

**STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK**



MASTER SYLLABUS

**COURSE NUMBER – COURSE NAME
BSAD 207 – Public Administration**

Created by: Button, David

Updated by:

School of Business and Liberal Arts

Department: Business

Semester/Year: Spring 2019

- A. **TITLE:** Public Administration
- B. **COURSE NUMBER:** BSAD 207
- C. **CREDIT HOURS:** 3 credit hour(s) per week for 15 weeks
- D. **WRITING INTENSIVE COURSE:** Yes No
- E. **GER CATEGORY:** None: Yes: GER
If course satisfies more than one: GER
- F. **SEMESTER(S) OFFERED:** Fall Spring Fall & Spring

G. **COURSE DESCRIPTION:**

This course is designed to provide students with an introduction to the field of public administration, including its practice, contemporary challenges and future trends. Public administration includes activities taken directly by government, or in partnership with others, to meet the democratically expressed needs of the public. These activities include policy design, implementation, evaluation of outcomes, and re-design or re-direction.

- H. **PRE-REQUISITES:** None Yes If yes, list below:

BSAD 100 Introduction to Business, or
HSMB 101 Introduction to Health Services Management

CO-REQUISITES: None Yes If yes, list below:

I. STUDENT LEARNING OUTCOMES: (see key below)

By the end of this course, the student will be able to:

<u>Course Student Learning Outcome</u> <u>[SLO]</u>	<u>Program Student Learning Outcome</u> <u>[PSLO]</u>	<u>GER</u> <i>[If Applicable]</i>	<u>ISLO & SUBSETS</u>	
Describe the process of policy development and implementation			5-Ind, Prof, Disc, Know Skills ISLO ISLO	Subsets Subsets Subsets Subsets
Describe why (and what) functions are reserved to the state			1-Comm Skills ISLO ISLO	W Subsets Subsets Subsets
Describe the role of regulation and regulators in government and engage in development of regulations.			1-Comm Skills ISLO ISLO	W Subsets Subsets Subsets
Distinguish between private and public administrative objectives			2-Crit Think ISLO ISLO	CA Subsets Subsets Subsets
Describe the role and workings of governmental bureaucracy			5-Ind, Prof, Disc, Know Skills ISLO ISLO	Subsets Subsets Subsets Subsets

KEY	<u>Institutional Student Learning Outcomes [ISLO 1 – 5]</u>
ISLO #	ISLO & Subsets
1	Communication Skills Oral [O], Written [W]
2	Critical Thinking <i>Critical Analysis [CA], Inquiry & Analysis [IA], Problem Solving [PS]</i>
3	Foundational Skills <i>Information Management [IM], Quantitative Lit./Reasoning [QTR]</i>
4	Social Responsibility <i>Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T]</i>
5	Industry, Professional, Discipline Specific Knowledge and Skills

*Include program objectives if applicable. Please consult with Program Coordinator

J. **APPLIED LEARNING COMPONENT:** Yes No

If YES, select one or more of the following categories:

- | | |
|---|--|
| <input type="checkbox"/> Classroom/Lab | <input checked="" type="checkbox"/> Civic Engagement |
| <input type="checkbox"/> Internship | <input type="checkbox"/> Creative Works/Senior Project |
| <input type="checkbox"/> Clinical Placement | <input type="checkbox"/> Research |
| <input type="checkbox"/> Practicum | <input type="checkbox"/> Entrepreneurship |
| <input type="checkbox"/> Service Learning | (program, class, project) |
| <input type="checkbox"/> Community Service | |

K. **TEXTS:**

Kettl, D. and Fesler, J. The Politics of the Administrative Process (4th ed.). Washington, D.C.: CQ Press. (2009).

Campbell, Ballard C. The growth of American government: governance from the Cleveland era to the present. Bloomington: Indiana University Press, 2015.

L. **REFERENCES:**

M. **EQUIPMENT:** None Needed:

N. **GRADING METHOD:** A-F

O. **SUGGESTED MEASUREMENT CRITERIA/METHODS:**

Essays, Exams, and quizzes.

P. **DETAILED COURSE OUTLINE:**

Perspectives on the Administrative State, Past & Present

- a. The growing role of govt in a western democracy
- b. America's conflicted appreciation for the Admin State
- c. Measures of Accountability
- d. Balancing efficiency with mandate(s)

Core Concepts of Public Administration

- a. Size, Scope & Forms of Government
- b. What government does and how government does it
- c. Implications for Public Administration
- d. Public versus private administration
- e. Policy execution versus formation

Authority, Hierarchy & Bureaucracy

- a. Organizational structure (traditional and contemporary trends)
- b. Administrative implications of hierarchy and authority (Gulick & Weber)
- c. Systems Theory

- d. **Organizational culture**
- e. **Relationship between Principals & Agents**

Coordination, Culture & Conflict in Execution

- a. **The evolving nature of the executive branch**
- b. **American systems of accountability (v. European models)**
- c. **Leadership of the Executive Branch (Brownlow Committee 1937)**
- d. **Interagency conflict**
- e. **Interagency coordination (both horizontal & vertical)**
- f. **Reorganization attempts**

Bureaucracy, Civil Service & Governmental Reform

- a. **Reform in America**
- b. **Conflicting theories of downsizing, reengineering and delivery mechanisms**
- c. **International approaches to reform**
- d. **Rise of the Civil Service System**
- e. **Careerism in government**
- f. **Employee rights and obligations**

Decision Making, Planning, Budgeting & Control

- a. **Importance of Budgets**
- b. **The Budget's Dual Roles**
- c. **Approaches to budgeting**
- d. **Legislative Role**
- e. **The Budget Cycle**
- f. **Rise of Independent Financial Organizations**

Regulations and Regulators

- a. **The Roots of Regulation**
- b. **Regulatory Procedure (Administrative & Adjudicatory)**
- c. **Regulation and the Courts**
- d. **Regulation of the Regulators**

de Tocqueville, Associations & Nonprofits

Q. LABORATORY OUTLINE: None Yes