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### PSC 361.01: Introduction to Public Administration

Jeffrey D. Greene

*University of Montana - Missoula*, [jeffrey.greene@umontana.edu](mailto:jeffrey.greene@umontana.edu)

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# PSc 361 Introduction to Public Administration Syllabus

Fall 2000

**Tuesday/Thursday in LA 337 12:40 p.m. - 2:00 p.m.**

**Professor: Dr. Jeffrey Greene / Telephone: 243-6181 / E-mail: jeffrey@selway.umt.edu**

**Office: LA 356 Hours: 3 -3:30 p.m. M, T, Th**

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## **COURSE DESCRIPTION**

This course is designed to introduce students to the basic concepts and principles of public administration. A wide variety of topics will be covered including a survey of major figures and theories of public administration, bureaucratic theory, organizational theory, and an overview of contemporary issues. The class will include a survey of the historical development of public administration in the United States beginning with the classical period through the contemporary era. A special emphasis will be given to the similarities and differences between public and private administration (such as the public-private dichotomy). The political context of public administration will receive special attention. PSc 361 is a "survey course" intended to enhance students understanding of the practice and discipline of public administration.

## **TEXT**

*Public Administration: An Action Orientation* by Robert Denhardt

## **COURSE REQUIREMENTS**

The requirements for the class include two exams (mid-term and final), a research project, and participation. The grade weights are specified below.

Exam #1 ... 35% (Midterm, Thursday, October 19)

Exam #2 ... 35% (Tuesday, November 21)

Research Presentation.... 30% (Presentations begin on Tuesday, November 28)

The format for both exams will be subjective (terms and essays). Student will receive a study guide for the exams, which will also be available on line. *There will be no "final" exam given during final exam week. Exam #2 is technically the last exam.* The research project consists an oral presentation, the equivalent of an 8-10 page research paper. Students may select any topic of interest that is related to public administration. The last classes (from November 24 until the end of the semester) will be used for presentations. Presentations should be approximately 10 minutes with an additional 5 minutes for questions. A schedule for presentations will also be

prepared during the first month of class. The criteria used for grading presentations are provided below.

#1 SPEAKING -- refers to mechanical delivery.

#2 STYLE -- refers to delivery. This is used to determine if the presentation is "flat" or "lacked energy".

#3 CONTENT/ORGANIZATION -- refers to the substance of the research. This is used to gauge the "quality" of the information conveyed in the presentation.

#4 TEACHING AIDS -- refers to the appropriate use of various types of aids that enhance the quality of a presentation or make the information easier to comprehend (i.e. transparencies, handouts).

You should consider this project a "public speaking" and research exercise. All students are expected to turn in a summary and bibliography when they deliver their presentations. The research presentation will be discussed in greater detail on the first day of class. In lieu of the presentation, students may complete a 10-page research paper on some aspect of public administration.

## **ATTENDANCE & PARTICIPATION**

Students are encouraged to make every effort to attend classes. Although no specific policy will be used in this class, excessive absenteeism may have an adverse impact on one's final grade.

## **READING ASSIGNMENTS**

Students are responsible for all of the assigned readings. The list below is intended as a guideline to the general subjects that will be covered during class.

**POLITICAL SCIENCE WEB SITE:** <http://www.umt.edu/polsci>

## **SPECIAL DATES**

Exam #1 (Thursday, October 19)

*Tentatively* No Class (Thursday, November 9, due to the Southern Political Science Association Conference)

Exam #2 (Tuesday, November 21)

Thanksgiving Break (Begins Wednesday, November 22 through Sunday, November 26)

Presentations Begin (Tuesday, November 28)

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## READING ASSIGNMENTS AND CLASS OUTLINE

*(Sections are generally the equivalent of one week)*

### **Section 1 Introduction: What is Public Administration?**

Chapter 1 "Personal Action in Public Organizations"

Reserved Materials in Mansfield Library: "Big Democracy, Big Government," from *Public Administration and Public Affairs*, (7th Edition) by Nicholas Henry, Prentice Hall, 1999.

Reserved Materials in Mansfield Library: "Public Administration's Century in A Quandary," from *Public Administration and Public Affairs*, (7th Edition) by Nicholas Henry, Prentice Hall, 1999.

### **Section 2 The Context of Public Administration**

Chapter 2 "The Political Context of Public Administration"

### **Section 3 Federalism and Intergovernmental Relations**

Chapters 3 "The Interorganizational Context of Public Administration"

### **Section 4 Ethics**

Chapters 4 "The Ethics of Public Service"

### **Section 5 Public Budgeting**

Chapter 5 "Budgeting and Financial Management"

### **Section 6 Personnel Administration**

Chapter 6 "The Management of Human Resources"

### **Section 7 Strategic Planning and Program Evaluation**

Chapter 7 "Planning, Implementation, and Evaluation"

Chapter 8 "Managing in a Political Context"

**Section 8** Mid-term Exam October 19 (Thursday)

### **Section 9 Improving Quality and Productivity in Public Organizations**

Chapter 9 "Reinventing Government: Improving Quality and Productivity in Public Organizations"

**Section 10, 11 Organizational Behavior**

Chapter 10 "Personal Skills in Public Management"

Chapter 11 "Interpersonal Skills and Group Dynamics"

**Section 12 Summary**

Chapter 12 "The Future of Public Service"

**Section 13** Exam #2, Tuesday, November 21

**Section 14** Presentations begin on Tuesday, November 28

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