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Fall 9-1-2007

### PSC 361.01: Public Administration

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Political Science 361  
**PUBLIC ADMINISTRATION**  
Fall 2007

Prof. Jesse Munro  
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Office: LA 348  
Office Hours: Monday 1:30 pm – 3:00 pm  
Wed, Fri 10:00 am – 11:00 am  
Thursday 2 pm – 4 pm  
Class Time: MWF 11:10 am – 12:00 noon  
Class Location: LA 337

### **Course Description**

This course introduces students to the field of public administration. It focuses on the knowledge and skills necessary for public administrators to operate in the public service environment.

### **Course Objectives**

1. To acquire substantive knowledge regarding the field of public administration.
2. To develop understanding of public organization dynamics and the processes of public management.

### **Required Texts**

“Public Administration in the New Century,” Jeffrey D. Greene, Thomson Wadsworth

“Public Administration: Concept and Cases,” Richard J. Stillman, Houghton Mifflin Company

### **Course Requirements**

Students are required to read all assigned readings, be prepared to discuss them in class and take five exams. Each exam is worth 50 points. Students are required to participate in a group exercise regarding public policy through legislation which is worth 50 points. There are 300 possible points for the course.

A = 279-300 points

A- = 270-278

B+ = 261-269

B = 249-260

B- = 240-248

C+ = 231-239

C = 219-230

C- = 210-218

D+ = 201-209

D = 189-200

D- = 180-188

F = 0-179

### **Reading Assignments**

Monday, August 27

Introduction to Course

Wednesday, August 29

The Field of Public Administration

Friday, August 31	Understanding Public Administration Read Chapter 1 Greene, Pages 1-39
<b>Monday, September 3</b>	<b>No Class – Labor Day</b>
Wednesday, September 5	Understanding Public Administration (Continued) Chapter 1 Greene, Pages 1-39
Friday, September 7	Scope and Purpose of Public Administration Read Chapter 1 Stillman, Pages 1-29
Monday, September 10	Intergovernmental Relations Read Chapter 5 Stillman, Pages 124-143
Wednesday, September 12	Case Study Read Stillman, Pages 30-44
Friday, September 14	Studying Public Administration Read Chapter 2 Greene, Pages 48-75
Monday, September 17	Studying Public Administration (Continued) Chapter 2 Greene, Pages 48-75
Wednesday, September 19	Internal Dynamics – Concept of Informal Groups Read Chapter 6 Stillman, Pages 154-166
Friday, September 21	<b>TEST #1</b>
Monday, September 24	Bureaucracy Read Chapter 3 Greene, Pages 79-117
Wednesday, September 26	Bureaucracy (Continued) Chapter 3 Greene, Pages 79-117
Friday, September 28	Concept of Bureaucracy Read Chapter 2 Stillman, Pages 50-62
Monday, October 1	Case Study Read Stillman, Pages 63-75
Wednesday, October 3	Organizational Theory and Management Read Chapter 4 Greene, Pages 122-150
Friday, October 5	Organizational Theory and Management Read Chapter 4 Greene, Pages 151-179

Monday, October 8	Decision Making Theories Read Chapter 8 Stillman, Pages 220-233
Wednesday, October 10	Case Study Read Stillman, Pages 234-249
Friday, October 12	<b>TEST #2</b>
Monday, October 15	Public Personnel Administration Read Chapter 5 Greene, Pages 189-226
Wednesday, October 17	Public Personnel Administration (Continued) Chapter 5 Greene, Pages 189-226
Friday, October 19	Personnel Motivation Read Chapter 11 Stillman, Pages 340-350
Monday, October 22	Case Study TBA in Class
Wednesday, October 24	Public Budgeting Read Chapter 6 Greene, Pages 232-268
Friday, October 26	Public Budgeting (Continued) Chapter 6 Greene, Pages 232-268
Monday, October 29	Budgeting Process – State of Montana
Wednesday, October 31	<b>TEST #3</b>
Friday, November 2	Public Policy Read Chapter 7 Greene, Pages 272-310
Monday, November 5	Case Study Read Stillman, Pages 202-211
Wednesday, November 7	Public Policy Through Legislation
Friday, November 9	Public Policy Through Legislation
<b>Monday, November 12</b>	<b>No Class – Veteran’s Day</b>
Wednesday, November 14	Public Policy Through Legislation
Friday, November 16	Public Policy Through Legislation

Monday, November 19	Public Policy Through Legislation
<b>Wednesday, November 21</b>	<b>No Class – Thanksgiving Holiday</b>
<b>Friday, November 23</b>	<b>No Class – Thanksgiving Holiday</b>
Monday, November 26	Public Policy Through Legislation
Wednesday, November 28	<b>Test #4</b>
Friday, November 30	Ethics In Public Administration Read Chapter 9 Greene, Pages 360-386
Monday, December 3	Ethics and Public Service Read Chapter 16 Stillman, Pages 501-513
Wednesday, December 5	Ethics In Public Administration Viewpoints of Other Theorists
Friday, December 7	<b>Test #5</b>