

**NEW COURSE PROPOSAL**

PROGRAM: MULTIPLE PROGRAMS (POLITICAL SCIENCE)

**1. Catalog Description of the Course.** *[Include the course prefix, number, full title, and units. Provide a course narrative including prerequisites and corequisites. If any of the following apply, include in the description: Repeatability (May be repeated to a maximum of \_\_\_ units); time distribution (Lecture \_\_\_ hours, laboratory \_\_\_ hours); non-traditional grading system (Graded CR/NC, ABC/NC). Follow accepted catalog format.]*

**POLS 320 PUBLIC ADMINISTRATION (3)**

Three hours lecture/discussion per week.

This course is an introduction to public administration in the United States at the national, state and local levels of government. It will explore the various trends in American public administration, examine the unique circumstances involved in administering public organizations and look at different techniques of public management. Topics of study include: the structure and function of the American system of federalism, organizational theory and behavior, public budgeting and finance, public human resources management and the role of women in public administration.

**2. Mode of Instruction.**

	Units	Hours per Unit	Benchmark Enrollment
Lecture	3	1	30
Seminar			
Laboratory			
Activity			

**3. Justification and Learning Objectives for the Course.** (Indicate whether required or elective, and whether it meets University Writing, and/or Language requirements) *[Use as much space as necessary]*

This course is an elective that will count toward the Minor in Political Science. A basic introduction to public administration is also a useful course for students in other majors interested in pursuing careers in the public and not for profit sectors, as it provides an overview of the knowledge and skills necessary to manage in a governmental or nonprofit environment.

Students who successfully complete this course will be able to:

Research and write a decision memo for a public policy maker.

Prepare a line item budget using spreadsheet software differentiating between operating and capital expenditures.

Draft a position description for a civil service employee.

Use the internet (world wide web) to develop a profile of a government bureau or agency.

Demonstrate the definitional and factual knowledge necessary for understanding what public administrators actually do and how they do it.

Identify and describe the major theories of public organizations, and bureaucratic behavior.

Demonstrate knowledge of the institutional, political and ethical context within which public services are delivered in the United States.

Identify and apply key provisions of the Constitution and public laws as they pertain to the powers of States and the Federal Government.

4. Is this a General Education Course If Yes, indicate GE category:	Yes	No XX
A (English Language, Communication, Critical Thinking)	<input type="checkbox"/>	<input type="checkbox"/>
B (Mathematics & Sciences)	<input type="checkbox"/>	<input type="checkbox"/>
C (Fine Arts, Literature, Languages & Cultures)	<input type="checkbox"/>	<input type="checkbox"/>
D (Social Perspectives)	<input type="checkbox"/>	<input type="checkbox"/>
E (Human Psychological and Physiological Perspectives)	<input type="checkbox"/>	<input type="checkbox"/>

5. **Course Content in Outline Form.** *[Be as brief as possible, but use as much space as necessary]*

Topics of Study Include:

Approaching the Study of Public Administration

The Constitutional Origins of American Public Administration

Public Administration, Democracy, and the Political System: Conflicting Values, and Social Change

Bureaucratic Politics and Bureaucratic Power

Federalism and Intergovernmental Relations

Organizational Theory and Behavior

Decision Making in Administration

Chief Executives and the Challenges of Administrative Leadership

Public Personnel Administration and Human Resource Development

Government Budgeting

Public Policy and Management

Government Regulation and Administration Law

Reinventing Government

Women and racial and ethnic minorities in public agencies

Public Administration and the Response to Terrorism

6. **References.** *[Provide 3 - 5 references on which this course is based and/or support it.]*

Gordon, George J. and Michael E. Milakovich, *Public Administration in America*. (New York: Bedford/St. Martins).

Goodsell, Charles T. (1994) *The Case for Bureaucracy: A Public Administration Polemic, 3<sup>rd</sup> Edition*. (Chatham, NY: Chatham House Publishers, Inc.)

Shafritz, Jay M. and Albert C. Hyde. *Classics of Public Administration*

Stillman, Richard J. (ed). (2000). *Public Administration Concepts and Cases* (Boston: Houghton Mifflin College)

Wilson, James Q. (1989). *Bureaucracy* (New York: Basic Books)

**7. List Faculty Qualified to Teach This Course.**

Scott Frisch

**8. Frequency.**

a. Projected semesters to be offered: Fall   X   Spring        Summer       

**9. New Resources Required. N/A**

**10. Consultation.**

Attach consultation sheet from all program areas, Library, and others (if necessary)

**11.** If this new course will alter any degree, credential, certificate, or minor in your program, attach a program modification.

Scott A. Frisch

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Proposer of Course

Date