



Independent Study | in Idaho

PolS 451
Public Administration

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Course Guide

Independent
Study | in Idaho

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Political Science 451 Public Administration

University of Idaho
3 Semester-Hour Credits

Prepared by:

Eversley A. Linley, Ph.D.
Department of Political Science
University of Idaho

Table of Contents

Welcome!.....	1
Policies and Procedures	1
Course Description	1
Course Materials	1
Course Delivery	1
Course Introduction	2
Course Objectives	2
Lessons.....	2
Federal Agency Assessment/Term Paper	2
Exams	3
Grading	3
About the Course Developer.....	3
Contacting Your Instructor	4
Assignment Submission Log	5
I. Bureaucracy in the United States	
Lesson 1: What is Public Administration?	8
Lesson 2: The Social, Political, Economic, and Environmental Context of Public Administration.....	9
Lesson 3: The Anatomy of Public Organization: Bureaucratic Power and Politics	10
Lesson 4: Administration in the Federalist System and Intergovernmental Relations	11
Exam 1 Information: Covers Lessons 1–4	12
II. Public Administration: Managing and Leading	
Lesson 5: Theory of Organizational Behavior	13
Lesson 6: Decision Making in the Administration of Public Policy	14
Lesson 7: Bureaucratic Leadership	15
Lesson 8: The Challenge of Organizational Leadership	16
Lesson 9: Federal Agency Assessment (Preliminary Research for Term Paper)	17
Exam 2 Information: Covers Lessons 5–9	18
III. Inside Public Administration	
Lesson 10: Personnel Administration and Unionism in Public Administration	19
Lesson 11: Financial Management	20
Lesson 12: Communication Flow in Public Administration	21
Lesson 13: Administrative Law and the Control of Public Policy	22
IV. Present and Future Trends in Public Administration	
Lesson 14: Clientele Pressure and Government Policy	23
Lesson 15: Term Paper: Federal Agency	24
Exam 3 Information: Covers Lessons 10–15	25

Welcome!

Whether you are a new or returning student, welcome to the Independent Study in Idaho (ISI) program. Below, you will find information pertinent to your course including the course description, course materials, course objectives, as well as information about assignments, exams, and grading. If you have any questions or concerns, please contact the ISI office for clarification before beginning your course.

Policies and Procedures

Refer to the ISI website at www.uidaho.edu/isi and select *Students* for the most current policies and procedures, including information on setting up accounts, student confidentiality, exams, proctors, transcripts, course exchanges, refunds, academic integrity, library resources, and disability support and other services.

Course Description

Environment of public administration, politics of organizations, public decision-making, public relations, leadership, personnel administration, financial administration, administration ethics; related topics.

Recommended prerequisites: PolS 275: American State and Local Government

Required: Internet access

13 graded lessons, 1 project, 1 graded final paper, 3 proctored exams

May submit up to 2 assignments at a time, 4 per week.

Course Materials

Required Course Materials

- LeMay, Michael C. *Public Administration: Clashing Values in the Administration of Public Policy*. 2nd ed. Belmont, CA: Thomson Wadsworth, 2006. ISBN-10: 0-534-60137-5 ISBN-13: 978-0-534-60137-9
- Stillman II, Richard J. *Public Administration: Concepts and Cases*. 8th ed. Boston: Houghton Mifflin Company, 2005. ISBN-10: 0-618-31045-2 ISBN-13: 978-0-618-31045-6

Course Delivery

This course is available online. An electronic course guide is accessible through BbLearn at no additional cost. Refer to your *Registration Confirmation Email* for instructions on how to access BbLearn.

Course Introduction

Public administration involves the “core activities” of government that are performed, for the most part, by highly trained experts and specialized organizations. Its purpose is the development and implementation of public policy. This very broad definition encompasses a large dynamic portion of government at all three levels of the federal system, engaging even nonprofit organizations and private enterprise.

It is impossible to cover in one course all of the material from the academic discipline of public administration. It is even less reasonable to attempt to develop every skill that is necessary to be an effective public manager. Therefore, this course attempts to familiarize you with the various complexities of the field of public administration. All students of government, whatever their focus, need to be cognizant of the tremendous importance of public administration and administrators within the political system. This course is designed to provide you with an introduction to public administration through readings, cases, and practical exercises.

Course Objectives

This course emphasizes the attributes of public administration, including management styles and the empirical basis for decision making, conflict management through control of participatory strategies, and the acquisition and analysis of management information. The student is expected to have an understanding of organizational theory as well as the behavior of public and private organization structure and environment, including individual behavior in organizations. The student should also gain insight into the operations of federal, state, and local government as pertaining to public administration.

Lessons

Overview

Each lesson includes the following components:

- Overview
- Reading assignment
- Written assignment (key terms and essay questions)

The course requirements consist of thirteen written lesson assignments, a brief federal agency assessment paper, a related term paper, and three exams. The written assignments include a choice of five or six “key term” definitions (out of seven to ten possible terms), and two or three essay questions based on case studies. The student is required to write lesson assignments in his or her own words, except for those few occasions where it is necessary to quote and cite authorities. The coursework is structured to evaluate not only the student’s knowledge and application of the subject, but also his or her ability to analyze and synthesize it.

