Sample Syllabus I- Introductory Public Administration

Public Administration and Democracy

Instructor: Chansu Jung

Course Description
Public administration can be simply defined as the process of developing and implementing government policies. Compared with the private sector, government should pursue both efficiency and democratic values, such as equity and accountability. This course will focus on the unavoidable strain and value conflicts that exist between public officials and stakeholders including politicians, constituents, and interest groups.

The main goal of this study is to help students understand the principles of public administration, the political environment of public administration, and the conflicts between administration and politics through the development and implementation of policies. To that end, this course will provide an overview of the history of public administration, a body of prominent theories and research, and the relationship between public administration and politics.

Required Books
Additional readings as assigned. Acquisition of these readings will be discussed in class.

Class Format
- One or one-and-a-half hour lecture will be given at the beginning of every class.
- Students will participate in group discussion about case study and each group will give a short presentation.
- Students will present their summaries of assigned articles or book chapters and discuss the articles.

Assignments
- Students will choose two or three articles or book chapters in the list below to summarize in two single-space pages and present them.
- Students will read articles and books on one out of the topics in this course and write a literature review paper in ten single-space pages. The topic will be decided after talking with the instructor.

Evaluation
Participation: 15% (including attendance and participation in group discussions)
Two Summaries of Articles or Book Chapters: 10%
Midterm Exam I: 25% (In Class)
Midterm Exam II: 25% (In Class)
Final Exam: 25% (In Class)

**Attendance Policy**
This course will follow an attendance policy. Students’ final participation grades will be reduced for any unexcused absence. If a student misses more than three classes, he/she receives a grade no higher than “B” in this course. Personal emergencies and professional obligations can be excused. Students should talk with the instructor about such absences. Tardiness will also result in reduction in participation grade.

**Late Work and Make-up**
Late work without prior approval will lead to reduced grade by 15% for each day it is late. Make-up exams will be given for only the excused absences from class. The schedule of the make-up exam will be discussed.

**Disability Policy**
If a student has any disability that can influence the ability to perform in this course, he/she should notify the instructor of the disability so that the instructor can make reasonable accommodations.

**General University Policies**
Students are required to inform themselves about Academic Honesty Policy of the University found at the Website for the University Policy. Any violations of the policy will lead to the strongest penalty.

**Class Schedule**

**Week 1. Introduction and Overview**

**Week 2. Scope and Purpose of Public Administration**
Stillman, Chapter 1.
- Stillman, Richard J. “The Study of Public Administration in the United States”
- Case Study 1 - “The Blast in Centralia No. 5: A Mine Disaster No One Stopped”

**Week 3. The Setting of American Public Administration**
Stillman, Chapter 5
- O’Toole, Laurence J. “American Intergovernmental Relations: An Overview”
- Case Study 5 - “Wichita Confronts Contamination

- “Bureaucracy and Politics”
- “The Structure of American Bureaucracy”
Week 4. Bureaucracy
Stillman, Chapter 2 and 7
● Weber, Max. “Bureaucracy”
● Stillman, Richard J. “Inside Public Bureaucracy”
● Case Study 2 - “How Kristin Died”

● “Bureaucracy Despised, Disparaged, and Defended”
● “More Bureaucracy Myths to Delete”

Week 5. Bureaucracy and Democracy
Gormley and Balla Book
● Chapter 1 – “Bureaucracies as Policymaking Organizations”
● Chapter 2 – “Bureaucratic Reasoning”
● Chapter 3 – “The Bureaucracy’s Boss”
● Chapter 4 – “The Bureaucracy’s Clients”
● Chapter 7 – “Why Are Some Bureaucracies Better Than Others?”

Week 6. Midterm Exam I

Week 7. Organization Theory
● “Understanding the Study of Organizations: A Historical Review”


Week 8. Politics and Decision Making
Stillman, Chapter 4 and 8
● Long, Norton E. “Power and Administration”
● Lindblom, Charles E. “The Science of Muddling Through”
● Case Study 8 - “The MOVE Disaster”


Week 9. Communication and Effective Management
Stillman, Chapter 9 and 10
● Garnett, James L. “Administrative Communication: The Concept of Its Professional Centrality”
● Case Study 9 - “The Shootings at Columbine High School: The Law Enforcement Response”


Week 10. Public Personnel Motivation
● “Understanding People in Public Organizations: Theories of Work Motivation and Work-Related Attitudes”
● Case Study 11 - “Who Brought Bernadine Healy Down?”


Week 11. Midterm Exam II

Week 12. Public Budgeting and Implementation
Stillman, Chapter 12 and 14
● Rubin, Irene S. “The Politics of Public Budget”
● Case Study 12 - “Wisconsin’s Budget Deficit”
● Case Study 13 - “They Had a Plan”


**Week 13. Dilemma I: The Relationship between Politics and Administration**

Stillman, Chapter 14

- Helco, Hugh. “Issue Networks and the Executive Establishment”
- Case Study 14 - “Reinventing School Lunch: Transforming a Food Policy into a Nutrition Policy”


**Week 14. Dilemma II: The Relationship between Bureaucracy and the Public Interest**

Stillman, Chapter 15

- Wilson, James Q. “Bureaucracy and the Public Interest”
- Case Study 15 - “The Human Genome Project”


**Week 15. Dilemma III: The Relationship between Ethics and Public Administration**

Stillman, Chapter 16

- Waldo, Dwight. “Public Administration and Ethics: A Prologue to a Preface”
- Case Study 16 - “The Case of the Butterfly Ballot”


**Week 16. Final Exam**