

Maryland in Europe Graduate Programs
Bowie State University

Concepts of Public Administration

PUAD 501

25/26 Jan; 8/9, 22/23 Feb; 8/9 Mar,
Kitzingen-Larson
09:00-16:00

Instructor: Dr. Robert Mann
Mailing Address: CMR 420 Box 1643 APO AE 09063
Email Address: mann@bunt.com
Consultation: Instructor will be available before and after class or by appointment.

Course Description: *Prerequisite: Undergraduate American political science or American government.* A survey of the fundamentals of public administration, management strategies, and management techniques at the national, state, and local levels.

Course Goals: Upon completion of the course, participants should have an understanding of:

1. The historic evolution and the ideas of the primary scholars in the field of public administration
2. Comparisons and contrasts between administration in the public and private sector
3. How the environment impacts public administration
4. The current trends in public administration
5. The role of ethics in public administration

Course Objectives: At the conclusion of this course the student will be able to:

1. Analyze the limited constitutional basis of public administration in the US and the over-riding importance of the Rule of Law
2. Analyze how the diversity that exists among the 50 states, as well as the multitude of local and regional governments, results in varying administrative structures and solutions
3. Analyze how the public, non-profit and private sectors differ
4. Synthesize information from various sources on the leadership styles of significant public leaders
5. Engage in group processes that rely on active listening or participation and collaboration, and that lead to the assimilation of diverse points of view
6. Find, evaluate and use government documents, including the Constitution, case law, federal and state statutes, local ordinances and administrative rules and regulations to support or refute research hypotheses or administrative reform proposals
7. Understand the interconnections between public administration and other fields of study, including law, ethics, political science, sociology, business administration and economics.

Required Text: NOTE: Some texts are used in multiple classes

American Psychological Association. (2001). *Publication Manual of the American Psychological Association*, (5th ed.). Washington DC: Author

Denhardt, R.B., & Grubbs, J.W. (2003). *Public Administration: An Action Orientation*, 4th ed. Belmont CA: Thomson Wadsworth

Stillman, R. J. II. (2000). *Public Administration: Concepts and Cases*, 7th ed. Boston: Houghton Mifflin

Supplementary Readings: U. S. Constitution

Recommended Journals: ABI information for journals at the UMUC online library

Grading Information: Grades for this course will be assigned as follows:

A	93% +	C	70 – 79%
B	80 – 92%	F	Below 70% F(a) or regular non-attendance F(n)

Grades of Incomplete or Withdrawal are governed by Maryland in Europe policies. Please refer to UMUC Maryland in Europe Graduate Catalog, available in your local Education Center or online at http://www.ed.umuc.edu/visit/pubs/catalog/grad_02-03.pdf, for further details.

Course Requirements:

Midterm Examination:	30%
Final Examination:	30%
Papers (2 X 15%)	30%
Participation in Class	10%

Project Descriptions: The papers will allow the student to analyze the public administration theories and draw on the comparison between public and private sector. Papers are to be 8-10 pages in length and be written according the APA style. Grading will be based on the following criteria: content, use of appropriate references and format

Midterm exam will be administered on 9 February 2003 and the format will be essay. The final exam will be administered on 9 March 2003 and the format will be essay.

Participation means for the student to be engaged in the class and provide thought provoking comments.

Course Schedule:

Module	Date	Topics	Assignments Author(s)
1	25 Jan 03 Sat Morning	Introduction & Overview Personal Action in Public Organizations Assign first paper: Due module #8	Denhardt Chap 1
2	25 Jan 03 Sat Afternoon	Personal Action in Public Organizations Review of US Constitution	Denhardt Chap 1
3	26 Jan 03 Sun Morning	The Political Context of Public Administration Discussion of first reading: The Study of Administration The Interorganizational Context of Public Administration	Denhardt Chap 2 Stillman Reading 1 Denhardt Chap 3
4	26 Jan 03 Sun Afternoon	The Ethics of Public Service Discussion of The Relationship between Ethics and Public Administration Budgeting and Financial Management	Denhardt Chap 4 Stillman Reading 16 Denhardt Chap 5
5	8 Feb 03 Sat Morning	The Management of Human Resources Discussion of the Hawthorne and Western Electric Company reading	Denhardt Chap 6 Stillman Reading 6
6	8 Feb 03 Sat Afternoon	Planning, Implementation, and Evaluation Discussion of Public Budgeting Review for Mid-term	Denhardt Chap 7 Stillman Reading 12 Chap 1-7
7	9 Feb 03 Sun Morning	Mid-term Examination	Chap 1-7

