

Course	PADM 5000 – Public Administration
Term	Summer, Jun1 – Aug 1, 2009
Instructor	Name: Dr. Lottie Adams Phone: 501-231-6031 Email: Adamslot@webster.edu
Catalog Description	This course is designed to foster in the student an understanding of the background and history of public administration as a discipline; to develop an understanding of organizational theory in both classical and contemporary approaches; and to examine the design of organizations and the environment of the political subsystems in which administrators function
Prerequisites	There are no prerequisites for this course: however, students must be willing to participate in class activities. Students must be able to express and develop ideas verbally and in written form at the graduate level.
Course Level Learning Outcomes	<p>The student will be able to:</p> <ul style="list-style-type: none"> • Define public administration within the context of its four frames. • Explain the real meaning of the politics-administration dichotomy. • Distinguish public policy from public administration and link the two constructs together and explain how public administration is both different and similar to the private sector • Categorize the administrative structure of the federal government, state and local government. • Identify the origins of public management and the evolutionary nature of organization theory. • Differentiate the major points in the challenge for equality. <p>Analyze the meaning of conflict of responsibility in public administration and realize how extremely difficult public administration is today in our fast moving, ever-changing political climate.</p>
Materials	<p><i>Introducing Public Administration</i>; Shafritiz, J.M., & Russell, E.M. (2005) 5th edition, Addison Longman, Inc. ISBN: 0-321-43943-0</p> <p>You can access the virtual Bookstore at http://bookstore.mbsdirect.net/webster, or call MSB Direct at 800-325-3252 and give your school name, site or program, and course number.</p>

<p>Grading</p>	<p>Grading Scale 93-100 A 90-92 A- 87-89 B+ 83-86 B 80-82 B- 70-79 C 0-69 F</p> <p>Course Requirements The GRADUATE catalog provides these guidelines and grading options:</p> <p>A/A- Superior graduate work B+/B/B- Satisfactory graduate work C Work that is barely adequate as graduate-level performance CR Work that is performed as satisfactory graduate work (B- or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses. F Work that is unsatisfactory I Incomplete work ZF An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal. IP In progress NR Not reported W Withdrawn from the course</p>
<p>Activities</p>	<p>Weekly lectures and discussion, small group work, presentations, homework assignments.</p>
<p>Policy Statements: University Polices</p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p>A student may submit their term paper to the On-Line Writing Center in St. Louis by email and have a coach make suggestions/corrections. It is up to the student to allow sufficient time (generally 7-10 days) for this process to be utilized and still turn in the term paper on the assigned date. Go to http://www.webster.edu/acadaffairs/asp/wc/online.html</p> <p>Academic Honesty The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p>Drops and Withdrawals Please beware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p>

	<p>Special Services If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p>Disturbances Since every student is entitled to full participation in class without interruption, all students are expected to be in class and prepared to begin on time. All pagers, wireless phones, or other electronic devices must be turned off, or switched to vibrate, when you enter the classroom.</p> <p>Disruption of class, whether by latecomers, noisy devices, or inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p>Student Assignments Retained From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p>Contact Hours for this Course It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
<p>Course Policies</p>	
<p>Week 1:</p>	<p>After reading Chapter 1 & 2 in the textbook, the student should be able to :</p> <ol style="list-style-type: none"> 1. Define public administration within the context of its four frames. 2. Locate public administration within its interdisciplinary context 3. Define the subject matter that forms the core of public administration. 4. Identify the concept of public policy. 5. Distinguish public policy from public administration and link the two constructs together. 6. Explain how public policy is made in a democratic republic like the United States. 7. Identify and explain the five key stages of the policymaking process.

<p>Week 2:</p>	<p>After reading Chapter 3 & 4 in the textbook, the student should be able to:</p> <ol style="list-style-type: none"> 1. Understand the concept of reinventing the machinery of government. 2. Understand the administrative structure of the federal government and executive branch. 3. Understand the administrative structure of state and local government, in particular. 4. Understand the major government reform movements in this century. 5. Understand the evolution of the U.S. federal system of government. 6. Comprehend the dynamic structure of U.S. intergovernmental relations.
<p>Week 3:</p>	<p>After reading Chapter 5 & 6 in the textbook, the student should be able to:</p> <ol style="list-style-type: none"> 1. Understand the meaning of honor and distinguish it from ethics. 2. Be able to identify and discuss corruption in government. 3. Comprehend ethical issues as they relate to public administration in such situations as the “dirty hands dilemma.” 4. Understand the meaning of conflict of responsibilities in public administration as it relates to impacted stakeholders. 5. Understand the origins of public management: 6. Comprehend the significance of administrative doctrine. 7. Understand the evolutionary nature of organization theory 8. Understand the meaning of organizational behavior. 9. Recognize the concept of organizational development. 10. Grasp the impact of bureaucratic structure on organizational behavior.
<p>Week 4:</p>	<p>After reading Chapter 7 & 8 in the textbook, the student should be able to:</p> <ol style="list-style-type: none"> 1. Define the concept of “managerialism” as a new public administration doctrine. 2. Understand the notion of reengineering as radical organizational reform. 3. Learn about the concept of empowerment as it relates to the managerialist doctrine. 4. Comprehend the meaning of entrepreneurialism in the public sector. <p>MID-TERM EXAM (Chapters 1-6)</p>
<p>Week 5:</p>	<p>After reading Chapter 9 & 10 in the textbook, the student should be able to:</p> <ol style="list-style-type: none"> 1. Discern the meaning of performance management 2. Understand the concept of strategic management as it applies to the public sector 3. Understand the kinds of power that leadership exerts upon the organization. 4. Learn about the prevailing theories of leadership 5. Comprehend the more dysfunctional aspects of too much leadership, in particular: 6. Discern the role leaders play in moral guidance of public organizations. 7. Learn about the need for leaders to be accountable in public administration

<p>Week 6:</p>	<p>After reading chapter 13 in the textbook, the student should be able to:</p> <ol style="list-style-type: none"> 1. Understand the importance of public financial management and the duties of the public administrators involved. 2. Know the rules and understand the politics of the “budget game.” 3. Understand the theories behind the budgeting process and their applications 4. Define an audit and understand the role auditing plays in any organization. 5. Identify the different types of audits and how they are executed. 6. Define and understand accounting and its function in an organization. 7. Discern the differences between policy analysis and policy evaluation.
<p>Week 7:</p>	<p>After reading chapter 14 in the textbook, the student should be able to:</p> <ol style="list-style-type: none"> 1. Understand the importance of public financial management and the duties of the public administrators involved. 2. Know the rules and understand the politics of the “budget game.” 3. Understand the theories behind the budgeting process and their applications 4. Define an audit and understand the role auditing plays in any organization. 5. Identify the different types of audits and how they are executed. 6. Define and understand accounting and its function in an organization. 7. Discern the differences between policy analysis and policy evaluation.
<p>Week 8:</p>	<p>Class presentations Review for final</p>
<p>Week 9:</p>	<p>Class Presentations FINAL</p>
<p>Additional Information</p>	<p>Attendance for this class will be taken. <u>You are encouraged to attend each session.</u> Students are expected to contribute to the class discussion in a substantive way at all class sessions. Class participation is a graded activity.</p>
<p>Approved by</p>	<p>Michael Hostetler, Faculty Coordinator, 3/11/2009</p>