

Introduction to Careers in Government and Public Administration

Scope and Sequence

Unit Lesson

Objectives

ADMINISTRATIVE AND POLITICAL SYSTEMS IN THE UNITED STATES

Foundations of U.S. Government and Democracy

Describe the core ideas of the Enlightenment period and identify their impact throughout the founding documents of the United States, including the Declaration of Independence, the Constitution, and the Bill of Rights.

Describe the purpose and identify the different components of the Declaration of Independence.

Discuss the Constitution and its role in the formation of the U.S. government.

Define the guiding principles of U.S. government, including the separation of powers, federalism, and checks and balances.

Project: The Founding Fathers

A History of U.S. Public Administration

Discuss the foundations and history of U.S. public service within the framework of representative democracy.

Identify the phases of historical U.S. public service and the strengths and challenges in each phase.

Contrast the benefits of businesses focused on tradition or innovation.

Identify the influential thinkers who impacted changes to U.S. public service systems and structures.

The Modern Civil Service

Outline the definition and qualities of a bureaucracy.

Identify a bureaucratic structure in daily life.

Describe the basic structure and qualities of the modern U.S. civil service.

Identify the disadvantages and criticisms of the civil service system.

Project: Cabinet-level Departments

Public Service Roles and Responsibilities

Unit Lesson

Objectives

Trace the evolution of federal employment practices and policies.

Describe how federal government hiring practices have changed since 1789.

Chart the major employment categories of federal service.

Career Development in Federal Agencies

Explain the rights and responsibilities of federal service in the United States.

Chart the major employment categories of federal service.

Construct a pathway for career success in federal service that begins with an entry level position.

Project: Workforce Development Planning

Promoting Inter-Agency Coordination

Explain the rights and responsibilities of federal service in the United States.

Chart the major employment categories of federal service.

Identify the geographic location of federal agencies.

Argue the need for interaction between federal agencies, states, and local governments.

Project: The Hometown Federal Government

Test

OVERLAPPING POWERS OF GOVERNMENTS

Understanding Federal, State, and Local Roles and Responsibilities

Discuss the importance of states and local governments (cities, counties, and special districts) within our constitutional system of federalism and division of powers.

Recognize the distribution of power among the branches and levels of government.

Unit Lesson

Objectives

Explain the difference between state-centered and national-centered federalism.

Federalism and Separation of Powers

Recognize the distribution of power among the branches and levels of government.

Compare and contrast U.S. federalism with other forms of government.

Explain the difference between state-centered and national-centered federalism.

Describe the benefits of different types of federalism and describe some of its drawbacks.

Project: Organize a Debate on Federalism

Contemporary Intergovernmental Relations

Recognize how federal, state, and local governments work together.

Explain intergovernmental relations.

Compare and contrast national and state government services.

Explain the establishment of Medicare.

Describe governmental infrastructure and special districts.

Project: Will You Collect Social Security?

Number, Size, and Scope of Governments

Describe the difference between federal and state responsibilities.

Argue the need for balancing national with local interests.

Identify sources of revenue and categories of expenditures.

Utilize cooperative governmental resources.

Project: Conduct a Mock Public

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Hearing

Sources of Revenue and Spending
Priorities

Describe ways the federal government collects revenue.

Describe ways state and local governments collect revenue.

Identify sources of revenue and categories of expenditures.

Discuss policy priorities during times of economic recovery.

Project: Create a Video or Report
about a Local Agency

Job Performance

Profile successful careers in state and local government.

Explore and identify three career options and opportunities with state and local government of interest.

Test

POLITICS, ELECTIONS, AND DEMOCRATIC PARTICIPATION

Formation of Public Opinion

Explain how individuals can influence selection of public officials.

Describe the formation of public opinion, socialization, and electoral processes in political campaigns and elections.

The American Voter

Explain how individuals can influence selection of public officials.

Describe the formation of public opinion, socialization, and electoral processes in political campaigns and elections.

Explain the influence of education, occupation, socioeconomic status, religion, race, and ethnicity, and geographical region on party identification and voting behavior.

Unit Lesson

Objectives

Project: Make Two Data Graphics About Social Media for Public Engagement

Participation and Political Parties

Explain the influence of public opinion, socialization, and electoral processes in political campaigns and elections.

