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General Syllabus

POLS 3603 Public Administration

Credit Hours: 3   Lecture Hours: 3   Laboratory: 0

Prerequisite: POLS 2753 American National Government
Effective Catalog: 2019-2020

I.   Course Information

A. Catalog Description
An overview of the structure and function of American bureaucracy at all levels of government.

II.   Student Learning Outcomes

A. Subject Matter
Upon successful completion of this course, the student will be able to:

1. Explain the structure and function of bureaucracy at all levels of American government.
2. Identify and describe the historical precedents and theoretical basis for the formation of American bureaucratic structures.
3. Describe the decision making processes in American bureaucratic institutions.
4. Explain how citizens interact with the various bureaucratic systems.
5. Evaluate the bureaucratic principle of cost/benefit analysis.
6. Assess and discuss the ongoing efforts to reform and refine bureaucratic practices.

B. University Learning Outcomes
This course enhances student abilities in the following areas:

Analytical Skills
Critical Thinking Skills
Students will research, evaluate, and compare information from varying sources to evaluate authority, accuracy, recency, and bias relevant to the processes of administering the policies of the government at various levels. Students will

generate solutions to/analysis of various issues that may determine the success or failure of the administration of governmental bureaucracies. They will assess and justify the solutions to and/or analysis of issues associated with the efficiency of the bureaucracy at the various levels of the government.

Quantitative Reasoning
Students will apply appropriate statistical models to understand the actions of governmental bureaucracies. They will represent statistical information symbolically, visually, numerically and verbally and will interpret models and data in order to draw inferences on the administration of public affairs. Students will recognize the limitations of quantitative analysis.

Communication Skills (written and oral)
Students will compose coherent documents appropriate to get their points across to the class and to the instructor.

Ethical Decision Making
Students will model ethical decision-making processes in public administration by assessing ethical dilemmas. They will apply ethical frameworks to resolve a variety of ethical dilemmas associated with public administration.

Global and Cultural Perspectives
Students will reflect upon the key facets of U.S. public administration and how they impact the decision-making process of the U.S. government in relation to other countries. They will demonstrate understanding of the U.S. public administration in a global environment and show how the U.S. Government and U.S. public administration impact or are impacted by different political cultures.

III. Major Course Topics

A. What is public administration
B. Political systems and government bureaucracy
C. Political content of bureaucratic power
D. Politics of organizational structure
E. The nature of federalism
F. Formal theories of organization
G. Decision making in bureaucracy
H. Bureaucratic leadership
I. Evolution in public personnel administration
J. Government budgets and fiscal policy
K. Planning and analysis
L. Government regulation
M. The needs and constraints of bureaucratic government