

SYLLABUS

COURSE: PAD 416 COMPREHENSIVE PUBLIC ADMINISTRATION

INTRODUCTION:

Comprehensive Public Administration is intended to pull together the various topics in the Public Administration program and give students practice in the craft of public management. That is essentially why the text for this course is appropriately entitled “Doing Public Administration.” We shall adopt a seminar format that will allow students to discuss the various issues and, by using the many exercises as guide, devise solutions to those issues.

The student who completes this course will more easily appreciate and eventually do what practicing administrators do on a daily basis.

TOPICS TO BE COVERED

PART ONE: Communicating in Public Bureaucracies (1)

Wk. 1. Memo: “Bowling Balls” page 3; An essay on organizational Communication, Pages 4-12

Wk. 2. Structuring communication in organizations, p. 13-22

Wk. 3. Media and Message: Choosing the right media for your Message, 45-55

PART TWO: Managing Human Resources in the Public Sector (57)

Wk. 4 The Assessment center-A technique for selection in the Public Service, 59-65.

Wk. 5. Equal employment opportunity and hiring public employees, 69-78

Wk. 6. A trashy situation-Collective Bargaining in the public sector, 83-105

PART THREE: Budgeting and Financing Government (109)

Wk. 7. The craft of Budgeting, 112-134

Wk. 8. The craft of budgeting, cont’d.

Wk. 9. Paying for Police protection-Citizens' contributions in a Proposition 13 era, 143-147.

PART FOUR: Administering Administrative Law (155)

Wk. 10. The Politics of Administrative Rulemaking, 157-162; Home Box Office, Inc. V. Federal Communications Commission, 164-169.

PART FIVE: Making Public Policy (201)

Wk. 11. Looking forward to the main event: Assessing the long-range impacts of current public policy, 203-211.

Wk. 12. Analyzing decision outcomes – State corrections policy and prison overcrowding, 250-257.

PART SIX: Assessing Public Policy (261)

Wk. 13. Measurement issues in Public Administration, 263-284

Wk. 14-16 Revision and final exam.