

PADM 3601-002
Introduction to Public Administration
Fall 2006

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Office Hours: Tuesday, Wednesday, and Thursday afternoons, or by appointment.

Course Description and Objectives

This course is designed to acquaint students with the major characteristics, functions, procedures, and problems that are found in the administrative bureaucracies of contemporary government and non-profit organizations.

This course focuses upon the individuals who work in the bureaucracy, what they do, how they do it, and how effectively American governmental agencies and institutions work.

The course will involve readings from the textbook, supplemental readings that will be distributed in class, case studies from your textbook, as well as, class discussion of current topics in public administration and public policy that affect our daily lives.

This course has been structured to allow you to achieve the following learning objectives:

- Learn the history and development of American Public Administration
- Learn the language, terminology, and jargon that public administrators use
- Learn the major subdivisions of Public Administration
- Be exposed to some of the seminal works in the field
- Learn to read and think critically about the issues facing Public Management in the future

Text Books

The major text books for the class will be:

The Politics of the Administrative Process, Donald F. Kettl and James W. Fesler, Third Ed., CQ Press, Washington, D.C., 2005

Public Administration: Concepts and Cases, Richard J. Stillman, II, Houghton Mifflin Co., Boston, 2000.

Course Requirements

There will be two exams throughout the semester: a mid-term and final. Each exam will count for 40% of your final grade. You will have the choice between a term paper on a topic of your choice relating to public administration; or keep a journal about current issues that appear in periodicals focusing on public administration. This will account for 10% of your final grade. The final 10% of your grade will come from 5 case studies that you will turn in for credit. (As you can figure, each case study only accounts for 2% of your final grade).

Grading

The grading scale will be based on the 10 point scale. Anything below 60 is failing.

Attendance:

You are expected to attend class with the assigned readings completed and prepared to discuss the topic of the day. The test material will come from class lecture, discussion, and the readings. Therefore, if you expect to make a good grade, attendance will be important. You will find material on your exams that comes from class lectures only!

Make-Up Exams:

Make-up exams will be approved and scheduled only at the discretion of the instructor based upon individual circumstances.

Plagiarism:

One of the most serious violations of academic integrity and honesty is plagiarism. Please review the policy on academic integrity as contained in the Student Handbook. Violations of the policy on plagiarism will result in serious penalties up to a failing grade in the course and university disciplinary action.

Disabilities:

The University of Memphis is highly supportive of the full participation and success of students with all types of disabilities. Students with disabilities or questions regarding qualifying disabilities should contact the Student Assistance Services department. Any student needing special assistance should submit documentation in writing to the instructor at the beginning of the semester.

Inclement Weather:

In the event of class cancellation, the session will be made up during the semester. The University of Memphis will announce weather or other emergency related cancellations to the local radio and television media.

Extra Credit: Due to the nature of this course, extra credit will not be awarded.

Tentative Class Schedule

August 30	Introduction and Setting up the US Constitution / Public Administration's Legitimate Role.
September 6	Approaching the Study of Public Administration and The Paradigms of Public Administration Assignment: Read Chapter 1 of Kettl and Fesler.
September 13	Bureaucratic Politics Read Chapter 5 of Kettl and Fesler.
September 20	The Political and Cultural Environment of Public Policy and Administration and Reinventing Government Assignment: Read Chapter 6 of Kettl and Fesler.
September 27	No Class, SECOPA Conference in Athens, GA
October 4	Federalism / Review for your Mid-Term Exam Read Chapter 2 of Kettl and Fesler.
October 11	Mid-Term Exam
October 18	Decision Making in Administration Assignment: Read Chapter 9 of Kettl and Fesler.
October 25	Organizational Behavior and Performance Management Assignment: Read Chapter 3 of Kettl and Fesler.
November 1	Strategic Management in the Public Sector Assignment: Read Chapter 4 of Kettl and Fesler.
November 8	Leadership / Personnel Management Assignment: Read Chapters 7 and 8 of Kettl and Fesler.

- November 15** **Social Equity**
Assignment: Read Handout Case Study “Affirmatively Managing Helen and be ready to discuss in class the 7 questions at the end of the case study.
- November 22** **Public Financial Management**
Assignment: Read Chapter 10 of Kettl and Fesler.
- November 29** **Program Evaluation, Ethics, and Where do we go in the future with public admin. Turn in Journals or Term Paper and Review for Final Exam**
Assignment: Read Chapters 11 and 14 of Kettl and Fesler.
- December 6** **Final Exam**