

Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.

COURSE SYLLABUS

PADM 501

FUNDAMENTALS OF PUBLIC ADMINISTRATION

COURSE DESCRIPTION

This course serves as an introduction to the discipline of public administration. This class explores the various theories and practices that have led to, and continue to dominate the profession and study of public administration. The major topics of interest that will be discussed in this class include the politics of government bureaucracy, managing and leading public organizations, the core functions of government administration such as budgeting, public policy implementation and human resources management, and current trends emerging from the 21st century that are directing and influencing public administration.

RATIONALE

The purpose of this course is for the student to comprehend the composition and demographics of changing society and the workforce through designing and using performance measures in public administrations, explaining institutional and legal environment of administration, applying theories that can inform leadership and management in public organizations, explaining the external and institutional politics of decision making in public organizations, executing systematic research processes to novel problems, and producing research in written format. The student should also understand how to motivate workforce both ethically and effectively in public administration, identify legal implications of diversity in public organizations, assess practical situations in public administration, and take principled positions.

I. PREREQUISITE

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

II. REQUIRED RESOURCE PURCHASE

Click on the following link to view the required resource(s) for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

III. ADDITIONAL MATERIALS FOR LEARNING

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Microsoft Office

IV. MEASURABLE LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

- A. Apply concepts learned in the course to factual situations.
- B. Discuss contemporary issues in the personnel field.
- C. Analyze the major functions of public management.
- D. Discuss the steps of the selection process in order, describing the purpose and normal procedure involved in each step.
- E. List the steps necessary to implement human resource planning and forecasting for a small company.
- F. Distinguish between policies and rules and formulate policy statements.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

- A. Textbook readings and presentations
- B. Course Requirements Checklist

After reading the Course Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.

- C. Class Introductions

The student will post a thread in the Discussion Board Forums introducing himself/herself to the class. The student will provide general information in written paragraph format, and maintain professionalism in the presentation. The student will reply to 2 classmates' threads.

- D. Discussion Board Forums (7)

Discussion boards are collaborative learning experiences. The student will complete the assigned readings and post a thread of at least 300 words answering the discussion board question assigned from the readings. The student will reply to 2 classmates' threads. Each reply must be at least 250 words. Postings will be completed by the individual student with no group postings. Outside research may be used to answer the questions and should be properly cited using current APA formatting.

E. Case Study Critiques (2)

The student will write a critique of 2 case studies in the course. Each case study critique must be 3–5 pages and discuss the major facts of the case, and the student should tell whether or not he/she believes the right decision(s) was/were made and why.

F. Research Paper

The student will identify a problem in public administration. The paper must include an abstract, introduction, background on the issue, detailed presentation of the importance of the issue, discussion of possible solutions, and a recommendation for the solution. The paper must be 8–10 pages and include a minimum of 5 scholarly resources to support the student’s work. Late projects will be automatically reduced 1 letter grade for each day they are late.

G. Quizzes (2)

Two quizzes will be required during the course. Each quiz will have 2 questions and will use essay questions to extract the student’s knowledge about the content of the course. Each quiz will have a 1-hour time limit.

H. Midterm and Final Essays (2)

Both the Midterm and Final Essays will require the student to respond to a broad-based question about public administration. In essence, the student will be asked to demonstrate critical thinking about controversial issues in public administration and take a position on which course of action would be the best approach for public administrators.

VI. COURSE GRADING AND POLICIES

A. Points

Course Requirements Checklist	10
Discussion Board Forums (7 at 25 pts ea)	175
Class Introductions	25
Case Study Critiques (2 at 100 pts ea)	200
Research Paper	150
Quizzes (2 at 100 pts ea)	200
Midterm Essay	125
Final Essay	125
Total	1010

B. Scale

A = 940–1010 A- = 920–939 B+ = 900–919 B = 860–899 B- = 840–859
 C+ = 820–839 C = 780–819 C- = 760–779 D+ = 740–759 D = 700–739
 D- = 680–699 F = 0–679

C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted.
4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Disability Assistance

Students with a documented disability may contact Liberty University Online's Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

VII. BIBLIOGRAPHY

- Cook, B. J. (1996). *Bureaucracy and self-government*. Baltimore, MD: John Hopkins Univ. Press.
- Lipsky, M. (1980). *Street level bureaucracy*. New York, NY: Russell Sage Foundation.
- Lowi, T. (1979). *The end of liberalism*. New York, NY: W.W. Norton and Co.
- Osborne, D., & Gaebler, T. (1993). *Reinventing government*. New York, NY: Plume Publishing.
- Ostrom, V. (1989). *The intellectual crisis in American public administration*. Tuscaloosa, AL: University Press of Alabama.
- Peters, G. B. (1995). *The politics of bureaucracy*. New York, NY: Longman Pub. USA.
- Rohr, J. A. (1986). *To run a constitution*. Topeka, Kansas: University of Kansas Press.
- Simon, H. M. (1945). *Administrative behavior*. New York, NY: MacMillan Pub. Co.
- Spicer, M. W. (1995). *The founders, the constitution and public administration*. Washington, D.C., Georgetown University Press.

COURSE SCHEDULE

PADM 501

Textbooks: Cropf et al., *The Public Administration Casebook* (2012).
 Milakovich & Gordon, *Public Administration in America* (2013).
 Shafritz & Hyde, *Classics of Public Administration* (2017).

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	Milakovich & Gordon: chs. 1–3 Shafritz & Hyde: Early Voices & The First Quarter Century 1 presentation	Course Requirements Checklist Class Introductions DB Forum 1	10 25 25
2	Milakovich & Gordon: ch. 4 Shafritz & Hyde: The New Deal—Mid Century 1 presentation	DB Forum 2 Quiz 1	25 100
3	Cropf et al.: Case Study 11—The Oakdale Administrator Milakovich & Gordon: chs. 7, 10 Shafritz & Hyde: JFK—Civil Service Reform 1 presentation	DB Forum 3 Case Study Critique 1	25 100
4	Milakovich & Gordon: ch. 8 Shafritz & Hyde: JFK—Civil Service Reform contd. 1 presentation	DB Forum 4 Midterm Essay	25 125
5	Cropf et al.: Case Study 2—Social Security Administration Milakovich & Gordon: ch. 9 Shafritz & Hyde: Reagan—Reinvention 1 presentation	DB Forum 5 Case Study Critique 2	25 100
6	Milakovich & Gordon: ch. 11 1 presentation	DB Forum 6 Quiz 2	25 100
7	Milakovich & Gordon: ch. 5 Shafritz & Hyde: Public Administration in a New Century 1 presentation	DB Forum 7 Research Paper	25 150
8	Milakovich & Gordon: ch. 12 1 presentation	Final Essay	125
TOTAL			1010

DB = Discussion Board

NOTE: Each course module/week begins on Monday morning at 12:00 a.m. (ET) and ends on Sunday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.