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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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## **SYLLABUS**

### **PSc 361 Introduction to Public Administration**

**Fall 1997**

**Tuesday/Thursday in LA 338 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 students understanding of the practice and discipline of public administration.

### **TEXT**

*Public Administration in the United States* by Schuman and Olufs

### **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%

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 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.

## **READING ASSIGNMENTS AND CLASS OUTLINE**

**Section 1** Introduction: What is Public Administration?  
Chapter 1

**Section 2** The Context of Public Administration  
Chapter 2

**Section 3** Ethics in Public Administration  
Chapters 3

**Section 4** Organization Theory  
Chapters 4

**Section 5** Organizational Behavior & Psychology  
Chapter 5,6

**Section 6** Federalism & Intergovernmental Relations  
Chapter 7

**Section 7** Leadership  
Chapter 8

**Section 8** Personnel Administration  
Chapters 9,10

**Section 9** Mid-term Exam October 23 (Thursday)

**Section 10** Public Management and Labor-Management Relations  
Chapters 11,12

**Section 11** Public Budgeting and Fiscal Administration  
Chapters 13,14

**Section 12** Decision-Making  
Chapter 15

**Section 13** Public Policy and Policy Evaluation  
Chapter 16

**Section 14** Summary: Public Administration in the Reinvention Era  
Chapter 17

**Section 15** Exam November 20 (Thursday)

**Section 16** Presentations begin on November 25 (Tuesday)

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