

Introduction to Public Administration
Political Science 125
Prerequisites: None
Credit Hours: 3.0

Dr. Joseph M. Morris
Office/Phone: Preston 112
(814) 824-2154
jmorris@mercyhurst.edu

Office Hours: Monday, Wednesday, Friday 11:00-12:00 PM; Tuesday, Thursday 12:00-1:00 PM or by appointment.

These are my official office hours, but my door is always open. I enjoy teaching, and I enjoy talking to you, so if you have questions that we did not answer in class, or if you want to explore an idea, come by.

Course Description

Catalogue

Description: Public Administration is a major subfield of political science and at the core of what government is all about. Subjects surveyed include ethics, leadership, budgeting, personnel, policy analysis, public versus private administration, clientele/stakeholders, bureaucracy, and democracy.

Course

Objectives: Political Science 125 is a survey course. This means that we will not explore any particular aspect of public administration in depth. Instead, we will endeavor to acquire only a basic understanding of this complex and important aspect of governance. For some, this course will be your only opportunity to study public administration in a classroom setting. For others, this class will serve as introduction to your chosen profession. Either way, understanding this important field is important; for public administration is where political theory meets reality. In addition to learning most fundamental vocabulary associated with public administration, at the end of this term you will be able to engage in an informed discussion about the following questions:

American Public Administration: Definitions and Environment

What is public administration? How is public policy made and implemented? How is the machinery of government organized? What does federalism mean for the administration of government?

Organizational Theory and Behavior

What are the theoretical foundations of public administration? How has organizational theory evolved? Do organizations shape their employees' behavior? What makes and organization's leader effective? How do effective leaders manage organizations?

The Organization as a Vehicle for Social Change

How are organizations staffed? How do organizations avoid racial discrimination when hiring? How do organizations avoid nonracial discrimination when hiring? Are budgets an instrument of social change? Can organizations be unethical? What is the future of public administration?

Teaching Methods:

This course is an interesting mixture—a lecture course in which participation and discussion is not only encouraged, but expected. I look forward to intelligent questions and lively debates. Be sure to complete the assigned reading before each class; otherwise, you will be unable to take effective notes and to enter into the discussions. While lectures will cover the general topics, lectures and reading material are meant to complement each other rather than repeat each other; thus, attendance is critical. Preparation and attendance is especially critical on the days we discuss cases.

Required Course Materials

Required

In addition to the textbook (Shafritz, Russel, Borick, *Introducing Public Administration*, Pearson Longman, 2009), you will be reading a collection of book chapters and materials on the web. The required supplemental readings are listed below and may be copied the first week of class. Assigned readings in the order they appear in the schedule are as follows:

Readings:

- Martin, "The Blast in Centralia No. 5," in *Public Administration: Cases and Concepts*, Richard J. Stillman, ed.
- Rosegrant, "Wichita Confronts Contamination," in *Public Administration: Cases and Concepts*, Richard J. Stillman, ed.
- Lardner, "How Kristin Died," in *Public Administration: Cases and Concepts*, Richard J. Stillman, ed.
- Woodrow Wilson, "The Study of Administration," *Political Science Quarterly*, 2, June 1887, 197-222.
- Langewiesche, "The Lessons of Value Jet 592," in *Public Administration: Cases and Concepts*, Richard J. Stillman, ed.
- Mills, "County Prison Overtime," in *Public Administration: Cases and Concepts*, Richard J. Stillman, ed.
- Morgan, "Modonna's Sex," in *Public Administration: Cases and Concepts*, Richard J. Stillman, ed.
- Pififfner, "The Decision to Go to War with Iraq," in *Public Administration: Cases and Concepts*, Richard J. Stillman, ed.

Additional supplemental readings will be administered in class over the course of the term.

