

PLS 561
Comparative Public Administration
Course Syllabus
Fall 2010
UNCW

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Course Description

Comparative public administration emerged as a field of study centered on the development and distribution of foreign aid. Overtime, the field has evolved in many directions ranging from the study of administrative inefficiencies, policy implementation, budgeting, systems analysis and fragmentation, culture and public administration, and distributions of governmental power. In this class we will explore a variety of subjects about the general administration of countries in a comparative perspective. The topics include (but are not limited to): Political Culture and Administration, Recruitment, Bureaucratic Structures, the Interface of Political Institutions and the Public Bureaucracy, and Public Management. In this course you will learn about a variety of theories, and then explore the application of these theories in a comparative context based on case studies that you will familiarize yourself with. In each class you must come prepared to discuss the content of the lecture as it applies to your case.

Required Texts:

- B. Guy Peters. The Politics of Bureaucracy: An introduction to comparative public administration. (New York: Routledge, 2010).
- J.A. Chandler (ed). Comparative Public Administration. (New York: Routledge, 2000). (On reserve in Randall Library). This volume is used for case study materials in the Memo assignments.

Course Requirements

Class Participation (20%) Students are expected to complete the assigned readings and come to class prepared to discuss all readings due for that week's discussion. Participation is based on regular attendance in class and contributions to the class discussion. Contributions to the discussion will be assessed by your presentation of case materials related to the memo assignments (discussed below). You will be randomly asked in class to discuss theories and how they apply to your case. Note, that even in weeks where you do not prepare a memo, you are still expected to be familiar with the application of the theoretical course content to your case study. Your participation grade is worth 80 points or 20% of the class grade. Missing classes (excessive absences) and not being prepared to discuss the weekly readings and your case will result in deductions from your participation grade.

Exams (two exams) (50%): Students will complete two exams during the semester. One is a mid-term exam, the other is a final. The exams will cover various concepts, terms, theories and cases discussed in the course, or covered in the assigned readings. Each exam is worth 100 points (25% of the class grade). The first exam (scheduled for September 23rd) will be an in class, written exam. I will provide a review of topics for the content of the exam, and some sample questions to guide your study for the exam. The second exam (final exam), is distributed to you on November 18. Because of the flow of the semester calendar, November 18 is our last scheduled meeting time. The exam is due on Thursday December 9 during class time. The exam is a take home exam.

MEMO Assignments (4 assignments) (30%): During the semester you will analyze a particular case in reference to several different issues. The specific issues are defined in the course outline and include topics like political culture, civil service, administrative structure, budgeting, accountability and new public management. You are required to select 4 of these topics and to produce a memo that reviews the problems identified on the topic and relevant to a specific case study you will select, research and develop. The cases are chosen from the Chandler book (on reserve) and include the following options: Japan, Sweden, Britain, France, Ireland, Italy, and Germany. You are to select one of these cases as the basis of your memos. (You may select a case not included in the Chandler book but before you do so make sure you can locate the information you need on the topics for the memo. The advantage to the Chandler book is it does provide at least basic information on each of these topics). You will need to have selected your case by no later than August 26th. You will inform me of your case choice, or approve an alternative case. Each memo is worth 30 points or 7.5 percent of your grade.

In the memo you will begin with a general review of the topic at hand (political culture, recruitment, etc...) and then delve into the various issues or problems on that topic present in your case. Realize, not all issues brought forward in the Peters book will relate to your case, but you do need to be sure to cover as many issues as you can locate. Next you need to provide a summary of recommendations on how to address any issues within the case study. Be sure your suggestions are based on sound reasoning, consider the issue of resources, political culture, and other constraints. Each memo is restricted to 2 to 3 pages single spaced.

A document of supplementary materials will accompany this memo. The supplementary document, or attachment, provides the direct link between the theories discussed in class on each topic and how it is observed in each case. You need to identify at least three connections between the theory based readings, and the case study. The attachment of supplementary materials should be no more than 2 to 3 pages single spaced. Together the memo plus the attachment makes the entire document about 4 to 6 pages in length.

A draft memo and attachment must be ready on the day of class for the discussion of the topic. So, on September 2 you need to have a draft prepared on Political Culture, September 9 a draft prepared on Civil Service, September 16 draft on Budgets, September 30 on Administrative Structure, October 21 draft on Administrative Accountability, and November 4 a draft on New Public management. This will facilitate class discussion as the class lecture will delve into the topics and each student is expected to contribute by relating examples from his/her case.

Once class is finished, you will have the option to revise your draft memo and attachment, which can then be submitted for final grading at the beginning of class on week after the topic was discussed (Political Culture-Sept. 9; Civil Service-Sept. 16; Budgets-Sept. 30; Administrative Structure-Oct. 7; Administrative Accountability-Oct. 28; and New Public Management-Nov. 11).

