

SYLLABUS

PAD 600 INTRODUCTION TO PUBLIC ADMINISTRATION FALL 2005

Instructor: Sylvester Murray
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Office Hours: Tuesdays and Thursday 4:00 -5:00 p.m. or by appointment

IMPORTANT:

Students requiring special accommodation should immediately inform the instructor as well as contact the University Coordinator of Handicapped Services at 687-2015

TEXTBOOKS:

Michael E. Milakovich and George J. Gordon, *Public Administration in America, 8th Edition* Belmont, CA, Thompson/Wadsworth Press, 2004

Richard J. Still man, *Public Administration - Concepts and Cases, 8th Edition*, Boston, MA, Houghton Mifflin Company, 2005

ADDITIONAL READINGS:

Dwight Waldo: *The Study of Public Administration*, New York, Random House, 1955

George H. Frederickson, *The State of Social Equity in American Public Administration*, Paper delivered at 4th Social Equity Leadership Conference, Cleveland, OH, February, 2005

The United States Constitution, The Ohio Constitution and Revised Code, The Cleveland City Charter (These documents will be handed out in class)

COURSE DESCRIPTION:

This is a graduate level introductory course designed to give students a working knowledge of the history, theories and practice of public administration in the United States at the national, state and local levels. Students are introduced to the concepts and major topics of public administration and its intellectual development. Some attention is given to its practical application through case studies. This course will provide an overview of all subjects in the field and will serve as a basis for further study in public administration.

COURSE METHODS:

The class will meet on Thursday evenings from 6:00 p.m. until 9:50 p.m. Methods include lectures, group discussions, written reports, oral presentations, examinations and guest speakers.

COURSE REQUIREMENTS:

A. Attendance and punctuality are expected at all sessions. If an absence is essential, the student is responsible for any assignments made or due during his/her absence.

B. Read all textbook chapters and other required readings before class and be prepared to discuss them in class.

C. Prepare and submit all written assignments with the requested minimum number of pages, and on time. Ten (10) points will be deducted on assignments turned in late.

D. The Final Examination will be written in class with limited time and no notes.

E. No gum chewing nor yawning in class. You may drink and/or snack, or stand, or leave the room momentarily - except during exams.

COURSE GRADE:

GRADE SCALE

Written assignments 30%
Oral Presentations 20%
Mid Term Examination 20 %
Final Examination 30%

A 95 - 100 B+ 86 - 89 C 70 - 79
A- 90 - 94 B 80 - 85 D 60 - 69

COURSE SCHEDULE:

Sept 1 Course Orientation, U.S. Constitution, OH Constitution/Code, Cleveland Charter

Sept 8 M & G, Chapter 1 - Approaching the Study of Public Administration
 Stillman, Chapter 1 - The Search for Scope and Purpose of Public Administration

Sept 15 M & G, Chapter 2 - Democracy and the Political System, Values and Change
 Stillman, Chapter 3 - The Concept of Ecology
 Case: Dr. Helene Gayle and the AIDS Epidemic

Sept 22 M & G, Chapter 3 - Bureaucratic Politics and Bureaucratic Power
 Stillman, Chapter 4 - The Concept of Administrative Power
 Case: The Columbia Accident

Sept 29 M & G, Chapter 4 - Federalism and Intergovernmental Relations
 Stillman, Chapter 5, The Concept of Intergovernmental Relations
 Paper # 1 due tonight. Be prepared to read your paper in class

Oct 6 M & G, Chapter 5 - Organizational Theory
 Stillman, Chapter 6 - The Concept of the Informal Group
 Case: American Ground: Unbuilding the World Trade Center

Oct 13 No Class

Oct 20 M & G, Chapter 7 - The Challenges of Administrative Leadership

Stillman, Chapter 7 - The Concept of Competing Bureaucratic systems
Case: The Decision to Go to War with Iraq

- Oct 27 Mid Term Examination
- Nov 3 M & G, Chapter 8 - Personnel Administration and Human Resources Dev.
Stillman, Chapter 11 - The Concept of the Public Service Culture
Paper # 2 due tonight
Case: The Case of the Butterfly Ballot (Stillman, page 514)
- Nov 10 M & G, Chapter 9 - Governmental Budgeting
- Nov 17 M & G, Chapter 10 - Public Policy and Management
Stillman, chapter 10 - The Concept of Effective Public Organizations
Case: The Shootings at Columbine High School: Law Enforcement Response
- Nov 24 No Class
- Dec 1 M & G, Chapter 11 - Regulations and Administrative Law
Stillman, Chapter 15, The Concept of Public Service Sector Deregulation
Paper # 3 due tonight. Be prepared to read your paper in class
- Dec 8 M & G, Chapter 12 - Public Admin. in a Time of Conflict and Social Change
Stillman, Chapter 16 - The Concept of Competing Ethical Obligations
Case: Reinventing School Lunch Programs - From Food to Nutrition Policy
Review for Final Examination
- Dec 15 Final Exam

Paper #1 15% of grade

Write a five or more page paper contrasting Public Administration as presented by Woodrow Wilson, Dwight Waldo and George Frederickson. Due:

Paper #2 10% of grade

Use the Internet to identify these public administration organizations: ASPA, PTI, NAPA, ICMA, NFBPA, NLC, NCL, NACo, GFOA, COMPA

Write a paragraph on each giving name, location, mission and membership makeup.

Paper #3 15 % of grade

Write a four or more page paper analyzing or evaluating a Public Policy which you read about in a newspaper or magazine; or which exists at your place of employment (must use concepts from M & G, chapter 10). **Or** on an Effective Government Organization (must use concepts from Stillman, chapter 10)

Case Study oral report is 10% of grade. The same grade will be given to each person.

The oral report should be outlined or in power point for turning in to instructor.