

**CLEVELAND STATE UNIVERSITY
MAXINE GOODMAN LEVIN COLLEGE OF URBAN AFFAIRS
DEPARTMENT OF URBAN STUDIES**

PSC 605 - PUBLIC ADMINISTRATION AND THE POLITICAL PROCESS

Instructor: Tony Enerva, M.S. , J.D.
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Office Hours: By appointment (usually before or after class)
Location: Lakeland Community College
Classroom: Rm. #209 – Business Technology Building
Time: Tuesday 6:00-9:50 p.m.

Please Note: Students requiring special accommodations should immediately inform the instructor as well as contact Mr. Michael Zuccaro, Coordinator of Handicapped Services (687-2015)

TEXTBOOK:

America the Unusual

by John W. Kingdon (1998)
St. Martin's Press; ISBN: 0312189710

American Public Policy: Promise and Performance

by B. Guy Peters 5th edition (1998)
Seven Bridges Press, ISBN 1566430674

The American Bureaucracy: The Core of Modern Government

By Richard J. Stillman 2nd edition (1996)
ISBN 083041407x

ADDITIONAL READINGS:

Ohio Revised Code, Title 41, Chapter 17 (ORC 4117) [Sections 4117.01 through 4117.09]

Ohio Administrative Code – various sections

United States Code Annotated – various sections

Additional readings may be placed on reserve at the Urban Affairs building as well as the library.

Course Description:

This class is designed to acquaint students with public administration within the context of the political system. Public administration overlaps with the political process largely in the implementation of public policies adopted or ordered by a constitutional branch of government. This class will examine this interaction and discuss the consequences for public administration by examining the evolution of the bureaucracy, contemporary public policy, and the institutions and processes of policy making. Focus will be placed on the impacts of political processes on bureaucratic decision-making and policy implementation.

Case material and other secondary sources will also be consulted.

Course Objectives:

The objectives of this course are to:

- ❖ develop and refine the student's understanding of what it means to create, implement and analyze public policy;
- ❖ enhance individual appreciation of the depth, complexity, and dilemmas of modern public policy and its relationship to public administration;
- ❖ introduce students to core areas of study within public policy.

Course Methods:

Attendance and punctuality are expected in all classes. If an absence is essential, please indicate the reasons for that absence (if possible, ahead of time). Make-up work may be required. Each student is responsible not only for the assignments made during his/her absence but for obtaining class notes from one of his/her colleagues.

This course will be conducted primarily as a graduate seminar, which requires that each student come to each class well prepared to participate in discussions. Course methods center on group seminar discussions, class exercises, and some lecturing by the instructor. The reading assignments will be selected mainly from the texts listed in the syllabus, although some material for class discussions will be drawn from each student's own background and work.

Evaluation:

Each student will receive a grade in accordance with University policies. Grades will be based upon an ongoing evaluation throughout the term. The final grade will be determined by the following criteria:

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|---------------------------------|------------|
| (1) Student Project | 45% |
| (2) Field Assignment | 10% |
| (3) Final Exam | 25% |
| (4) Class Participation | 5% |
| (5) Internet Assignments | 15% |

Grade Scale:

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|----|----------|----|---------|----|---------|
| A | = 94-100 | B | = 82-85 | C | = 70-73 |
| A- | = 90- 93 | B- | = 78-81 | C- | = 66-69 |
| B+ | = 86- 89 | C+ | = 74-77 | D | = 65 |

Items #3, #4 and #5 will be further explained in class.

Final exam cannot be made-up unless you notify the instructor before that you cannot take the exam and you have a reasonable excuse. The emphasis of the final exam will be on integrating course material and developing ideas and perspectives presented throughout the course.

The class participation grade will be based on, among other things:

- (1) Participation in general class discussion (the quality of thought and intellectual curiosity shown counts more than the quantity & volume of verbal participation).
- (2) Specifically assigned seminar presentations during the semester (here, also, quality, originality, and thought receive higher grades).

Participation/attendance:

A student's participation grade will be affected by attendance as such: 0 absences = 90-100 points; 1 absence = 89-80 points; 2 absences = 79-70 points; 3 absences = 69-60 points, etc. Late arrivals or early departures will affect the point range of your grade.

