**Course Syllabus**

**Spring 2021 - 2022**

**Dr. Barrak Algharabali**

**PA 112 – Introduction to Public Administration**

**Lecture Time and Location:**

**PA 112 (01)** : S & T & TH TIME 01:00 – 02:00 Room # C2 1005(2nd floor)

**Contact Information:**

**Location** : Department of Public Administration floor 3, Office B3/1030

**Email** : [Barrak.Algharabali@ku.edu.kw](mailto:Barrak.Algharabali@ku.edu.kw)

[Balgharabali@cba.edu.kw](mailto:Balgharabali@cba.edu.kw) (best way to reach me)

**Office Hours** : Sundays & Tuesdays from 11 am to 12 am or by appointment

**MyU Account** :@Balgharabally (find the course under my account)

**Social Media** : @Balgharabally

**Teaching Assistant:** TBA

**Course Description:**

This course focus is on developing each student’s comprehension of the history and foundational underpinnings of Public Administration. The course will cover the economic, political, and social dynamics within the field of public administration as well as the management challenges related to human resources, finances, program development, evaluation, technology, and strategic planning. In addition, this introduction to Public Administration will consider public service as a personal and professional commitment when considering the ethics and values unique to this sector. Through the use of the textbook, assigned readings, assignments, and class discussions, students will be afforded an opportunity to advance their theoretical and practical knowledge of public administration.

The course starts by defining and identifying what Public Administration is, then it starts to cover the major theories within the field and main scholars and their main contributions to the study of public administration. The course then starts introducing the students to the different fields within the area of public administration like the filed of human resource management within the public sector, performance management and measurement within the public sector, budgeting and financial management from a governmental perspective, decision making in the public sector, and the future of the field and where it is heading.

**Course Learning Outcomes:**

After the completion of this course students should be able to:

1. Understand what is the meaning of public administration.
2. Have a general overview about the different subfields under the umbrella of public administration.
3. Understand the uniqueness of the public sector from the profit and nonprofit sector.
4. Articulate the management theories and scholars that relate to the area of public administration.
5. Get a general understanding about the importance of human resource management when managing public organizations.
6. Get introduced to the importance of measuring and managing the performance of public agencies, and some the main issues that we could face when we structure performance management systems.
7. Understand the importance of public funds and wise financial management in supporting all of the activities that are provided by the government.
8. Realize how the decision-making process works in the public sector and how unique it is.
9. Discuses the future of the field of public administration and where the field is heading.

**Required Material:**

**Textbook è** Holzer, M. & Schwester, R. (2011). *Public Administration: An Introduction.* Armonk, NY: M.E. Sharpe.

**Additional Material:**

Other course material that we will use throughout the course, including course PPT Slides will be available on my personal website.

**Course Requirements and Policies:**

The schedule of topics is attached below. Teaching/learning methods used in this course include lectures, class discussions, discussing real-life examples and contemporary issues, and other assignments. You must be prepared for each class by reading the required material. You may be assigned to a group, where you will be required to discuss any specific topic or case that we will cover in class. Class participation is essential for the learning outcome because it will foster a better understanding for the concepts and topics that we will cover throughout the course.

The course requirements are as follows:

* **Exams:** there will be one final exam. Exams will be based on the material that we will cover during the semester. The FINAL EXAM IS COMPREHENSIVE. **The instructor retains the right to change the dates of any exam.**
* **Quizzes:** there will be four quizzes throughout the course. Quizzes will be based on the material that we will cover during the semester. **The instructor retains the right to change the dates of any quiz.**
* **Assignments:** there will be various assignments throughout the semester. The assignments will help you understand the material and tie the concepts.
* **Class Participation:** in class participation and case discussions will help make a more interesting and successful class. It is necessary that each student to be committed to the “4 Ps” of student involvement for the course to be more successful: *preparation, presence, promptness, and participation*. Appropriate class etiquette is part of effective participation. Brining in “current examples and events” is an easy way to participate in class. Active students in class might receive a bonus at the end of the semester.
* **Class Attendance:** Class attendance is required, and students are expected to attend class regularly. Missing classes will affect your grade. A student who incurs an excessive number of absences may be withdrawn from a class at the discretion of the professor and in accordance to the class attendance policy of the university. If a situation arises that would cause you to miss class, please notify the professor in advance through any available mean of communication. It is the student’s responsibility to make arrangements regarding any missed materials or assignments.

**Grading:**

The scores in this course will be the weighted average of the following items:

|  |  |
| --- | --- |
| **Weight** | **Description** |
| 10% | Attendance & Participation |
| 10% | Assignments |
| 20% | Midterm 1 |
| 20% | Midterm 2 |
| 40 % | Final Exam |
| 100% | TOTAL |

**Cheating and Plagiarism:** Every student in this course must abide by the Kuwait University Policy on Cheating and Plagiarism (published in the Student Guide, Chapter 3, Section 2). A copy of the student guide can be accessed online on:

<http://www.kuniv.edu/cs/groups/ku/documents/ku_content/kuw055940.pdf>

Please carefully note all sources and assistance when you turn in your work. Under no circumstances should you take credit for work that is not yours. You should neither receive nor give any unauthorized assistance on any deliverable. If you have any questions about what constitutes “unauthorized assistance” please email me before the deliverable is submitted.

**Grade Distribution:**

|  |  |
| --- | --- |
| **Grade** | **Range** |
| A | ≥ 95 |
| A- | ≥ 90 and < 95 |
| B+ | ≥ 87 and < 90 |
| B | ≥ 83 and < 87 |
| B- | ≥ 80 and < 83 |
| C+ | ≥ 77 and < 80 |
| C | ≥ 73 and < 77 |
| C- | ≥ 70 and < 73 |
| D+ | ≥ 65 and < 70 |
| D | ≥ 60 and < 65 |
| F | < 60 |

**Course Outline:**

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| --- | --- |
| **Title** | **Topics** |
| **Chapter 1:** Public Administration: An Indispensable Part of Society | An introduction to the study of public administration; definitions, essential characteristics of government, the services governments provide, and how governments interact with citizens. |
| **Chapter 2:** Organizational Theory and Management | A review of the major theories, terms, and scholars associated with organization theory and management will be presented. |
| **Chapter 3:** Human Resource Management | We will discuss the major concepts associated with human resource management. We will cover the importance of recruiting the best and the brightest workers and devising employee development strategies. The chapter will also cover employee motivation. |
| **Chapter 4:** Public Decision Making | Decision making theory and models will be presented as well as a discussion on dysfunctional decision making. |
| **Chapter 7:** Performance Management | This chapter examines the strategies for improving the performance of public organizations. The chapter will allow students to understand the concepts of total quality management (TQM), performance measurement systems, and the role of the citizen in the process. |
| **Chapter 9:** Public Budgeting | The chapter will help students to understand what the budget is, and what are the main components of the Kuwaiti budget. The chapter will also cover the major theories of budgeting. |
| **Chapter 14:** The Future of Public Administration | The chapter discusses the future of the field of public administration and the major trends in the field. |