**Format and Guidelines for the Midterm & Finals (Final version)**

1. **Midterm**

a. Date and Time: 9:00-11:00 (two hours), October 22

b. 25 questions will be provided. You are required to answer **20 questions** out of 25.

c. Scope: Scheduled readings on syllabus, lecture, and class discussion

d. Format

* Closed book, closed notes, no laptop, and no cellphone
* Papers will be provided. You are responsible for bringing your pens or pencils.
* You will be asked to write couple of sentences for each question. No multiple choices. There will be no question that requires more than 2 paragraphs.
* Write only your mailbox number on top of the exam book – write your name on the last page of your exam book!

e. How to prepare

* Review your class discussion notes, lecture slides, and your readings
* Focus on important topics (issues) and concepts (you are not going to be asked to memorize details)

1. **Final exam**

a. Date and Time: 9:00-12:00 (three hours), December 10

b. 27-28 questions will be provided. You are required to answer **20 questions**– same number of questions as the midterm but you will have more time for the finals.

c. The final exam will cover all reading, lecture, and discussion, including the midterm scope. Some questions from midterm may be asked in the final exam with some modification.

1. **Grading policy**

Grading will be based on your understanding of key concepts we discussed in class and written in textbooks. The full point for each question is 5 thus the total full points you can get is 100 for midterm and 100 for the final. Please do not write more than the number of questions you are asked to answer.

\*\* Re-grading policy \*\*

The re-grading procedure is intended to correct serious errors. It is not intended as an opportunity to argue about each judgment call made by the grader. Your re-grading request will be accepted if your claim is reasonable. In such case, I will regrade your ENTIRE exam, not just what you think you lost points on (for fairness to others). For your information, it is unlikely that you can get 5 on the question you got 0 or 1 previously, so 1-2 questions wouldn’t affect your final grade.

1. **Sample question and key answer**

Q: Explain politics-administration dichotomy (W. Wilson)

A: Out of “disappointment” of spoils system. The growth and complexity of government requires us to develop the field of Public Administration (PA). W. Wilson says that PA is a field of business-like and should be separated from politics. The object of administrative study is to rescue executive methods from the confusion and costliness of empirical experiment and set them upon foundations laid deep in stable principle. Executive decisions in governments should not be manipulated by politics. Such a distinction highlights accountability of those who are in charge of their actions.