

Department	International College of Liberal Arts		
Semester	Fall 2023	Year Offered (Odd/Even/Every Year)	Every Year
Course Number	PSCI240		
Course Title	Introduction to Public Administration		
Prerequisites	PSCI100 Introduction to Political Science		
Course Instructor	LARATTA Rosario	Year Available (Grade Level)	1
Subject Area	Political Science	Number of Credits	3
Class Style	Lecture	Class Methods	Face to face

(NOTE 1) Class Methods are subject to change

(NOTE 2) Depending on the class size and the capacity of the facility, we may not be able to accommodate all students who wish to register for the course"

Course Description	<p>Cap (registrant capacity): 25 students</p> <p>This is an introductory course in public administration. Its aim is to give an overview of the structures and processes of public administration. The course is divided in two parts. The first part will focus on how the public administration works by exploring public services and the growing interconnection between the public sector and the for-profit/non-profit sectors in public services. The second part will be more specifically focused on public finance and development within the public administration.</p>
Class plan based on course evaluation from previous academic year	None. Feedbacks from students' course evaluation in previous academic year were very positive and did not point out to particular changes.
Course related to the instructor's practical experience (Summary of experience)	N/A

Learning Goals	<p>By the end of this course, students will have a general understanding of:</p> <ol style="list-style-type: none"> (1) How public administrations work; (2) The impact that public administration' s work has on people' s life; (3) The relationship between the public administration and the non-profit/profit sectors; (4) How public budgeting work; (5) How public administration design 'development policies' and how those are implemented.
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iCLA Diploma Policy	DP1/DP2/DP3/DP4
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iCLA Diploma Policy

(DP1) To Value Knowledge – Having high oral and written communication skills to be able to both comprehend and transfer knowledge

(DP2) To Be Able to Adapt to a Changing World – Having critical, creative, problem-solving, intercultural skills, global and independent mindset to adopt to a changing world

(DP3) To Believe in Collaboration – Having a disposition to work effectively and inclusively in teams

(DP4) To Act from a Sense of Personal and Social Responsibility – Having good ethical and moral values to make positive impacts in the world

Active Learning Methods	This course uses active learning by assigning a case study to each student. The student, in turn, makes sense of the data and uses the available resources to solve the case.
Use of ICT in Class	It is a combination of a scavenger hunt and role-playing activity to give an idea of the methodology used.
Use of ICT outside Class	The Kahoot is often used to self-assess understanding of key concepts outside classes.
Expected study hours outside class	Students should consider that for each hour spent in class, this course requires at least two hours of preparation outside the classroom. For preparation to the group work, each student should also calculate at least 12 hours of self-preparation outside the classroom
Feedback Methods	Correspondence between students and the instructor will take place via email. Students can discuss privately with the instructor either f2f or online during his office hours (please look at the office hours timetable provided by the administration office). Previous appointment with the instructor via email is required.

Grading Criteria		
Grading Methods	Grading Weights	Grading Content
Midterm Test & Reflection Report	30%	
Discussions & Debates	20%	
Group Work	50%	

Required Textbook(s)	Textbook: Shafritz and Russell – Introducing Public Administration. Publisher: Routledge; 9th Edition.
Other Reading Materials/URL	Students should also expect to read selected peer-reviewed journal articles as part of their activities and exercises.
Plagiarism Policy	Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offense, which depending on the gravity can cause you to fail a course or you are suspended from the university. Plagiarism Checking: All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to iCLA for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. The use of ChatGPT or any other artificial intelligence or paraphrasing software is strictly forbidden in WRITTEN TESTS for this class.
Other Additional Notes	Class meets twice a week throughout the semester. Each week students should expect to: (i) work on a case study; (ii) work on an activity/exercise that reflects the reading assigned by the instructor for that week. The active learning strategy is particularly useful in this course where students will learn actual government practices. Students must make sure that they do not miss classes; a lengthy absence (more than a week) will not only impact negatively on their final grade but will also obstacle them to have a progressive understanding of how public administration works. For assessing students in this class I will use a Rubric which will be explained in detail during the orientation session of this course.

(NOTE 3) Class schedule is subject to change

Class Schedule	
Class Number	Content
Class 1	Orientation & Detailed explanation of the Syllabus

Class 2	From Government to Governance
Class 3	Public Services
Class 4	Interconnection between Governments, Non-profits, and For-profits
Class 5	Structure of Government and role of public administration
Class 6	Elected Officials versus Bureaucrats (Power, Accountability, Ethical Orientations
Class 7	Weberian Theory of Bureaucracy
Class 8	Traditional Public Administration
Class 9	New Public Management

Class 10	New Public Governance
Class 11	Comparing Countries
Class 12	Checkpoint on progress
Class 13	Public Administration Innovations
Class 14	Participatory Budgeting
Class 15	Deliberative Polling
Class 16	Citizens' Juries
Class 17	Planning Cells

Class 18	New Town Meetings
Class 19	Communal Councils
Class 20	Government Innovation Lab
Class 21	Citizen-centric employment-service system
Class 22	Carrot Rewards
Class 23	Finding Places
Class 24	Zita Mozzie Seeker
Class 25	Sharing Economy for Government Spaces

Class 26	Recyclable as Transportation Fare
Class 27	Clear my Record
Class 28	Better Rules
Class 29	Machine Learning of Land-Mapping
Class 30	Final Discussion