PADM 500
PUBLIC MANAGEMENT AND POLICY
Fall, 2013

■ Instructor

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■ Introduction

This seminar is an introductory-level graduate class introducing key concepts in public administration and policy. It is designed as an introduction to the Public Administration curriculum; to key elements in government; and to key issues in systems of governance.

■ Course Objectives

The seminar is organized around three broad themes, each of which has a number of specific objectives.

Theme One: Introducing Public Administration and Policy – Sessions 1 - 4

By the end of this section of the course, you should be able to demonstrate your understanding of:

- The multiple definitions and meanings of the phrase "public administration";
- How public administration incorporates key disciplines including economics, finance, and budgeting; human resources; research and program evaluation, organizational theory, and others;
- Differences between "government" and "systems of governance";
- The differences between "policy" and "administration" as these terms have evolved over time;
- The major elements of the public policymaking cycle; and

- The evolving relationship between different levels of government over the last two-plus centuries ("Federalism) and the implications of that evolution for citizens in the private sector and those who work in the public sector.

Theme Two: The Foundations of Public Administration and Policy – Sessions 5 – 9

By the end of this section of the course, you should be able to demonstrate your understanding of:

- The growing demand for data to design public policy and how that demand is changing the shape of public administration and management;

- The complexity of government in an era when the public sector is growing increasingly large;

- The impact that technology is having on the public sector and the implications of that impact on how we govern ourselves as a nation; and

- The importance of sound ethical judgment in protecting and preserving the public's trust.

Theme Three*:* Components of Public Administration and Policy – Sessions 10 – 12

By the end of this section of the course, you should be able to demonstrate your understanding of:

- How organizations shape the public sector and define effective public management;

- The role of sound financial management in planning, implementing and evaluating public policies and being an effective public manager; and

- The role of effective personnel management in creating and maintaining effective public-sector organizations.

■ Resources

Resources of several types will be used.

- The text for the course is Jay Shafritz, E.W. Russel and C.P Borick, ***Introducing Public Administration***, seventh or eighth edition.

- We will review parts of the ***Constitution of the United States***. This will be distributed electronically.

- Throughout the semester, we'll be doing in-class case studies of current controversial issues in Public Administration. These will form the basis for in-class discussions of these issues as they relate to issues of public-sector governance. Brief written material concerning the case will be distributed electronically before the class session at which each is discussed.

- Class notes in Power Point will be sent to you as e-mail attachments late in the week prior to Monday's class. You may print them out, or bring them to class on your laptop, tablet or holographic machine. ***You are not expected to read the Power Point class notes before class; they are distributed as a convenience only.*** However, please have them handy either electronically or in hard-copy at each class session.

■ Expectations

There are six broad expectations for participants in this seminar.

"Being There": It's important that you attend all sessions. Life emergencies occur, but if these should prevent you from attending a session, please contact me before class so we can discuss how the material will be made up. Class sessions are available through video on demand. Go to the Media Technology Services web page (http://mts.unm.edu/vod.htm) for instructions. However, VOD is not a substitute for attending class sessions.

Read: Class sessions will supplement, not duplicate, the text readings. Therefore, it is important you read all materials distributed before class and come to class prepared to discuss the assigned readings for the day.

Wired (or Wireless): One important assumption made for this class is that you (a) have ready access to high-speed internet connections; (b) have the ability to download and print files from internet sites; © check e-mail regularly; and (d) have the skill and interest to surf the web. If these assumptions are not true for you, please let me know as soon as possible so we can devise a work-around.

Timeliness: All assignments not handed in by the due date shown on the syllabus will result in an automatic grade of "0" unless you have made prior arrangements with me.

Take Initiative: This is a graduate seminar, not a lecture course. Even though this is a large class, you are expected to engage in dialogue, ask questions about things discussed in class that don't make sense and rebut assertions that seem wrong both in and between classes. Secondly, many of the assignments will require you to utilize the Web or engage in other information-seeking tasks. You are expected to take the initiative and be proactive in these tasks.

Attention to the Public Sector: This is a seminar that is centrally concerned with issues revolving around the public sector, including broad, theoretical issues such as the proper scope of government as well as technical issues such as budgeting, finance and personnel. To succeed in the class, you'll need to be attentive to public-sector issues in the media and more traditional academic sources. This means, among other things, some combination of watching the news, read-

ing newspapers or electronic news sites and in general being attentive to both governance and government in the United States today.

