

Syllabus for
GOV 341—Public Administration
3 Credit Hours
Fall 2002

I. COURSE DESCRIPTION

A study of the application of public policy at all levels of government. Analysis of problems in public financing and budgeting, organization and personnel, the legal context, and the relationship of bureaucracy to the public interest.

II. COURSE GOALS

This course enables the student to do the following:

- A. Learn the basic principles and practices of American public administration.
- B. Understand the theoretical and practical elements of public administration. This will include the roots of administration, the development and evolution of organization theory, inter-governmental relations, decision-making and power in the public sector, public personnel, public budgeting, applied policy analysis and evaluation, administrative law, and ethics and values in public administration. In addition, there will be a selected emphasis on acquisition of public sector leadership skills.
- C. Think Biblically—to learn to think from presuppositions—in order to recognize the nature and consequences of ideas and to reinterpret modern contemporary international economic and political issues from a Biblical base.
- D. Liberate students for Biblical leadership by encouraging them to know what they believe and why and to live their world and life views charitably and consistently toward Biblically reforming contemporary economics.

III. COURSE OBJECTIVES

As a result of successfully completing this course, the student will be able to do the following:

- A. Discuss the Biblical foundations of public administration.
- B. Explain the differences between private and public administration as both disciplines and professions.
- C. Explain the fundamentals of organization theory
- D. Analyze and explain the various and related elements of the bureaucratic politics process. These include the involved institutions and processes, intergovernmental relations, decision-making, human resource management, budgeting, policy analysis and evaluation.

- E. Summarize the legal, ethical, and democratic values associated with the profession of public administration.
- F. Describe orally and/or in writing the critical importance of public management theory and techniques.
- G. Discuss the general ideas and conclusions about the future of public administration in a democratic society.

IV. TEXTBOOKS

Cox, R., Buck, S. and Morgan, B. (1994). Public Administration in Theory and Practice. Upper Saddle River, N.J.: Prentice-Hall. ISBN 0-13-739384-9

Abrashoff, D. (2002). It's Your Ship. New York N.Y.: Warner Books. ISBN 0-44-652911-7

V. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. Attendance at each class or laboratory is mandatory at Oral Roberts University.
2. Double cuts will be assessed for absences immediately preceding or following holidays or breaks, and for missing lecture.
3. Excessive absences can reduce a student's grade or deny credit for the course. No student who does not attend at least half of the class meetings is eligible for credit in this course. It is the student's responsibility to verify their attendance by signing the roll sheet each class meeting.
4. Students taking a late exam because of unauthorized absence will be charged a late fee.
5. Students and faculty at Oral Roberts adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, video, multimedia, or computer software.
6. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.

B. Course Policies and Procedures

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| 1. | Examinations | |
| | a. Midterm (80% or better) | 1 point |
| | b. Final (80% or better) | 1 point |
| 2. | Research Paper (8-10 pages) | 1 point |
| 3. | Attendance at 90% of classes with appropriate participation | <u>1 point</u> |
| | Total | 4 points |

4. Students desiring to earn an “A” for the course must acquire all four points.
Students desiring to earn a “B” for the course must acquire three points.
Students desiring to earn a “C” for the course must acquire two points.
Students desiring to earn a “D” for the course need one point.

C. Other Information

1. Cheating and plagiarism will not be tolerated. Any student caught cheating will receive a zero for that exam and risk receiving an F for the course. Plagiarism is defined as the use without proper acknowledgment of the ideas, phrases, sentences or larger units of discourse taken from the work of another writer or speaker
2. Makeup exam policy.
 - a. All make-ups will be subjective in content and will be given no later than two working days after the original due date.
 - b. No make-ups for quizzes.
 - c. Make-ups for exams will be set on individual basis, no more than three working days after the original exam date. Each additional day results in a five point per day penalty.

