

## ADMINISTRATIVE POLITICS AND POLICY

Professor Hagle  
POLI:3117  
Spring 2016

Office: 347 Schaeffer  
Phone: 335-2348  
Hours: T 4:45-6:15, Th 2:00-3:30

email: timothy-hagle@uiowa.edu  
www.profhagle.com  
Twitter: @ProfHagle

This course will examine several aspects of public administration and bureaucratic politics. Topics will range from the theoretical (e.g., organization theory) to the practical (e.g., budgeting). The course will be primarily discussion-based with students expected to have read the week's material before class. In addition to weekly discussions there will be several class exercises highlighting aspects of the public administration process.

**TEXTS** (ordered through Iowa Book and Supply, 8 S. Clinton)

- Starling, *Managing the Public Sector*, 9th ed.
- Jones, *The Human Factor: Inside the CIA's Dysfunctional Intelligence Culture* (hard cover or trade paperback)
- Strunk and White, *The Elements of Style*, 4th ed.

Starling will be the primary text for the course and will be the basis for weekly discussions. Jones will be the basis for the longer paper assignment. Strunk and White is intended as a reference work for the two written assignments. More information on these books will be provided in class.

### GRADING

Grades will be based on the following:

- *Weekly quizzes* (40%). There will be a series of weekly quizzes covering the material in Starling.
- *An interview and short paper* (20%). You will choose a public administrator to interview (prior approval required) and will write a report on the interview. Specific details of the assignment will be given to you in class. Nevertheless, you should read Strunk and White and the *Style Manual for My Courses* on my website as soon as possible. In addition, an extensive list of general requirements for the paper assignment will be provided to you. Interview reports will be due by 2:30pm on Monday, April 25.
- *A longer paper* (30%). Again, specific details of the assignment will be given to you in class. The paper will be due during finals week, specifics to be determined.
- *Class participation* (10%). This includes both participation in the weekly class discussions as well as the class exercises.

Based on your performance on the assignments you will be assigned a grade according to the following 100 point scale:

90 - 99 = A	80 - 83 = B	70 - 73 = C	60 - 63 = D
87 - 89 = A-	77 - 79 = B-	67 - 69 = C-	50 - 59 = D-
84 - 86 = B+	74 - 76 = C+	64 - 66 = D+	0 - 49 = F

### A FINAL COMMENT

I have found that students have a tendency to suffer in silence. By that I mean that they will not say anything to the instructor if they are having problems with a course. This does no one any good. If you have a problem with the course (readings, assignments, lectures, etc.) come and talk to me about it. I cannot explain procedures or try to correct problems if I do not know they exist. Waiting until course evaluations to voice your opinion will not help you, and probably not me either.

## READINGS and SCHEDULE

Chapter references are to Starling. The reading schedule for Jones will be discussed in class.

- 1/25 - Strunk and White, all; *Style Manual for My Courses*; Ch 1 Nature of Public Administration
- 2/1 - Ch 2 Political-Legal Environment of Administration
- 2/8 - Ch 3 Intergovernmental Relations
- 2/15 - Ch 4 Administrative Responsibility and Ethics
- 2/22 - Ch 5 Planning
- 2/29 - Ch 6 Decision Making
- 3/7 - Ch 7 Organizing
- 3/14 - Spring Break
- 3/21 - Ch 8 Leading
- 3/28 - Ch 9 Implementation
- 4/4 - Ch 10 Human Resources Management
- 4/11 - Ch 11 Public Financial Management
- 4/18 - Ch 12 Information Management
- 4/25 - **Interview reports due**, 2:30pm
- 5/2 - to be determined
- 5/? - **Jones papers due**, day and time to be determined

In addition to readings from the listed books, throughout the semester I will post course-related materials to my web page for the course and you will be responsible for that material as well.

## IMPORTANT DATES

- 3/14 - No class (Spring break)
- 4/25 - Interview reports due 2:30pm
- 5/? - Jones papers due

Any changes to the information contained in this syllabus will be announced in class.

Continue to Parts 2 (policy statements) and 3 (bureaucratic mumbo jumbo) of the syllabus.