Expectations, Assignments and Grading

- Attendance:** Class attendance is required. Learning is an active process, and it is simply impossible for you to participate if you are not here. I am not sympathetic to those who complain that the class is too early or that the parking lots were full. Missing more than one class (except under extraordinary, documented circumstances) will result in a one percentage point deduction from your final grade for each class absence.
- Tardiness:** When you make an appointment with a friend, you expect him or her to be on time. Your employer, too, depends on you to arrive promptly each day. Likewise, I plan to start class on time and expect that you will be there. Occasionally you may find it necessary to be late. In that case, I would certainly prefer that you come to class late rather than miss the entire hour. However, tardiness should never develop into a pattern.
- Exams:** This semester you will be required to take three (100 point) in-class examinations. The exams will be comprised of short answer and essay questions and will be explained in class. The exams will be administered on the dates specified in the "schedule" section of the syllabus. **There will be no make-up examinations except under extraordinary, documented circumstances.**
- Papers:** Each exam is comprised of a in-class component and a take-home essay. The take-home essay should be treated as a paper and is worth a maximum of 50 points. Your paper should be written at the college-level (page numbers, title page, bibliography, footnotes, etc) and should not exceed five pages (plus an additional page for a bibliography/work cited page). The topic of the essays will be provided in class one week prior to the exam.
- Cases:** This term you will participate in six discussions of assigned case studies. Your participation in each discussion is worth a maximum of 15 points. A total of 90 points are possible for this component of the course.
- Grading:** There are 540 points possible in this class. Each of the 3 exams is worth 100 points. The papers are worth a maximum combined total of 150 points. The discussions are worth a maximum 90 points.
- A: 100-90% B+: 89-87% B: 86-80% C+: 79-77%
C: 76-70% D+: 69-67% D: 66-60% F: 59 and below.
- Academic Honesty** The 2008-09 catalog states: "Students are expected to contribute actively to the development of an atmosphere of academic integrity. Mercyhurst College assumes, therefore, that students will not resort to plagiarism or any other form of academic dishonesty. Students found guilty of willful

academic dishonesty will automatically receive a grade of F in the course. Students may be referred to the Dean and are subject to possible disciplinary action in unusually serious cases. Any student found to be in collaboration with another student involved in academic dishonesty is also subject to disciplinary action. Disciplinary action may be appealed to the Academic Policies Committee for final disposition.”

Schedule

Section I: American Public Administration: Definitions and Environment

(Class) Date	Question/Reading Assignment	Assignment/Activity
(1) Dec. 2	Introduction to Public Administration	
(2) Dec. 4	What is Public Administration? <ul style="list-style-type: none"> • <i>SRB, Chapt. 1</i> • <i>Martin, The Blast in Centralia No. 5</i> 	In-class Activity: Discussion of Case
(3) Dec. 9	How is Policy Made and Implemented? <ul style="list-style-type: none"> • <i>SRB, Chapt. 2</i> 	
(4) Dec. 11	How is the “Machinery” of Government Organized? <ul style="list-style-type: none"> • <i>SRB, Chapt. 3</i> 	
(5) Dec. 16	What Does Federalism Mean for Administration? <ul style="list-style-type: none"> • <i>SRB, Chapt. 4</i> • <i>Rosegrant, Wichita Confronts Contamination</i> 	In-class Activity: Discussion of Case
(6) Dec. 18	Exam I	Assignment Due: Take-home Examination

Section II: Organizational Theory and Behavior

Date	Question/Reading Assignment	Assignment/Activity
(7) Jan. 6	What Are the Theoretical Foundations of Organizational Theory? <ul style="list-style-type: none"> • <i>SRB, Chapt. 6</i> • <i>Lardner, How Kristin Died</i> 	In-class Activity: Discussion of Case
(8) Jan. 8	How Has Organizational Theory Evolved?	
(9) Jan. 13	<ul style="list-style-type: none"> • <i>Wilson, The Study of Administration</i> 	
(10) Jan. 15	Do Organizations Shape Employees’ Behavior? <ul style="list-style-type: none"> • <i>SRB, Chapt. 7</i> 	
(11) Jan. 20	Do Organizations Shape Employees’ Behavior? <ul style="list-style-type: none"> • <i>Pfiffner, The Decision to Go to War with Iraq</i> 	In-class Activity: Discussion of Case

(12) Jan. 22	What Makes a Leader Effective? • <i>SRB, Chapt. 10</i>	
(13) Jan. 27	How Should Leaders Manage Organizations? • <i>SRB, Chapt. 8</i> • <i>Langewiesche, The Lessons of Value Jet 592</i>	In-class Activity: Discussion of Case
(14) Jan. 29	Exam II	Assignment Due: Take-home Exam

Section II: The Organization as a Vehicle for Social Change

Date	Question/Reading Assignment	Assignment/Activity
(15) Feb. 3	How Are Organizations Staffed? • <i>SRB, Chapt. 11</i>	
(16) Feb. 5	How Do Organizations Avoid Racial Discrimination? • <i>SRB, Chapt. 12</i>	
(17) Feb. 10	How Do Organizations Avoid Nonracial Discrimination? • <i>Reading TBA</i>	
(18) Feb. 12	Are Budgets Instruments of Social Change? • <i>SRB, Chapt. 13</i> • <i>Mills, County Prison Overtime</i>	In-class Activity: Discussion of Case
(19) Feb. 17	Can an Organization Be Unethical? • <i>SRB, Chapt. 5</i> • <i>Morgan, Madonna's Sex</i>	In-class Activity: Discussion of Case
(20) Feb. 19	The Future of Public Administration	
(21) TBA	Final Exam	Assignment Due: Take-home Exam