

**Maryland in Europe Graduate Programs
Bowie State University**

**Concepts in Public Administration
PUAD 501**

**5/6 , 26/27 April, 10/11, and 18 May
Heidelberg
Sat/Sun: 09:00-17:00 hrs**

*****Note: This is a draft version of the syllabus*****
***** and is subject to change*****

Instructor: Randy E. Robertson
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Office Hours: Before/After class or by appointment.

COURSE DESCRIPTION:

A survey of the fundamentals of public administration, management strategies and management techniques at the national, state and local levels.

COURSE GOALS: at the completion of this course, the student should understand:

1. The structure and function of the federal system.
2. The difficulties of intergovernmental relations.
3. The mechanisms of policy formation and evaluation.
4. The politics of the budgetary process.
5. The fundamentals of organization theory.
6. The history and nature of public personnel policy.
7. Public Sector Collective Bargaining
8. The impact of new technologies on public organizations.

COURSE OBJECTIVES: At the end of this class, the student will be able to:

1. Distinguish between the various forms of basic governmental design.
2. Identify key provisions of the constitution pertaining to governmental powers.
3. Differentiate between Brokerage and Linkage party systems.
4. Delineate the respective powers of the states vs. the central government.
5. Classify the major problems of urban governments.
6. Explain the major executive budgeting systems.
7. Describe the impact of congressional budget reforms
8. Identify the principle models of public policy analysis.
9. Recognize the various methods of program evaluation.
10. Categorize the various schools of organization theory.

11. Differentiate between modern and post-modern organizational behavior.
12. Explain the differences between American and European Civil Services.
13. Demonstrate knowledge of the mechanisms of job/career creation.
14. Distinguish between methods of union formation in public and private sectors.
15. Explain the mechanisms of personnel evaluation systems.
16. Identify key areas for the application of new technologies in government.

REQUIRED TEXTS: (Note – some texts are used in multiple classes).

Denhardt, R.B. & Grubbs, J.W. (2003) *Public Administration: An Action Orientation*, 4th Edition. Belmont, CA : Thomson Wadsworth.

Stillman, R.J. (2000). *Public Administration: Concepts and Cases*, 7th Ed. Houghton Mifflin.

American Psychological Association. (2001). *Publication Manual of the American Psychological Association*. 5th Edition. Washington D.C. :Author.

Two websites of particular relevance to this class:

The American Political Science Review:
<http://www.jstor.org/journals/00030554.html>

The Public Administration Review:
www.aspanet.org

Both of these websites are free, and allow the reader to scan and download past and present articles.

GRADING CRITERIA: Grades for this course will be assigned as follows:

A = 90% +	C = 70-79%
B = 80-89%	F = Below 70% [F(a)]
	Or regular non-attendance [F(n)]

Grades of Incomplete or Withdrawal are governed by Maryland in Europe policies. Please refer to UMUC Maryland in Europe Graduate Catalog, available in your local Education Center or online at http://www.ed.umuc.edu/visit/pubs/catalog/grad_02-03.pdf, for further details.

COURSE REQUIREMENTS:

In this course, the student will be evaluated on three factors:

1. A mid-term examination – 1/3 of final grade.
2. A final examination – 1/3 of final grade
3. A term theme paper – 1/3 of final grade

The mid-term will fall on the Sunday afternoon of weekend two, and will consist of all readings and lectures to date. The final exam will fall on the Sunday of weekend four, and will consist of all readings and lectures from mid-term on.

Each student will also be expected to produce an original research topic on any of the major topic areas in the readings or lectures. The paper is to be typed, double-spaced, as well as formatted and documented in the APA format.

By Sunday of weekend two, I expect to see from each student a paper topic sheet. This sheet will contain three things:

1. The overall topic. (e.g. The impact of lotteries on the financing of state government).
2. The approach. (e.g. A case study comparing the effects of lotteries in New York and Massachusetts).
3. A sample citation of the literature. (I do not expect an exhaustive list at this time).

The paper is due on the day of the final exam. Failure to turn in your paper on time will result in an automatic 20% reduction in the paper's grade.

CLASS SCHEDULE: (NOTE: Each day is two modules. Each weekend is four modules).

Module	Topics	Readings
1.	Structure of Federal System. Constitutional Powers.	Denhardt: chps. 1-3; Stillman: Readings, 1-1, 2-2, 5.
2.	Impact of Political Parties. Intergovernmental Relations.	
3.	Intergovernmental Relations. (cont)	
4.	Public Policy Analysis.	
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5.	Public Budgeting. (Congressional Perspective).	Denhardt: chp. 5; Stillman: Readings 8, 12 & 13.
6.	Public Budgeting (cont.) (Presidential Perspective).	
7.	Expenditure Analysis.	
8.	MIDTERM EXAM.	

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| 9. | Organization Theory.
(Classical Theory). | Denhardt: chps 6 & 8.
Stillman: Readings 11, 14. |
| 10. | Organization Theory.
(Modern Theory). | |
| 11. | The Process of Job Design. | |
| 12. | The Process of Career Development. | |

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| 13. | The Development of Labor Law. | NO READINGS. |
| 14. | The Formation of Public Sector
Unions & Collective Bargaining. | |
| 15. | Technology in Government. | |
| 16. | FINAL EXAMINATION. | |

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ACADEMIC POLICIES:

Please refer to the UMUC Maryland in Europe Graduate Catalog, Available online at http://www.ed.umuc.edu/visit/pubs/catalog/grad_02-03.pdf or from your local Education Center, for information on the following:

- Academic Integrity.
- Course load.
- Exceptions to policy.
- Grade Appeal Process.
- Make-up Exams.
- Non-Discrimination Policy.
- Students with disabilities.

Code of Civility:

To promote a positive, collegial atmosphere among student, faculty, and staff, Maryland in Europe has developed the following code of civility:

Respect.

Treat all students, faculty and staff with respect and in a professional and courteous manner at all times and in all communications, whether in person, written, or electronic (phone and e-mail).

Kindness.

Refrain from using profanities, insults, or other disparaging remarks.

Truth.

Endeavor to cite only the truth, and not knowingly misrepresent, mischaracterize or misquote information received from others.

Responsibility.

Take responsibility for our own actions instead of blaming others.

Cooperation.

Work together with other students, faculty, and staff in the spirit of cooperation toward our common goals of seeking and providing quality education.

Privacy.

Strive to uphold the right of privacy, and not talk about others.

Nondiscrimination.

Respect the differences in people, their opinions and ideas, and reject bigotry.
