time (at least one semester);
- represents the college as a part of a group and not as an individual;
- represents the college under the direct supervision of a college faculty or staff member; and
- is authorized in writing, in advance, by the President of the college.

Such a student is in no way released from the obligations and responsibilities of all students, but will not be penalized with unexcused absences when absences result from regularly scheduled activities in which he/she represents the college.

Further, it is the responsibility of each student to contact instructors prior to the absence and to make arrangements to make up any work that will be missed, in a manner acceptable to the instructor. Advisors of activities will schedule off-campus activities in a manner that does not unduly disrupt the learning process for a student.

If there is a student in this class who has specific needs because of learning disabilities or any other disability, please feel free to contact the instructor. Specific needs will require documentation by the Office of Student Development Services.

**NOTE:** In case of inclement weather during class we will move to the safety of the designated shelter. If you have experienced inclement weather and want to check on the ABAC status for class meetings, check the ABAC website or call the Inclement Weather Hotline: 229-391-5225
Policy on Class Attendance: Courses at Abraham Baldwin Agricultural College are provided for the intellectual growth and development of students. The interaction with instructors and other students is an important element of the learning process, and a high correlation exists between class attendance and course grades.

Therefore to attain maximum success, students should attend all their classes, be on time, and attend all scheduled course activities. Absence from class, for whatever reason, does not excuse a student from full responsibility for class work or assignments missed. Students must accept this responsibility. Individual instructors will establish attendance policies for each class, will publish the policy in the course syllabus, and keep attendance records.

The penalty for absences is at the discretion of the instructor and may include failure of the course. Whenever a student is absent, the student must assume responsibility for making arrangements for any assignments missed due to the absence. A student who stops attending class without officially withdrawing will still receive a grade for the course. A student penalized for excessive absences may appeal through the grade appeal process, as stated in ABAC’s college catalog and student handbook.

Instructor Contact Information: Mr. Anthony P. Fitzgerald, M.P.A., M.S.C.J.
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E-Mail: afitzgerald@abac.edu,
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Office hours: Mon – Fri 0800 – 1030
1300 – 1400

Classics of Public Administration, Shafritz & Hyde, 7th edition, Cengage pub

GRADING POLICY: Grades will be: 100% - 90% = A; 89% - 80% = B; 79% - 70% = C; 69% - 60% = D; Below 60% = F.

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<th>Exams</th>
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<tr>
<td>Final</td>
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<tr>
<td>Paper</td>
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<td>Research Project</td>
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<td>Class Attendance &amp; Participation</td>
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<td>Total Possible:</td>
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Scantron Forms: Students will be responsible for acquiring the test forms and bringing them to class on exam days.

GENERAL POLICIES:

Absences: My personal attendance policy is this: Students are expected to attend each and every class session, and to have read the assigned portions of the text before the class meets. Past experience has shown that those students who attend every class session and read the assigned material will perform better on their tests. Excused absences will be granted to those students with a court order to appear in front of a judge, rather than be in my class. Students who have been absent are responsible for contacting other students for lecture notes and/or any discussion material they might have missed.

Student absences totaling two weeks of instruction will result in a “0” (zero) point total for Class Participation & Attendance when calculating their Final Grade.

Textbooks: Acquiring the proper materials and bringing them with you is a part of your student responsibilities. Each student is required to purchase the textbook(s) for the course – that's why they are listed as “REQUIRED.” It is also my policy to require each student to have purchased the required texts, bring them to class, and utilize them in class after the drop add period has ended, starting the third week of class instruction. Students who do not have their textbook in class after that date will be excused, marked as absent, and will be required to bring the appropriate textbook with them before returning to class.

Make-up exams: It is my policy that NO Make-Up exams will be given unless the student has a legitimate excused or Institutional absence.

Withdrawals: If a student needs to reduce his/her course load during a particular semester, that student may officially withdraw from a class with a grade of “W,” provided he/she takes this action before the mid-point in the semester or session (see the college calendar) or if very unusual circumstances require the withdrawal after the mid-point. After midterm, a student withdrawing from a class will receive a “WF”. Students must see their instructor to gain permission to withdraw from a course.

Reports, papers, and other graded materials: Any materials related to this, or any other course, must either be given to me personally or dropped off in the Office in a closed and well-marked envelope addressed to me. Do not leave any materials on my desk, if you happen to drop by my office and find it open. Communication between students and faculty may be in person, in writing, or via official Stallion / ABAC email. It is the student’s responsibility to access their official ABAC Stallion Mail account and check it regularly. If you cannot access your mail – go fix the problem! Enterprise Data Services is located on the 2d floor of the student center.
ACADEMIC and CLASSROOM BEHAVIOR POLICIES:

It is my philosophy that college is a voluntary program of study by adult learners. Therefore it should be the responsibility of each student to come prepared to learn and discuss the assigned material if called upon. Since all college students are here on their own time in order to learn – it should not be too much to expect that they suspend all other activities for the duration of the class.

Please do not come to class and disrupt the learning environment. If you are in class, then you are expected to suspend all other activities and pay attention to what is being taught. Classroom sessions are not for studying for other classes, socializing, doing homework, or conducting other personal business.

Accurate and detailed notes are an essential element in all areas of criminal justice; it is recommended that each student be prepared to take them. Examinations will include all the material covered in class and from assigned areas of the text.

Students are expected to be in class on time, and tardiness (beyond 15 minutes late) will not be acceptable. If you arrive beyond that time, do not interrupt the class – go to the Baldwin Library and spend the rest of the scheduled class time reading over the assigned course material. You can get with me after the class has ended to see what outside materials you might have missed.

Personal communication is aided by technology, but it has evolved into a constant need to be “in touch” with each other regardless of the setting, and an erosion of common social courtesy by people who are texting or talking on their cell phones while others are trying to conduct business. It is very distracting to be lecturing to a class about criminal justice while students with their heads down are texting furiously away about how boring things are in class – how would you know if you’re not paying attention anyway?

It is therefore my policy that cell phones will be turned off or not brought to class. Students will not be excused from class to use a phone or answer a page or text message unless they are sworn police officers or emergency personnel on duty. I will come up to you and personally request that you stop using your electronic device once, repeated use will result in confiscation of the device, and finally expulsion from the class for disciplinary reasons.

Students will not get up and leave after the class begins, unless it is a personal hygiene emergency. Sleeping should be done before, or after, but never during the classroom session. (Especially if you snore!)

Any student with a question related to any area of the criminal justice field should feel comfortable in asking it in class, without fear of ridicule. Any student who feels they cannot ask a question (of any topic) openly in class, or simply feels they are “not getting” the material covered in class, is encouraged to take advantage of my posted office hours or stop by before or after any classes for a private consultation.

All students are expected to treat each other with respect, and to maintain a professional demeanor and attitude which is open to learning and open to opinions they might not share. Profane language is offensive to most people, and is both unprofessional and unacceptable. Common courtesy is expected – like waiting for another person to finish (don’t interrupt), raising your hand if you have a comment, and refraining from chatting with others while someone else is speaking, or asking inappropriate or involved questions which have nothing to do with the topic under discussion.