

## SYLLABUS

### **PAD 600      INTRODUCTION TO PUBLIC ADMINISTRATION      SPRING 2002**

Instructor:      Sylvester Murray  
Office:            UR 222  
Voice Mail:      (216)687-2254  
E-Mail:            murray@wolf.csuohio.edu  
Office hours:    Fridays, 10:00 am to 5:00 pm or by appointment

#### **IMPORTANT:**

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

#### **TEXTBOOKS:**

Michael E. Milakovich and George J. Gordon, PUBLIC ADMINISTRATION IN AMERICA, 7<sup>th</sup> Edition, Boston, MA, Bedford/St. Martin's Press, 2001.

Frederick S. Lane, Editor., CURRENT ISSUES IN PUBLIC ADMINISTRATION, 6<sup>th</sup> Edition, Boston, MA, Bedford/ St. Martin's Press, 1999

#### **ADDITIONAL READINGS:**

Woodrow Wilson: *The Study of Administration*, Political Science Quarterly, June 1887

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

United States Constitution

#### **COURSE DESCRIPTION:**

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

#### **COURSE METHODS:**

The Class will meet every other Saturday beginning January 19, 2002, from 9:00 am until 5:00 pm with time off for lunch and short breaks. Methods include lectures, group discussions, written reports, oral presentations, examinations and maybe guest speakers.

**COURSE REQUIREMENTS:**

- A. Attendance and punctuality are expected in all classes. 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 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.

**COURSE GRADE:**

Based on grades for:  
Written Assignments .... 40%  
Mid Term Quiz ..... 30%  
Final Exam ..... 30%

**GRADE SCALE:**

A 94-100    B+ 86-89    C 70-79  
A- 90-93    B 80-85    D 60-69

**COURSE SCHEDULE:**

- January 25      Course Orientation, U.S. Constitution, Ohio Revised Code, City Charter
  
- February 2      Gordon & Milakovich - Chapters 1 and 2  
                    Lane - Introductions to chapters 1 and 2; articles by Blau/Meyer and Rourke
  
- February 16     Gordon & Milakovich - Chapters 3 and 4  
                    Lane - Introduction to chapter 3; article by Rivlin
  
- March 2         Gordon & Milakovich - Chapter 5  
                    Written Assignment A due today:  
                    Write a five or more page paper, double spaced, with citations, contrasting the philosophies of public administration in the Wilson and Waldo articles. Be prepared to read your paper in class today. 15% of grade
  
- March 23        Gordon & Milakovich - Chapters 6 and 7  
                    Lane - Introductions to chapters 4 and 5; articles by Waldo and Bolman/ Deal

Quiz at beginning of class. 30% of grade

- April 6 Gordon & Milakovich - Chapters 8 and 9  
Lane - Introduction to chapter 6; article by Ospina  
Written assignment B due today:  
Use the Internet to identify these public administration groups:  
ASPA, PTI, NAPA, ICMA, NFBPA, NLC, NCL, NACo  
Write a paragraph on each showing full name, location, mission and type of members. 10% of grade
- April 20 Gordon & Milakovich - Chapters 10 and 11  
Lane - Introduction to chapters 8 and 9; articles by Lynn, Ammons, & Lehne  
Written assignment C due today:  
Write a four or more page paper analyzing a public policy. **YOU MUST READ CHAPTER 10 FIRST, AND YOU MUST USE CONCEPTS FROM CHAPTER 10 IN YOUR ANALYZATION.** Attach a copy of the policy.  
15% of grade
- May 4 Gordon & Milakovich - Chapter 12  
Lane - Introduction to chapter 10 and article by Osborne and Gaebler  
Review for final examination
- May 11 Final Examination 30% of grade

