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### PSC 361.01: Introduction to Public Administration

Jeffrey D. Greene

*University of Montana - Missoula*, [jeffrey.greene@umontana.edu](mailto:jeffrey.greene@umontana.edu)

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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**

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### **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%	<b>* No class on Thursday, November 7</b>
Exam #2 ... ..	35%	
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**

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#### **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**