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Tuesday, 6 - 9:45 pm January 15th - March 4th
plus Blackboard Component
Course Website:
www.csun.edu/~cahn
http://csun.blackboard.com

Course Description

Public Administration is concerned with identifying and implementing policy responses to public problems -- including both policy analysis and public management. This course is designed to provide an overview of the discipline and to increase the student's awareness of theoretical and practical aspects of the field.

Required Texts

Stillman, **Public Administration: Concepts and Cases** (8th Ed., Houghton Mifflin, 2004)
Theodoulou and Cahn, **Public Policy: The Essential Readings** (Prentice Hall, 1994)

Course Requirements

The course will be conducted as a seminar -- that is, the course will survive on the contributions of seminar participants. Each participant is expected to come to class ready to critically analyze the reading and prepared to add to the ongoing class discussion. The extent to which you bring your personal experiences and insights into the discussion will define the richness of the discussion.

Course requirements include active class participation, an oral report, an online discussion board, and a written paper. All class meetings are mandatory. If you must miss a class, please meet with instructor for alternative assignment. **Readings**, of course, are critical. It is expected that students will complete all reading assignments **prior** to class for which they are assigned. The **online discussion board** (Blackboard) is designed to help students integrate the weeks reading into the ongoing class discussion. The online discussion board is mandatory, and should be completed prior to the class session in which the readings will be discussed.

Students are expected to participate actively in class by being prepared to comment on the weekly readings, and by integrating the readings into their professional experiences. Since verbal communication is the keystone to public administration, students are required to complete a 15-18 page research paper using appropriate format and documentation. We will speak exhaustively about this in class. Finally, students will present their papers orally for the entire class.

Papers may deal with any topic in public administration, and must utilize course materials as well as appropriate additional resources. The paper should state the issue or controversy clearly and concisely; discuss the issue in terms of public administration theory and practice; evaluate our knowledge and understanding of the issue; and reach some conclusions based on that knowledge. Do not simply summarize what others have said on the issue -- evaluate their contributions in light of the evolving literature and make your own contribution. The papers should be written in a scholarly format, typed double-spaced, according to academic protocol.

Active Class Participation:	25%
Online Discussion Board (Blackboard):	25%
Oral Presentation:	10%
Paper:	40%

A Note About Plagiarism

Plagiarism is a growing problem in the university. The university, and the MPA Program, takes plagiarism very seriously. The university catalog defines plagiarism as intentionally or knowingly representing the words, ideas, or work of another as one's own in any academic exercise. University policy states that cheating or plagiarism in connection with an academic program is an offense for which a student may be expelled, suspended, or given a less severe disciplinary sanction.

This can be avoided in the following ways:

> 1. Direct Quotation: Every direct quotation must be identified by quotation marks, or by appropriate indentation or by other means of identification, and must be promptly cited in a footnote. Proper footnote style for any academic department is outlined by the MLA Style Sheet or K. L. Turabian's A Manual for Writers of Term Papers, Theses and Dissertations. These and similar publications are available in the Matador Bookstore and at the reference desk of the Oviatt Library. [See also: Online Style Guides]

> 2. Paraphrase: Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part in your own words. To acknowledge a paraphrase properly, one might state: "to paraphrase Locke's comment . . ." and conclude with a footnote identifying the exact reference. A footnote acknowledging only a directly quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material.

> 3. Borrowed Facts or Information: Information obtained in one's reading or research which is not common knowledge among students in the course must be acknowledged. Examples of common knowledge might include the names of leaders of prominent nations, basic scientific laws, etc. Materials which contribute only to one's general understanding of the subject may be acknowledged in the bibliography and need not be immediately footnoted. One footnote is usually sufficient to acknowledge indebtedness when a number of connected sentences in the paper draw their special information from one source. When direct quotations are used, however, quotation marks must be inserted and prompt acknowledgment is required.

Any student in my class found to have plagiarized any portion of submitted work will receive an F for the class, and will be referred to the Office of Student Affairs for further disciplinary action.

All papers turned into this class will be run through Turnitin.com, a university endorsed plagiarism checker. The program identifies any material in a paper that may have previously appeared in published or web form. You will be required to submit papers in both hard copy and electronic form.

RESOURCES to Avoid Plagiarism:

> http://library.csun.edu/Research_Assistance/plagiarism.html

> http://gervaseprograms.georgetown.edu/hc/plagiarism.html#They

> http://www.northwestern.edu/uacc/plagiar.html

If you have any questions about plagiarism please bring them up in class or see Dr. Cahn

Course Outline Over Leaf

Course Outline (reading must be done *prior* to day assigned)

Week I (1/15):   Introduction to the MPA Program;
                        Introduction to MPA 610;
                        Study Habits for Successful Graduate Students;
                        Plagiarism;

                        Introduction to Public Administration; **Stillman ch. 1 & Online**
                        The Search for Scope and Purpose in Public Administration; **Stillman ch. 16**

Week II (1/22):   The Bureaucracy of Public Administration; Bureaucracy & Public Interest;
                        Stillman ch. 2 & 15; Theodoulou & Cahn chs. 1-4;

                        The Environment of Public Administration;
                        Stillman ch. 3;   Theodoulou & Cahn chs. 5-6;

Week III (1/29):   Administrative Power & Ethics; **Stillman ch. 4, 16.**
                        Intergovernmental Relations; **Stillman ch. 5**

Week IV (2/5):   Informal Groups; **Stillman ch. 6;**

                        Subsystems and Issue Networks;
                        Stillman ch. 7, 14; Theodoulou & Cahn 7;

Week V (2/12):   Incrementalism; **Stillman ch. 8; Theodoulou & Cahn ch. 11-15;**
                        Information Networks; **Stillman ch. 9;**

Week VI (2/19):   Issues in Public Leadership;
                        Stillman ch. 10; Theodoulou & Cahn 25, 26, 35, 42, 43, 44

                        Personnel and Budgeting; **Stillman ch. 11 - 12;**

Week VII (2/26):   Implementation; **Stillman ch. 13; Theodoulou & Cahn 16-18;**

Week VIII (3/4):   **Formal Presentations of Papers**

                        PAPERS DUE:

                        ***Please submit hard copy with self-addressed stamped envelope and
                        email cahn@csun.edu electronic file of paper.***