SYLLABUS

PAD 600 (51)   INTRODUCTION TO PUBLIC ADMINISTRATION

Cleveland State University   Department of Urban Studies   Fall 2007   Wednesday

Instructor: Sylvester Murray
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Office Hours: Wednesdays and Thursdays 4:00 -5:00 p.m. or by appointment
Grad. Asst: John Pietro (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


ADDITIONAL READINGS:
Woodrow Wilson: The Study of Administration   (See Stillman, Chapter 1)


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

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, classroom 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.

B. Read textbooks and other 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.

**COURSE GRADE:**

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<tr>
<th>Assignment</th>
<th>Grade Scale</th>
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<tr>
<td>Written assignments</td>
<td>A 95 - 100</td>
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<td>Case Presentation</td>
<td>B+ 86 - 89</td>
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<td>Mid Term Examination</td>
<td>C 70 - 79</td>
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<td>Final Examination</td>
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<td>B 80 - 85</td>
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<td>D 60 - 69</td>
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**COURSE SCHEDULE:**

- **August 29** Course Orientation: The platforms for Public Administration at each level of government - U.S. Constitution, Ohio Constitution/Code, City Charter/Code

- **Sept 5** 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 12** M & G, Chapter 2 - Public Administration, Democracy and 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 19** 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

Sept 26 M & G, Chapter 4 - Organizational Theory
Paper # 1 due tonight. Be prepared to read your paper in class.

Oct 3 Stillman, Chapter 7 - The Concept of Competing Bureaucratic Subsystems
Case Study 7: The Decision to go to War with Iraq
Stillman, Chapter 8 - Decision Making: The Concept of Incremental Choice
Case Study 8: The MOVE Disaster

Oct 10 Stillman, Chapter 6 - The Challenges of Administrative Leadership
M & G, Chapter 16 - The Concept of Competing Ethical Obligations
Case Study 16: The Case of the Butterfly Ballot

Oct 17 Midterm Examination

Oct 24 Stillman, Chapter 11 - The Concept of the Public Service Culture
Case Study 11: Who Brought Bernadine Healy Down?

Oct 31 M & G, Chapter 8 - Governmental Budgeting
Paper Listing # 2 Due Tonight

Nov 7 M & G, Chapter 9 - Public Policy and Program Implementation
Stillman, Chapter 10 - The Concept of Effective Public Organizations

Nov 14 M & G, Chapter 10 - Performance Management in the Public Sector
Stillman, Chapter 9 - Administrative Communication’s Professional Centrality’’
Case Study 9: Shootings at Columbine High School: Law Enforcement

Nov 21 No Class

Nov 28 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 5 M & G, Chapter 12 - Public Admin. in a Time of Conflict and Social Change
Stillman, Chapter 14 - The Concept of Issue Networks
Case Study 14: Reinventing School Lunch - From Food to Nutrition Policy

Dec 12 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 key terms/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 Stillman Introduction section preceding each Case. The presentation should by 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 will get extra points (10%) for paper 1 or 3.**

**Outline for writing paper #1 and Paper #3:**  (1)Introduction of subject, (2) Discourse of data, (3) Conclusion/summary