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PSC 361.01: Introduction to Public Administration

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S Y L L A B U S

PSC 361 Introduction to Public Administration

Fall 1996

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

Professor: Jeff Greene Telephone: 243-6181

Office: LA 356 Hours: TBA

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 (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 practice and discipline of public administration.

TEXT

Public Administration and Public Affairs by N. Henry

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%	* No class on
Exam #2	35%	Thursday, November 7
Research Presentation.	20%	
Participation	10%	

The format for both exams will be subjective (terms and essays). Student will receive study guides about two weeks prior to each exam. The research project consists of an oral presentation, the equivalent of a 8-10 page research paper. The last three classes

will be used for presentations. Presentations should be approximately 12 minutes with an additional 5 minutes for questions. A schedule for presentations will also be prepared during the first month of class. A brief criteria used for grading is 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.

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. Each reading is followed by a case study.

READING ASSIGNMENTS AND CLASS OUTLINE

PART 1 PARADIGMS OF PUBLIC ADMINISTRATION: PUBLIC ADMINISTRATION AS A PRACTICE AND ACADEMIC DISCIPLINE

Section 1 Introduction: What is Public Administration?

Chapter 1

Section 2 Public Administration: A Century in a Quandary

Chapter 2

PART 2 PUBLIC ORGANIZATIONS: THEORIES, CONCEPTS, AND PEOPLE

Section 3 Public Organizations: Organization Theory

Chapters 3,4,5

PART 3 PUBLIC MANAGEMENT

Section 4 Systems Theory and Management Science

Chapters 6

EXAM #1: Thursday October 24

Section 5 Evaluating Performance

Chapter 7

Section 6 Budgeting

Chapter 8

Section 7 Personnel Administration

Chapter 9

PART 4 IMPLEMENTATION: PUBLIC POLICY AND OTHER ISSUES

Section 8 Public Policy, Implementation, and Management

Chapter 10

Section 9 Privatization

Chapter 11

Section 10 Federalism and Intergovernmental Relations

Chapter 12

Section 11 Ethics in Public Management

Chapter 13

EXAM #2 Tuesday, December 3

Section 12 Presentations Begin: December 5