

CJUS/POLS 204 – Public Administration
Course Syllabus
2004-2006

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Course Description

“*Introduction to Public Administration*” will provide students with a basic understanding of the administrative functions within the public service. The course will address concerns within the management of public programs which are found at all levels of government. Students will become aware of the historical and political context within which public organizations operate and their commitment to the American public.

Learning objectives and Desired Student Abilities

The learning objectives and abilities for this course are to improve student performance in the following areas:

- to encourage an exchange of ideas and concerns about the material presented through *critical thinking, disciplinary learning, and use of resources*
- to understand the history of public service at the federal and state levels through *critical thinking, disciplinary learning, and use of resources*
- to understand the development of politics within public service and its impact on service through *critical thinking, literacy, disciplinary learning, and use of resources*
- to examine and report on the various reasons for local agencies to be held accountable through *critical thinking, disciplinary learning, use of resources, and social responsibility*
- to determine what can be done to improve upon public administration through *critical thinking, literacy, disciplinary learning, social responsibility, and personal responsibility*

Course Materials

“*The Craft of Public Administration,*” by Berkley ad Rouse
Handouts / videos / guest speakers

Course Requirements

Tests	-	five written exams (100 pts. Each) will be given throughout the quarter, each consisting of sixty (60) multiple choice questions. Students will select any fifty (50) questions to answer, with the lowest test score of the first four (4) tests thrown-out. This will allow students to miss one examination (<i>there will be not make-up exams</i>)	Total Points = 400
Research paper	-	Students will research a local public service agency, conducting interviews and attending a minimum of two (2) meetings of the agency. A four-page paper will then be prepared and presented before the class on your findings. The paper will be typewritten and double-spaced.	Total Points = 100
Attendance	-	Students are expected to attend class sessions, participate in class discussions, and bring in news articles. Each student will receive 2 points per class session.	Total Points = 100

Grading

A+	678-700	B+	608-630	C+	534-559	D+	455-480
A	655-677	B	585-607	C	508-533	D	428-454
A-	631-654	B-	560-584	C-	481-507	D-	401-427