

University of Oregon
School of Planning, Public Policy and Management
PPPM 633: Public Management
Spring 2023 (CRN: 35027)
Location: Gerlinger Hall 246
Time: Mondays and Wednesdays: 8:30-9:50 am
Course Website: <http://canvas.uoregon.edu>

M. Blair Thomas, Ph.D., MPH, MPA (he / him / his)

Office: Hendricks Hall 109

Student Hours: Tuesdays 8:00-10:00 am and by appointment

Email: blairt@uoregon.edu (Best way to reach me)

GENERAL NOTES:

I am here to support your learning objectives and get you all excited about this topic, but I also want to emphasize that nothing is more important than your mental and physical health.

- **I WILL ALWAYS CARE MORE ABOUT YOU AS A PERSON THAN AS A STUDENT!**
 - Listed as an ally for students that identify as LGBTQ, First Generation, and or DACA / Dreamers
 - Door is always open if you need me.
- Please let me know if you are struggling with any of the class material, or if you need extra time for any assignments.
- If you need to miss class for any reason (medical, childcare, work, etc.), that is completely fine – just send me an email. I do NOT need doctor's notes, or any other justification.
- If you or a household member are sick, please stay at home and take care of yourselves. Don't worry about missing assignments or classes. If my student office hour timings don't work for you, email me and we can find an alternative time to chat. All student office hours will be online this term for a safer experience.
- If you need to step outside the classroom briefly, please feel free to do so

INTRODUCTION:

By the end of this course, students should be able to:

- Understand reasons behind many administrative failures
- Understand how organizational structure and culture affect management outcomes
- Propose and defend managerial and administrative solutions
- Recognize political trade-offs and opportunities for advocacy
- Write succinct and convincing memos and reports recommending a specific course of action
- Present and explain managerial ideas to an audience

READINGS:

- Hill, Carolyn J. and Laurence E. Lynn, Jr. 2015. *Public Management: Thinking and Acting in Three Dimensions, 2nd Edition* (Washington, DC: CQ Press). [Do not purchase 1st edition]; Canvas

GENERAL INFORMATION

What you can expect from me:

As a general rule, I try to give responses within 24 hours:

- *Please Include "Subject" headings (e.g., Activity 1, Paper Grade) and class number (PADM 7410).*
- *Be patient. I check e-mail several times a day during the week, and you can usually expect a response within 24 hours.*
- *Remember that e-mail communication does not have the face-to-face communication benefits of voice inflection, body language, etc. As a result, it is very easy for misunderstandings to occur with email.*
- *If you would like to schedule a FaceTime or Skype session given the online forum of the course, don't hesitate to let me know and we can set up a meeting.*

COURSE WORKLOAD

A general rule of thumb for the expected workload for a graduate level class is approximately 3-4 hours/week per credit hour. Thus, a four-credit course will require approximately 12-16 hours of effort per week. For undergraduate

students, you can expect half of that time estimation. Our class meets for three hours each week, so students should expect to spend an additional 9 to 13 hours per week studying for this course.

COURSE REQUIREMENTS

Explanation of Assignments

Class Attendance – 15% (Five times for 3 percent each)

Students are expected to show up to class and engage (though not necessarily verbally). Attendance will be checked five times at random by opening questions which must be answered before the end of class on a sheet of paper. No late answers will be accepted.

Discussion Posts- 15% (Five times for 3 percent each)

Students must respond to five separate discussion board questions based on course content. All posts will be released by Tuesday of that week and are due by Sunday of that week at 11:59 pm, PST. These will be available on Canvas. No late posts will be accepted.

Memo- 30% (Due by Week 7, Tuesday)

Students will be expected to write a memo for class that will cover management related content that pertains to applicable public settings. It is expected to be in the range of seven to nine double-spaced pages. A rubric for grading will be provided on Canvas.

Team Project- 30% (Due by Week 9, Thursday)

Students will be required to form groups of three to six members, ultimately resulting in a combined document coupled with a recorded online presentation. Details will be provided via rubrics on Canvas.

Final Exam– 10% (Finals Week)

The final exam will cover all subject matter presented throughout the course. Make-ups will be permitted only in cases where a university excused absence is provided to the instructor. E-mail notices of illness without appropriate documentation of such illness will not constitute an acceptable excuse. The exam will consist of 10 questions in length and consist of multiple-choice and true/false questions. **It will be issued online and count as 10% of your final grade. No late exams will be accepted.**

GRADING & OTHER POLICIES

Grading: To summarize, the grading for the course breaks down as follows:

ASSIGNMENTS	POINTS
Attendance (5 x 3)	15
Discussion Posts (5 x 3)	15
Memo	30
Team Project	30
Final Exam	10

Letter Breakdown

A+	100%
A	94-99%
A-	90-93.99%
B+	86-89.99%
B	84-85.99%
B-	80-83.99%
C+	76-79.99%
C	74-75.99%
C-	70-73.99%
D+	66-69.99%
D	64-65.99%
D-	60-63.99%
F	Under 60%

Late Work and Make-Up Exams: No make-up participation points, assignments or exams will be allowed without a student having received prior permission from the instructor, and/or without a written university approved excuse. Missed exams for which the student has an approved excuse must be made up within three days of the original quiz or exam date. No make-ups will be permitted once grades have been posted and/or assignments have been returned. Students are responsible for making any necessary arrangements with the instructor to complete outstanding course requirements within the prescribed time frames.

