Political Science 340:
Introduction to Public Administration and Public Policy

Fall 2012
Wed. 5:45-8:35 p.m.
HSS 69

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3:00-4:30 M, W
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Course Goals:

- Develop an understanding of the role public administrators play in a democratic government.
- Develop an understanding of the environment that public administrators face daily.
- Develop an understanding of the functions that public administrators perform.
- Develop an understanding of the responsibilities of public administrators.

Course Requirements:

Exam #1  30%
Exam #2  30
Exam #3  30
Participation  10

Make-up exams will be given only when a student cannot take the exam at the scheduled time due to: personal illness, family emergency, or participation in an approved University sponsored event. The student must speak to the instructor in advance about the possibility of scheduling a make-up exam. Documentation may be required by the instructor. Make-up exams will be entirely of an essay format and will be given during the last week of the semester. If a student has special needs that must be accommodated for taking exams and/or completing assignments, the instructor must be notified during the first week of the semester. The instructor reserves the right to alter portions of this syllabus with proper notification of students during regular class sessions.

Course Text:

Course Outline:

Course Introduction (8/22)

I. Public Administration and Democracy

1. The Nature of Public Administration (8/22)
   Reading: Kettl, Ch. #1 & 2.

2. The Administration of Government (8/29)
   Reading: Kettl, Ch. #3.

3. Bureaucratic Power (9/5, 12)
   Reading: Kettl, Ch. #14.

4. Public Administration in the Policy Process (9/19)
   Reading: Kettl, Ch. #13.

****Exam #1 (9/26)***

5. Environment of Public Administration (9/26, 10/3)
   Reading: TBD.

II. Managing Public Organizations

6. Organization Theory (10/10)
   Reading: Kettl, Ch. #4.

7. Public Bureaucracy (10/17)
   Reading: Kettl, Ch. #5.

8. Networks (10/24)
   Reading: TBD.

***Exam 2 (10/31)***

9. Organization Problems and Reform (10/31)
   Reading: Kettl, Ch. #6 & 7.
III. Core Functions of Public Management

10. Human Resource Management (11/7)  
   Reading: Kettl, Ch. #8 & 9.

11. Decision Making (11/14)  
   Reading: Kettl, Ch. #10.

   Reading: Kettl, Ch. #11.

13. Implementation (11/28)  
   Reading: Kettl, Ch. #12.

***Exam #3 (Wednesday, December 12, 7:15-9:15 p.m.)***