

CJ 470 - Management and Public Administration
Chaminade University of Honolulu
Fall 2001

Syllabus

Instructor:	Gary Dias, M.S.; B.C.F.E.; F.A.C.F.E. Manager of Security The Queen's Medical Center 1301 Punchbowl Street Honolulu, Hawaii 96813 Office Telephone #: 547-4509 Pager: 578-8170 Office E-mail: dias@queens.org Home e-mail: dias@hawaii.rr.com
Office Hours:	0900 to 1600 hours Monday through Friday or by appointment
Meeting Days/Times:	Mondays and Wednesdays - 12:30 to 1:45 pm
Course Description:	Theories of administration organization , management and leadership.
Course Objectives:	By the end of the course, the student should be able to discuss theories of administration, organization, leadership and management in the government setting, with a focus on law enforcement.
Text:	M.E. Milakovich & G.J. Gordon . (2001). <u>Public administration in America</u> (7 th Ed). Boston: Bedford/St. Martin's .
Course Requirements:	Attendance: Attendance, in accordance with the policy of Chaminade University of Honolulu, is required. Examinations: Completion of all examinations is required Research Paper: Submittal of a research paper , on a topic identified by the instructor, is required. APA format is to be used. Class Activities: Completion of any class activity is required.
Grade Requirements:	Grading will be based on attendance , exams, class participation, and submittal of the required research paper. The research paper will be graded on style, spelling, grammar, organization , thoroughness and content .
Notes:	1. Timely completion of assignments is the responsibility of the student. 2. The instructor retains the right to amend the Syllabus and Class Schedule as may be necessary.

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Class Schedule

Note: Classroom discussions may not echo the written text. The text readings are learning aspects in **addition** to **classroom discussions**, activities and videos. All reading assignments are the responsibility of the **students**. **Students** should be aware that exams will contain information, questions, and problems taken from assigned text material as well as lecture discussions.

Reading assignment for August 27 through September 26: Chapters 1 through 4.

August 28 & 30	Introduction and general discussion
September 4 & 6	The political and cultural environment of public policy.
September 11 & 13	The political and cultural environment of public policy continued
September 18 & 20	The machinery of government
September 25 & 27	Intergovernmental relations
October 2 & 4	Exam # 1

Reading assignment for October 8 through November 7: Chapters 5,6 and 7.

October 9 & 11	Organizations, theory, behavior, and organizational development
October 16 & 18	Organizations, theory, behavior, and organizational development continued
October 23 & 25	Organizational motivation and behavior
October 30 & Nov. 1	Organizational motivation and behavior continued
November 6 & 8	Leadership Challenges
November 13 & 15	Exam # 2

Reading assignment for November 19 through December 12: Chapters 8, 9,10, & 11

November 20	Human Resources Issues
November 27 & 29	Budgeting Issues
December 4 & 6	Public Policy
December 11 & 13	Government Regulation & Course Review

Week of December 18: **Final** Exam

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Research Paper

Students shall submit a research paper as follows:

APA format

White paper, 8.5 x 11

1 inch margin all around

Typed

Text Font no bigger **than** 12

Running header

Shall include:

1. Cover sheet
2. Abstract
3. Table of Contents
4. **Chapters**
 - i. Introduction / history
 - ii. Previous work or study
 - iii. Your discussion
 - iv. Conclusion
 - v. References

Do not list references that are not cited in the report. List only those references that you cite.

Do not submit the paper in a **binder** or other hard cover. A simple staple in the top left corner is **sufficient**.

Topic:

Bureaucracy and the Police Agency: Success or Failure?