This core course will provide a historical overview of the field of public administration and management. It will also cover a fairly wide range of topics in the field, which are examined in greater depth in other courses in the MPA program. These management topics include federalism and intergovernmental relations, public budgeting, administrative ethics, personnel, organizational change, and service delivery. The emphasis of the course is on the political, intellectual, and institutional environment of public administration--how these factors shaped the development of the field and how they influence public management decisions today. Thus, current issues in public administration and management are discussed within this broader context.

**Learning Outcomes of the Course:**

* Students will learn the major concepts and concerns of public administration, both as a field of study and as a profession. Prior academic background in public administration is not expected.
* Students will examine the political, legal, and historical role of public organizations.
* Students will be expected to understand the complexity and dilemmas of current administrative practices, as well as articulate and apply a public service perspective.
* The course assignments also require students to: 1) develop a clear, concise professional writing style; 2) become proficient in library and internet research; 3) become familiar with the primary journals and resources of the field; 4) synthesize, integrate, and critically assess several professional journal sources on a focused management topic; and 5) improve their oral presentation skills.

**Required Readings: (I strongly recommend that you BUY, not rent, all three.)**

- **Canvas** articles. Some are available through online journals, as noted.

**Course Requirements:**

All students are expected to attend and participate in each class during the semester. However, if you know in advance that you will be unable to attend a class, let the instructor know so you can make arrangements for assignments or makeup work. Also contact her as soon as possible if an emergency prevents your attendance. Anyone requiring accommodations due to a registered disability with the Office of Disability Services (DS) should inform the instructor at the beginning of the semester. Relevant and thoughtful class participation is expected on the part of each student, and it will usually be based on careful preparation of assignments and familiarity with the assigned readings.
Graded course assignments will include the following:
*Five/Six one-page abstracts  25%  Due throughout the semester (see dates below)
*Midterm exam (in class)  30%  **October 26**
*Management paper  25%  Due **December 7**
*Oral presentation  10%  In class (2nd half of the semester)
*Class participation  10%

These assignments must be completed by the assigned deadlines. Requests for exceptions must be cleared with the instructor in advance of the scheduled date whenever possible. Failure to do so may result in a penalty. Incompletes will not be given, except in the most unusual circumstances.

**Management paper:** Each student will select a relatively recent management issue early in the semester that has some relevance to their career interests as well as public service. You will then develop a consistent and deepening focus on that topic throughout the semester by writing abstracts of journal articles and readings that help to build your knowledge of the concepts, research, and controversies in that issue. Your general topic should be chosen and submitted (just a sentence or two) by **September 15,** and approved by the instructor. You must submit a typed, one-paragraph memorandum (in a correct format) to the instructor on your more limited topic on or before **Sept. 28.** The paper is due **Mon., Dec. 7.** Late papers and incorrect citations and works cited lists will lose points.

The final paper must be 10-13 pages in length, and typed double-spaced, with normal margins and fonts. As a management paper, it should focus on the management problem, innovation, or issue examined throughout the fall abstracts on one of the topics in the second half of the course. This paper **must** include the following:
1) **summarize and integrate the relevant research** from the abstracts and various points of view, and
2) **analyze at least one theme of the first part of the course** (e.g., development of public administration, political environment, and/or organization theory) in some way with this topic.

Objectivity in discussing the research and issues will be expected. The topic selection may require some reading ahead in the course and some consultation with the instructor. The paper itself should be based on your abstracted readings, course readings, and outside research. An oral report to the class about the paper at an appropriate time during the second half of the course will be required as well.


**Six Abstracts:** These one-page, single-spaced summaries of readings (chapters, journal articles) related to your management paper topic will be handed in on the following dates: **Sept. 14, Sept. 28, Oct. 19, Nov. 9, Nov. 23.** If your performance on early abstracts is unsatisfactory to you or the instructor (e.g., scores are not above 3 pts.), an additional abstract on another reading may be required to replace the grade on one of the early submissions. It will be due **Nov. 30.** Most of the abstracts will summarize outside readings (journal articles, some edited book chapters) that help you develop an in-depth understanding of your management paper topic, not assigned course materials. One abstract may be based on a personal interview with a knowledgeable official, but you must clear it in advance with
the instructor. Grading will be based on the abstract's clarity, organization, grammar, punctuation, spelling (yes!), coverage, objectivity, and relevance to the paper topic. Be VERY selective in your choices of material. **Magazine or newspaper articles**, such as from *Business Week, The Economist, Financial Times, Governing, Public Management*, etc., are **not acceptable**.

