SYLLABUS
Cleveland State University          Department of Urban Studies       Fall 2007   Monday

PAD 600 (50)     INTRODUCTION TO PUBLIC ADMINISTRATION

Instructor:          Sylvester Murray
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E-Mail:               murray@urban.csuohio.edu
Office Hours:     Mondays and Wednesdays  4:00 -5:00 p.m. or by appointment
Grad. Asst.         Steven Otto  216 687-5261

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, 2007

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)


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

James Madison: The Federalist No. 51   1788

United States Constitution,   Ohio Constitution and Revised Code,   Cleveland Charter and Code

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 Mondays from 6:00 p.m. until 9:50 p.m. Methods include lectures, class room 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:**

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<tr>
<th>Assignments</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Written assignments</td>
<td>40%</td>
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<tr>
<td>Case Presentation</td>
<td>10%</td>
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<tr>
<td>Mid Term Examination</td>
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<td>Final Examination</td>
<td>30%</td>
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**GRADE SCALE**

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<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
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<td>B+</td>
<td>86 - 89</td>
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<td>B</td>
<td>80 - 85</td>
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<td>D</td>
<td>60 - 69</td>
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**COURSE SCHEDULE:**

August 27  
Course Orientation: The platforms for Public Administration at each level of government - U.S. Constitution, Ohio Constitution/Code, City Charter/Code

Sept 3  Holiday  No Class

Sept 10  
M & G, Chapter 1 - Approaching the Study of Public Administration  
Stillman, Chapter 1 - The Search for Scope and Purpose of Public Administration  
**Case Study 1:** The Blast in Centralia No. 5

Sept 17  
M & G, Chapter 2 - Public Administration, Democracy, Bureaucratic Power  
Stillman, Chapter 2 - The Concept of Bureaucracy  
Stillman, Chapter 3 - The Concept of Ecology  
**Case Study 3:** Dr. Helene Gayle and the AIDS Epidemic

Sept 24  
M & G, Chapter 3 - Federalism and Intergovernmental Relations  
James Madison, The Federalist No. 51  
Stillman, Chapter 4 - The Concept of Administrative Power  
**Case Study 4:** The Columbia Accident

Oct 1  
M & G, Chapter 4 - Organizational Theory  
**Paper #1 due tonight.** Be prepared to read your paper in class

Oct 8  Holiday  No Class
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<th>Date</th>
<th>Event</th>
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| Oct 15 | Stillman, Chapter 7 - The Concept of Competing Bureaucratic Subsystems  
**Case Study 7**: The Decision to Go to War with Iraq  
Stillman, Chapter 8 - The Concept of Incremental Choice  
**Case Study 8**: The MOVE Disaster |
| Oct 22 | Midterm Examination  20% of grade |
| Oct 29 | M & G, Chapter 6 - The Challenges of Administrative Leadership  
M & G, Chapter 8 - Governmental Budgeting  
**Paper Listing # 2 due tonight** |
| Nov 5 | M & G Chapter 7 - Personnel Administration and Human Resources Dev.  
Stillman, Chapter 11 - The Concept of the Public Service Culture  
**Case Study 16**: The Case of the Butterfly Ballot |
| Nov 12 | Holiday  No Class |
| Nov 19 | M & G, Chapter 9 - Public Policy and Management  
Stillman, chapter 10 - The Concept of Effective Public Organizations  
**Paper # 3 due tonight. Be prepared to read your paper in class.** |
| Nov 26 | M & G, Chapter 10 - Performance Management in the Public Sector  
Stillman, Chapter 9 - The Concept of Administrative Communication  
**Case Study 9**: The Shootings at Columbine High School |
| Dec 3 | M & G, Chapter 11 - Regulations and Administrative Law  
Stillman, Chapter 15, The Concept of Public Service Sector Deregulation  
**Case Study 15**: The Human Genome Project |
| Dec 10 | Final Exam  30% of grade |

**Paper # 1**  15% of grade  
Write a five or more page paper *contrasting the philosophies of public administration* as presented by Woodrow Wilson, Dwight Waldo and George Frederickson. Title your paper: “Wilson, Waldo, Frederickson In Contrast” Begin the Introduction of your paper with: “To contrast means to ...”

**Paper Listing # 2**  10% of grade  
Search the Web and write a paragraph which identifies and gives the mission, membership makeup and location 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 a 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 follow ‘paper outline’ and your paper must contain key terms & concepts from M&G chapter 9 and Stillman, Chapter 10.

**Paper Outline:** Three parts - introduction of subject, discourse of data, summary/conclusion.

**The Stillman Case Study Presentation** 10% of grade
Two students will collaborate and present a case together. The presentation should review the relevant Stillman Chapter and the Case Study assigned. Provide an analysis which also recognizes the questions in the Stillman Introduction section preceding each Case Study. The presentation should be power point with a hard copy given to Professor Murray at the beginning to follow along and grade. Both persons will get the same grade. Students not presenting a Case Study will get extra credit (10)% for reading Paper 1 or 3.