

## Syllabus

### Course Information

Course title: Agency Administration

Course number: CJA 602

Course description: Critical analysis of federal administrative organizations as an integral part of the political system. Roles of Congress, the President, the courts, interest groups, political parties and the administrative process; special attention to centripetal and centrifugal forces. This course is required for PubAd and JusAd majors and should be taken early in the program. This course also examines the development of public and private administration. Some of the major concepts covered include: theories of administrative organization; principles and methods of administrative management; executive leadership; interpersonal and intergroup relationships; levels of decision-making; planning; evaluation strategies; ethics and responsibilities.

Course date: Tuesday, January 10, 2006 through Tuesday, March 21, 2006

### Instructor Information

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### Textbooks

Required reading: *Public Administration in America*, Gordon, G. J. & Milakovich, M. E., New York: St. Martin's, 6th ed./1998

Recommended reading: *Public Administration: Concepts and Cases*, Stillman, R. J., Boston: Houghton Mifflin, 7th ed./2000

Recommended reading: *Public Administration (2005/2006) Annual Editions*, McGraw-Hill/Dushkin, 2005/2006

### Policies

Introduction: Preferred Style Manual Recommended reading: American Psychological Association (APA) Grade Scale (based on a percent) A=90-100 B=80-89 C=70-79 D=60-69 F=59 and below.

Additional information: Note: Late papers are not tolerated and will result in a loss of five points per day. If circumstances beyond your control should arise, please contact the instructor prior to the due date so that special arrangements can be made. Library Resources Refer to online sources noted at the end of each chapter of your textbook *Public Administration in America*. Americans with Disabilities Act Any students whose disabilities fall within ADA must inform the Professor at the beginning of the term of any special needs or equipment necessary to accomplish the requirements of this course. Academic Ethics Details on the ethical standards of reporting information can be found in the Publication Manual of the American Psychological Association.

### Lesson: Week 1

Lesson: Part I: The Context, Nature and Structure of Public Administration in America

Topics: Chapter 1: Approaching the Study of Public Administration

Readings: Read: Gordon and Milakovich, *Public Administration in America* (hereafter referred to as "Text"). PowerPoint Lecture: View and listen to lecture in the PowerPoint lecture series, "Principles of Public Administration". (Chapter 1)

Assignments: Chapter 1: Introduction to the Study of Public Administration - Read Chapter 1 in Text. View slides and listen to lecture for Chapter 1. Individual Assignments: ONLINE RESOURCES from Chapter 1 from Text. US Office of Management and Budget Home Page, US Postal Office and the White House. Provide three things

you found of interest at the assigned website and post your response on the Main Discussion Board.

#### **Lesson: Week 2**

- Lesson: Part I (cont'd)
- Readings: Read: (Text) Chapter 2: Public Administration, Democracy and the Political System: Conflicting Values and Social Change; PowerPoint Lecture: View slides and listen to lecture (Chapter 2).
- Assignments: All Chapter 1 Assignments Due. Chapter 2, Democracy and the Political System - Read Chapter 2 in Text and view the slides and listen to lecture for Chapter 2. Individual Assignment: Review the ONLINE RESOURCES at the end of Chapter 2 from your Text. Provide one thing of interest you found at each of the following ONLINE RESOURCES: Alliance for Redesigning Government, US Dept of Commerce, US General Accounting Office.

#### **Lesson: Week 3**

- Lesson: Part I (cont'd)
- Readings: Read: 1. (Text) Chapter 3, Bureaucratic Politics and Bureaucratic Power; PowerPoint Lecture: View slides and listen to lecture (Chapter 3).
- Assignments: All Chapter 2 Assignments Due. Chapter 3, Bureaucratic Politics - Read Chapter 3 in Text. View slides and listen to lecture for Chapter 3. Individual Assignment: Describe and explain the main points for the following: Foundations of Power: Political Support, The Politics of Organizational Structure, Bureaucrats as Politicians: Subsystem Politics in America, Issue Networks" and Subsystems: Similarities and Differences.

#### **Lesson: Week 4**

- Lesson: Part I (cont'd)
- Readings: Read: (Text) Chapter 4, Federalism and Intergovernmental Relations; PowerPoint Lecture: View slides and listen to lecture. (Chapter 4)
- Assignments: All Chapter 3 Assignments Due. Chapter 4, Federalism and Intergovernmental Relations - Read Chapter 4 in Text and View slides and listen to lecture for Chapter 4. Provide three main points made in Chapter 4. Assignments: ONLINE RESOURCES - Provide three things of interest you found from the following: Assessing the New Federalism Project and the Center for the Study of Federalism.

