

POLITICAL SCIENCE 778-243
Introduction to Public Administration

Semester 1 Fall 2007
M-W-11:00a.m-12:15 p.m.
PHY 147

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Required Text:

Grover Starling. *Managing the Public Sector*, 7th ed.
(Harcourt, Brace & Company 2005)

Course Descriptions and Objectives:

This course is intended to provide students with an introduction to the field of Public Administration. A Majority of the semester will be to examine the politics and administration of public policies and the various institutions, which are responsible for the implementation of those public policies whether they are at the federal, state or local levels of government. We will also examine the roles and responsibilities of public sector administrators. This will include the various theories and management techniques employed in the field of Public Administration and their impact on the decision-making policy process. During the last part of the semester, we will provide a more in-depth focus on local government administration, the issues and policies which affect us directly.

Course organization:

Although this course is primarily lecture-oriented, students are expected to join in class discussion. Participation is part of the course grade. Students are also expected to read the weekly text assignments prior to the lectures.

The grade for the semester will be based on the following criteria:

1. Midterm Exam: 30%- combination multiple choice and two essay questions
2. Final Paper: 30%- Topic area to focus on a local government administrative policy, process or issue. Topic must be approved by the instructor. Outline due **10-31-07**.
3. Class participation: 10%
4. Final Exam: 30% combination multiple choice and three essay questions, primary (90%) on the balance of the course from the midterm to the end of the semester.

Introduction to Public Administration
Course Outline (Fall 2007)

Political Science 778-243

- 9/5 Introduction to the Course Readings: none
- 9/10 Background and Introduction to the Study of Public Administration
Readings: none
- 9/12 The Nature of Public Administration
Readings: Starling, Chapter 1, pg. 1-45
- 9/17 The Political-Legal Environment
9/19 Readings: Starling, Chapter 2, pg. 51-104
- 9/24 Intergovernmental Relations
9/26 Readings: Starling, Chapter 3, pg. 108-149
Case 3.1 The Katrina Breakdown
- 10/1 Administrative Responsibility and Ethics
10/3 Readings: Starling, Chapter 4, pg. 155-202
Case 4.1 The FDA Task Force
Outline of Final Paper Due 10/3
- 10/8 Program Management-Planning “The Meat and Potatoes of Public Administration
10/10 Readings: Starling, Chapter 5, pg. 206-258
- 10/15 Decision-making
10/17 Readings: Starling, Chapter 6, pg. 259-300
- 10/22 Midterm Review
10/24 **Midterm Exam**
- 10/29 Organizing
10/31 Readings: Starling, Chapter 7, pg. 303-348
Case 7.2 Wisconsin Works
- 11/5 Leading
11/7 Readings: Starling, Chapter 8, pg. 350-390
Case 8.1 Sanitation Workers at the Gate
- 11/12 Implementation
Readings: Starling Chapter 9, pg. 392-439
- 11/14 Human Resources Management

- 11/19 Readings: Starling Chapter 10, pg. 441-500
11/21 Case 10.2 Three Cases about Sexual Harassment
- 11/26 Public Financial Management-Budgeting
11/28 Readings: Starling, Chapter 11, pg. 501-549
12/3
- 12/5 Information Management
Readings: Starling, Chapter 12, pg. 553-598
Local Government Management & Career Opportunities in the Public Sector
- 12/10 Guest Speaker
- 12/12 Last Class – Final Review
- 12/14 Friday, 10:00a.m.-12:00 noon
Final Exam and Final Paper