

THEORIES OF PUBLIC ORGANIZATIONS POLS 6203Dr. Caress
Spring 2004

Course Outline: This course will be presented as an on-line course and will require students to use their computer to communicate with the professor and the other members of the class. The first class meeting (Saturday January 10, 2003 at 9:00AM) will be in person in Pafford 111. This class will be an orientation. All class work for ten weeks after the orientation will be on-line. The final five class meetings will be in person (Pafford Room 111). Additional class meetings will be scheduled during the first ten weeks if the professor determines a need, and exams will be taken on campus.

This course is an examination of both the theoretical and practical nature of public organizations. It is divided into three separate but related sections. The first section reviews classic and modern theories of organizational design and function. This section provides a foundation for understanding how public, private, and nonprofit organizations operate. This section will also illustrate the differences and similarities between public and private organizations. The works of Woodrow Wilson, Max Weber, Frederick Taylor, Chester Barnard, Robert Merton, and others will be studied.

The second section examines several aspects of organizational operation. This includes a study of organizational communication; organizational decision-making; and organizational leadership and motivation. Basic concepts in each topic area will be analyzed and specific problems discussed in detail. The writings of Abraham Maslow, Douglas MacGregor, Frederick Moshier, Robert Dahl, Charles Lindblom and others will be studied.

The final section will examine the structure and functional style of several federal, state, and local government agencies and bureaus and apply many of the concepts discussed in the first two sections. The course concludes with the presentation of an overview that will include many of the concepts that had been covered.

This class is a core Masters of Public Administration course and therefore will combine a lecture and seminar format. After the first ten weeks (which will be on-line) each student will be expected to participate in class discussions based on the weeks assigned readings.

LEARNING OUTCOME: Students will understand the major theories of organizations; the terminology used in these theories. They will also gain a knowledge of the relevance of the "public" aspect of organizational thought and how to apply abstract theory to real organizational experiences.

TEXTBOOKS

CLASSICS OF ORGANIZATION THEORY - Shafritz & Hyde

UNDERSTANDING & MANAGING PUBLIC ORGANIZATIONS - Rainey

DISTANCE LEARNING STUDENT SUCCESS GUIDE

ASSIGNMENTS

There will be two exams based on the material from the lectures and assigned readings. The midterm will be worth 30% of the total grade and the final will be worth 40%. Both tests will be given on campus, but if a student needs to take the exams on-line special arrangements will be made. Additionally, there will be several other assignments. During the first 10 weeks each student will need to check the web site once a week and respond to the professor's question about the assigned readings for the week. Also each student will be required to write a short summary paper (4-5 pages) on the assigned readings of the first seven weeks.

During the last five weeks each student will give an oral presentation in class of their work. A final paper will be due at the end of the course using material from the earlier paper and will be approximately 10-12 pages in length. The earlier paper will be corrected and only given an advisory grade. The final paper will be graded and will be worth 20% of the course grade. The remaining 10% will be based on class participation.

Regular participation is expected. If it is necessary for an assignment to be late for a good reason, it is advisable that an advanced email or phone call be made to the professor explaining the situation.

OFFICE HOURS AND PHONE NUMBER Dr. Caress' campus phone number is 770-836-4569, and e-mail is scaress@westga.edu. He will hold regular office hours during the week, but since this class meets on line he will answer his email messages every weekend and special office consultation hours will be available on the weekends by appointment.

Reading and Assignment Schedule

January 10 -- 1st Day of Class - Meet on campus 9:00AM - Pafford #111

Week 1. Read Rainey Chapter 1 & Shafritz Chap 8

Week 2. Read Rainey Chap. 2 & Shafritz Chapter 5

Week 3. Read Shafritz Chapter 10

Week 4. Read Shafritz Chapter 11

Week 5 Read Shafritz Chapter 16

Week 6 **MIDTERM EXAM - February 21 on campus Pafford #111 at 9:00 AM**

Week 7. Read Shafritz Chapter 17

ASSIGNMENTS (con't)