Course Outline:

Week 1 (August 18): Class Introduction

Week 2 (August 19): Defining Comparative Public Administration Readings:
Jreisat, Jamil. Comparative Public Administration and Policy, Chapters 1 and 2 (On Reserve)

Week 3 (August 26): Administration and Governing Readings:
Peters, G. The Politics of Bureaucracy, Chapter 1

Week 4 (September 2): Political Culture and Bureaucracy Readings:
Peters, G. The Politics of Bureaucracy, Chapter 2

Week 5 (September 9): Recruitment of Civil Servants Readings:
Peters, G. The Politics of Bureaucracy, Chapter 3

Week 6 (September 16): Budgetary Processes Readings:
Peters, G. The Politics of Bureaucracy, Chapter 7

Week 7 (September 23): Mid-term Exams

Week 8 (September 30): Administrative Structure Readings:
Peters, G. The Politics of Bureaucracy, Chapter 4

Week 9 (October 7): The Politics of Bureaucracy Readings:
Peters, G. The Politics of Bureaucracy, Chapter 5

Week 10 (October 14): Administration and Political Institutions Readings:
Peters, G. The Politics of Bureaucracy, Chapter 6

Week 10 (October 21): Administrative Accountability Readings:
Peters, G. The Politics of Bureaucracy, Chapter 8

Week 11 (October 28): Administrative Reform Readings:
Peters, G. The Politics of Bureaucracy, Chapter 9

Week 12 (November 4): New Public Management Readings:
Peters, G. The Politics of Bureaucracy, Chapter 10

Week 13 (November 11): Public Administration in an International Context Readings: Jones, R.A. "The European Union" in J.A. Chandler (ed). Comparative Public Administration (on reserve).

Dimitrakopoulos, D. and Passes, A. "International Organizations and Domestic Administrative Reform" in Handbook of Public Administration, (on reserve).

Jreisat, Jamil. "Governance in a Globalizing World" *International Journal of Public Administration*, (one reserve).

Week 14 (November 18): Final Exam. In class we will review the previous course materials, pass out graded memos, and distribute the final exam that is due during class time on Thursday December 9.

Miscellaneous:

Make-up quizzes and exams: The pace of the course is always in flux. Class discussions and time needed to address study guides and the paper assignment will inevitably take time during the course. As such, exam dates are tentative. If a student misses class and subsequently misses an exam due to the absence, this does not constitute an excuse for a makeup exam or late paper. Make-up exams are allowed for excused absences only. An excused absence is one where the student informs the instructor prior to class that he or she will not be in class on a particular day, or a university excused absence. It is always in your interest to inform the instructor before class that you will not be in class on a particular day.

Students with Disabilities: The instructor does recognize and will work with students with various disabilities. If you are a person with a disability and anticipate needing accommodations of any type in order to participate in this class, please notify Disability Services (Westside Hall, 962-7555), provide the necessary documentation of the disability and arrange for the appropriate authorized accommodations. Once these accommodations are approved, any and all accommodations will be implemented as needed during the duration of this course.

General Rules of Classroom Conduct:

As time and technology marches on there comes the need for new rules for classroom conduct. Though I personally do not like laying down such rules, they are necessary to ensure a peaceful learning environment for you and your fellow students. So please observe these rules.

Respect and Tolerance for Student Opinions: Political science (of which public administration is a subfield) is not about the expression of opinions. It is about the exploration of facts, interpretation of evidence, and the application of theory to evaluate the political world around us. As a general rule I strongly encourage students to use evidence and facts in class during any discussions. At the same time, we do explore topics in this class that are timely, and related to heated public debates, and the facts on any issue are not always settled. When class discussion does include the expression of opinion you are strongly encouraged to do the following: (1) indicate that your position is based on opinion, (2) show respect for the opinions of others even when you strongly disagree, (3) behave in a discussion in a way that is geared towards allowing divergent opinions to coexist, and not assume your opinion supersedes that of your fellow

students. By their very nature, opinions are not as strongly anchored in facts, so there is no basis for saying one opinion is correct or more appropriate than another. Any student that persistently disrespects the opinions of other students, or violates the norms of polite public discourse will be asked to leave class and required to meet with the instructor to review the rules of public discussion before s/he can re-enter the classroom.

Tardiness and Absences: Students must attend all classes scheduled during the semester. The only allowable absences are: a) university excused; b) university holidays; c) pre-approved absences where the student has contacted and informed the instructor of a need to miss class. Students should make any and all efforts (within reason) to be in class at the beginning of the class session everyday. Tardiness is generally disruptive to the flow of the course and is discourteous to your fellow students. If tardiness cannot be avoided, please enter the class quietly and try not to draw attention to yourself. Exercise judgment as well. If you are significantly late to a class, please do not enter. Speak with the instructor afterwards

Cell Phones, Pagers, other communication devices: Please turn off all communications devices before entering the class room. Only emergency personnel and individuals with outside emergency situations are allowed to keep communications devices on during class, and the device should be set to vibrate in order to avoid any unnecessary disruption during class. Since communications devices can become a vehicle for cheating during exams, any and all devices must be turned off during exams and quizzes, unless the above mentioned conditions apply. If an unapproved communication device is on during an exam, the instructor will confiscate it until the end of the exam.

Computers: Students increasingly feel more comfortable using computers to type class notes. This is an acceptable use of technology. **However**, surfing the internet during class, facebooking, tweeting, or any other non-class related computer activity is disruptive to the learning environment. Your computer screen is visible to others around you, which means you need to be respectful. Failure to comply with this basic rule will result in a suspension of your computer privileges in class. You will be relegated to the stone ages of pen and paper for class notes.