Writing Lab

This is a reading and writing intensive course. If you struggle with writing, I strongly encourage you to use the services of the Writing Lab: The Writing Lab begins week two of the term and closes at 5:00 pm the Wednesday of finals week. Free tutors are available. Upper-division and graduate student tutors are available on a drop-in basis or by appointment. (You must go to the writing lab to schedule your appointment.) 9:00am – 5:00pm, Monday – Friday, 72 PLC (Prince Lucien Campbell).

Incomplete Policy

Students are expected to behave in a professional manner and to turn in all materials at the designated time. In accordance with university regulations, an incomplete will only be given when “the quality of work is satisfactory, but a minor yet essential requirement of the course has not been completed for reasons acceptable to the instructor.”

Plagiarism and Academic Misconduct

You are always expected to do your own work. Copying content from other students and submitting it as your own work is grounds for failing the class. The University Student Conduct Code (available at conduct.uoregon.edu) defines academic misconduct. Students are prohibited from committing or attempting to commit any act that constitutes academic misconduct. For example, students should not give or receive (or attempt to give or receive) unauthorized help on assignments or examinations without express permission from the instructor.

Students should properly acknowledge and document all sources of information (e.g. quotations, paraphrases, ideas) and use only the sources and resources authorized by the instructor. If there is any question about whether an act constitutes academic misconduct, it is the students’ obligation to clarify the question with the instructor before committing or attempting to commit the act. Additional information about a common form of academic misconduct, plagiarism, is available at: www.libweb.uoregon.edu/guides/plagiarism/students. **I use Turnitin to analyze your assignments for plagiarism. High percentage scores on Turnitin (70 and over) will result in 0 points on the assignment and possible further academic consequences.**

Documented Disabilities

The University of Oregon is working to create inclusive learning environments. Please notify me if there are aspects of the instruction or design of this course that result in disability-related barriers to your participation. You are also encouraged to contact the Accessible Education Center in Room 360 or call at 541-346-1155 or uoacc@uoregon.edu.

Sexual Violence, Harassment and Survivor Support

The UO is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic and dating violence and gender-based stalking. If you (or someone you know) has experienced or experiences gender-based violence (intimate partner violence, attempted to completed sexual assault, harassment, coercion, stalking, etc.), know that you are not alone. UO has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more. If you wish to speak to someone confidentially, you can call 541-346-SAFE, UO’s 24-hour hotline, to be connected to a confidential counselor to discuss your options. You can also visit the SAFE website at safe.uoregon.edu.

Diversity, Inclusion and Respect Statement

It is the policy of the University of Oregon to support and value diversity. To do so requires that we:

- respect the dignity and essential worth of all individuals.
- promote a culture of respect throughout the University community.
- respect the privacy, property, and freedom of others.

- reject bigotry, discrimination, violence, or intimidation of any kind.
- practice personal and academic integrity and expect it from others.
- promote the diversity of opinions, ideas and backgrounds which is the lifeblood of the university.

Course content, class discussions, projects and activities, and assignments for this class rest on an assumption that human diversity is normative and is an appropriate focus of attention. The course requires and expects critical thinking about, and sensitivity to, the impact of diversity (culture, religion/faith, gender, ethnicity, race, socioeconomics, physical and cognitive ability, sexual orientation, and other considerations) both in relation to the populations we serve, and in the classroom. Students are encouraged to develop and expand their respect for and understanding of diverse identities and experiences.

Spring 2023 Assignment Due Date Schedule*

Week	Readings[^]	Assignment(s) Due
Week 1 April 3	<ul style="list-style-type: none"> • Hill & Lynn, Ch. 1 & 2 	
Week 2 April 10	<p align="center"><u>NO CLASS ON TUESDAY 4/11: COUNTY ENGAGEMENT DAY!- DETAILS WILL BE DISCUSSED</u></p> <ul style="list-style-type: none"> • Hill & Lynn, Ch. 4 & 5 	Discussion 1 Due
Week 3 April 17	<ul style="list-style-type: none"> • Hill & Lynn, Ch. 6 & 7 • Canvas Readings 	Discussion 2 Due
Week 4 April 24	<ul style="list-style-type: none"> • Canvas Readings 	
Week 5 May 1	<ul style="list-style-type: none"> • Canvas Readings 	Discussion 3 Due
Week 6 May 8	<ul style="list-style-type: none"> • Group Meeting Time: Monday • 	Discussion 4 Due
Week 7 May 15	<ul style="list-style-type: none"> • Hill & Lynn, Ch. 8 & 9 • Canvas Readings 	Memo Due by Tuesday
Week 8 May 22	<ul style="list-style-type: none"> • Hill & Lynn, Ch. 10 & 11 • Canvas Readings 	Discussion 5 Due
Week 9 May 29	<ul style="list-style-type: none"> • Hill & Lynn, Ch. 12 • Canvas Case / Readings 	Group Project Due
Week 10 June 5	<ul style="list-style-type: none"> • Canvas Readings • Study Session on Wednesday 	
Finals Week June 12		<u>Final Exam Due by 11:35 am PST on June 16th</u>

*Subject to Change