

**Cleveland State University
Levin College of Urban Affairs
Fall, 2008**

**Introduction to Public Administration, PAD 600, Section 51/ PAD 515, Section 51
Tuesday 6:00 – 9:50 p.m. UR 21**

Nancy Meyer-Emerick, Ph.D.
Office: UR 311 (216) 687-2261
Home Office: (216) 267-5713
Office Hour: Tuesday 5:00-5:45 p.m.
Email: n.meyeremerick@csuohio.edu

Course Description

This course is an introduction to public administration in the United States as a profession and field of study. It is designed to give students a working knowledge of the history, theories and practice of public administration at the national, state and local levels. Students are introduced to the major topics in public administration and its intellectual development which provides a foundation for further study of the field.

Course Objectives

The course has four objectives: to examine the development of public administration as a field of study; to study readings in public management, organization theory, and bureaucracy; to examine the practice of public administration through case studies and small group exercises in class; and to understand current and future challenges facing the field.

Required Reading

Milakovich, M.M. and G.J. Gordon 2007. Public Administration in America, 9th Edition, Belmont, CA: Wadsworth / Thomson Learning.

Stillman, R.J. (2005). Public Administration: Concepts and Cases, 8th Edition. Boston, MA: Houghton Mifflin.

Recommended Reference:

Web site: http://owl.english.purdue.edu/handouts/research/r_apa.html. This is a simple guide to the American Psychological Association (APA) style.

ADA If you believe that you require accommodations under the Americans with Disabilities Act (ADA), please contact the Office of Disability Services at 687-2015.

Course Requirements

Course grades will be based on the following criteria:

Class preparation and participation – 10%

Attendance and dialogue are important components of this course. You are expected to come to class prepared to thoughtfully discuss the assigned readings and to have completed the exercises within the chapters. All assignments must be typed. Please contact me before class if you are unable to attend. You are responsible for obtaining notes and information from your colleagues if you miss class.

Facilitate class discussion of a case from Stillman – 10%

Each student will choose and facilitate one case discussion during the semester. Before the discussion give the class a 7-10 minute summary of the case including the main facts, the relevance of the case to public administration, the issues and practical lessons.

Research proposal – 10%

In order to make writing your research paper more enjoyable, you will prepare a 3-5 page research proposal detailing the research problem / situation, audience, proposed solution(s) and proposed literature search. You are encouraged to study and develop solutions to a public administration problem in your workplace. If you choose to do field research, I will help you submit your proposal to the CSU Institutional Review Board in order to protect human subjects.

Midterm examination – 20%

The midterm is a take home short essay exam.

Research paper – 20%

The paper should be written using APA style and be 10-15 pages long. The paper should demonstrate your understanding of the public administration theory you are applying and some viable solution(s) using appropriate citations and at least 10 references from peer reviewed journals.

Presentation of research – 10%

You will have an opportunity to share the results of your research with the class towards the end of the semester. You will have 10 minutes to present followed by five minutes for questions.

Final Examination – 20%

The final will also be a take home examination focused on challenges confronting the field.

Grades:

Using this table as a guide, you will always know how you are doing in the course.

A	95-100	B+	85-89	B-	75-79	F	below 70
A-	90-94	B	80-84	C	70-74		

Academic Misconduct

Students are expected to follow the highest standards of academic and professional honesty. Plagiarism will result in an automatic grade of F. Please consult the CSU Policy on Academic Misconduct in the Student Handbook which is available through the University's website: www.csuohio.edu.

Course Outline – Reading Topics and Assignments

- Aug. 26 Introduction to Course
 Personal Introductions
 Research Project Brainstorming
- Sept. 2 Milakovich & Gordon, Chapter 1: Approaching the Study of Public Administration

 Stillman, Reading 1.1: The Study of Administration (Woodrow Wilson) and Reading 1.2 The Study of Public Administration in the United States (Richard J. Stillman, II)
 Case Study 1: The Blast in Centralia No. 5: A Mine Disaster No One Stopped (John Barlow Martin)
- Sept. 9 Milakovich & Gordon, Chapter 2: Public Administration, Democracy, and Bureaucratic Power

 Stillman, Reading 2: Bureaucracy (Max Weber)
 Case Study 2: How Kristin Died (George Lardner, Jr.)
- Sept. 16 Stillman, Reading 3: The General Environment: Concept of Ecology (John M. Gaus)
 Case Study 3: Dr. Helene Gayle and the AIDS Epidemic (Norma Riccucci)
 Reading 4: Power and Administration (Norton E. Long)
 Case Study 4: The Columbia Accident (Maureen Hogan Casamayou)

