

SYLLABUS

PAD 600 (50) INTRODUCTION TO PUBLIC ADMINISTRATION

Cleveland State University

Department of Urban Studies

Spring 2007

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Office Hours: Wednesdays and Thursdays 4:00 -5:00 p.m. or by appointment
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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, 9th Edition* Belmont, CA, Thompson/Wadsworth Press, 2004

Richard J. Stillman, *Public Administration - Concepts and Cases, 8th 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

James Madison: *The Federalist No. 51*, 1788

George H. Frederickson, *The State of Social Equity in American Public Administration*, Paper delivered at 4th 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 Wednesdays from 6:00 p.m. until 9:50 p.m. It is primarily a lecture and writing course. Significant reading is required. Methods include lectures, class room discussions, written reports, oral presentations, examinations and guest speakers. Examinations are essay and short answers with a choice of questions.

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. No make up exams.

B. Read 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. Spelling, punctuation and grammar will be considered in grading written assignments. All papers must be typed. Plagiarism (copying the words of others without citation) merits failure. Ten (10) points will be deducted on assignments turned in late.

Note: A well written paper, or essay, contains an introduction which defines the subject, a discourse which places the subject in context and gives factual data and positions relating to it, and a summary which gives a conclusion and maybe a personal opinion about the subject.

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, snack, 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:

January	17	Course Orientation: The platforms for Public Administration at each level of government - U.S. Constitution, Ohio Constitution/Code, City Charter/Code
Jan	24	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.
Jan	31	M & G, Chapter 2 - Public Administration, Democracy and Bureaucratic Power Stillman, Chapter 3 - The Concept of Ecology Case 3: Dr. Helene Gayle and the AIDS Epidemic

- Feb 7 M & G, Chapter 3 - Federalism and Intergovernmental Relations
James Madison, The Federalist No 51.
Paper #1 due tonight. Be prepared to read your paper in class
- Feb 14 M & G, Chapter 4 - Organizational Theory
Stillman, Chapter 6 - The Concept of the Informal Group
Case 6: American Ground: Unbuilding the World Trade Center
- Feb 21 M & G, Chapter 5 - Decision Making in Administration
Stillman, Chapter 8 - Decision Making: The Concept of Incremental Choice
Case 8: The MOVE Disaster
- Feb 28 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
- March 7 Midterm Examination
- March 14 Spring Recess
- March 21 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?
- March 28 M & G, Chapter 8 - Governmental Budgeting
Paper # 2 due tonight
- April 4 M & G, Chapter 9 - Public Policy and Program Implementation
Stillman, Chapter 10 - The Concept of Effective Public Organizations
Case 16: The Case of the Butterfly Ballot
- April 11 M & G, Chapter 10 - Performance Management in the Public Sector
Stillman, Chapter 9 - Administrative Communication's Professional Centrality"
Case 9: The Shootings at Columbine High School: Law Enforcement Response
- April 18 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
- May 2 M & G, Chapter 12 - Public Admin. in a Time of Conflict and Social Change
Stillman, Chapter 16 - The Concept of Competing Ethical Obligations
Case 14: Reinventing School Lunch Programs - From Food to Nutrition Policy
- May 9 Final Examination

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. Begin your paper with: "This is a paper which contrasts the philosophies of public administration held by Wilson, Waldo and Frederickson. To contrast means to ...

Paper # 2 10% of grade

Search the Web and write a paragraph which identifies and gives the mission and membership makeup of each of 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 which conducts a "policy analysis" of a renown public policy or a "program evaluation" of an particular program which you read about or which exists at your place of employment. You must read M & G Chapter 9 and Stillman Chapter 10 before writing the paper. You must include terms and concepts from those Chapters in your paper.

The Stillman Case Presentation 10% of grade

Two students will collaborate and present a case together. The presentation should review the relevant Stillman Chapter and the Case assigned. Provide an analysis which also recognizes the questions in the Introduction section preceding each Case. Both persons will get the same grade. The presentation should be by power point with a hard copy given to Professor Murray at the beginning to follow along and grade.