**Suggested journal sources:** *Public Administration Review, Administration and Society, State and Local Government Review, Public Personnel Review, Public Budgeting and Finance, Urban Affairs Review, Nonprofit Management and Leadership, Economic Development Q.*, etc. **DO NOT** use short, newsy articles or book reviews of 1-4 pages in length from these or other journals and magazines. **Citation format:** Use Kate Turabian’s format or MLA for the correct bibliographic citation form.

**Office Hours (325 Curry Blg.):**
Monday (4-5:30 pm), Thursday (1-2 pm) and by appointment. Email messages at any time.

**Class Schedule and Reading Assignments:**
**NOTE:** Students are expected to have read the assigned readings by the dates provided.

**Week 1: Introduction to the Course and Subject**
Aug. 17

* - Allison, "Public and Private Management" (39)
- Appleby, "Government is Different" (15)
- Kettl text, ch. 1

**Week 2: History and Development of Public Administration: 1887 to the Present**
Aug. 24

- Kettl text, ch. 2, 3
* - Wilson, "The Study of Administration" (1)
- Goodnow, "Politics and Administration" (2)
- Simon, "The Proverbs of Administration" (16)
- Waldo, "The Administrative State: Conclusion" (17)
- Fredrickson, "Toward a New Public Administration" (31)
- Rosenbloom, "Public Administrative Theory and the Separation of Powers" (43)
* - Denhardt & Denhardt, “The New Public Service” *PAR 2001(C)*

**Week 3: Introduction to the Library, Internet, and Public Affairs Holdings**
Aug. 31
(CLASS meets at 7:00 p.m., Curry computer lab, 3rd floor)

- Kettl, *System under Stress*, ch. 1

**LABOR DAY – No class**
Sept. 8

*Readings are found and numbered in *Classics*, the 7th ed. except when noted by C e-reserves. (Most articles are also found in the 6th ed.)*
Week 4: The Political Environment of Public Bureaucracy: The External Controls  Sept. 14
- NOTE: topic due in class, as well as first abstract

- Kettl text, ch. 5, 13, 14
- Kaufman, "Major Players: Bureaucracies in American Government" PAR 2001(C)
- Kettl, ch. 2
- Furlong, “Political Influence on the Bureaucracy: The Bureaucracy Speaks.” JPART, 1998(C)

Week 5: Bureaucratic Accountability and Administrative Ethics:  Sept. 21
The Internal Controls on Public Administrators
NOTE: **INTERNSHIP meeting before class—5:30 pm, location in Curry TBA

- Kettl text, ch. 1 (reread), 6, 14 (reread)
- Rohr, “Ethics for Bureaucrats” (38)
- Thompson, "The Possibility of Administrative Ethics" (45)
- Waldo, "Public Administration and Ethics" Lane book(C)
- Lewis, “The Ethics Challenge in Public Service” (51)
- Adams & Balfour, “In the Face of Administrative Evil” (56)
- Kettl, ch. 3 (pp. 58-71)

Week 6: Development of Early Organization Theory: The Classical  Sept. 28
Bureaucratic Model and Human Relations
- short memo on paper topic due

- Kettl text, ch. 4
- Weber, "Bureaucracy" (6)
- Taylor, "Scientific Management" (4)
- Gulick, "Notes on the Theory of Organization" (9)
- Barnard, "Informal Organizations" (11)
- Maslow, "A Theory of Human Motivation" (14)
- McGregor, "The Human Side of Enterprise" (19)

Week 7: Modern Organization Theory: Rational Decision Making,  Oct. 5
Bureaucratic Power & Politics, and Open Systems

