

GEORGE MASON UNIVERSITY
Department of Public and International Affairs

Administration in Public and Non-Profit Organizations
PUAD 502 – Fall 2003

Instructor: Robert Raffety
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Office hours by appointment

Class Schedule: August 28 – December 5
Final Exam: December 11
*No class on September 25 and November 27

Time: Thursdays, 4:30 - 7:10pm
Room: Robinson A203

Course Description:

This course serves as an introduction to the field of public administration and lays the groundwork for the George Mason University master's degree in public administration. It is a survey course that introduces students to the multi-disciplinary nature of the field through readings, discussions, and assignments that explore the political, legal, and managerial contexts of public administration. At the conclusion of this course, you should have the foundation you need for most other required and elective courses in the MPA curriculum.

Required Texts:

Shafritz, Jay & Albert C. Hyde, *Classics of Public Administration*, 4th ed. Fort Worth, Texas: Harcourt Brace College Publishers, 1997.

Shafritz, Jay and E.W. Russell, *Introducing Public Administration*, 3rd ed. New York, New York, A&B Longman, 2003.

Case Studies:

In addition to the use of textbooks and handouts, this class will rely heavily on the use of published case studies from the Kennedy School of Government at Harvard University. Students are required to purchase assigned cases online at www.ksgcase.harvard.edu/. Case titles and numbers are provided in the expanded class schedule on page two of the syllabus. In addition to the Harvard case studies, we will at times use case studies published by the Electronic Hallway. I have online access to these documents and will distribute them to you on a case-by-case basis as needed.

Important Note to Students:

This class requires an intensive personal commitment to the readings, written assignments, class participation, and attendance. While I will regularly present topical lectures on the subject matter at hand, we will focus primarily on group exercises, featuring discussions, debates, individual presentations, and guest speakers. Because we are a small group, it is essential for everyone to participate in class activities. All students must come fully prepared to every class. This means that you need to read and take notes on all assignments before you arrive. Please come to each session ready to engage the teacher and your classmates in relevant discussion.