#### **Lesson: Week 5**

- Lesson: Part II Managing and Leading Public Organizations
- Readings: Read: (Text) Chapter 5, Organizational Theory; PowerPoint Lecture: View slides and listen to lecture. (Chapter 5)
- Assignments: All Chapter 4 Assignments Due; Chapter 5, Organizational Theory - Read Chapter 5 in Text. View slides and listen to lecture (Chapter 5). Assignment: Describe and explain five main points made in Chapter 5.

#### **Lesson: Week 6**

- Lesson: Part II (cont'd)
- Readings: Read: (Text) Chapter 6, Decision-making in Administration; PowerPoint Lecture: View slides and listen to lecture. (Chapter 6)
- Assignments: All Chapter 5 Assignments Due. Chapter 6, Decision-making in Administration - Read Chapter 6 in Text, View Slides and listen to lecture for Chapter 6. Assignment: Provide three main points made in Chapter 6. Group Assignment: Write a one-page summary on the following: "Ethical Dimensions of Decision-making".

#### **Lesson: Week 7**

- Lesson: Part II (cont'd)
- Readings: Read: (Text) Chapter 7, Chief Executives and the Challenges of Administrative

Leadership; PowerPoint Lecture: View slides and listen to lecture. Also view "Lessons in Leadership" by General Colin Powell. (Chapter 7)

Assignments: All Chapter 6 Assignments Due. Chapter 7, Administrative Leadership and Chief Executives - Read Chapter 7 in Text; View slides, listen to lecture for Chapter 7. Also view "Lessons in Leadership" by General Colin Powell. Assignment: Based on the video lecture, what are the three most important points made by General Colin Powell? Why do you believe each point you selected is important?

#### **Lesson: Week 8**

Lesson: Part III The Core Functions of Public Management

Readings: Read: (Text) Chapter 8, Public Personnel Administration and Human Resources Development; PowerPoint Lecture: View slides and listen to lecture. (Chapter 8)

Assignments: All Chapter 7 Assignments Due. Chapter 8, Public Personnel Admin and HRD - Read Chapter 8 in Text. View slides and listen to lecture for Chapter 8. Assignments: Write a one-page summary on each of the following: Formal Tasks of Personnel Admin., Collective Bargaining in the Public Sector, Innovations in Public Personnel Admin and/or HRD.

#### **Lesson: Week 9**

Lesson: Part III (cont'd)

Readings: Read: (Text) Chapter 9, Government Budgeting; PowerPoint Lecture: View slides and listen to lecture (Chapter 9) and Read: (Text) Chapter 10, Public Policy and Management; PowerPoint Lecture: View slides and listen to lecture. (Chapter 10)

Assignments: All Chapter 8 and Chapter 9 Assignments Due. Chapter 9, Government Budgeting - Read Chapter 9 in Text and view slides and listen to lecture for Chapter 9. Chapter 10, Public Policy and Management - Read Chapter 10 in Text and view slides and listen to lecture. (Chapter 10) Assignments: ONLINE RESOURCES: Provide one thing of interest that you found at each of the following: Center on Budget and Policy Priorities, Citizen's Guide to the Federal Budget, Congressional Budget Office and Federal Reserve Board. Assignment: Write a one-page summary on each of the following: Program Evaluation, Government Productivity and Total Quality Management.

#### **Lesson: Week 10**

Lesson: Part III (cont'd)

Readings: Read: (Text) Chapter 11, Government Regulation and Administration Law; PowerPoint Lecture: View slides and listen to lecture (Chapter 11). Read: (Text) Chapter 12, Conclusion: Public Administration in a Time of Rapid Social Change; PowerPoint Lecture: View slides and listen to lecture (Chapter 12).

Assignments: All Chapter 10 and Chapter 11 Assignments Due. Chapter 11, Government Regulation and Admin Law - Read Chapter 11 in Text; View slides and listen to lecture for Chapter 11. ONLINE RESOURCES. Assignments: Provide three things of interest you found at each of the following: Administrative Law Index, Code of Federal Regulations, EPA, EEOC, FCC, Federal Register, FTC, FDA. Each of you should have found a total of 27 things of interest; three for each of the eight agency websites. Assignment: Describe and explain the main points of one of the following (2-3 pages): The Social and Governmental Environment, Social and Governmental Paradoxes, Ferment and Change in Public Administration: Concepts and Practices, or Paradoxes in Concepts and Practice. FINAL EXAM will be posted by 12:00 noon on the date noted on your Main Discussion Board and/Calendar, on the Main Home Page of this course. Just click on "Final Exam". It is Open Book Essay and short answer format. You are encouraged to use all resources available (e.g. on-line). You must submit your completed Final Exam via the Private Mail of the WebCT for this course to me by the date noted on the Main Discussion Board and/or Calendar by 12:00 midnight. Good Luck!