



**Navajo Technical University**  
PO Box 849, Crownpoint, NM 87313

<http://www.navajotech.edu>

Tel: (505) 387-7401

**Course Title: Introduction to Public Administration**  
**Course #: PAD 101 ONLINE**

**Credit Hours: 3**  
**Semester: Spring Semester 2022**  
**Cap: 25**

**Faculty:** Rick Rochester, J.D.

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**Office:** Sci/Tech Bldg, Room 318

**Office Phone:** 505.387.7464

**Office Hours** (face-to-face or online): TBA

**Preferred Communication** (email and/or text; will respond within 24 hours): Email or phone

**Modality** (face-to-face, hybrid, or online): Online

**Class Location and Meeting Times** (if face-to-face):

**Meeting Hours and Online Hours** (if hybrid): MW 6:30 pm – 8:00 pm

**Required Materials:**

**Textbooks:** Krutz, American Government, 3<sup>rd</sup> ed. ISBN: 978-1-951693-43-5 OpenStax OER text.

**Tools:**

**Laptop and Internet Access:** Every student is required to own a laptop and have internet access.

**Lab Fee (if applicable):**

**Mission, Vision, and Philosophy**

**Mission:** Navajo Technical University honors Diné culture and language, while educating for the future.

**Vision:** Navajo Technical University provides an excellent educational experience in a supportive, culturally diverse environment, enabling all community members to grow intellectually, culturally, and economically.

**Philosophy:** Through the teachings of Nitsáhákees (thinking), Nahátá (planning), Ína (implementing), and Siihasin (reflection), students acquire quality education in diverse fields, while preserving cultural values and gaining economic opportunities.

**Course Description**

This is the foundational course to Public Administration. It will provide an overview of numerous factors that affect public administration, and study the theories and issues relating to it. This course will also cover important areas including; federalism, contexts of administration, organization theory, organization behavior, management, leadership, labor relations, public personnel management, budgeting, decision making, bureaucracy, and ethics and accountability. This course will also tackle public administration in different countries and will enhance students' understanding of public administration systems. Current cases related to public administration will be incorporated so that students can use critical thinking to analyze issues and apply public administration theories.

**NOTE: This syllabus is subject to change, and the instructor will notify you of any modifications.**

Course Outcomes	Course Assessments
Develop a foundational understanding of Public Administration	Homework assignments, team activities, reading assignments, written assessments, quizzes, exams, projects and presentations
Know the organization and functions of the three branches of the federal government	
Distinguish between the functions and power relationships between the federal and state governments	
Appreciate and understand the value of the government employment merit system	
Learn about ethics in public administration and understand its importance	

### Connections to Program Assessment (Course-Embedded Measures)

#### Course Activities

Week	Date	Class Topics/Reading Due	Assignments Due	Assessments
1	1.18--1.21	Introduction to course, syllabus, text		
		<b>Last day to add/drop 1.21.22</b>		
2	1.24--1.28	Ch 1		
3	1.31--2.4	Ch 3		
4	2.7—2.11	Ch 4		
5	2.14—2.18	Ch 5		
6	2.21—2.25	Ch 6		<b>2.21 Pres. Holiday</b>
		<b>Graduation Petition due 2.25.22</b>		
7	2.28—3.4	Ch 7		
8	3.7—3.11	Midterm Review and Exam		<b>Midterms</b>
9	3.14—3.18	Ch 11		<b>Spring Break Holiday</b>
10	3.21—3.25	Ch 12		
11	3.28—4.1			
		<b>Last day to withdraw with W 3.31</b>		
12	4.4—4.8	Ch 13		
13	4.11—4.15	Ch 14		
14	4.18—4.22	Ch 15		
15	4.25—4.29	Ch 16		
16	5.2—5.6	Review and Wrap up		
17	5.9—5.12	<b>Final Exams</b>		<b>Finals</b>
		<b>Grades due to Registrar 5.12.22</b>		
		<b>Graduation 5.13.22</b>		