Study Hints

- Complete all assigned readings.
- Set a schedule allowing for completion of the course one month prior to your desired deadline. (An *Assignment Submission Log* is provided for this purpose.)
- Some of these assignments will require the use of the Internet to access the World Wide Web (WWW) and search engines (such as Google).
- Webpages and URL links in the World Wide Web are subject to change. If you cannot access a link that has been listed in this study guide, use your favorite search engine (such as Google) to locate the site. To seek assistance or provide any updated information, contact your instructor.

Federal Agency Assessment/Term Paper

The brief federal agency assessment in Part II of this course (Lesson 9) is designed to assist you in the research necessary to complete your term paper on a federal agency, assigned in Part IV, Lesson 15. The federal agency assessment (three to four pages in length, double-spaced) will be worth 10 points and

should be completed **before** you take Exam 2. Submit your federal agency assessment directly to your instructor for grading. For immediate feedback on the assessment, contact your instructor. **For your instructor’s contact information, refer to the letter you received upon registration.**

The term paper, which should be eight to ten pages in length, double-spaced, is an in-depth examination of a particular federal, executive agency, chosen by the student. This paper, as well as the agency assessment, must be typed or word processed. The purpose of this paper is for you to gain in-depth knowledge of a particular federal agency. The agency you select must be an executive agency that is below the cabinet level. In other words, you cannot pick the Department of Health and Human Services, but you can select the Food and Drug Administration. Your term paper is due **before** you take Exam 3; that way, you can incorporate into your paper the knowledge and skills you have acquired from the readings and lessons.

Exams

Overview

- You must wait for grades and comments on lessons prior to taking each subsequent exam.
- For your instructor’s exam guidelines, refer to the letter sent to you upon registration and the *Exam Information* sections in this study guide.

The first exam will be given once the student completes lessons 1–4, the second exam after lessons 5–9, and the last exam following the completion of lessons 10–15. Exams are essay and short answer. You will be given a choice of questions (for example, three or four out of five questions). You must take all three exams in order to pass the course. The exams will be based exclusively on the material covered in the section. They are identical in format and content to the written assignments and essay questions for each lesson. The exams are not comprehensive.

See *Grading* for specific information on exams, points, and percentages.

Choosing a Proctor/Scheduling Exams

All exams require a proctor.

Grading

Your grade for the course will be based on the following criteria:

• Three exams (90 points each)	270 points
• Thirteen lesson assignments (20 points each)	260 points
• Project: Federal Agency Assessment	20 points
• Term Paper	<u>50 points</u>
	600 points total

The final course grade is issued after **all** lessons and exams have been graded.

Acts of academic dishonesty, including cheating or plagiarism are considered a very serious transgression and may result in a grade of F for the course.

About the Course Developer

The course developer, Eversley Linley, received his Ph.D. in Political Science with an emphasis in Public Administration from the University of Idaho in 2008. Linley taught an introductory course in political science from 2006 to 2008 at the University of Idaho. He was greatly influenced by his former advisor and professor, Florence Heffron, the author of several books, including *The Idaho State Constitution*, a short history of the state’s constitution, *Organization Theory and Public Organizations: The Political Connection* (1988), and *The Administrative Regulatory Process* (1983).

Contacting Your Instructor

Instructor contact information is available in BbLearn.

Assignment Submission Log

Reading Assignments

- LeMay, Michael C., *Public Administration: Clashing Values in the Administration of Public Policy*
- Stillman II, Richard J., *Public Administration: Concepts and Cases*

I. BUREAUCRACY IN THE UNITED STATES

Lesson 1. What Is Public Administration?

Reading Assignment:

LeMay, Chapter 1, pages 1–26

Stillman, Chapter 1, pages 1–30; Case Study 1, pages 30–47

Written Assignment:

5 key terms; 3 essay questions Date submitted: _____

Lesson 2. The Social, Political, Economic, and Environmental Context of Public Administration

Reading Assignment:

LeMay, Chapter 2, pages 27–52

Stillman, Chapter 3, pages 78–85; Case Study 3, pages 85–103

Written Assignment:

5 key terms, 3 essay questions Date submitted: _____

Lesson 3. The Anatomy of Public Organization: Bureaucratic Power and Politics

Reading Assignment:

LeMay, Chapter 3, pages 53–81

Stillman, Chapter 2, pages 50–63; Case Study 2, pages 63–77; Chapter 14, pages 438–527

Written Assignment:

5 key terms, 3 essay questions Date submitted: _____

Lesson 4. Administration in the Federalist System and Intergovernmental Relations

Reading Assignment:

LeMay, Chapter 4, pages 83–112

Stillman Chapter 5, pages 124–144; Case Study 5, pages 144–153

Written Assignment:

5 key terms, 3 essay questions Date submitted: _____

It is now time to make arrangements with your proctor to take Exam 1.

