

Political Science, POLS 4200 01  
**Principles of Public Administration**

Dr. Robert M. Sanders, Fall, '09,  
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Department of Political Science Office, Pafford 140, 839-6504, fax- 839-5009;  
Classroom- Pafford 112, M.W. F. 12:00, 3 cr. (office hours announced in class).

Course Background:

This course will explore the unique characteristics of the public organization, including the structure of the administrative state and its impact on society. The course will also analyze theories of public administration relating to organizational structure, personnel issues, legal dynamics, as well as historical developments of the field.

Class objectives: Students will demonstrate that they have developed: An understanding of the structure of public organizations and agencies; an understanding of the role and responsibility of the government organization in society; an insight into the workings of public agencies and; an ability to research and analyze topics of public administration.

**Required texts:**

Henry, Nicholas. *Public Administration and Public Affairs*, Upper Saddle River, NJ: Pearson Prentice Hall, 11<sup>th</sup>, 2010.

Thompson, William N. and James E. Leidlein. *Ethics in City Hall, Discussion and Analysis for Public Administration*, Sudbury, MA: Jones and Bartlett Publishers, 2009.

**Requirements:**

**Examinations;** 30%, 30%.

In order to assess the student's grasp of the material, closed book exams will be administered in short answer and essay form. Exams must be taken on the dates stipulated in the syllabus. There will be a Mid-Term and Final.

**Term Paper,** 40%.

A research paper, approximately seven typewritten pages, double spaced, is required. The paper should cover a topic of public administration included in Thompson and Leidlein's *Ethics in City Hall*. The first page, roughly, will identify (title, author(s) and article number) and then summarize the article in the text, and the remainder of the paper, around seven pages, will be a research and analysis essay about the subject related to the text topic. If the paper is not in this format, the student will receive no credit. Drafts and outlines may be submitted during the term. Papers will be graded on content,

material, research and analysis related to issues covered in this course. They must be free of spelling and grammatical errors and employ proper research form. Papers must be the original researched work of the student, exclusively for this class and must be submitted by the date outlined in the syllabus.

Class Presentation (optional, 15%).

Students will present an oral report summarizing and analyzing an article in Thompson and Leidlein's *Ethics in City Hall*, supplemented by outside research. The article must be different from the one chosen for the paper. Presentations must be given on the assigned dates.

(With class presentation: Paper 35%, mid-term and final, 25% each.)

### Class Participation

In order to enhance the seminars, students should share their knowledge and opinions of journal articles, lectures, research and required readings along with any related material. Students are expected to attend all classes and to be on time. Outstanding class participation will result in one to two extra points on a student's average. Five absences will result in a deduction of two points; six absences, three points; seven, five points; eight, seven points and nine or more absences, a 14 point deduction.

### Schedule:

- 8/14-8/19: Introduction; Background: Read Henry, Chapter 1.
- 8/21-8/26: Governmental Change: Read Henry, Chapter 2.
- 8/28-9/2: Government Structure: Read Henry, Chapter 3.
- 9/4-9/11: Organization Theory: Read Henry, Chapter 4.
- 9/14-9/18: Organizational Psychology: Read Henry, Chapter 5.
- 9/21-9/25: Public Management: Read Henry, Chapter 6.
- 9/28: **Mid-Term exam.**
- 9/30-10/7: Program Evaluation: Read Henry, Chapter 7.
- 10/9-10/19: Public Finance, Budgeting: Read Henry, Chapter 8.
- 10/21-10/28: Human Resource Management (Personnel): Henry, Chap.9.
- 10/30-11/4: Public Policy: Read Henry, Chapter 10.
- 11/6-11/16\*: Intergovernmental Relations: Read Henry Chapter 11.
- 11/18-11/30: Intergovernmental Coordination: Read Henry, Chap.12.
- 11/30: **Term papers due**, verbal presentations due.
- 12/2-12/4: Bureaucratic Ethics: Read Henry, Chapter 13.
- 12/9@11:00: **Final exam.**

\*11/13: Association for Global Business Conference, Orlando, FL.

Additional Resources: Carl Lutrin and Allen Settle, *American Public Administration*; Jay Shafritz and Albert Hyde, *Classics of Public Administration*; William Johnson, *Public Administration*; George Gordon, *Public Administration in America*; Donald Klingner, *Public Administration*; David Schuman and Dick Olufs, *Public Administration in the United States*.