Dr. Caress

Week 8. Read Shafritz Chapter 25

First paper due March 6

Week 9. Read Shafritz Chapter 41

Week 10. Read Shafritz Chapter

Spring Break - No Class March 22

Class begins meeting on campus Saturday March 27 9:00 in Pafford #111

Week 11. Read Read Rainey Chapter 11

Oral presentations begin April 3

Week 12. Read Rainey Chap. 7

Week 13. Read Rainey Chapter 12

Week. 14. Read Rainey Chapter 13 & 14

Week 15. FINAL PAPER DUE - April 17

FINAL EXAM on campus May 1 at 9:00AM

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What Every Student Should Know About Online Learning

THE NATURE OF ONLINE LEARNING:

The teaching offered in this course is not designed to just instruct, but to enable learners to fully participate in learning conversations. Interaction between and among students provide the power for this platform, thus students must take responsibility for creating a stimulating and engaging online learning environment. This will involve checking email on a regular basis, logging into the class website regularly to keep up with assignments and participate fully in online discussions, and scheduling regular blocks of study time each week.

Online learning generally provides considerable freedom, allowing students to often choose when and where they'll participate in class activities. But at the same time, students have the same kinds of deadlines and structured responsibilities of a face-to-face class. In other words, flexibility must be balanced by responsibility. Like a face-to-face course, online courses require that assignments be completed by due dates, attendance (via your logins to your course), involvement in online discussions, and sometimes group collaboration. Most students enjoy the active learning that online classes involve.

PREREQUISITE COMPUTER SKILLS:

It is critical that you have the minimum technical skills necessary to succeed in an online course. You should have the ability to use the computer and basic software (word processing, spreadsheets, and browsers). You should be able to download (save) and upload files and documents. If you are a novice WebCT user, you should take the WebCT student tutorial before proceeding with an online course. The WebCT student tutorial at http://guest:guest@mywebct.westga.edu:7900/SCRIPT/ABC101_studtutorial/scripts/serve_ho and the WebCT Student Orientation at http://www.webct.com/oriented/viewpage?name=oriented_orientation_program_home are highly recommended.

TECHNICAL REQUIREMENTS:

- a 486/66Mhz (minimum) PC with 16 MB of RAM OR a Macintosh PowerPC with 16 MB RAM or better OR any other Macintosh with a 68040 processor and 16MB or RAM or better
- 28.8 modem or better
- an internet service provider
- Netscape 4.0 or better OR MS Internet Explorer 3.0 or later (but not Netscape 6.0 and Internet Explorer 5.5 service pack 1)

Please see further details on technical requirements at <http://distance.westga.edu/vitalinfo.html>.

ACADEMIC SUPPORT SERVICES

Distance Learning Library Services <http://www.westga.edu/~library/depts/offcampus/>
(770) 836-6496 or email cgoodson@westga.edu

The Excel Center for Academic Success <http://www.westga.edu/~EXCELcenter/>
(770) 836-4680 or email helpme@westga.edu

Student Services <http://www.westga.edu/~stusrv/>
(770) 836-6423

FINANCIAL AID RESOURCES

The Office of Financial Aid at West Georgia <http://www.westga.edu/~finaid/>
770-836-6421 or email finaid@westga.edu

COSTS AND PAYMENT POLICIES

How to pay fees can be found at: <http://www.westga.edu/~distance/online/fees.html>

Distance Course Fee Policy: Off-campus course students (section#s 40-99) are not charged on-campus fees, except for the Technology Fee. See links below for specific and up-to-date fee structures.

Undergraduate Fee information is available BUT make sure you scroll down to the Off-Campus Fee section: <http://www.westga.edu/~admiss/fees.html>

Graduate Fee information is available BUT make sure you scroll down to the Off-Campus Fee section: <http://www.westga.edu/~distance/gradfee.html>

UWG ONLINE CONNECTION

An Orientation Site for students attending UWG solely through on-line courses

<http://www.westga.edu/~online/>

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The Distance Student Guide is the most informative and complete resource for distance learners at West Georgia. Please see <http://www.westga.edu/~distance/handbook.html>.

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