

SYLLABUS

PAD 600 INTRODUCTION TO PUBLIC ADMINISTRATION SPRING 2005

Instructor: Sylvester Murray
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Office Hours: Tuesday and Wednesday, 4:00 - 5:00 p.m. 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, 8th Edition*, Belmont, CA, Thompson/Wadsworth Press, 2004

Frederick S. Lane, Editor, *Current Issues in Public Administration, 6th 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

The United States Constitution, The Ohio 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 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 on Monday 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 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 textbooks 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:

Written Assignments 40%
Oral Presentations 10%
Mid-Term Examination 20%
Final Examination30%

GRADE SCALE:

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

COURSE SCHEDULE:

January	17	No Class University Holiday
January	24	Course Orientation, U.S. Constitution, Ohio Revised Code, City Charter
January	31	Milakovich & Gordon - Chapter 1 - Context, Nature and Structure Lane - Article by Peter Blau and Marshall Meyer, p.3
February	7	Milakovich & Gordon - Chapter 2 - Democracy and the Political System Lane - Article by James Q.Wilson, p.38
February	14	Milakovich & Gordon - Chapter 3 - Bureaucratic Politics and Power Lane - Article by Francis Rourke, p.57
February	21	No Class University Holiday
February	28	Milakovich & Gordon - Chapter 4 - Federalism and Intergovernmental Lane - Article by Alice Rivlin, p.74 Assignment A due tonight: Write a five or more page paper, doubled spaced, with citations, contrasting the philosophies of public administration in the Wilson and Waldo articles. Be prepared to read your paper in class tonight. 15% of Grade.

March	7	No Class	Take Home Midterm Exam Due by 5:00 p.m. March 8 th . 20% of Grade
March	14	No Class	Spring Break
March	21	Milakovich & Gordon - Chapter 5 - Organizational Theory	Assignment B due tonight 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. 10% of Grade
March	28	Milakovich & Gordon - Chapter 7 - Administrative Leadership Lane - Article by Lee Bolman and Terrence Deal, p 171	
April	4	Milakovich & Gordon - Chapter 8 - Personnel, Human Resources Lane - Article by Sonia Ospina, p. 222	
April	11	Milakovich & Gordon - Chapter 9 - Governmental Budgeting	
April	18	Milakovich & Gordon - Chapter 10 - Public Policy Lane - Articles by Laurence Lynn Jr., p.273 and David Ammons, p.293	
April	25	Milakovich & Gordon - Chapter 11 - Regulations and Administrative Law Lane - Articles by Richard Lehne, p.309 and Dwight Waldo, p. 140 Written Assignment C due today: Write a four or more page paper analyzing a public policy you read about. YOU MUST USE TERMS AND CONCEPTS FROM TEXTBOOKS IN THE ANALYZATION - M/G Chapter 5 and Lynn, Jr in Lane, p.273 15% of grade.	
May	2	Milakovich & Gordon - Chapter 12 - Conflict and Social Change Lane - Article by David Osborne and Ted Gaebler, p. 350	
May	9	Final Examination	In Class No books or Notes 30% of grade

Oral Presentations

Assignments will be made for students to lead the class discussions on articles in the Frederick S. Lane paperback textbook
10% of grade