Explain the influence of education, occupation, socioeconomic status, religion, race and ethnicity, and geographical region on party identification and voting behavior.

Define the importance of civic education and how it relates to political participation.

Identify categories of interest groups and describe their functions.

Project: Write and Design a Voter Guide

Political Campaigns, Financing Elections, and Role of Social Media

Identify the ideological differences between Republicans and Democrats concerning taxes, the economy, and regulation of big businesses..

Understand the impact of third parties in political elections.

Analyze the reasons for the failures of campaign finance reform..

Compare the different forms of mass media in campaign coverage.

Assess potential career paths in a political environment.

Project: Interview with a Politician

Voter Turnout and the Electoral College

Analyze issues and attitudes affecting low voter turnout in America.

Describe how the Electoral College is used in presidential elections.

Identify the different duties of a poll worker.

Unit Lesson

Objectives

Project: Election Day

Redistricting, Reapportionment, and Gerrymandering

Understand the process of reapportionment.

Understand redistricting and pitfalls of gerrymandering.

Analyze the impact of voter ID laws on minority voters.

Test

GOVERNMENTAL INSTITUTIONS: EXECUTIVE, LEGISLATIVE, AND JUDICIAL

Changing Role of the Chief Executive

Understand the Constitutional stipulations for being president.

Recognize the different roles of the president.

Identify the various federal executive departments and agencies that the president oversees.

Examine the power of the presidency.

Describe the changing role of the president.

Project: Rewriting History Report

The Executive Bureaucracy

Understand what bureaucracies are and how they function.

Identify the four different types of bureaucracies used in the U.S. federal government today.

Investigate the cabinet departments and the different career paths they offer.

Analyze why the federal government lags in advanced technology and IT projects.

Joint Control of Executive Agencies

Explain congressional control over the executive branch.

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Evaluate the role of Congress in the budget process.

Understand the concept of open government.

Project: Freedom of Information

Congressional Authority

Explain the major functions of Congress, including lawmaking and representation.

Compare and contrast the roles of the House of Representatives and the Senate.

Analyze the role of leadership in both the House of Representatives and the Senate.

Legislative and Budget Processes

Provide the basic steps by which a bill becomes a law.

Evaluate the impact committees have on the legislative process.

Explain how the federal budget is developed.

Project: Making a Law

Judicial Review

Explain major principles of the American legal system.

Compare and contrast the roles of the federal and state court systems.

Evaluate the meaning of the Bill of Rights.

Project: Understanding the State Court System

Test

PUBLIC POLICY AND PROGRAM IMPLEMENTATION

Domestic and Social Policies

Describe the policymaking process, including defining the problem, policy formulation, implementation, and evaluation.

Unit Lesson

Objectives

Evaluate how issues such as immigration and health policies impact Americans.

Compare and contrast the problems domestic policies are designed to address.

Project: Analyze a Policy

Regulatory Policies

Define regulatory policy.

Compare and contrast the role of regulatory agencies to the legislative and judicial branches of the federal government.

Evaluate and defend U.S. environmental policies.

Fiscal and Monetary Policies

Compare and contrast fiscal and monetary policies.

Describe how the Federal Reserve System implements monetary policy.

Appraise the efficacy of the United States' fiscal policy.

Illustrate how policymakers assess inflation rates in the economy.

Project: How the Federal Reserve Implements Monetary Policy

Making Foreign and Defense Policy

Define foreign policy and diplomacy.

Compare and contrast the types of treaties countries typically enter into.

Identify the principal agencies and departments that assist the president in developing foreign policy.

Project: Negotiating a Treaty

Protecting the United States

Explain national security and the actors involved.

Identify the principal agencies that assist the president in developing national security policy.

Unit Lesson

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Describe the role of intelligence in national security issues.

Presidential Direction in Foreign and Defense Policy

Define the role of commander in chief.

Identify the principal advisors that assist the president in developing foreign policy.

List career options within the State Department and the Defense Department.

Describe State Department and Department of Defense careers.

Project: A Job in the State Department

Test

COURSE PROJECT, REVIEW, AND EXAM

Review

Exam