II. PUBLIC ADMINISTRATION: MANAGING AND LEADING

Lesson 5. Theory of Organizational Behavior

Reading Assignment:

LeMay, Chapter 5, pages 113–141

Stillman, Chapter 6, pages 154–166; Case Study 6, pages 166–178

Written Assignment:

5 key terms, 3 essay questions Date submitted: _____

Lesson 6. Decision Making in the Administration of Public Policy

Reading Assignment:

LeMay, Chapter 6, pages 143–168; Chapter 7, pages 167–194

Stillman, Chapter 7, pages 179–216; Chapter 8, pages 220–234; Case Study 8, pages 234–253

Written Assignment:

10 key terms, 2 essay questions Date submitted: _____

Lesson 7. Bureaucratic Leadership

Reading Assignment:

LeMay, Chapter 7, pages 169–194; Chapter 10, pages 245–272

Stillman, Chapter 13, pages 400–421; Case Study 13, pages 422–435

Written Assignment:

5 key terms, 3 essay questions Date submitted: _____

Lesson 8. The Challenge of Organizational Leadership

Reading Assignment:

LeMay, Chapter 5, pages 113–141

Stillman, Chapter 10, pages 298–339; Chapter 11, pages 340–352; Case Study 11, pages 352–364

Written Assignment:

5 key terms, 3 essay questions Date submitted: _____

Lesson 9. Project: Federal Agency Assessment

Date submitted: _____

It is now time to make arrangements with your proctor to take Exam 2.

III. INSIDE PUBLIC ADMINISTRATION

Lesson 10. Personnel Administration and Unionism in Public Administration

Reading Assignment:

LeMay, Chapter 9, pages 219–243

Written Assignment:

5 key terms, 3 essay questions Date submitted: _____

Lesson 11. Financial Management

Reading Assignment:

LeMay, Chapter 12, pages 301–334

Stillman, Chapter 12, pages 365–381; Case Study 12, pages 382–399

Written Assignment:

5 key terms, 3 essay questions Date submitted: _____

Lesson 12. Communication Flow in Public Administration

Reading Assignment:

LeMay, Chapter 11, pages 273–300

Stillman, Chapter 4, pages 104–123; Chapter 9, 254–272; Case Study 9, pages 272–297

Written Assignment:

6 key terms, 2 essay questions Date submitted: _____

Lesson 13. Administrative Law and the Control of Public Policy

Reading Assignment:

LeMay, Chapter 13, pages 335–361

Stillman, Chapter 16, pages 501–514; Case Study 16, pages 514–527

Written Assignment:

6 key terms, 2 essay questions Date submitted: _____

IV: PRESENT AND FUTURE TRENDS IN PUBLIC ADMINISTRATION

Lesson 14. Clientele Pressure and Government Policy

Reading Assignment:

LeMay, Chapter 14, pages 363–389

Written Assignment:

6 key terms, 2 essay questions Date submitted: _____

Lesson 15. Term Paper: Federal Agency

Date submitted: _____

It is now time to make arrangements with your proctor to take Exam 3.

Lesson 1 What Is Public Administration?

Overview **Public**
administration covers all courses of action, organizations, and individuals linked to carrying out laws and rules and other issues related to legislatures, executives, and the courts. Public administration also exists as an academic tool by providing an understanding of planning, development, and management associated with the daily operations of government.

Reading Assignment

LeMay, Chapter 1, pages 1–26
Stillman, Chapter 1, pages 1–30; Case Study 1, pages 30–47

Written Assignment

Key Terms: You are responsible for knowing all terms; however, in a paragraph or more **define only 5** of the terms below in a concise and well-reasoned manner. (5 points; 1 point each)

- | | | |
|--------------------------------------|--------------------------|-----------------------|
| 1. bureaucracy | 4. POSDCORB | 7. public policy |
| 2. civil service | 5. public administration | 8. the policy process |
| 3. politics-administration dichotomy | 6. public management | 9. privatization |

Essay Questions: In **450 words or more** (one to two pages double-spaced for each essay) please answer the following questions by analyzing the issues raised. (15 points; 5 points each)

1. How did Woodrow Wilson justify the creation of the new field of public administration? Why did he view public administration as being so critical to the future of the United States? Do you agree? What did Wilson conclude were the best ways to develop this new field? Are these ideas still valid? By contrast, based on your reading in Stillman, how is the field evolving today? Is it evolving along the lines Wilson envisioned in his essay?
2. Why does Wilson stress throughout his essay the importance of finding the appropriate relationship between democracy and public administration? What does he mean by this? Give an example. According to Stillman, how does the field now deal with this issue?
3. Based on your analysis of Case Study 1, “The Blast in Centralia No. 5,” what can you generalize about the importance of public administration for society? List some of the pros and cons of having a strong and effective administration system to perform essential services in society. (Stillman)

Fun on the Information Super Highway

Want to learn more about public administrators? Check out the official site of bureaucrats, The American Society for Public Administration (ASPA), <http://www.aspanet.org/>.

