

In The Name Of the Most Almighty

Public Administration (2)

Location: University of Tehran, School of Management, P.A Department, Class No: 7

Time: 10-12 A.M. - Tuesday

Instructor: Ali Asghar Pourezzat

Office: Room65

Office Hours: 9:00 – 15:00

Phone: (+9821)61117665

Fax: (+9821)88006477

Email: pourezzat@ut.ac.ir

You can find all materials (slides, articles, cases) of this course in:

Public_Administration_group@yahoo.com

I. Course Overview

In this course we will examine management problems associated with the "public administration". The purpose of the course is to improve your effectiveness as a manager by introducing you to frameworks from the social science such as politics, economics, and sociology that are useful for understanding public administration and public management processes.

A basic premise of this course is that the needs of high-level public administration are best served by a liberal education rather than book-oriented approaches to managing organizations. Policies and strategies that worked well in the past will not necessarily continue to work well in the future, and changes that helped one government may harm another. Thus, an effective professional education should teach you how to make good inferences about what will work and what will not in particular situations, and how to learn from your own experiences as well as those of others. Your job then is to take the concepts you have learned in class and think about how they apply to your own public organization, very carefully considering your local context.

II. Course Objectives

As in every advanced course I teach, the general objectives for students are:

To develop the ability to interact with and process the information with a high degree of sophistication;

To develop effective team skills;

To gain effective written and oral communication skills;

To develop the ability to learn independently;

To make continuous improvement during the course.

At the end of this course students should be able to:

To weight the relevance of public administration and government effectiveness;

To identify and explore governance process, including policy making, strategy building, implementing and apprising them.

To point out and discuss how certain governmental processes, involving policy-making, managing public media and public organizations, may influence public behavior;

To identify and analyze partial biases and how it may impact governmental process;

To apply analytical and problem-solving skills in the application of public administration knowledge to development programs;

To identify managerial principles that may favorably influence national commitment, governmental outcomes.

To understand the nature, scope and historical literature of public administration and public management;

To understand the variety of academic disciplines those have contributed to the theories and practices of public administration and public management.

To see, understand and appreciate theories, facts, events, issues, problems, and alternative solutions from more than a single perspective.

III. Required Texts

1. Denhardt, Robert B. & Joseph W. Grubbs, 2003, ***Public Administration: An Action Orientation***, Thomson & Wadsworth.
2. Shafritz, Jay M. & Albert C. Hyde & Sandra J. Parkes (Eds.), 2004, ***Classics of Public Administration***, Thomson & Wadsworth.

IV Procedures and Expectations

I expect students to complete assigned readings on time and to come to class prepared to discuss them. Participation in class discussions is encouraged and expected. Students are encouraged to speak out in class to ask questions and express ideas and opinions. Except under unusual circumstances, assignment grades will be reduced if they are not handed over on time. Assignments are due at the beginning of class on the date indicated. Any assignment turned in after this time is considered late. Late assignments will receive a 50percent reduction in points awarded.

Classroom Etiquette: While we disagree with other's ideas, we should respect to them and appreciate our common bond of human dignity. In order to have a positive and safe learning environment, we as a class will have to agree to disagree at times. Some of us may have strong feelings and/or reactions to class materials, readings, etc. Expressing these reactions is encouraged as long

as this is done in a respectful manner. Hostile and/or disrespectful behavior is not allowed. In addition, we must be watchful to not take up too much “airtime” and allow for everyone to share. Talking a lot is generally not a good way of actively participating. Instead, carefully listening to others and clearly and concisely expressing your input is the best strategy. Remember to address each other when talking rather than directing your comments to me unless they are solely intended for me.

Class attendance is required throughout the semester and on-time attendance is considered mandatory. Coming to class late is a disruption to all members of the class.

Communication: Please come and visit I during office hours. I am there waiting for you to discuss readings, lecture, grading, exams, classroom behaviors. If you cannot come to scheduled office hours, please let me know and I will work something else out. The best way to reach me is through e-mail. I will communicate with the class through email. I expect each of you to check email on a daily basis.

Academic Ethics: Dishonesty and cheating of any kind will NOT be tolerated. Plagiarism is a particular form of dishonesty that presents the work, ideas, or words of another without attribution as if they were your own. It applies to various tasks, including assignments and papers. When doing written work it is important to cite the original author when your ideas have been developed in previously published work.

Students must TURN OFF cell phones and beepers while in class.

Students should not bring guests to class unless approved by the instructor.

Students should not disrupt class in any manner. Conversations during class time among two or a few students, in contrast to the class as a whole, should be kept to an absolute minimum as they are disruptive to the attention of the class.

All assignments and examinations must be typed or generated by a word processor. Handwritten assignments will NOT be accepted.

Exams will be in descriptive way. Material covered in the exams will come from, in-class discussions, and assigned readings. Every effort should be made to attend class on exam day. If an emergency arises, a make-up date may be established (except about the final exam). Note that the content of make-up exam will be substantially different than the content of the usual exam.

The instructor reserves the right to amend and/or change class policies and procedures.