Field Assignment

All students will interview a policy-maker working in public administration. This individual should be a mid-level or higher professional/elected official with policy-making responsibility. The interviewee should be someone you do not know well and works in a different agency/organization than you do. For example, if you are employed by the County the interviewee cannot also be employed by the same County. You need to go outside the system you are employed/involved with. You will submit a 1-2 page report summarizing your interview and provide a 5-10 minute class presentation reviewing the following topical areas:

- I. Personal Background
- II. Academic Background
- III. Professional Background (Past/Current positions/job descriptions)
- IV. Identify policy decisions in their organization that were successful and not so successful – explain.
- V. If the interviewee could make one policy decision without consequence what would it be?

- VI. What national policies have worked well and which policies should be changed – explain.

Student Projects:

Weekly Case Studies/Article Reviews: Each student is required to write a one-page (maximum length) summary of what he/she sees as each case study's/journal article's relevance, main facts, key issues, theoretical relationships, and practical lessons. You may select a professional journal article on any topic of public policy that we cover in class. Each student will make a presentation to the class summarizing the salient points and answering questions from students and the instructor. Please make a copy of the article and submit it with your paper. 15 case studies will be turned in over the semester.

Written Research Report:

The term project for this course is a written research report prepared by the student on one of topics covered in PSC 605. The instructor will help students select their topics and develop their research. Students must select the topics and have them approved by the instructor by the fourth week of class; the project is due either the 14th or 15th week of the semester.

The papers should be between 10 – 15 pages in length. They must be typed, double spaced, and free of errors. Each paper must have a complete bibliography and conform to APA (American Psychological Association) publication manual standards. Late papers will be marked down one letter grade (an A paper will receive a B).

Students also will report their findings from this research project orally in class at designated times. Each paper should analyze one basic document in American public administration that has served as a building block for the field. The paper should include the following parts:

Part 1: Introduction. Outline the content of your report.

Part 2: Origins. Cover the historical, social, and political background of the particular policy.

Part 3: Prescriptions. Indicate the values, outlooks, processes, or procedures in the policy under study and why they were put forward by the authors.

Part 4: Operation. Show how this policy actually was put into practice, and describe its specific achievements or failures, as well as any new problems it created.

Part 5: Impact. Summarize the contributions of this policy to the theory and practice of public administration.

Part 6: Conclusion. Summarize the key ideas in your report.

REQUIRED READING & OTHER ASSIGNMENTS

1. Reading assignments outlined on the syllabus are to be completed before the class session for which they are assigned, and each student must come to class well prepared to participate in discussions. The instructor will not cover the reading assignments by giving lectures that repeat the material; nonetheless the material will be the basis for discussions and will be covered on the final exam.

2. Throughout the semester, students will meet in small seminar groups. Seminar groups will be formed with the same groups meeting throughout the semester. Each student is expected to have read the assigned seminar reading from the syllabus and come to class prepared for discussion. Students will rotate responsibility for preparing an abstract (summary) of the seminar reading along with list of discussion questions to be distributed to the instructor and each member of their seminar group along with facilitating their respective seminar groups.

Tentative Course Schedule/Reading Assignments:

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| Week 1 | Introductions, Review Syllabus, Course Overview, Administrative Matters, Introduction to Public Policy |
| Week 2 | What is Public Policy? |
| Week 3 | The Structure of Policymaking |
| Week 4 | Agenda Setting and Policy Formulation |
| Week 5 | Legitimizing Policy Choices; Research Paper Outline Due |
| Week 6 | Organizations and Implementation |
| Week 7 | Budgeting |
| Week 8 | Evaluation and Policy Change |
| Week 9 | Economic Policy |
| Week 10 | Tax Policy |
| Week 11 | Health-Care Policy |
| Week 12 | Income Maintenance Policies: Social Security and Welfare |
| Week 13 | Educational Policy |

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| Week 14 | Energy and the Environment |
| Week 15 | Protective Policies: Defense and Law Enforcement |
| Week 16 | Final Examination |