Fall 9-1-1994

**PSC 361.01: Introduction to Public Administration**

Jeffrey D. Greene  
*University of Montana, jeffrey.greene@umontana.edu*

Follow this and additional works at: [https://scholarworks.umt.edu/syllabi](https://scholarworks.umt.edu/syllabi)

Let us know how access to this document benefits you.

**Recommended Citation**

[https://scholarworks.umt.edu/syllabi/6464](https://scholarworks.umt.edu/syllabi/6464)

This Syllabus is brought to you for free and open access by the Course Syllabi at ScholarWorks at University of Montana. It has been accepted for inclusion in Syllabi by an authorized administrator of ScholarWorks at University of Montana. For more information, please contact [scholarworks@mso.umt.edu](mailto:scholarworks@mso.umt.edu).
SYLLABUS

PSC 361 Introduction to Public Administration

Fall 1994

Tuesday/Thursday LA 102 12:40 p.m. - 2:00

Professor: Jeff Greene, Ph.D. Telephone: 243-6181
Office: LA 356 Hours: 8:30-9:30 T Th

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 given to the similarities and differences between public and private administration (i.e. the public-private dichotomy). The political context in which public administration functions will also receive special attention. PSC 361 is a "survey course" intended to enhance student's understanding of the discipline of public administration.

TEXTS

Core Text: Public Administration in the United States (2nd Edition) by Schuman and Olufs

Supplemental: Public Administration: A Realistic Reinterpretation of Contemporary Public Management by Lerner and Wanat

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.
Mid-term Exam .......... 30% (Oct. 27)
Final Exam ........... 30% (Dec. 19)
Research Project ....... 30%
Participation .......... 10%

The primary format for both exams will be objective (multiple choice and true/ false questions) with a subjective (short essay) component. There will be a review session. The research project consists of an oral presentation rather than a written research paper. The last two weeks of class will be used for presentations. The only written requirement is a bibliography to be turned in on the day of your presentation. Presentations should be approximately 15 minutes. The research project will be discussed in greater detail on the first day of class. There is an option available for any student who prefers not presenting an oral research project - a 15 page research paper. Any student can select this option. It makes no difference on grade weights. During the first month of class you must select a topic. A schedule for presentations will also be prepared during the first month of class. All written research papers are due on Tuesday, December 13 (the last day class).

Participation is encouraged in class discussions. However, participation will be handled as a positive reward rather than a penalty. This simply means that quality participation will count as 10% of your grade (as specified above). Failure to participate simply alters the grade weights (the exams and research project would count as one-third of your grade). This will be explained in greater detail on the first day of class.

ATTENDANCE

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 affect on one's final grade.

SPECIFIC DATES

October 27 Mid-Term Exam (Tentative Date)
November 3 No Class (Conference in Atlanta)
November 24 No Class (Thanksgiving)
December 19 Final Exam

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.
READING ASSIGNMENTS AND CLASS OUTLINE

Weeks 1 & 2  Introduction: What is Public Administration?
Lerner and Wanat: Chapters 1, 2
Schuman and Olufs: Chapter 1

Week 3  The Bureaucracy
Schuman and Olufs: Chapter
Lerner and Wanat: Chapter 2

Week 4  Organization as the Context of Administration
Lerner and Wanat: Chapter 3
Schuman and Olufs: Chapters 4, 5

Week 5  The Human Factor
Lerner and Wanat: Chapter 4
Schuman and Olufs: Chapter 6

Week 6  Personnel Administration
Lerner and Wanat: Chapter 5
Schuman and Olufs: Chapters 9, 10

Week 7  Public Budgeting
Lerner and Wanat: Chapter 6
Schuman and Olufs: Chapters 13, 14

Week 8  Review Session and Mid-Term Exam
Exam: Thursday, October 27

Week 9  Public Policy
Lerner and Wanat: Chapter 7
Schuman and Olufs: Chapter 16

Week 10  Public Management: Leadership, Motivation, and Supervision
Lerner and Wanat: Chapter 8
Schuman and Olufs: Chapters 8, 11
Week 11  Public Management: Labor-Management Relations
        Schuman and Olufs: Chapters 12,15

Week 12  Ethics
        Lerner and Wanat: Chapter 9,10
        Schuman and Olufs: Chapter 3

Week 13  Class Presentations Begin
        Written Research Papers (Optional)
        Due December 8
        Final Exam – Monday, December 19 (10:10 a.m. in LA 102)