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PSC 501.01: Principles of Public Administration Seminar

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S Y L L A B U S

PSC 501 Principles of Public Administration Seminar

Fall 1994

Tuesdays LA 344 4:10 - 6:30 p.m.

Professor: Jeff Greene, Ph.D.

Telephone Number: 243-6181

Office: LA 365

Hours: 8:30-9:30 T Th

DESCRIPTION

This course is designed to allow students to develop an understanding of the field 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 (i.e. the public-private dichotomy). The political context in which public administration functions will also receive special attention. PSC 501 is a "survey course" intended to enhance student's understanding of the discipline of public administration. The course will also blend theory with practical application. The course will be conducted as a seminar, thus more emphasis will be placed on class discussion and interaction than on traditional lectures.

CORE TEXTS (All four books are required)

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

Public Administration: Concepts and Cases (5th Edition) by Stillman

SUPPLEMENTAL TEXTS

Classics of Public Administration (3rd Edition) by Shafritz and Hyde

Mastering Public Administration by Brian Fry

Public Administration: Scenarios in Public Management by Lerner and Wanat (Optional - Not Required)

COURSE REQUIREMENTS

The requirements for the class include one exam, a research project,

and participation. The grade weights are specified below.

Exam	45%	(Nov. 29)
Research Project.....	45%	(Due Dec. 15)
Participation	10%	

The format of the exam will be subjective (terms and a choice of essays). There will be a review session. The research project consists of two parts: a written research paper (approximately 20 pages) and an oral presentation of the paper. The last two weeks of class will be used for presentations. Presentations will be 30 minutes each. The research project will be discussed in greater detail on the first day of class. 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 15 (the last day class). **There will be no final exam.**

Participation in class discussions is encouraged. This is a graduate seminar and training to be public manager, communication skills are essential. 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 exam's weight becomes 50 percent and the research project becomes 50 percent). Students can contribute to their participation through article reports (a brief summary of a relevant article from the Shafritz and Hyde book). The last part of each session will be reserved for these summaries. 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

November 29	Exam
December 15	Research Papers Due

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. The format will be discussed in detail during the first class.

READING ASSIGNMENTS AND CLASS OUTLINE

Session 1 Introduction

Session 2 What is Public Administration

Lerner and Wanat: Chapter 1
Stillman: Chapter 1
Fry: Introduction
Shafritz and Hyde:

"The Study of Administration" by Wilson
"Introduction to the Study of Public Administration" by White
"The Administrative State: Conclusion" by Waldo
"Toward a New Public Administration" by Frederickson
"Public Administrative Theory and the Separation of Powers"
by Rosenbloom

Session 3 The Bureaucracy

Lerner and Wanat: Chapter 2
Stillman: Chapter 2
Fry: Chapter 1 (Weber)
Shafritz and Hyde:

"Bureaucracy" by Weber
"Parkinson's Law or the Rising Pyramid" by Parkinson
"The Life Cycle of Bureaus" by Downs
"The Peter Principle" by Peter and Hull

Session 4 Organization as the Context of Administration

Lerner and Wanat: Chapter 3
Stillman: Chapters 3 and 4
Shafritz and Hyde:

"Politics and Administration" by Goodnow
"Administrative Decentralization and Political Power" by
Kaufman

Session 5 Organizational Dynamics: The Human Factor

Lerner and Wanat: Chapter 4
Stillman: Chapter 6
Fry: Chapters 2,3,4,5,6 (Taylor, Gulick, Follett, Mayo,
Barnard)
Shafritz and Hyde:

"Scientific Management" by Taylor
"Informal Organizations and Their Relation to Formal
Organizations" by Barnard

"The Proverbs of Administration" by Simon

**Session 6 Intergovernmental Relations (IGR) and the
Uniqueness of Public Management**

Stillman: Chapters 5 and 10
Shafritz and Hyde:

"The American System" by Grodzins
"Understanding Intergovernmental Relations" by Wright
"Government is Different" by Goodnow

Session 7 Decision Making

Stillman: Chapters 6 and 7
Fry: Chapter 7 (Simon)

Session 8 Personnel Administration

Lerner and Wanat: Chapter 5
Stillman: Chapter 11
Shafritz and Hyde:

"A Theory of Motivation" by Maslow
"The Human Side of Enterprise" by McGregor
"Representative Bureaucracy" by Krislov

Session 9 Public Budgeting

Lerner and Wanat: Chapter 6
Stillman: Chapter 12
Shafritz and Hyde:

"The Lack of a Budgetary Theory" by Key
"Toward a Theory of Budgeting" by Lewis
"Organizational Decline and Cutback Management" by Levine

Session 10 Public Policy: The Policy-Administration Dichotomy

Lerner and Wanat: Chapter 7
Stillman: Chapter 8 and 13
Shafritz and Hyde:

"Power and Administration" by Long
"Policy Analysts: A New Professional Role in Government
Service"
by Dror

Session 11 Organizational Leadership and Communication

Lerner and Wanat: Chapter 8
Stillman: Chapter 7

Session 12 Contemporary Issues I

Lerner and Wanat: Chapter 9
Stillman: Chapter 15
Fry: Chapter 8 (Waldo)
Shafritz and Hyde:

"Government is Different" by Appleby
"Exploring the Limits of Privatization" by Moe
HANDOUT - "Public Sector Issues and Private Sector
Contrasts" by Lerner and Wanat

Session 13 Contemporary Issues II: Ethics in Public Service

Lerner and Wanat: Chapter 10
Stillman: Chapter 16
Shafritz and Hyde:

"Public Administration and the Public Interest" by Herring
"The Possibility of Administrative Ethics" by Thompson
HANDOUTS - "Ethics and an Incentive Program" and
"Professionalism and Organizational Values" by
Lerner and Wanat

Session 14 Exam - November 29 (Tentative)

Session 15 Presentations

Session 16 Presentations

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