New Course Request

Indiana University

South Bend Campus

Check Appropriate Boxes: Undergraduate credit [X] Graduate credit [ ] Professional credit [ ]

1. School/Division College of Liberal Arts & Sciences 2. Academic Subject Code POLS
3. Course Number Y235 (must be cleared with University Enrollment Services) 4. Instructor Trottier
5. Course Title Introduction to Public Management

Recommended Abbreviation (Optional) (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Fall 2008
7. Credit Hours: Fixed at [3] or Variable from ________ to ________
8. Is this course to be graded S-F (only)? Yes [X] No [ ]
9. Is variable title approval being requested? Yes [X] No [ ]
10. Course description (not to exceed 50 words) for Bulletin publication: The management process in public organizations. Focus is especially on external influences on public managers, the effects of the intergovernmental environment and problems of management in a democratic, limited government system.

11. Lecture Contact Hours: Fixed at [3] or Variable from ________ to ________
12. Non-Lecture Contact Hours: Fixed at [0] or Variable from ________ to ________
13. Estimated enrollment: [35] of which [0] percent are expected to be graduate students.
14. Frequency of scheduling: annual [X] Will this course be required for majors? Yes [X] No [ ]
15. Justification for new course: Replaces existing V263, required for both the BSPA and BSCJ degrees. Changes due to IUSB SPEA restructuring.
16. Are the necessary reading materials currently available in the appropriate library? Yes [X] No [ ]
17. Please appended a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.
18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.
19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please appended a list of departments, schools, or divisions thus consulted.

Submitted by: [Signature] [Date 11/23/08]
Department Chairman/Division Director

Approved by: [Signature] [Date 11/18/08]
Dean [Associate Dean]

Dean of Graduate School (when required)

Chancellor/Vice-President

University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

UPS 724
University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow;
Department/Division—Pink; University Enrollment Services Advance—White
INTRODUCTION TO PUBLIC MANAGEMENT

Professor: Dr. Tracey Trottier—"Dr. T."  
Office: DW2219  
Phone #: 574-520-2130  
Email address: ttrottie@iusb.edu  
Office Hours: Monday 4:30P-5:30P  
Tuesday & Thursday 10:30A-11:30A  
Friday 11:00A-12:00N  
or by appointment

Class location: DW 1290  
Class hours: Friday, 8:30A – 11:00A

REQUIRED TEXT

GOALS
To examine the management process in public organizations in the United States with special attention on the external influences on public managers, the effects of the intergovernmental environment and, in particular, problems of management in a democratic, limited government system.

COURSE OBJECTIVES
- To learn the different management processes of public organizations.
- To gain knowledge of what public managers do.
- To apply what is learned through assignments and exercises.
- To develop critical thinking skills.
- To practice communication through writing.

EXPECTATIONS
Students are expected to attend class, complete readings and class assignments by the dates listed below, and participate in class discussions. Students are expected to treat each other and the instructor with respect. Students are also responsible to check their IUSB email address and Oncourse to keep up to date on any changes that need to be made to this course.

ATTENDANCE POLICY
Attendance is required for this course. Your final grade will be negatively affected by absences. **If you are unable to attend class for any reason, it is your responsibility to make arrangements with a fellow classmate to get missed notes and assignments.**

MAKE UP POLICY
There will be no make-up exams. If you must miss an exam date you need to make arrangements with the professor before the day of the exam. Documentation of reason for missing an exam is required.

Because only 12 assignments/exercises are due out of the possible 15 there will be no make-ups allowed on these.
GRADING POLICY

Each student has the potential to earn a grade of A equal to 100 points, which are broken down in the following manner.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>60</td>
</tr>
<tr>
<td>Assignments/Exercises</td>
<td>30</td>
</tr>
<tr>
<td>Attendance/Participation</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

GRADING POINTS

Take note that this instructor does not use a plus/minus (+/-) system of grading.

