

### **Statement about the Course**

The purpose of this introductory course is to introduce students to the theoretical and practical fields of public administration. This course is not intended to be just another liberal arts course with only academic appeal. Public administration, as a discipline, has definite career utility and one objective I have is to show students how theoretical knowledge regarding public administration can help students prepare for careers in public or private management. The course covers such theoretical and practical subjects as: (1) the evolution of modern bureaucracy; (2) public administration as a practical and academic discipline; (3) organizational theory and behavior; (4) administrative ethics; (5) administrative law; (6) personnel administration; (7) budgeting; (8) communications theory; (9) public unionism; (10) decision-making theory; and other related subjects.

Some current Internet articles and other articles sent to you via email will be used in this course to supplement the textbook. These articles will provide students with “breaking news” stories on happenings in public administration that will help make PA seem more alive, current, and relevant. The implementation of the Affordable health Care Act is an example of one of the major administrative problems facing public administrators today at the federal and state levels.

### **Course Outline**

- I. Introducing The Field of Public Administration
  - A. Introductory Comments
  - B. Introducing PA: Definitions and Concepts
  - C. Is PA a Distinct Field?
  - D. Private V. Public Administration
  - E. The Purpose Of Government/PA/Regulation
  - F. Conceptual Approaches To PA
  - G. Conclusion: Give PA a Break!
  
- II. The Growth Of PA as an Academic and Practical Field
  - A. The Rise Of The Administrative State
  - B. Reasons For The Growth
  - C. Its Position In American Society Today
  - D. A Note On State And Local PA
  - E. Conclusions
  
- III. Intergovernmental Relations In America
  - A. The Administrative State In The American Federal System
  - B. Why Federalism?
  - C. Centralization v. De-Centralization
  - D. Conceptualizing On Federalism
  - E. Intergovernmental Relations
  - F. Conclusions

- IV. PA Organizational Structure And Process
  - A. Organizational Theory
  - B. Organization Behavior
  - C. Managing People And Things
  - D. Approaches To Understanding Public Bureaucracy
  - E. Conclusions
  
- V. Public Personnel Administration And Collective Bargaining
  - A. Historical Developments
  - B. Civil Service System
  - C. Approaches To Understanding Public Personnel Administration
  - D. Collective Bargaining
  - E. Conclusions
  
- VI. Public Budgeting And Finance
  - A. Understanding Budgeting
  - B. The Budgetary Process
  - C. Budget Theories
  - D. Conclusions
  
- VII. Decision Making
  - A. Traditional Decision Making Theories
  - B. Theories And Approaches To Understanding Budgeting
  - C. Evaluating Decision Making Theories
  - D. Sticking With “Satisficing”
  - E. Conclusions
  
- VIII. Public Policy Analysis and Implementation Evaluation
  - A. Concerns About Policy Analysis
  - B. Approaches To Analyzing Public Policies
  - C. Perspectives On Policy Implementation
  - D. Using Analysis And Evaluation
  - E. Conclusions
  
- IX. Administrative Law
  - A. What Is Administrative Law?
  - B. Areas Of Administrative Law
  - C. Regulating In The Public Interest
  - D. Regulation v. Deregulation
  - E. Conclusions
  
- X. Public Administration and the Public
  - A. The Citizens Interact With Public Administrators
  - B. Individuals v. The Administrative State
  - C. How the Public Evaluates PA
  - D. Conclusions

- XI. Public Administration and Democratic Constitutions
  - A. Why Public Administrators Must Understand Our Constitution
  - B. Administrative Structure and Constitutional Structure
  - C. Constitutional Values and PA
  - D. Conclusions
  
- XII. Keeping Our Public Administrators Democratically Accountable
  - A. Guarding Our Guardians
  - B. The Difficulty in Doing So
  - C. Perspectives on PA Accountability and Ethics
  - D. Conclusions
  
- XIII. PA's Future
  - A. Future Challenges
  - B. The Trend Toward PA Dominance
  - C. Trying to Preserve Our Freedoms While the Administrative State Continues to Grow
  - D. Conclusions

**Required Readings**

Rosenbloom and Kravchuk. Public Administration: Understanding Management, Politics, And Law In The Public Sector, 7<sup>th</sup> edition. (McGraw-Hill, 2009). Note: I am sorry that this text is a little dated because I like to use the most current sources, but unfortunately the new edition comes out in a couple of months, too late for our course. This course is devoted mostly to having students learn basic public administration principles and practices anyway, so this textbook is fine since the basics pretty much remain the same, especially within only a four year period.

Assigned articles from the Internet and articles sent to you via your email. These articles will help bring some textbook materials up to date.

**Grading Policy**

Mid-Term	160 points
Editorial	40 points
Final	160 points
Class Participation	40 points
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TOTAL	400 points

**My Contact Information**

Office phone number: 314-977-3036 (also try 3035 for departmental secretary)  
 Home phone number: 314-963-0451 (call when very important)  
 E-mail: [warrenkf@slu.edu](mailto:warrenkf@slu.edu)  
 Office: McGannon Hall, Room 135  
 Office Hours: MWF 11:00-12:00; possibly before/ after our 1:10 class; by appointment.

## **Attendance Policy**

Regular, responsible attendance is expected. Classes should be missed only for very legitimate and compelling reasons. More than seven unexcused absences will result in grade penalties. Skipping exams is absolutely forbidden unless a formal written excuse is submitted and accepted.

## **Academic Honesty Policy**

Students are expected to be honest in their academic work. The University reserves the right to penalize any student whose academic conduct at any time is, in its judgment, detrimental to the University. Such conduct shall include cases of plagiarism, collusion, cheating, giving or receiving or offering or soliciting information in examinations, or the use of previously prepared material in examinations or quizzes. Violations should be reported to me and will be investigated and adjudicated according to the Policy on Academic Honesty of the College of Arts & Sciences. If the charges are found to be true, the student may be liable for academic or disciplinary probation, suspension, or expulsion from the University.

(See <http://www.slu.edu.colleges/AS/academichonesty.html>)

## **Students with Disabilities**

Students with disabilities need to make arrangements with the Disabilities Coordinator, 977-8885, DuBourg, Room 36. The Americans with Disabilities Act will be honored completely.

<https://mail.slu.edu/cgi-bin/webmail.cgi?cmd=item-32&utoken=warrenkf40svd.slu.edu3...>  
8/24/2007

## **Grading Scale**

A	93-100	B+	87-89	C+	77-79	D	68-70
A-	90-92	B	83-86	C	73-76	F	below 60
		B-	80-82	C-	70-72		

## **Course Objectives**

Basically, I have a twofold objective in teaching this course. Firstly, I want students to learn a lot about the academic and practical field of public administration. Secondly, I want students to develop a critical understanding of PA. That means I want students to learn to think in a conceptually scholarly way about various happenings and claims in PA. More specifically, I want students to be able to think critically about what works and does not work in say, motivating public employees or public budgeting.

## **Modes of Assessment and Skills/Knowledge Being Assessed**

Students will be assessed on their ability to learn and retain course materials, as well as on their ability to think critically about the subject matter, through a midterm and a final, a position paper, and their class participation. As the semester progresses students should improve in their

ability to think critically as they learn more about the subject matter and practice their ability to critique the materials in class discussions.

### **In-Class Activities**

In-class activities will consist of standard lectures combined with a lot of class discussions on issues pertaining to public administration. Students will be expected to keep up with the reading assignments, especially the assigned current articles from the Internet and other articles so that they can participate meaningfully in class discussions. Participation will constitute 10% of a student's final grade in this course.