

Syllabus

PAF 503 - Public Affairs

(Course No. 11357)

Spring, 2021

(Updated on January 3, 2021)

Prof.: Dr. Gerald Z. Lan

Email: Lan@asu.edu (Use this email address to send your questions if you need a quick answer)

Office: Ucent 422E, Downtown

Phone: 602-496-0456

Class Time: Jan. 8 - April 30th, 2021.

Online meeting can be scheduled through email appointment.

Course Description:

PAF 503 is designed to examine the conceptual and contextual framework of public administration. It deals with the evolution, meaning, significance, and content of public administration both as a profession and as a field of study. Topics covered in the course include: theory and development of public administration, bureaucracy in the public sector, public policy making, leadership and management in public organizations, inter-governmental relations, public finance, and public administration reform. The course is meant to lay a solid theoretical foundation for students who seek to pursue a career in public service or public administration research.

Assignments and Grading:

Weekly Classlog for Reading Notes (40%) (Classlogs are submitted every three weeks and the final merged version shall be submitted towards the end of semester): Timely accomplishment of the required readings is essential for students to appreciate the substance of the issues covered in the course, and to benefit from class discussions. Reading notes should be taken carefully, organized using navigation pane in word (or other similar function if you are using a different work processor). Please use the Classlog Template file for reading guidance. It gives your specific instructions on what to read and what to record. You could enrich the content of the Classlog by adding more subtitles but should not ignore the required items in the template.

Book Report (30%): Besides the required readings, each student is asked to select and read one book from the provided reading list and write a book report on it (If you want to select another book of relevance on your own, it is also acceptable. Remember, the book should be relevant to Public Administration and Policy). The report should include the following parts with subtitles (also highlighted in the navigation pane): **full citation of the book, the gist or highlights of the book, the implications of the ideas in the book for contemporary public administration, what other authors or commentators said about the book, and your own comments and evaluation of the book.** The book report should be no less than 3 pages and no

more than 10 pages long, doubled spaced, using navigation pane, and with full references.

Final Examination or Term Paper (30%) (You could choose to write answers to final examination or write a term paper. Final questions shall be posted one week before the final date). Final examination is an open book examination including definition of terms, short answers to questions, and short essays.

The research paper should include at least five parts: I. Introduction of the research question. II. Relevant literature and theories. III. Data analysis, cases, anecdotes, and findings. IV. Discussions of the findings. V. Your conclusive comments. Full citation information should be included in the paper using APA style (American Psychological Association Style. Information on how to use the reference style is easily available through the internet). A minimum of five references should be used (ideally 20 or more). The topics of the paper could be: How Public Administration Has Contributed to America's Rise; The Highlights of Intellectual American Public Administration; Great Leaders in American Public Affairs; Important Public Administration Theories (Discuss at least 5 authors); American Public Administration: Past, Present, and Future Prospects; American PA in Today's Globalized World; American PA in Today's High Tech World; American PA in an Urbanized World, How Could America Better Fight COVID-19? The Proper Role of Government in COVID-19 Pandemic Control. The Paper should be no less than 12 pages long double spaced with full references. Term paper is due towards the end of the semester (See Canvas Modules).

Grading in a Nutshell:

Classlog (Weekly reading notes)	40%
Book Report	30%
Final Examination /or Term Paper	30%
Bonus	5%

(Bonus points are awarded to students who voluntarily share their opinions, reading summaries, or book report through discussion bulletin boards. Feel free to create a discussion thread and be the leader of the thread).

Note: You could write a term paper instead of taking the final examination (30%):

ASU upholds its standards of academic integrity. Plagiarizing or cheating will lead to consequences of penalty. Please be aware of ASU's policy on academic integrity which can be found in the Graduate Catalog.

Text Books:

1) The Textbook Required for All Students:

Shafritz, J. M., & Hyde, A. C. (2017) or newer. Classics of public administration. 8th Edition. Cengage Learning, MA: Boston (This book is a collection of classical essays. It would be used throughout the semester. Intensive reading and notetaking required. Students are expected to learn about the intellectual history of American public administration and gather some quotable sayings from these essays).

2) Each student should also purchase one of the following books and do an intensive book report on it. Video conferencing presentations may be organized on voluntary basis for presenting the book report. Alternatively, student could create a discussion thread in the discussion board, share your own ideas, and entice others to participate in its discussion (You could also borrow these books from the library. Students are expected to become an expert on at least one of these books).