90 to 100 = A  
70 to 79 = C  
59 or less = F  
80 to 89 = B  
60 to 69 = D

COURSE REQUIREMENTS

Exams

There will be three exams given in this course. Each exam is worth 20 points each. The exams are not cumulative. In other words, they will only cover new material after the previous exam. These exams will consist of multiple choice, true/false, matching, fill in the blank, and/or short answer.

Assignments/Exercises

Students will be asked to work on assignments that pertain to the lecture and readings for that week. Some assignments will be started in class with additional work to be completed by the students outside of class and other assignments will require that the student completes all the work outside of the class. The due dates of the assignments are listed below and **late assignments are not acceptable** (This policy is strictly enforced for the sake of fairness). Though there will be 15 assignments given during the semester only 12 assignments need to be completed. Submitted assignments past the required 12 for additional credit will not be accepted or counted toward the final grade. **There will be no make-ups allowed on missed assignments/exercises since students are given 3 “freebies” during the semester.** Students should complete the assignments thoughtfully and thoroughly.

EXTRA CREDIT

SPEA has a new graduate student working to assist students in their classes. Stephanie Tezich will be holding sessions throughout the semester to help with study skills, paper writing, and information about SPEA, etc. For each **different topic session** attended I will add 1 point onto the final grade and for each **open study session** attended I will add 0.5 points onto the final grade up to a total of 10 points added onto the final grade. These 10 points are in addition to the normal 100 points that can be earned during the semester.
COURSE SCHEDULE

January 12  Introduction to Course, Exercise 1

January 19  Read Part 1 “What is Public Management”, Exercise 2, and 3

Exercise 1 due

January 26  Read Exercise 4

Exercise 2 due

February 2  Read Exercises 5 and 6

Exercise 3 due

February 9  Exam 1

Exercise 6 due

February 16  Read Part 2 “What is Public Personnel Management”, Exercise 7, and 8

February 23  Read Exercises 9 and 10

Exercise 7 and 8 due

March 2  Read Exercise 11

Exercise 9 and 10 due

Review

March 9  Exam 2

Exercise 11 due

March 16  No Class - Spring Break

March 23  Read Part 3 “What is a Budget,” “Why do we Budget,” “How do we Budget”, Exercise 12, and 13

March 30  Read Exercises 14 and 15

Exercise 12 due

April 6  Read Part 4 “Decision Making and Policy Analysis” and Exercise 16

Exercise 14 and 15 due

April 13  Read Exercises 17 and 18

Exercise 16 due

April 20  Review

Exercise 17 and 18 due

April 27  Final Exam
DISCLAIMER STATEMENT

Please note this is a tentative syllabus, and the instructor reserves the right to make any changes that may be necessary to meet the objectives of the course. Changes to the course will be announced during class sessions.

ACADEMIC HONESTY STATEMENT

It is the responsibility of the student to know of the prohibited actions such as cheating, fabrication, plagiarism, academic, and personal misconduct, and thus, to avoid them. All students are held to the standards outlined in the code. Please reference the entire code for a complete listing (www.dsa.indiana.edu/Code/). Any violation may result in serious academic penalty, ranging from receiving a warning, to failing the assignment, to failing the course, to expulsion from the University.

RELIGIOUS STATEMENT

If any student will require academic accommodations for a religious observance, please provide me with a written request to consider a reasonable modification for that observance by the end of the second week of the course. Contact me after class, during my office hours, or by individual appointment to discuss the issue. If after discussion we reach no consensus, either party or both should seek the advise of the Dean, and if no consensus is reached, then the advice of the Vice Chancellor of Academic Affairs (“VCAA”). Either the instructor or the student may appeal the VCAA’s decision to the Office of Affirmative Action within ten business days of the determination.

ADA STATEMENT

If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Contact the Director of Disabled Student Services (Administration Building, room 149, telephone number 520-4832), as soon as possible to work out the details. Once the Director has provided you with a letter attesting to your needs for modification, bring the letter to me. For more information, please visit the web site for Office of Disabled Student Services www.iusb.edu/~sbdss/services.shtml