**PRELIMINARY COURSE SYLLABUS**

**790:341:80 - PUBLIC ADMINISTRATION: AMERICAN BUREAUCRACY**

**Rutgers at Western Monmouth**

**Room TBA**

**Wednesday 6:00 PM – 8:40 PM**

James R. White

Administrator

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Office Hours: By Appointment

**COURSE DESCRIPTION:**

This is an introductory course, designed to examine the role of administration in government. In doing so, it will examine the unique challenges involved in administering public organizations, particularly at the local level. Discussions will include both the positive and negative aspects of bureaucracy at the Federal, State, and local level. In class exercises will be designed to highlight actual dilemmas facing local public administrators.

**COURSE EXPECTATIONS:**

1. Regular class attendance is expected of all students.
2. Students are expected to actively participate in all classroom discussions, as class participation accounts for 20% of the final grade.
3. Submission of all assignments in a timely manner. Late papers may only be accepted with appropriate documentation of reason for absence.

**COURSE OBJECTIVES:**

1. To better understand the extent to which public bureaucracies affect our life.
2. Become acquainted with the processes of public administration.
3. Examine the relationship between politics and public administration.

**GRADING CRITERIA:**

1. Final paper 30%

The paper must be of sufficient length to properly discuss, in depth, the topic being presented. I would estimate a minimum of five pages.

1. Periodic position paper 15%

I anticipate one of these during the semester, approximately two pages in length.

Rather than write a paper, you may choose to make an oral presentation in class.

1. Class participation 20%

Be prepared to discuss the textbook reading assignment. In addition you must actively participate in classroom discussions, including but not limited to current political events.

1. Local problem analysis 20%

This will entail attending a Council, Planning Board, or Zoning Board meeting in the community and speaking publicly about something that is on their agenda. A very short paper will describe your experience.

1. Quiz / Test 15%

The questions will all relate to information discussed during our weekly lectures. Should you be absent from class, it is your responsibility to contact either me, or a class member to find out what was missed.

Extra Credit may be available for participation in the NJ League of Municipalities Conference.

**COURSE FORMAT:**

Lecture and class discussion may be augmented by periodic guest speakers.

**REQUIRED TEXTBOOK:**

Robert B. Denhardt, Janet V. Denhardt, and Tara A. Blanc. **Public Administration, An Action Orientation** , Seventh Edition. Wadsworth, Cengage Learning.

**SUGGESTED READINGS**

**PROFILES IN COURAGE FOR OUR TIME**, by CAROLINE KENNEDY

**THE DEATH OF COMMON SENSE**, by PHILIP K. HOWARD