Elkin, S. L. (2015). *City and regime in the American republic*. University of Chicago Press.

Raadschelders, J. C. (2011). *Public administration: The interdisciplinary study of government*. Oxford University Press.

Jos C.N Raadschelders, Richard J. Stillman II (2016). *Foundations of Public Administration* Paperback. Amazon.Com.

Harari, Y.N., 2016. *Homo Deus: A brief history of tomorrow*. Random House.

Ostrom, E. (1990). *Governing the commons: The evolution of institutions for collective action*. Cambridge university press.

3) Suggested Reference Books (The ideas of these books shall also be discussed in the class. Student may also choose to read a book from this list. You may be able to borrow these books from the library and read them for research paper's topic identification).

Issues for Debate in American Public Policy: Selections from CQ Researcher 20th Edition by CQ Researcher (Editor). ISBN-13: 978-1544369211; ISBN-10: 1544369212

John Rawls: 2009. *A Theory of Justice*. Harvard University Press.

Sen, A. (2014). *Development as freedom* (1999). Roberts, JT, Hite, AB & Chorev, N. *The Globalization and Development Reader: Perspectives on Development and Global Change*, 2, 525-547.

Toffler, A. and Alvin, T., 1980. *The third wave* (Vol. 484). New York: Bantam books.

Zacka, B. (2017). *When the state meets the street*. Harvard university press.

Plato. *The Republic*.

4). Additional list for you to do enrichment readings (Students are encouraged, not required, to check out some of these books to read to enrich your knowledge of public administration. Most likely, many of these books are available and reasonably priced in used bookstore or on Amazon. These books may have many versions. Try to use the most recent version and pay attention to their new preface.)

1) F. Taylor, The Principles of Scientific Management.

2) L. Gulick and L. Urwick, Eds., Papers on the Science of Administration.

3) Louis Brownlow, U.S. President's Committee on Administrative Management, Administrative Management in the Government of the United States, January 8, 1937.

4) L. D. White, Introduction to the Study of Public Administration.

5) Weber, Max. *The Theory of Social and Economic Organization*. (trans). Henderson and Parsons, Talcott. Parsons and Talcott, (eds).

6) E. Mayo, Human Problems of Industrial Civilization.

- 7) Dwight Waldo, The Administrative State.
- 8) H. Simon, Administrative Behavior.
- 9) Chester Bernard, Functions of the Executive.
- 10) A. H. Maslow, Motivation and Personality.
- 11) F. Herzberg, Work and the Nature of Man.
- 12) Philip Selznick, Leadership in Administration.
- 13) M. Lipsky, Street Level Bureaucracy.
- 14) Frank Goodnow, Politics and Administration.
- 15) P. Appleby, Policy and Administration.
- 16) R. Dahl and C. Lindblom, Politics, Economics and Welfare.
- 17) Laurence E. Lynn, Jr. Managing Public Policy.
- 18) C. E. Lindblom, The Policy-making Process.
- 19) T. Lowi, The End of Liberalism.
- 20) Michael T. Hayes. Lobbyists and Legislators.
- 21) Kingdon, John, W. (2nd Ed). Agendas, Alternatives, and Public Policies.
- 22) B. Chapman, The Profession of Government.
- 23) Frederick Mosher, Democracy and Public Service.
- 24) S. Krislov, Representative Bureaucracy.
- 25) Cayer, N. Joe. Public Personnel in the Unites States. 3rd Ed.
- 26) B. Bozeman, All Organizations Are Public.
- 27) Hal Rainey, Understanding and Managing Public Organizations.
- 28) Rohr, John A., Public Service, Ethics, and Constitutional Practice.
- 29) Deil S. Wright, Federalism, Intergovernmental Relations, and International Management: Historical reflections and conceptual comparisons.
- 30) Dillon, John F. (1911). Commentaries on the Law of Municipal Corporations, 5th ed.
- 31) Buckwalter, Doyle W. (1982). "Dillon's rule in the 1980's:
Who is in charge of local affairs? National Civic Review. 71 (Sept. 1982).
- 32) John L. Mikesell, Fiscal Administration: Analysis and applications for the public sector
- 33) J. Pressman and A. Wildavsky, Implementation.
- 34) Gold, Steven D. The Fiscal Crisis of the State
- 35) M. Crozier, The Bureaucratic Phenomenon.
- 36) C. N. Parkinson, Parkinson's Law and Other Studies in Administration.
- 37) Downs, Anthony. Inside Bureaucracy.
- 38) Hummel, Ralph P. (1994). The Bureaucratic Experience.
- 39) Niskanen, William. Bureaucracy and Representative Government.
- 40) Goodsell, Charles T. (1985) The Case For Bureaucracy.
- 41) Horn, Murray. The Political Economy of Public Administration.
- 42) J. Buchanan and G. Tullock, The Calculus of Consent

