

## SYLLABUS

### **PAD 600 (50) INTRODUCTION TO PUBLIC ADMINISTRATION FALL 2006**

Instructor: Sylvester Murray  
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Office Hours: Mondays and Wednesdays 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, 9<sup>th</sup> Edition*  
Belmont, CA, Thompson/Wadsworth Press, 2006

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

#### **ADDITIONAL READINGS:**

Woodrow Wilson: *The Study of Administration* (See Stillman, Chapter 1)

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 4<sup>th</sup> Social Equity Leadership Conference, Cleveland, OH, February, 2005

United States Constitution, Ohio Constitution and Revised Code, Cleveland Charter and Code (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 Mondays from 6:00 p.m. until 9:50 p.m. Course methods include lectures, class 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 .....	40%			
Case Presentation .....	10%	A	95 - 100	B+ 86 - 89 C 70
				- 79
Mid Term Examination .....	20 %	A-	90 - 94	B 80 - 85 D 60
				- 69
Final Examination .....	30%			

**COURSE SCHEDULE:**

Aug 28 Course Orientation: The platforms for Public Administration at each level of

government - U.S. Constitution, Ohio Constitution/Code, City

Charter/Code

Sept 4 Holiday No Class

Sept 11 M & G, Chapter 1 - Approaching the Study of Public Administration  
Stillman, Chapter 1 - The Search for Scope and Purpose of Public Administration

**Case 1:** The Blast in Centralia No.5

Sept 18 M & G, Chapter 2 - Public Administration, Democracy & Bureaucratic Power

Stillman, Chapter 3 - The Concept of Ecology

**Case 3:** Dr. Helene Gayle and the AIDS Epidemic

- Sept 25 M & G, Chapter 3 - 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 2 M & G, Chapter 4 - Organizational Theory  
Stillman, Chapter 6 - The Concept of the Informal Group  
**Case 6:** American Ground: Unbuilding the World Trade Center
- Oct 9 Holiday No Class
- Oct 16 Mid Term Examination 20% of grade
- Oct 23 M & G, Chapter 5 - Decision Making in Administration  
Stillman, Chapter 8 - Decision Making: The Concept of Incremental  
Choice  
**Case 8:** The MOVE Disaster
- Oct 30 M & G, Chapter 6 - The Challenges of Administrative Leadership  
Stillman, Chapter 7 - The Concept of Competing Bureaucratic systems  
**Case 7:** The Decision to Go to War with Iraq
- Nov 6 M & G, Chapter 7 - Personnel Administration and Human Resources Dev.  
Stillman, Chapter 11 - The Concept of the Public Service Culture  
**Case 11:** Who Brought Bernadine Healy down?  
**Paper # 2 due tonight**
- Nov 13 M & G, Chapter 8 - Governmental Budgeting
- Nov 20 M & G, Chapter 10 - Performance Management in Government  
Stillman, Chapter 10 - The Concept of Effective Public Organizations  
**Case 16:** The Case of the Butterfly Ballot
- Nov 27 M & G, Chapter 9 - Public Policy and Management  
**Paper # 3 due tonight** Be prepared to read your paper in class
- Dec 4 M & G, Chapter 11 - Regulations and Administrative Law  
Stillman, Chapter 15, The Concept of Public Service Sector Deregulation  
**Case 9:** The Shootings at Columbine High School” Law Enforcement Response
- Dec 11 Final Exam 30% of grade

**Paper # 1** 15% of grade

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

**Paper # 2** 10% of grade

Write a paragraph on each identifying these public administration organizations: ASPA, PTI, NAPA, ICMA, NFBPA, NLC, NCL, NACo, GFOA, COMPA

**Paper # 3** 15 % of grade

Write a four or more page paper conducting an analysis or a program evaluation of a Public Policy you read about or which exists at your place of employment.

**The Case Presentation** should be outlined on paper or in power point for professor to grade. Two persons will collaborate and present a case together. Both persons will get the same grade.