- Sept. 23 Milakovich & Gordon, Chapter 3: Approaching the Study of Public Administration
- Stillman, Reading 5: American Intergovernmental Relations: An Overview (Lawrence J. O’Toole, Jr.)
Case Study 5: Wichita Confronts Contamination (Susan Rosegrant)
- Sept. 30 Milakovich & Gordon, Chapter 4: Organizational Theory
- Stillman, Reading 10: Galloping Elephants: Developing Elements of a Theory of Effective Government Organizations (Hal G. Rainey and Paula Steinbauer)
Case Study 10: The Lessons of ValuJet 592 (William Langewiesche)
- Oct. 7 **Research Proposals Due**
- Milakovich & Gordon, Chapter 5: Decision Making in Administration
- Stillman, Reading 7: Inside Public Bureaucracy (Richard J. Stillman, II)
Case Study 7: The Decision to Go to War in Iraq (James P. Pfiffner)
Reading 8: The Science of “Muddling Through” (Charles E. Lindblom)
Case Study 8: The MOVE Disaster (Jack H. Nagel)
- Oct. 14 **Midterm Distributed**
- Milakovich & Gordon, Chapter 6: Chief Executives and the Challenges of Administrative Leadership
- Stillman, Reading 6: Hawthorne and the Western Electric Company (Elton Mayo)
Case Study 6: American Ground: Unbuilding the World Trade Center (William Langewiesche)
- Oct. 21 **Midterm Due**
- Milakovich & Gordon, Chapter 7: Public Personnel Administration and Human Resources Development
- Stillman, Reading 11: The Public Service Culture (Lois Recascino Wise)
Case Study 11: Who Brought Bernadine Healy Down? (Deborah Sontag)
- Oct. 28 Milakovich & Gordon, Chapter 8: Government Budgeting
- Stillman, Reading 12: The Politics of Public Budgets (Irene S. Rubin)

- Nov. 4 Milakovich & Gordon, Chapter 11: Government Regulation and Administrative Law
- Stillman, Reading 16: Public Administration and Ethics: A Prologue to a Preface (Dwight Waldo)
Case Study 16: The Case of the Butterfly Ballot (Robert S. Montjoy and Christa Daryl Slaton)
- Nov. 11 **Veteran's Day – No Class**
- Nov. 18 **Research Papers Due**
Research Paper Presentations
- Milakovich & Gordon, Chapter 9: Public Policy and Program Implementation
- Stillman, Reading 13: Synthesizing the Implementation Literature: The Ambiguity-Conflict Model of Policy Implementation (Richard E. Matland)
Case Study 13: They Had a Plan (Michael Elliott)
- Nov. 25 **Research Presentations**
Course Evaluations
- Milakovich & Gordon, Chapter 10: Performance Management in the Public Sector
- Stillman, Reading 9: Administrative Communication (Or How to Make All the Rest Work): The Concepts of Its Professional Centrality (James L. Garnett)
Case Study 9: The Shootings at Columbine High School: The Law Enforcement Response (Susan Rosegrant)
- Dec. 2 **Research Presentations**
Final Exam distributed
- Milakovich & Gordon, Chapter 12: Conclusion: Public Administration in a Time of Conflict and Social Change
- Stillman, Reading 15: Bureaucracy and the Public Interest (James Q. Wilson)
Case Study 15: The Human Genome Project (W. Henry Lambright)
- Dec. 9 **Final Exam Due – No Class**

Guidelines for Research Proposal and Final Paper

Format: The proposal and paper should be written in American Psychological Association (APA) style. This is a very simple author/date style that we will discuss in class. Please double space your paper, use a simple typeface (e.g., Times New Roman), 12-point type, and put a one-inch margin around the text. Make sure to number the pages and use paragraphs rather than spaces to separate groups of sentences. You may use headings and your final paper should include the results of any field research you have done. You do not need to prepare an abstract or use a running header on each page.

State the problem: What specific public administration problem or policy do you want to study? Provide some background on the problem or policy in this section.

Audience: Who are you writing this paper for? Your tone will vary depending on who you are speaking to. Your audience may be the members of the class, or you may want to share your work with your supervisor.

What do you think the solutions are? Be very specific in stating what you think the solutions may be, especially if you have studied or worked on this problem in your agency. Provide evidence that your proposed solutions may solve the problem or improve the policy outcomes.

Literature search: Indicate where you will look in the literature. Is the issue specific to a specific discipline (e.g., health care administration, law enforcement)? You do not need to list your references in the proposal. Your final paper however, must contain **at least 10 references from peer-reviewed journals that you have found on your own. You must discuss each article in your paper.** You may also use book references but these do not count towards the 10 articles. If you are unable to do field research, you must have at least 15 references from peer-reviewed journals. The CSU librarians are very helpful and a wonderful resource.

Research design: Explain, in detail, how you will test your proposed solutions. Will you look at existing statistical data; will you survey your co-workers or employees? Will you interview people? How will you present your data? When and how will you perform your research? We will discuss this process in class.

Conclusion (for final paper only): Discuss whether the literature supported the solutions that you proposed initially. Then discuss the research results and how they can be applied to the problem / policy.

Note: It is extremely important that you perform your research on your own time unless you have permission from your supervisor to do the work while you are on the job. A cooperative relationship with your supervisor is extremely important! If you do not believe you can safely study a problem in your organization, please discuss your proposal with me before proceeding.