Module	Date	Topics	Assignments Author(s)
8	9 Feb 03 Sun Afternoon	Managing Organizational Dynamics Discussion of Case Study: Boorda's War First Paper Due Assign Second Paper/Case--Due Fifteenth Module	Denhardt Chap 8 Stillman Case #11
9	22 Feb 03 Sat Morning	The New Public Management, Reinvention, and the Reform of Public and Nonprofit Organizations	Denhardt Chap 9
10	22 Feb 03 Sat Afternoon	Personal Skills in Public Management Discussion of The Political Environment	Denhardt Chap 10 Stillman Reading #4 Case #4
11	23 Feb 03 Sun Morning	Interpersonal Skills and Group Dynamics	Denhardt Chap 11
12	23 Feb 03 Sun Afternoon	Discussion of Administrative Communication	Stillman Reading #9
13	8 Mar 03 Sat Morning	The Future of the Public Service	Denhardt Chap 12
14	8 Mar 03 Sat Afternoon	Discussion of Multiple Functions of Public Administration Review for final exam	Stillman Reading #8
15	9 Mar 03 Sat Morning	Final Examination Second Paper Due	Chap 8-12
16	9 Mar 03 Sun Afternoon	Special Issues and Discussion	

Academic Policies: Please refer to the UMUC Maryland in Europe Graduate Catalog, available online at http://www.ed.umuc.edu/visit/pubs/catalog/grad_02-03.pdf or from your local Education Center, for information on the following:

- Academic Integrity
- Course Load
- Exception to Policy
- Grade Appeal Process
- Make-up Examinations
- Nondiscrimination
- Students with Disabilities

Code of Civility

To promote a positive, collegial atmosphere among students, faculty, and staff, Maryland in Europe has developed the following Code of Civility:

Respect

Treat all students, faculty, and staff with respect and in a professional and courteous manner at all times and in all communications, whether in person or in written communication (including e-mail).

Kindness

Refrain from using profanities, insults, or other disparaging remarks.

Truth

Endeavor to cite only the truth and not knowingly misrepresent, mischaracterize, or misquote information received from others.

Responsibility

Take responsibility for our own actions instead of blaming others.

Cooperation

Work together with other students, faculty, and staff in a spirit of cooperation toward our common goals of seeking and providing quality education.

Privacy

Strive to uphold the right to privacy and not talk about others.

Nondiscrimination

Respect the differences in people and their ideas and opinions and reject bigotry.

About Your Instructor: I will be your instructor for the next several weeks. I grew up in the northern Rocky Mountain area where I obtained my education through the undergraduate level. I spent some time in the military: in command of lower level field artillery units, teaching, various staff jobs as a human resource manager, comptroller, special operations, manpower staffing and other odd jobs in several parts of the world. The opportunity become available to join private industry, so for eight years I worked for various companies ranging in size from 4 to 45,000. In private industry the jobs were varied: as an analyst, functional expert, project leader, resource management and human resource manager. My current full-time job is as an adjunct instructor for UMUC Europe at the undergraduate and graduate level. I have been teaching for over twenty years in the European program.

UNIVERSITIES 1958 - 1962 Montana State University, Bozeman Montana, Bachelor of Science (BS), Liberal Arts; 1973 - 1976 Boston University, Boston Massachusetts, Master Science in Business Administration (MSBA); 1980 - 1981 Boston University, Boston Massachusetts Master of Education (MEd); 1983-1988 University of Southern California Doctorate of Education (EdD)

SPECIAL INTERESTS AND HOBBIES Eagle Scout Treasurer, TransAtlantic Council, Boy Scouts of America (Volunteer) Silver Beaver Award (BSA Service Award) Recreation skiing and hiking.