- 43) V. Ostrom, The Intellectual Crisis in American Public Administration.
 44) Horn, Murray. The Political Economy of Public Administration (Cambridge University Press, N.Y.).
 45) F. Marini, Ed., Toward A New Public Administration: the Minnowbrook Perspective.
 46) E.S. Savas, The Key to Better Government.
 47) David Osborne and Ted Gaebler. (1992). Reinventing the Government.
 48) Fox, Charles J. and Miller, Hugh t. Postmodern Public Administration.
 49) Braithwaite, Valerie, and Levi, Margaret. (eds). Trust and governance.

Course Plan:

Assigned Study Topics by Week.

	Majors Topics and Assignments for the Week	Relevant Readings
1-11	Weekly Topic: General introduction and mastery of techniques for the course. Student should: Read the syllabus and understand course requirements, learn how to use Canvas, learn how to use Navigation Pane in Word or in Mac, and read the Classlog-Template with care.	Link to learn how to use Kung Fu Canvas: https://asu.instructure.com/courses ; Learn how to use Navigation pane in word. See instruction files.
1-18	Weekly topic: Early Voices about Public Administration. Start reading Section I, Part I materials specified in the Classlog Template file, follow the subtitles. You could enhance the Template by adding as many subtitles as you like. Your reading notes for the log may include your answers to the questions, direct quotes from the readings, comments from other sources, and your takeaways. Remember, the specified items in the Classlog are required).	Shafritz and Hyde: Preface, and Part I, pp. 3-22; Watch Video: Public Administration, take notes, and write comments. You may also start watching the Plato: The Republic Video and write your learning log later.
1-25	Weekly topic: The New Deal to Mid-Century Reading Section I, Part II materials specified in the Classlog Template (Shafritz: Part II, pp. 84-100), and take notes and write comments for your Classlog. The First Batch of Classlog due before Feb. 1.	Shafritz and Hyde: Part II, pp 84-100.
2-01	Weekly topic: From JFK to Civil Service Reform Reading Section I, Part III materials specified in the Classlog Template (Shafritz, Part III, pp. 184-202) and take notes and write comments for your classlog.	Shafritz and Hyde, Part III, pp. 184-202.
2-08	Weekly topic: From Reagan to Reinvention Reading Section I, Part IV materials specified in the Classlog Template (Shafritz, Part IV, pp. 358-383). Take notes and write comments for your classlog.	Shafritz and Hyde, Part IV, pp. 358-383.
2-15	Weekly topic: Public Administration in the 21st Century Reading Section I, Part V materials specified in your Classlog-Template (Shafritz, Part V, pp. 532-544). Take notes and write comments for your classlog. The Second Batch of Classlog due before Feb. 22, late work	Shafritz and Hyde, Part V, pp. 532-544. .