#### Grading Plan

Homework: 30%

Attendance/Class Participation: 15%

Team Project(s): 10%

Quizzes: 25%

Final Exam: 20%

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59% or less

### **Homework Policy**

Late homework will result in reduced scores as follows:

Late 1 day-- -10% of score

Late 2 days-- -25% of score

Late 3 days-- -50% of score

Homework more than three days late will not be accepted

### **Grading Policy**

Students must do their own work. Cheating and plagiarism are strictly forbidden. Cheating includes (but is not limited to) plagiarism, submission of work that is not one's own, submission or use of falsified data, unauthorized access to exams or assignments, use of unauthorized material during an exam, or supplying or communicating unauthorized information for assignments or exams.

### **Participation**

Students are expected to attend and participate in all class activities. Points will be given to students who actively participate in class activities including guest speakers, field trips, laboratories, and all other classroom events.

### **Cell phone and headphone use**

Please turn cell phones off **before** coming to class. Cell phone courtesy is essential to quality classroom learning. Headphones must be removed before coming to class.

### **Attendance Policy**

Students are expected to attend all class sessions. If more than ten minutes late, students will be counted as absent. A percentage of the student's grade will be based on class attendance and participation. Absence from class, regardless of the reason, does not relieve the student of responsibility to complete all course work by required deadlines. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the Counseling Department for investigation and potential intervention. **Instructors may drop students from the class after three (3) absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.**

### **Study Time Outside of Class for Face-to-Face Courses**

**For every credit hour in class, a student is expected to spend two hours outside of class studying course materials.**

### **Study Time for Hybrid or Blended Courses**

**For a hybrid or blended course of one credit hour, a student is expected to spend three hours per week studying course materials.**

### **Study Time for Online Courses**

**For an online course of one credit hour, a student is expected to spend four hours per week studying course materials.**

### **Academic Integrity**

Integrity (honesty) is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students who engage in academic dishonesty diminish their education and bring discredit to the University community. Avoid situations likely to compromise academic integrity such as: cheating, facilitating academic dishonesty, and

plagiarism; modifying academic work to obtain additional credit in the same class unless approved in advance by the instructor, failure to observe rules of academic integrity established by the instructor. **The use of another person's ideas or work claimed as your own without acknowledging the original source is known as plagiarism and is prohibited.**

### **Diné Philosophy of Education**

The Diné Philosophy of Education (DPE) is incorporated into every class for students to become aware of and to understand the significance of the four Diné philosophical elements, including its affiliation with the four directions, four sacred mountains, the four set of thought processes and so forth: Nitsáhákees, Nahát'á, Íína and Siih Hasin which are essential and relevant to self-identity, respect and wisdom to achieve career goals successfully.

At NTU's Zuni Campus, the A:shiwí Philosophy of Education offers essential elements for helping students develop Indigenous and Western understandings. Yam de bena: dap haydoshna: akkyá hon detsemak a:wannikwa da: hon de:tsemak a:ts'umme. *Our language and ceremonies allow our people to maintain strength and knowledge.* A:shiwí core values of hon i:yyułashik'yanna:wa (respect), hon delank'oha:willa:wa (kindness and empathy), hon i:yyayumola:wa (honesty and trustworthiness), and hon kohoł lewuna:wediyahnan, wan hon kela i:tsemanna (think critically) are central to attaining strength and knowledge. They help learners develop positive self-identity, respect, kindness, and critical thinking skills to achieve life goals successfully.

### **Students with Disabilities**

Navajo Technical University is committed to serving all students in a non-discriminatory and accommodating manner. Any student who feels that she or he may need special accommodations should contact the Accommodations Office (<http://www.navajotech.edu/student-services#accomodations-services>) in accordance with the university's Disability Accommodations Policy (see [http://www.navajotech.edu/images/about/policiesDocs/Disability\\_Exhibit-A\\_6-26-2018.pdf](http://www.navajotech.edu/images/about/policiesDocs/Disability_Exhibit-A_6-26-2018.pdf)).

### **Email Address**

Students are required to use NTU's email address for all communications with faculty and staff.

**Final Exam Date: December 13-15, 2021**