

Public Administration

Textbook: Public Administration in America, G. Gordon and M. Milakovich.

Instructor: Bob McDermott
423-1919 or 586-9470

Course Overview

The focus of this course will be Public Administration issues and how they are affected and dealt with by our Administration leaders. We focus our studies on the general operation of administrative bureaucracies and how they affect the operation of our Criminal Justice systems. Keeping in mind that our system is a living entity that is constantly developing and metamorphosing.

Course Objective

Thorough the text, assigned readings, and guest lecturers provide the students with an insight to public Administration/Management is a classroom type setting requiring intensive student participation.

Grading Weight

30% Midterm

30% Quiz's and Homework assignments

30% Final

10%. Class participation and Attendance

Grain

A = 90 % and above

B = 80 % and above

C = 70 % and above

D = 60 % and above

F = 59% and below

If you have any questions about grades, please see the instructor.

Page two Expectations

Attendance: Attendance is an expected and necessary requirement of the course. It is recognized that there are times when students will not be able to attend class but absence from class will impact their grade. The student's participation in each class session is considered very important to the learning process. It is the student's responsibility to prepare for each class. Missing class is not an excuse for being unprepared for the next class or not completing the assignments. A student's grade may be reduced due to missed classes or continued late arrivals to class. Sleeping in class is frowned upon and is annotated as **absent** from class. **Leaving** early without a valid excuse is also frowned upon and is noted.

Examinations: Students are expected to complete the examinations during the allotted time frame. Exams will be in the form of essay questions requiring comprehensive thought, sentence structure and **grammar**. Students who miss an examination are required to call the instructor at least 24 hours prior to the exam. Students who know in advance they will miss an exam should contact the instructor to make other arrangements. If a student did not have advance notice of the fact that one would miss the exam, contact the instructor within 24 hours and be prepared to make-up the **exam** within 48 hours.

Alternative arrangements for **exams** may be denied if the absence is due to frivolous reasons as **determined** by the instructor.

Reading Assignments: Reading assignments must be completed prior to class or the student will not be prepared to participate in discussions. Lectures are prepared on the **assumption** and expectation that the student has read the **assigned** material.

Grading will be as follows:

- A > 90%
- a > 80%
- C > 70%
- D > 60%
- F < 60%

Chaminade University
*Public **Administration***

Suggested Readings:

It's All the Raze: Crime and Culture

Wendy Kaminer/ Hardcover/Date Published: March 1995

Problem-Oriented **Policing**

Herman Goldstein, MacGraw-Hill **Staff**/ Paperback/ Date Published 1991

Three Strikes and You're out: Veneeance as Public Policy

David Shchor (Editor), Dale K. Sechrest Editor)/Paperback/ Date Published 1996

Convicted but Innocent: Wrongful Conviction and Public **Policy**

C. Ronald **Huff**, Arye Rattner, Edward Sagarin/ Paperback/ Date Published: 1996