Evaluation

Each participant will complete four assignments and be given a discretionary grade as outlined below. Detailed instructions for each assignment are distributed at the beginning of the semester.

Assignment One: Impact of Changing Demographics on Public Service in the United States

In session number four, we'll review several significant shifts in the demographic characteristics of the country. The next week, you will submit a maximum three-page essay discussing what you think are some implications of these changes on selected aspects of public management and policy.

Assignment Two: The Research Paper Proposal

You will prepare a one-page proposal for a research paper you will complete in Assignment Four using criteria described in the detailed assignment.

Assignment Three: The Preliminary Bibliography

You will submit a preliminary bibliography of sources you have gathered for the research paper, with brief annotations of each source.

Assignment Four: The Research Paper

You will prepare a research briefing paper using criteria described in the assignment.

Assignment	***Weight***
One: Impact of Changing Demographics	15%
Two: Research Paper Proposal	15%
Three: Annotated Bibliography	15%
Four: Research Paper	35%
Discretionary Grade: (includes participation, demonstration that you have read the text and other materials, and timeliness of assignments)	20%
Total:	**100%**

All assignments are to be sent to me as e-mail attachments in Word (not Adobe!). This allows me to evaluate them making comments on the assignment itself and sending you back the graded assignment with my comments embedded within the document.

■ Class Schedule

Class #	Date	Topic(s)	Readings	Assignment
		Theme One: Introducing Public Management and Policy		
1	Mon 8/19	Welcome to the Semester!	--	*Assignments distributed*
2	Mon 8/26	Evolving Definitions of Public Administration and Policy	Shafrtiz, chs. 1, Defining Public Administration and 2, The Political and Cultural Environment of Public Policy and Its Administration	
--	Mon 9/2	**No Class; Labor Day**		
3	Mon 9/9	The Sticky Nature of Governance in the United States: Federalism	Shafrtiz, ch. 4, Intergovernmental Relations	
4	Mon 9/16	Changing America: the Impact of Demographic Shifts on Public Management and Policy	--	
		Theme Two: The Foundations of Public Administration and Policy		
5	Mon 9/23	The Complexity of Government in the United States	Shafritz, ch. 3, The Continuous Reinventing of the Machinery of Government	*Assignment One, Impact of Changing Demographics, due*
6	Mon 9/30	Skills You Really, Really Need: The Difference Between "Ideas" and "Topics"; Using the Internet to Locate Sources for Papers; Search Strategies, Assessing the Quality of Sources; Accessing Full-Text Articles Through UNM; The Systematic Review	--	

Class #	Date	Topic(s)	Readings	Assignment
--	Mon 10/7	**No Class; Southwest Conference on Disability**		
7	Mon 10/14	"Government By Data" - Data and Public Policymaking	Shafritz, ch. 14, Program Audit and Evaluation	*Assignment Two, Paper Proposal, Due*
8	Mon 10/21	The Impact of Technology on Reforming Government	Shafritz, ch. 8, Managerialism and Information Technology	
9	Mon 10/28	Ethics, Values and Public Policy: The Rise of Accountability in Government and The Role of Government in Enforcing "Equal Treatment Under Law"	Shafritz, ch. 5, Honor, Ethics and Accountability and Shafritz, ch. 12, Social Equity	
--	Mon 11/4	**No Class - American Public Health Association**		
		Theme Three: Components of Public Administration and Policy		
10	Mon 11/11	The Evolution of Management Theories in the Public Sector: From Scientific Management to Post-Bureaucratic Organizations	Shafritz, ch. 6, The Evolution of Management and Organization Theory and ch. 7, Organizational Behavior	*Assignment Three, Annotated Preliminary Bibliography, Due*
--	Mon 11/18	**No Class - Association of University Centers on Disability**		
11	Mon 11/25	Human Resource Management: The Crucial Difference Between Management and Leadership in the Public Sector	Shafritz, ch. 11, Personnel Management and Labor Relations and Shafritz, ch. 10, Leadership	
12	Mon 12/2	Financial Management: Fiscal Choices as Instruments of Policy and Ideological Preferences in America	Shafritz, ch. 13 Public Financial Management	

Class #	Date	Topic(s)	Readings	Assignment
13	Mon 12/9	"Fudge Class"		*Assignment Four, Research Paper, due*