The instructor shall strive to assign grades that are reasonable, accurate reflections of student performance and fair to other students. The final grade will be allocated between these assignments as follows:

<i>Class assignment</i>	5
<i>EssayPaper (team work)</i>	3
<i>Exam</i>	12
<i>Total</i>	20

V. Course Outline and Schedule

Weeks	Main Topics	Subtopics
<i>Week 1:</i> 85/11/24	<i>Review: Classics of Public Administration (1)</i>	<i>Importance of theory</i>
<i>Week 2:</i> 85/12/01	<i>Review: Classics of Public Administration (2)</i>	<i>Impact of theory</i>
<i>Week 3:</i> 85/12/08	<i>Review: Classics of Public Administration (3)</i>	<i>Theory building</i>
<i>Week 4:</i> 85/12/15	<i>Personal action in public organization</i>	<i>Theory & practice</i>
<i>Week 5:</i> 85/12/22	<i>Political context of administration</i>	<i>Political subsystems</i>
<i>Week 6:</i> 86/1/14	<i>The interorganizational context of public administration & The ethics of public service</i>	<i>Governments branches</i>
<i>Week 7:</i> 86/1/21	<i>Budgeting and financial management</i>	<i>Economical subsystems</i>
<i>Week 8:</i> 86/1/28	<i>The management of human resource</i>	<i>Cultural subsystems</i>
<i>Week 9:</i> 86/2/ 04	<i>planning, implementation, and evaluation</i>	<i>Public administration process</i>
<i>Week 10:</i> 86/2/11	<i>Managing organizational dynamics</i>	<i>Environment of the state</i>
<i>Week 11:</i> 86/2/18	<i>The new Public Administration reinvention, and reform of public and nonprofit organization</i>	<i>Future of public organizations</i>
<i>Week 12:</i> 86/2/25	<i>Personal skills in public management</i>	<i>Empowerment of the public personnel</i>
<i>Week 13:</i> 86/3/01	<i>Interpersonal skills and group dynamics</i>	<i>Public policy and Interest group</i>
<i>Week 14:</i> 86/3/08	<i>Thefuture of the public service</i>	<i>Depicting the future and future study</i>
<i>Week 15:</i> 86/3/15	-----	-----
<i>Week 16:</i> 86/3/22	<i>Review</i>	-----

VI Guidelines of essays

Guidelines for assignments

Before each session of the class, the student must be ready for discussion about the subjects, so they must be ready with a write-up brief of the related chapters of the book. The paper may be presented in class.

Papers: Write-ups should be about 7 to 15 pages long (Microsoft Word, Single-spaced, Font: Zar, Font Size: 14, Line Spacing: Single, one inch margins). A good write-up would describe the issue, and analyze the problems faced. Justify your conclusions and clearly discuss your recommendation(s). Succinctness will be rewarded. The papers will be due on exam day.

VII. Citation Style for Papers

Embed the reference in the text with the form (author last name, year: page). "....." (Denhardt, 2005: 2).

If the same author has more than one reference in a given year appends a letter - a, b, c - to the year. (Hughes, 2005a; Hughes, 2005b).

You need a bibliography at the end of the paper that gives the full citation for each reference. The bibliography should be alphabetical by author last name. It takes the form:

For a journal article:

Author last name, first name, year, "Article Title ", ***Journal Name***, Vol, No, Pages.

Example:

Mintzberg, Henry, 1996, "Managing Government, Governing Management", ***Harvard Business Review***, Vol. 43 No 3 .

For a book:

Author last name, first name, year, ***Book Title***, Publishing City: Publisher.

Example:

Denhardt, Robert B., 2003, ***Public Administration: An Action Orientation***, Thomson& Wadsworth.

For material in an edited book:

Author last name, first name. Year of edited book publication. "Chapter Title," Pages. In Author(s) of edited volume, ed. ***Title of Book*** .Publishing City: Publisher.

Example:

Scott, Richard W, 1991, "Institutions", 97 – 111, In Powell, W.W. & DiMaggio, P.J. ***The New Institutionalism in Organizational Analysis***. Chicago: University of Chicago Press.

VIII. Suggested Topics for Research Papers:

States, government, public policy, public interest, political arena of governance, economical arena of governance, cultural arena of governance, executive branch, legislative branch, jurisdiction branch, social justice, just city, truth-oriented justice, e-city, e-governance, good governance, future study in public administration & governance.

Acknowledgement: This is hereby to thank my colleagues Dr. Ghoulipour and Ms. Zeinali (PhD Student) for their sincere assistance and contribution for preparation of this material.

IX Suggested Journals for Papers:

ACADEMY OF MANAGEMENT EXECUTIVE
ACADEMY OF MANAGEMENT JOURNAL
ACADEMY OF MANAGEMENT REVIEW
ADMINISTRATION AND SOCIETY
ADMINISTRATIVE MANAGEMENT
ADMINISTRATIVE SCIENCE QUARTERLY
AMERICAN REVIEW OF PUBLIC ADMINISTRATION
AUSTRALIAN JOURNAL OF PUBLIC ADMINISTRATION
CANADIAN JOURNAL OF ADMINISTRATIVE SCIENCES
CANADIAN PUBLIC ADMINISTRATION
CLINICAL LEADERSHIP & MANAGEMENT REVIEW
EDUCATIONAL ADMINISTRATION QUARTERLY
GROUP & ORGANIZATION MANAGEMENT
HARVARD BUSINESS REVIEW

HUMAN SERVICES AND MANAGEMENT
JOURNAL OF MANAGEMENT
JOURNAL OF MANAGEMENT STUDIES
JOURNAL OF PUBLIC ADMINISTRATION RESEARCH AND
THEORY
JOURNAL OF STRATEGIC STUDIES
LEADERSHIP QUARTERLY
MANAGEMENT LEARNING
MANAGEMENT SCIENCE
MIT SLOAN MANAGEMENT REVIEW
PSYCHOLOGY PUBLIC POLICY AND LAW
PUBLIC ADMINISTRATION REVIEW
PUBLIC PERSONNEL REVIEW