SYLLABUS

PAD 600   INTRODUCTION TO PUBLIC ADMINISTRATION     FALL 2005

Instructor:       Sylvester Murray
Office:            UR222
Voice Mail:      murray@urban.csuohio.edu
Office Hours:   Tuesdays and Thursday 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, 8th Edition
Belmont, CA, Thompson/Wadsworth Press, 2004


ADDITIONAL READINGS:

George H. Frederickson, The State of Social Equity in American Public Administration, Paper delivered at 4th Social Equity Leadership Conference, Cleveland, OH. February, 2005

The United States Constitution, The Ohio Constitution and 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 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 Thursday 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 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:**

<table>
<thead>
<tr>
<th>Written assignments</th>
<th>30%</th>
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<tbody>
<tr>
<td>Oral Presentations</td>
<td>20%</td>
</tr>
<tr>
<td>Mid Term Examination</td>
<td>20%</td>
</tr>
<tr>
<td>Final Examination</td>
<td>30%</td>
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**GRADE SCALE**

- A 95 - 100
- B+ 86 - 89
- C 70 - 79
- A- 90 - 94
- B 80 - 85
- D 60 - 69

**COURSE SCHEDULE:**

- **Sept 1:** Course Orientation, U.S. Constitution, OH Constitution/Code, Cleveland Charter
- **Sept 8:** M & G, Chapter 1 - Approaching the Study of Public Administration
  Stillman, Chapter 1 - The Search for Scope and Purpose of Public Administration
- **Sept 15:** M & G, Chapter 2 - Democracy and the Political System, Values and Change
  Stillman, Chapter 3 - The Concept of Ecology
  **Case:** Dr. Helene Gayle and the AIDS Epidemic
- **Sept 22:** M & G, Chapter 3 - Bureaucratic Politics and Bureaucratic Power
  Stillman, Chapter 4 - The Concept of Administrative Power
  **Case:** The Columbia Accident
- **Sept 29:** M & G, Chapter 4 - 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 6:** M & G, Chapter 5 - Organizational Theory
  Stillman, Chapter 6 - The Concept of the Informal Group
  **Case:** American Ground: Unbuilding the World Trade Center
- **Oct 13:** No Class
- **Oct 20:** M & G, Chapter 7 - The Challenges of Administrative Leadership
Stillman, Chapter 7 - The Concept of Competing Bureaucratic systems  
**Case:** The Decision to Go to War with Iraq

Oct 27  Mid Term Examination

Nov 3  M & G, Chapter 8 - Personnel Administration and Human Resources Dev.  
Stillman, Chapter 11 - The Concept of the Public Service Culture  
**Paper # 2** due tonight  
**Case:** The Case of the Butterfly Ballot (Stillman, page 514)

Nov 10 M & G, Chapter 9 - Governmental Budgeting

Nov 17 M & G, Chapter 10 - Public Policy and Management  
Stillman, chapter 10 - The Concept of Effective Public Organizations  
**Case:** The Shootings at Columbine High School: Law Enforcement Response

Nov 24 No Class

Dec 1 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

Dec 8 M & G, Chapter 12 - Public Admin. in a Time of Conflict and Social Change  
Stillman, Chapter 16 - The Concept of Competing Ethical Obligations  
**Case:** Reinventing School Lunch Programs - From Food to Nutrition Policy  
Review for Final Examination

Dec 15 Final Exam

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**Paper #1 15% of grade**  
Write a five or more page paper contrasting Public Administration as presented by Woodrow Wilson, Dwight Waldo and George Frederickson. Due:

**Paper #2 10% of grade**  
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 makeup.

**Paper #3 15 % of grade**  
Write a four or more page paper analyzing or evaluating a Public Policy which you read about in a newspaper or magazine; or which exists at your place of employment (must use concepts from M & G, chapter 10). Or on an Effective Government Organization (must use concepts from Stillman, chapter 10)  
**Case Study** oral report is 10% of grade. The same grade will be given to each person.
The oral report should be outlined or in power point for turning in to instructor.