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Fall 9-1-1996

### PSC 501.01: Public Administration

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# S Y L L A B U S

## PSc 501 Public Administration

Fall 1996

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

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Professor: Jeff Greene

Telephone: 243-6181 or  
721-2543

Office: LA 356

Hours: TBA

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### COURSE DESCRIPTION & OBJECTIVES

This course is designed to allow students to develop an understanding of public administration as a field of academic study and an area of professional practice. Specifically, it focuses on the evolution of public administration as an academic discipline, the context in which public administration takes place, the meaning of public service in a democratic society, and the importance of personal and professional ethics. The course will be conducted as a seminar. Students must be prepared to discuss reading assignments and participate in analysis of case studies.

The specific competencies developed in PSc 501 are:

- 1) Knowledge of public administration as a field of study
- 2) Knowledge of the political and organization context of public administration
- 3) Knowledge of public administration as a profession
- 4) Written communication
- 5) Awareness of public service values
  - personal ethics
  - professional ethics
  - citizen responsiveness
  - social responsibility

### REQUIRED TEXTS

Public Administration: Concepts and Cases (6th Edition) by Stillman

Public Management as Art, Science, and Profession by Lynn

Public Administration by Lerner and Wanat

Classics of Public Administration by Shafritz & Hyde

## **COURSE REQUIREMENTS**

The requirements for the class include an exam and a term paper. The term paper involves selecting three concepts that you find interesting and explaining why they are useful to you as a manager. The grade weights are specified below.

Final Exam	.....	45% (Nov.20)
Final Paper	.....	45% (Due Dec. 11)
Participation	.....	10%

**\* No Class Wednesday, November 6**

## **READING ASSIGNMENTS AND CLASS OUTLINE**

**Session 1            Introduction**

**Session 2            What is Public Administration**

Lerner and Wanat: Chapter 1  
Stillman: Chapter 1  
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  
"Five Great Issues in the Profession of Public  
Administration" by Brian Fry (On Reserve)

**Session 3            The Formal Structure: The Concept of Bureaucracy**

Lerner and Wanat: Chapter 2  
Stillman: Chapter 2  
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            The Context of Administration**

Lerner and Wanat: Chapter  
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  
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)**
- Stillman: Chapter 5  
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
- 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**
- 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**
- Stillman: Chapter 8  
Shafritz and Hyde:

**"Policy Analysts: A New Professional Role in  
Government Service" by Dror**

- Session 11      Organizational Leadership and Communication**  
**Stillman: Chapter**
- Session 12      Professionalism and Ethics in Public Service**  
**Lerner and Wanat: Chapter 10**  
**Lynn, et.al**  
**Stillman: Chapter 16**  
**Shafritz and Hyde:**  
  
**"Public Administration and the Public Interest"**  
**by Herring**
- Session 13      Exam - November 20**
- Session 14      Presentations**
- Session 15      Presentations    (Papers due December 11 ---**  
**papers will be returned on**  
**December 18)**
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**Fall 1996**