Introduction

This is a graduate-level seminar in public administration. It is a complement to PUBL 6310 Administrative Theory. The following topics will be explored in the following order:

- Overview of Public Administration
- Policy Implementation
- Policy Tools
- Policy Networks

The focus of this class is on the practice of public administration with an emphasis on the implementation of public policy. The course will cover various theories in the readings, and will incorporate the application of theory in class discussions about current events and class papers. In the end, students should have a greater understanding of public administration, policy implementation, various policy tools for implementation, the use of networks in implementation, and theory.

Learning Outcomes

1. Understand the differences and similarities of public administration and public management.
2. Understand the relationships between public policy and policy implementation as parts of the policy process, as well as the similarities and differences between public, non-profit and private sector policy. Be able to use the different types and views of policy implementation in effective and efficient manners, depending on environment, context and goals.
3. Understand the relationships between the policy process, policy implementation, and the different types of policy tools. Be knowledgeable about the different approaches, strengths and weaknesses of various policy tools and when to use which ones.
4. Understand the types and characteristics of policy networks, the associated management types and skills, and the criteria for selecting among them, particularly in contrast to the traditional bureaucratic strategies, approaches and practices.
5. Understand the relationships between and utility of theories and practices in identifying and solving public problems and public policies.

Requirements for the Course

1. Read the assignments and carefully prepare for each class.
2. Regularly participate in class discussions and on-line exercises based upon the readings and your experience.

3. On-line Group Exercise (to be assigned and scheduled in February with a due date later in the semester)
   a. Group Work – Each student will participate in on-line group exercise. You will collaborate on solutions to case studies. Discussions will be asynchronous over the designated discussion period. Each group member’s collaborative effort and participation will be judged based upon his/her performance in Blackboard’s discussion group format. The final product will be a group solution to the case study.
   b. Blackboard Protocol for on-line exercise
      1. **Posting requirement/prompt:**
         a) Post coherent statements/narrative and not fragmented sentences/paragraphs.
         b) Don’t saturate the discussion board with multiple one-way postings. That is, provide opportunities for others to post – e.g., don’t answer your own posts.
         c) Postings should be periodic throughout the discussion period and not grouped at the very end. True dialogue is required; not forced or artificial dialogue in order to present a facade of participation.
      2. **Response requirement:** Respond to other group members’ posts and indicate either support or resistance for the post and elaborate your reason.
      3. **No partial credit** for postings after the deadline for postings (to be established with the assignment).

4. Turn in graduate-level quality papers on time using Turnitin on Blackboard. Late papers will be dropped one letter grade.
   a. Short Papers – Write two short papers in memo format¹ (not over three pages) to address the assignment. Regardless of the assignment, you should add value to the material and not just be a conduit for information. Papers are due February 23 and April 12.
   b. Final exam will be a multiple essay question take-home paper due 5 PM, Thursday, May 3rd.

5. Students’ Questions
   a. Weekly students will e-mail to the instructor a critical question, critique, or statement based upon one specific reading from that week’s readings. These questions/critiques/statements will be used for discussion purposes in the class.
   b. Students will submit questions per the following schedule:
      1. Students with last names ending in A – M will submit questions for even numbered classes (2, 4, 6, 8, 10, and 12).
      2. Students with last names N – Z will submit questions for odd numbers classes (3, 5, 7, 9, 11, and 13).

¹ For an acceptable memo format, please see “The Administrative Memo” (Dresang and Huddleston, 2009) in the Blackboard Classroom Success folder.
c. Questions are due 8 AM, Wednesday. No partial credit for late questions.
6. Writing – See Blackboard Classroom Success folder for helpful readings on professional writing.
   a. Refer to Writing Public Policy (Smith, Catherine 2010) for guidance on paper formats. See specifically Chapter 7 - Briefing Memo or Opinion Statement: Inform Policy Makers, 126-136, and Appendix B - Clear Writing, 183-187. Also, double space and use 1” margins.
   c. “Writing is Hard Work” – Kilpatrick

**Grading**

- Participation
  - In-room 20% (attendance, questions, and level of/substantial value of participation)
  - Group Project 10% (frequency of posting and substantive value of participation)
- Group Project 20%
- Two papers 30% (15% each)
- Final paper 20%
  100%

**Papers -- Grading Elements (100%)**

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<th>1. Purpose (30%)</th>
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<td>• Address the assignment</td>
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<td>• As appropriate, link the content of the course, both theory and practice, with work to demonstrate your understanding of the coursework’s applicability.</td>
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<td>• Demonstrate your understanding of the material.</td>
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<th>2. Evidence-based Reasoning (30%)</th>
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<td>Use concepts, models, methods, etc. from the class</td>
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<th>3. Organization (20%)</th>
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<td>Flow of ideas and analysis</td>
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<th>4. Mechanics and style (20%)</th>
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<td>Mechanical errors, clarity, precision, and economy of expression;</td>
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**Statement on Academic Dishonesty**

Presenting the words or works of others as your own is plagiarism, is dishonest, and is a violation of the University Policy on Academic Honesty. If you are not certain of what is permissible, you should contact the professor prior to submitting the assignment and/or check the UH webpage www.uh.edu/provost/policies/uhhonesty_policy.html. A student found in violation of academic honesty may be subject to a failing grade, suspension, or dismissal from the university.
**Required Textbooks (\* denotes books available electronically via Library)**


In addition, you should obtain the following two books from the Department of Defense Command and Control Research Center (www.dodccrp.org). They are available (along with several other related books) at no charge, but do require some time to be shipped, so it is important you order them early in the semester. They are also available in PDF format on the same site.


**Outline and Assignments**

**Class 1 – Jan. 19: Introduction – Overview of the Course**

The basics

- Research and use of library resources
- Public administration vs. public management
- Democratic theory
- Public service motivation
- Policy
- Policy implementation
- Critical thinking
- Theory


**Class 2 – Jan. 26: Public Administration I**


**Class 3 – Feb. 2: Public Administration II**


**Class 4 – Feb. 9: Public Administration III**


**Class 5 – Feb. 16: Implementation I**

**Speaker:** Ms. Maria Irshad, CAPP, Deputy Assistant Director, Parking Management, City of Houston.


**Class 6 – Feb. 23: On-line Class Implementation II**


**Class 7 – March 1: Implementation III**

**Speaker:** Harris County Judge Ed Emmett.


**Class 8 – March 8: Implementation IV**


**Spring Break – March 15**

**Class 9 – March 22: Implementation V – Tools I**

**Speaker:** Councilmember Danny Nguyen, City of Missouri City.


**Class 10 – March 29: Tools II**


**Class 11 – April 5: Tools III – Networks I**

**Speaker:** Bob Wooten, Director Strategic Solutions, Tradition Energy


**Class 12 – April 12: Networks II**

Atkinson, Simon and Moffat, James, 2005. *The Agile Organization*, DODCCRP ([www.dodccrp.org](http://www.dodccrp.org)). Foreword xiv-xxii; 1-9; 27-41; 59-63; 68-97; Fig. 6.1 156; Fig. 6.2 159; and 163-68.


**Class 13 – April 19: Networks III**


**Class 14 – April 26: Wrap-up**


**FINAL Paper due 5 PM, Thursday, May 3rd**