- Kettl text, ch. 10
- Merton, "Bureaucratic Structure and Personality" (12) (skim)
- Lindblom, "The Science of 'Muddling Through'" (20)
- Selznick, "The Coopticative Mechanism" (18)
- Downs, "The Life Cycle of Bureaus" (26)
- Katz and Kahn, "Organizations and the System Concept" (21)
- Bennis, "Organizations of the Future" (24) (skim)
FALL BREAK: Oct. 12-13

Week 8: Public Management, Reorganization, and Change: Or is it “Groundhog Day all over again”? Oct. 19

- Kettl text, ch. 6 (reread, esp’ly pp. 149-161), 7
- Kettl, ch. 3
- Brownlow, "Report of the President's Committee on Administrative Management" (10)
- Levine, "Organizational Decline and Cutback Management" (37)
- The National Performance Review, "From Red Tape to Results" (53) skim
- Barzelay, “Breaking through Bureaucracy” (52)
- Radin, Federal Management Reform in a World of Contradictions, ch. 1 Background
  http://muse.jhu.edu/books/9781589018938 download

MPA ALUMNI REUNION – 6 pm, Fri., Oct. 23 (Alumni House)

Week 9: Midterm Exam (start at 7:00 p.m.; end at 9 p.m.) Oct. 26
- bring lined paper and pen (no bluebooks)

Week 10: Federalism and Intergovernmental Relations: Constant Change Nov. 2

- Kettl text, ch. 3 (reread)
- Kettl, ch. 4
- Grodzins, "The American System" (23)
- Wright, “Intergovernmental Relations” (36)
- Derthick, "American Federalism" (47)
- Rivlin, "The Evolution of American Federalism" Lane book (C)
- Pressman & Wildavsky, "Implementation" (33)
- Agranoff, “Inside Collaborative Networks” (59)

Week 11: Policy Analysis and Program Evaluation: How Do We Know What Works and What Doesn't? Nov. 9

**ALUMNI Pizza Night – 3rd fl. Curry TBA - 5:30 pm

- Kettl text, ch. 12
- Rivlin, “Systematic Thinking for Social Action” (32)
- Stone, “Policy Paradox” (57)
- Kettl, 5, 6, 7

Week 12: Public Personnel Administration: History, Merit, and Diversity Nov. 16

- Kettl text, ch. 8, 9
- Kaufman, "Administrative Decentralization and Political Power" (28)
- Mosher, "Democracy and the Public Service" (42) (skim)
- Krislov, "Representative Bureaucracy" (35)
- Ospina, "Realizing the Promise of Diversity" *Lane book (C)*
- Thomas, “From Affirmative Action to Affirming Diversity” (49)

**Week 13: Public Budgeting: Process and Reforms**  
Nov. 23

- Kettl text, ch. 11
- Key, "The Lack of a Budgetary Theory" (13)
- Caiden, "Public Budgeting Amidst Uncertainty and Instability" (41)
- Rubin, “Perennial Budget Staff Proposals” (56)

**Week 14: Public Governance and Collaboration: Citizens, Nonprofits and New Relationships**  
Nov. 30

- Moe, "Exploring the Limits of Privatization" (46)
- Whitaker, Altman-Sauer, and Henderson, “Mutual Accountability Between Governments and Nonprofits” *ARPA 2004*
- Osborne & Gaebler, "Reinventing Government" *Lane book (C)*
- Lipsky, "Street-Level Bureaucracy" (40)
- O'Leary, “From Silos to Networks,” *Guy & Rubin book, 2015 (C)*

**Week 15: Summing Up, Oral Presentations, and Course Evaluation**  
Dec. 7

Papers are due this evening.

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**NOTE:** Students are encouraged to take advantage of several events organized this fall by the department, ASPA chapter, or community organizations. Please plan to attend at least one of these programs to improve your knowledge of politics, public management, and local government.

Here are a couple I know of already:

**Center for Legislative Studies Lecture Series, Candidates, Campaigns, & Chaos: The 2016 Presidential Nominating Contests**, First lecture scheduled for Wed., Sept. 23 at 7:30 pm.

**ASPA Piedmont Triad Meetings, Thurs. lunch** – Sept. 17, Oct. 22, and Nov. 19 (tentative)

**Housing Bus Tour of Greensboro Housing Coalition** – Tues., Oct. 13, followed by a reception