

PAD 3003 - 5464 Public Management & Administration
GCS 110
Tuesday and Thursday 15:00 - 16:20
Dr. Ronald C. Nyhan

Office Hours : Boca Library - Saturdays 11:00 - 12:20
Boca Rm 243 - Tues/Thurs - 13:00 - 15:00
Tower - Fridays 09:00 - 17:00

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Course Description

The purpose of this course is to introduce students to the theory and practice of public management within a democratic context, as well as to serve as a gateway course for further analysis of particular substantive areas in public administration. The class covers the structure, organization, direction, and control of public managers as they carry forward public policy. Particular attention is paid to the intricacies of governmental operations and the associated consequences on administration. Further, specific policy issues are critically examined in light of the tension between individual liberties and protection of the public will. Also, the ethical dimensions faced by all public managers are explored. Students will also develop an awareness of the impact public managers have on the development and delivery of public policy through the exploration of professional accountability and discretion.

Course Objectives

This course has five major objectives:

1. To introduce students to the connection between public policy making and public administration in America;
2. To analyze and evaluate the substantive boundaries of public management;
3. To expose students to the many faces of administration, specifically the political nature of the governmental enterprise;
4. To help students develop an appreciation for the administrative and technical skills necessary in the conduct of public affairs;
5. To introduce students to the complexity and necessity of government and the ethical and moral obligations of public administrators.

Within these objectives students are provided with the ability to develop reasoned judgments and critical analysis about politics and administration and to promote the ability to present ideas and conclusions persuasively.

Course Format

The format for this course will be primarily lecture, however, on scheduled dates a portion of the class will consist of group exercises and analysis related to the workbook. Further, since this is an introductory class students are encouraged to participate in class, ask questions, and discuss readings. Since a portion of the grade is based on participation, roll will be taken each day (i.e. if you are not present you cannot participate).

Required Texts

Public Administration: Policy, Politics, and Practice (2nd Edition). William C. Johnson, McGraw-Hill, 1996.

The Public Administration Workbook (4th Edition). Mark W. Huddleston, Longman Publishers, Inc., 2000

Grading Policy

All student work submitted for this subject must be original work prepared and submitted for this subject only. Work or parts of work submitted for other courses or subjects are not acceptable for assessment in this course unless prior permission is granted. Plagiarism will result in an F in this class.

Student performance will be assessed based on the following criteria:

Exams	40%
Exercises (Workbook)	40%
Participation	20%

Exams: There will be two exams given in this class; a mid-term and a final. The mid-term exam will be administered on October 17, and will cover all material discussed in class up to the date of the test. The final exam will be administered on the assigned date during finals week (December 6 -12, 2002). The final will cover all material not covered on the mid-term. Both exams consist of multiple choice, true/false, fill-in-the-blank, and short essay answers.

Workbook Exercises: All students are required to complete the assigned exercises from the Public Administration Workbook (Huddleston). Further, on specific issues we will talk about the assignment in class and discuss the potential implications relative to the assigned readings. These exercises are self-contained and relatively straightforward. They do not have to be typed, but if I cannot read them I cannot grade them. **EACH EXERCISE MUST BE TURNED IN ON THE ASSIGNED DATE.**

Classroom Participation: Students are expected to read assigned materials in advance of each lecture. Students are encouraged to come to class with questions or points of view from the readings. Additionally, students should bring newspaper and periodical articles pertaining to subject areas covered in class.

Class Schedule

August 22 - Introduction

August 27 - Required Reading: Chapter 1 Public Administration: To Serve and Protect, Johnson

August 29 - Required Reading: Introduction, Huddleston

September 3 - Required Reading: Chapter 2 The Anatomy of Administration

September 5 - Exercise #1 Due

Revised PAD 3003 Class Schedule - September 17, 2002

September 17 - Required Reading: Chapter 4 Administration and the Intergovernmental Net
September 19 - Exercise #3; Forms 12, 13, 14, Questions 1- 4 Due

September 24 - Required Reading: Chapter 5 The Sources of Public Policy
September 26 - Exercise #5 Due

October 1 - Required Reading: Chapter 6 Business Regulation by Government
October 3 - Exercise #6 Due

October 8 - Required Reading: Chapter 11 Public Personnel Management
October 10 - Library Research - Exercise #7 Due October 15.

October 15 - Required Reading: Chapter 8 Public Administration and Its Publics
October 17 - Midterm Chapters 1-8 and all additional material from lectures.

October 22 - Required Reading: Chapter 9 Administrative Leadership and Management
October 24 - Exercise #4 Due

October 29 - Required Reading: Chapter 10 Planning and Decision Making in Public Agencies
October 31 - Exercise #16 Due

November 5 - Required Reading: Chapter 7 Public/Private Administrative Relationships
November 7 - Exercise #8 Due

November 12 - Required Reading: Chapter 12 The Administration of Public Money
November 14 - Exercise #12 Due

November 19 - Required Reading: Chapter 13 Implementing Public Policy
November 21 - Exercise #17 Due

November 26 - Required Reading: Chapter 14 Evaluating Public Policy/Accountability
November 28 - Thanksgiving vacation

December 3 - Required Reading: Chapter 15 Administrative Accountability
Exercise #18 Due

December 5 - Reading Day

December 6 - 12 Exam Week. Chapters 9-15 and all additional material from lectures.