	not accepted. Possible final examination essay topic: Write an essay describing the intellectual development locus of American Public Administration, and list authors of importance for each period. You may start writing the essay now, enrich it later while reading Part II assignments in Classlog Template. A Zoom discussion session may be held in this or next Saturday. Presentation volunteers can send in request one week before hand.	
2-22	Weekly topic: The discipline of public administration and Public Administration Context Selectively reading Section II – 1, 2 materials specified in your Classlog-Template. Pages start at 19, 35, 68, 149, 282, 421, 48, 265, 278, 481. Selectively read these essays, take notes, including quotable lines (do note page numbers).	Shafritz and Hyde, selectively read essays starting at the following pages: 19, 35, 68, 149, 282, 421, 48, 265, 278, 481. Important authors to note: Wilson, White, Waldo, Frederickson, Rosenbloom; Goodnow, Kaufman, Lowi, Stiver.
3-01	Weekly topic: Bureaucracy and Organizational Theory Selectively reading Section II – 3, 4 materials specified in your Classlog-template . Pages start at 63,119,219, 238, 402,501, 56,76,105,135, 465. Selectively read these essays, take notes, including quotable lines (do note page numbers).	Shafritz and Hyde, selectively read essays starting at the following pages: 63,119,219, 238, 402,501, 56, 76, 105, 135, 465. Important authors to note: Weber, Merton, Bennis, Downs, Lipsky, Barzelay and Armajni
3-08	Weekly topic: Human Resources Management and Budgetary Process Selectively read Section II – 5, 6 materials specified in the Classlog-template. Pages start at 127, 166,339,472,491, 59, 203, 251,522,410 Selectively read these essays, take notes, including quotable lines (do note page numbers). Possible final examination questions: 1. Discuss the social and political context of American public administration. 2. What is bureaucracy? 3. What are key issues of organizational theories, human resources management, and budgetary studies? 4. Who are the important authors in the above fields and what their main ideas are (choose a few to discuss). The Third Batch of Classlog due before March 15.	Shafritz and Hyde, selectively read essays starting at the following pages: 127, 166,339,472,491, 59, 203, 251,522,410 Important authors to note: Maslow, McGregor, Krislov, Thomas, Wise
3-15	Weekly topic: Public Management and Public Policy Analysis Selectively read Section II – 7, 8 materials specified in the Classlog-template, take notes and write comments. Pages start at 51, 114, 384, 514, 596, 29, 172, 230, 295, 433.	Shafritz and Hyde, selectively read essays starting at the following pages: 51, 114, 384, 514, 596, 29, 172, 230, 295, 433. Important authors to note: Adams, Gulick, Alison, National

		Performance Review, Benington and Moore
3-22	Weekly topic: Program Evaluation and Intergovernmental Relations Selectively read Classlog Section II – 9, 10 materials specified in the Classlog-template, take notes and write comments. Pages start at 32, 307, 318, 344, 353, 545, 584.	Shafritz and Hyde, selectively read essays starting at the following pages: 32, 307, 318, 344, 353, 545, 584.
3-29	Weekly topic: Public Service Ethics Selectively read Classlog Section II – 11 materials specified in the Classlog-template, take notes and write comments. Pages start at 23,101,332,444,555,567 Start watch Video: Plato-The Republic. Or alternatively, you could choose to read the book (Mind you, the Plato video consists a sequence of videos (10 of them with 15 minutes each. You can write down your notes and comments in Section III of the classlog) . The Fourth Batch of Classlog due before April 5th.	Shafritz and Hyde, selectively read essays starting at the following pages: 23,101,332,444,555,567.
4-05	Weekly topic: Purpose of the State Continue watch the Plato Video or Read the Republic , take notes and write your comments (To be included in Section III of the classlog) Watch Jim Perry Video: Vanishing Public Administration and write a short commentary. (To be included in Section III of the Classlog). Possible final examination questions: How to strengthen American Public Service? What can the government do to better control the COVID-19 Pandemic?	Video: Plato, The Republic; James Perry, Vanishing Public Administration
4-12	Weekly topic: Read your book of choice, write a book report, and be ready to share with the class through discussion board (you could do this anytime during the semester). If we have enough volunteers, shall schedule a zoom presentation of book report on 28 th . The fifth batch of Classlog due today. Submit your Merged Classlog with Book Report and Video comments included.	Book of your own choice from the required or suggested book list.
4-19	Final Examination Posted.	
4-26	Final Examination or Term Paper Due	Note: ASU cancelled spring break.

Student Support Services:

1. The Online Graduate Academic Support Centers can offer one-on-one graduate statistics tutoring appointments for graduate students who are working with data related to a course or a research project. Students will be able to see appointment availabilities and schedule appointments through the website at <https://tutoring.asu.edu/student-services/online-graduate-support>.
2. **Important Links for Disability Resource Center , Arizona State University . Phone: (480) 965-1234 , Fax: (480) 965-0441 ,Email: DRC@asu.edu . <https://eoss.asu.edu/drc>. DRC Policies: <https://eoss.asu.edu/drc/policies> ; FAQs: <https://eoss.asu.edu/drc/faculty-staff/faculty> ;**

More information: <https://eoss.asu.edu/drc/services>

3. The contents of this course, including lectures and other instructional materials, are copyrighted materials. Students may not share outside the class, including uploading, selling or distributing course content or notes taken during the conduct of the course. Any recording of class sessions is authorized only for the use of students enrolled in this course during their enrollment in this course. Recordings and excerpts of recordings may not be distributed to others.
4. ASU cancelled spring break to reduce travel risks.