

Political Science 3312

Public Administration and Public Policy

Dr. Tracy L. R. Lightcap

Office: Room 204, Callaway Academic Building

Office Hours: Monday and Wednesday 11:00 - 12:00 am or by appointment.

Required Readings

There are two texts required for this course:

Jay M. Shafritz, E. W. Russell, and Christopher P. Borick. 2007. *Introducing Public Administration*. 5th ed. New York: Pearson Longman.

Mark W. Huddleston and Dennis Dresang. 2006. *The Public Administration Workbook*. 5th ed. New York: Pearson Longman.

All of the readings for the course are in these two books.

Course Objectives

This course is an introduction - and nothing more - to the theory and practice of public administration. It is intended to give students a basic understanding of:

- ... some of the ideas and theoretical approaches used in studies of public administration, particularly those applying to American practice;
- ... of the historical and constitutional basis for public administration in the United States;
- ... of the organization of public institutions and how they are managed;
- ... of the social, political, and legal environments of public institutions;
- ... of the role and limitations of political processes in public administration;
- ... of the techniques that are used to conduct public business;
- ... and of the ethical basis for public administration.

To accomplish this will not be easy; public administration is complicated everywhere and especially so in the United States. In this course, we begin with an overview of the generalities we can establish and some of the theoretical ideas that have been used to explain them. Then, we will take a topic by topic approach, i.e. we will look at different areas of public administration and determine how some of the general themes can be used to analyze them. In most instances, this will be followed by practical application of methods of public administration aimed at forcing us to test the theoretical arguments. In other words, at the end of the course you will be ready to assimilate and evaluate information about how governments *work*.

Course Requirements

Evaluation

You will get several opportunities to demonstrate - to me and, as importantly, to yourselves - that you have learned something. There will be a midterm examination and a comprehensive final examination. In addition, each of you will be responsible for submitting a term paper (10 - 15 **typed** pages). I will give you a writer's guide for the paper later. We will also be doing some exercises involving both work in and out of class that will give you some idea of what people in government actually do.

The final examination will account for **35%** of your final grade, the midterm examination **25%** each, the term paper **25%**, and work on the exercises and class participation **15%**. Obvi-

ously, attendance will be considered part of participation. Also, if you aren't prepared to take part in class discussions, you can't expect to get much credit for participation.

Attendance

I will be taking attendance at each class. I will allow everyone three absences. **More than three absences will result in a W or WF from the course .** Since being late to class disturbs both me and your classmates, I will charge you with an absence if you are late twice (i.e. two late appearances = 1 absence). *If you are late, be sure to check with me after class to see that you were marked present!* This is your responsibility and yours alone.

Course Structure

This course will be taught by a mixture of lectures, exercises, and group discussions. I expect you to complete each reading assignment by the time we begin the corresponding section of the syllabus. I have tried to keep the overall reading burden relatively low, but I expect that to translate into a better effort on the exercises. Be warned: I won't be too patient with blank looks or incomplete assignments.

Material from lectures, discussions, and the readings will be covered on your examinations. Don't assume that you aren't going to be questioned about a lecture topic isn't in the book or about part of the assigned readings that I didn't cover in class.

Course Outline

The course will follow the outline below. I will make every effort to stick to this schedule, but if revisions are required I will inform you before hand. If we must reschedule any aspect of this syllabus, you and your classmates will be consulted.

1. Introduction and Some Housekeeping Chores (Feb 6)
2. Public Administration and Some Ideas About How to Analyze It (Feb 8 - 13)
Introducing Public Administration Chapters 1 - 2
3. The American Administrative State and Public Administration (Feb 15 - 20)
Introducing Public Administration Chapters 3 - 4
The Public Administration Workbook Exercise 1
4. Public Organizations and Pathways To Understanding Them (Feb 22 - Mar 1)
Introducing Public Administration Chapters 6 - 7
The Public Administration Workbook Exercises 2, 4
5. Management and Decision Making in Public Institutions (Mar 6 - 13)
Introducing Public Administration Chapters 8 - 10
The Public Administration Workbook Exercise 3
6. Ethics in Public Administration (Mar 15 - 20)
Introducing Public Administration Chapter 5
The Public Administration Workbook Exercise 6

Midterm Examination - March 22

7. Public Personnel Administration and Public Sector Organizing (Mar 27 - Apr 12)

Introducing Public Administration Chapter 11

The Public Administration Workbook Exercises 7, 9, 11

8. The Administrators and the Constitution (Apr 17 - 19)

Introducing Public Administration Chapter 12

The Public Administration Workbook Exercises 5

9. Public Budgeting and Finance (Apr 24 - 26)

Introducing Public Administration Chapter 13

The Public Administration Workbook Exercises 12, 13, 14

10. Analyzing and Evaluating Public Policy (May 1 - 4)

Introducing Public Administration Chapter 14

The Public Administration Workbook Exercises 16, 18

11. The Future of American Public Administration (May 8)

Introducing Public Administration Chapter 3 (redux)

Final Examination - May 16 at 9:00 am