

Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.

COURSE SYLLABUS

GOVT 360

INTRODUCTION TO PUBLIC ADMINISTRATION

COURSE DESCRIPTION

An introduction to the history and theory of public administration. These ideas will be applied within a variety of public institutional contexts.

RATIONALE

A basic understanding of public administration is expected of a graduate in the field of government regardless of what his or her field of concentration is within the discipline. This course provides that basic need.

I. PREREQUISITE

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

II. REQUIRED RESOURCE PURCHASE

Click on the following link to view the required resource(s) for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

III. ADDITIONAL MATERIALS FOR LEARNING

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Microsoft Office

IV. MEASURABLE LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

- A. Evaluate the field of public administration.
- B. Analyze the field of public administration with respect to biblical principles.
- C. Explain the vital nature of the field of public administration.
- D. Synthesize information from informed reading, research and analysis, and discussion in the field of public administration.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

- A. Textbook readings and lecture presentation/notes
- B. Course Requirements Checklist

After reading the Course Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.

- C. Discussion Board Forums (6)

Discussion boards are collaborative learning experiences. Therefore, the student is required to create a thread in response to the provided prompt for each forum. Each thread must be at least 400 words, with a scriptural or biblical worldview application. Each thread must also include citations from 2 scholarly references and must demonstrate course-related knowledge. In addition to the thread, the student is required to reply to 2 other classmates' threads. Each reply must be at least 200 words and must include at least 1 scholarly reference citation.

- D. Case Studies (3)

The student will complete 3 Case Studies, discussing the salient points of each case. Each Case Study must: include citations from 2 scholarly references, a scriptural or biblical worldview application, and be at least 500 words.

- E. Research Paper

The student will write an 8–10-page research-based paper on a chosen topic from the field of public administration. The paper must utilize at least 5 scholarly sources in addition to the course textbooks and the Bible.

- F. Exams (2)

There will be 2 open-book/open-notes exams containing discussion questions. The student will choose 2 questions to answer for the Midterm Exam and 4 to answer for the Final Exam. Each essay answer must be at least 300 words. The Midterm Exam has a 1-hour time limit. The Final Exam has a 2-hour time limit.

VI. COURSE GRADING AND POLICIES**A. Points**

Course Requirements Checklist	10
Discussion Board Forums (6 at 50 pts ea)	300
Case Studies (3 at 50 pts ea)	150
Research Paper	
Topic and Reference List	15
Outline	15
Final Draft	220
Midterm Exam	100
Final Exam	200
Total	1010

B. Scale

A = 900–1010 B = 800–899 C = 700–799 D = 600–699 F = 0–599

C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted.
4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Disability Assistance

Students with a documented disability may contact Liberty University Online's Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

COURSE SCHEDULE

GOVT 360

Textbooks: Cropf, et al., *The Public Administration Casebook (2012)*..
Shafritz et al., *Introducing Public Administration (2013)*.

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	Cropf et al: Introduction Shafritz et al.: Preface Material 1 presentation	Course Requirements Checklist Class Introductions Case Study 1	10 0 50
2	Cropf et al: chs. 1-2 Shafritz et al.: chs. 1-2 1 lecture note	DB Forum 1 Case Study 2	50 50
3	Cropf et al: chs. 3-4 Shafritz et al.: chs. 3-4 1 lecture note	DB Forum 2 Research Paper – Topic and Reference List	50 15
4	Cropf et al: chs. 5-6 Shafritz et al.: chs. 5-6 1 lecture note	DB Forum 3 Midterm Exam	50 100
5	Cropf et al: chs 7-8 Shafritz et al.: chs. 7-8 1 lecture note	DB Forum 4 Research Paper – Outline	50 15
6	Cropf et al: chs. 9-10 Shafritz et al.: chs. 9-10 1 lecture note	DB Forum 5 Case Study 3	50 50
7	Cropf et al: chs 11-12 Shafritz et al.: chs. 11-12 1 lecture note	DB Forum 6 Research Paper – Final Draft	50 220
8	Cropf et al: chs 13-14 Shafritz et al.: chs. 13-14 1 lecture note	Final Exam	200
TOTAL			1010

DB = Discussion Board

NOTE: Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.