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 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.

\[
\begin{align*}
A &= 279-300 \\
B &= 249-260 \\
C &= 219-230 \\
D &= 189-200 \\
A- &= 270-278 \\
B- &= 240-248 \\
C- &= 210-218 \\
D- &= 180-188 \\
B+ &= 261-269 \\
C+ &= 231-239 \\
D+ &= 201-209 \\
F &= 0-179
\end{align*}
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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

**Monday, September 3**  No Class – Labor Day

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  **TEST #1**

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  TEST #2

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  TEST #3

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

Monday, November 12  No Class – Veteran’s Day

Wednesday, November 14  Public Policy Through Legislation

Friday, November 16  Public Policy Through Legislation
Monday, November 19  
Public Policy Through Legislation

**Wednesday, November 21**  
No Class – Thanksgiving Holiday

**Friday, November 23**  
No Class – Thanksgiving Holiday

Monday, November 26  
Public Policy Through Legislation

**Wednesday, November 28**  
Test #4

**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**  
Test #5