VI. COURSE CALENDAR

| <u>Date</u> | <u>Topic to be Discussed and Reading Assignment</u> |
|--------------|--|
| August 15 | Orientation |
| August 20 | Philosophical Paradigms |
| August 22 | History of Public Administration as an Academic Discipline |
| August 27 | Ethics in Public Administration |
| August 29 | Normative Foundations of Public Administration |
| September 3 | A Conceptual History of the Budgeting Process |
| September 5 | A Conceptual History of Human Resource Management |
| September 10 | A Conceptual History of Administrative Law |
| September 12 | A Conceptual History of Policy Analysis |
| September 17 | Organization Theory as a Problem of Structure |
| September 19 | Organization Theory as a Problem of Human Behavior |

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| September 24 | Organization Theory as a Problem of Democracy |
| September 26 | Theory and Practice of Planned Change |
| October 1 | Public Sector Strategic Management |
| October 3 | Theory and Practice of Organization Development |
| October 8 | The Legislature in Administrative and Organizational Perspective |
| October 10 | Study day for research and composition of Mid-term Research and Writing Exercises. |
| October 14 through 18 | Fall Break |
| October 22 | Exercises due to instructor at beginning of class. Administration in Comparative Perspective |
| October 24 | Politics and Administration: American Political Theory and Bureacracy |
| October 29 | Abrashoff: <i>It's Your Ship</i> |
| October 31 | Abrashoff: <i>It's Your Ship</i> |
| November 5 | Abrashoff: <i>It's Your Ship</i> |
| November 7 | Abrashoff: <i>It's Your Ship</i> |
| November 12 | Abrashoff: <i>It's Your Ship</i> |
| November 14 | Abrashoff: <i>It's Your Ship</i> |
| November 19 | Abrashoff: <i>It's Your Ship</i> |
| November 21 | Abrashoff: <i>It's Your Ship</i> |
| November 26 through 29 | Thanksgiving Break |
| December 3 | Abrashoff: <i>It's Your Ship</i> |
| December 5 | Study day for research and composition of End of Semester Research and Writing Exercises. |
| December 12 | Optional Research Papers and End of Semester Research and Writing Exercises are due in Dr. Brooker's Office (GC 5D 17) by 4:30 pm |

| Dr. Tim Brooker <u>Name of Instructor</u> | GOV <u>Course</u> | 341 <u>Course No.</u> | 01 <u>Section No.</u> | Public Administration <u>Title of Course</u> | HISTORY, HUMANITIES, & GOVERNMENT |
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| <u>MISSION</u> The lifestyle at ORU is rooted in the word “Wholeness.” ORU seeks to educate the whole person, with balanced emphasis placed on the development of the mind, spirit, and body. <u>GENERAL OUTCOMES</u> 1. Spiritual Development 2. Physical Development 3. Communication 4. Analysis 5. Problem Solving 6. Value in Decision-making 7. Social Interaction 8. Global Perspectives 9. Effective Citizenship 10. Aesthetic Responsiveness | <u>MAJOR OUTCOMES</u> Exhibit familiarity with the basic principles and practices of American public administration. Understand the theoretical and practical elements of public administration. This will include the roots of administration, the development and evolution of organization theory, inter-governmental relations, decision-making and power in the public sector, public personnel, public budgeting, applied policy analysis and evaluation, administrative law, and ethics and values in public administration. In addition, there will be a selected emphasis on acquisition of public sector leadership skills. Think Biblically—to learn to think from presuppositions—in order to recognize the nature and consequences of ideas and to reinterpret modern contemporary international economic and political issues from a Biblical base. | | | <u>COURSE GOALS</u> To become familiar with the Biblical foundations of public administration. To become familiar with the differences between private and public administration as both disciplines and professions. To become familiar with the fundamentals of organization theory To be exposed to the various and related elements of the bureaucratic politics process. These include the involved institutions and processes, intergovernmental relations, decision-making, human resource management, budgeting, policy analysis and evaluation. To make the student familiar with the legal, ethical, and democratic values associated with the profession of public administration. To convey to the student the critical importance of public management theory and techniques. | <u>ASSESSMENT OF COURSE GOALS</u> <u>STIMULI:</u> Mode: Research and writing exercises, class discussions, original research papers Audience: Students <u>CRITERIA:</u> Demonstrates careful reading of subject matter.. Demonstrates critical thinking and analytical skills. Demonstrates writing and speaking skills. |