

Political Science 237  
Public Policy and Public Administration  
Fall 2010

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**Office Hours:** M, T, W, TH 10:00 to 11:00 and by appointment

## **Introduction**

In the U.S. political economy, there are two principal ways to organize the collective action necessary to meet human needs and solve social problems. One is private markets. The other is public administration. The former requires establishing the authority of private property rights and their manipulation by private interests. The latter requires a system of law and administration directed by democratic political processes and executed by administrative entities wielding public authority. To a considerable degree, both private and public organizations rely on some form of complex organization and an ongoing commitment to rational decision making. In turn, the rational organization of complex tasks is heavily dependent on the production, analysis and use of information. Control and analysis of information profoundly impacts who receives the benefits and who bears the costs of organized activity. These propositions extend to the formulation of policy, the administration of programs and the evaluation of administrative performance. This course is primarily concerned with how these factors characterize the administrative process in the United States. As such, the course is directed at seven outcomes:

1. Understanding the administrative state and how it represents one of the principal alternatives for organizing and executing collective action in the United States.
2. Understanding how the administrative operations of the public sector are structured by constitutional and political variables and identify the types of institutional structures which have been constructed within that context.
3. Identifying the basic elements of the complex organizations that constitute the administrative state.
4. Recognizing the normative and empirical problems that problems that characterize the operations of public administration.
5. Understanding the policy process including the organization and use of information, the role of constituency interests and the political constraints that impact on agency performance and accountability.
6. Understanding the importance of decision making, policy design and implementation in solving public problems and describe the available means by which public policy can be designed and implemented.

7. Reflecting on the normative standards that guide public policy in the United States.

## **ATTENDANCE**

Students are expected to attend all classes. Absences due to legitimate Moravian College extracurricular activities, a doctor's excuse or notification by the Dean of Students Office will allow a student to be excused from class. All other excuses are subject to the instructor's discretion. Attendance will be included in the instructor evaluation grade.

## **ACADEMIC HONESTY**

All students should be aware of their obligations under the Academic Honesty Policy published in the Student Handbook.

## **BOOKS**

Donald Kettl and James Fesler, **The Politics of the Administrative Process**, third edition, (Washington, D.C.: Congressional Quarterly, 2005)

Deborah Stone, **Policy Paradox: The Art of Political Decision Making**, (New York: W.W. Norton, 2002)

## **EVALUATION OF THE STUDENT'S WORK**

The student's grade will be determined on a 300 point basis through the following assignments:

Take Home Essay I	50 points
Take Home Essay II	50 points
Take Home Essay III	50 points
Take Home Essay IV	100 points
Reading responses	30 points
Instructor evaluation	20 points

## **INSTRUCTOR EVALUATION**

This portion of the student's grade will be based on attendance, student performance in class and meeting student responsibilities including completion of the readings.

## **READING RESPONSES**

It is expected that each student will have completed the readings prior to the class in which the reading is due. To provide incentive to do so, there will be frequent but not daily exercises based on the readings. At the beginning of any class, the instructor will provide an unannounced prompt on which the students will write for ten minutes. Students should purchase and bring to class a spiral notebook for the completion of these exercises. The notebooks will be collected after each writing exercise.

The responses to the prompts will be scored 0, 1, or 2 points depending on the quality of the response with 0 being unsatisfactory (little or no evidence of having done the reading) and 2 (demonstrating significant comprehension of the material covered by the prompt). Points towards the final grade will be prorated on the basis of a student's cumulative score.

## **TAKE HOME ESSAYS**

Each student will complete four take home essays. These essays are intended to demonstrate the degree to which the students have mastered the material in the course and the degree to which the student outcomes listed above have been achieved. The essays will be evaluated on the following criteria:

- Clear definition of terms
- Organization, clarity and concreteness of the discussion
- Evidence of engagement in the reading

Each essay is constructed to cover a portion of the course materials. The materials that should be referenced in preparing each essay and the due date for each essay are listed below the essay number. There is no absolute minimum or maximum length for these essays, but generally it is expected that they will be 3 to 5 pages typewritten.

### **Take Home Essay I**

**Course assignments to be included: 1/20 through 2/10**

**Due date: 2/15**

What is the administrative state? Why does it exist? Where does it fit into the U.S. political economy and constitutional structure?

### **Take Home Essay II**

**Course assignments to be included: 2/15 through 3/22**

**Due date: 3/29**

What role do administrative agencies and their leaders play in the policy process? What sources of power do those agencies have in the process?

### **Take Home Essay III**

**Course assignments to be included: 3/24 through 4/5**

**Due date: 4/12**

How are administrative decisions made? What are the key variables that influence what decisions are reached?

### **Take Home Essay IV**

**Course assignments to be included: 4/7 through 4/26**

**Due date: Final exam date**

Explain what is meant by policy design? In designing policy, what considerations shape the specific designs of a given policy? How does policy design effect implementation? What other factors effect implementation?

### **Course Outline**

#### **Date      Topic**

1/20    Normative questions

**Read:** Stone, Ch. 1; Kettl and Fesler, Ch. 1

1/25    Origins of the administrative state: functions of the state

**Read:** Kettl and Fesler, Ch. 2 and 3

1/27    Origins of the administrative state: markets and market failures

**Read:** Neva Goodwin, "The Limitations of Markets," Global Development and Environment Institute, December 2005, **ON RESERVE** and at <http://www.ase.tufts.edu/gdae/Pubs/te/GoodwinMarketFailureFinal2005.pdf>

2/1     Origins of the administrative state: history

2/3     Structure of the administrative state: separation of powers

2/8     The executive branch

**Read:** Kettl and Fesler, Ch. 6

2/10 Structure of the administrative state: federalism

**Read:** Kettl and Fesler, pp. 376-384; Kenneth Jost, "States and Federalism: Is the Federal Government Usurping States' Powers?," **CQ Researcher**, October 15, 2010, Volume 20, Issue 36, **ON RESERVE** and at <http://0-library.cqpress.com.webpac.lvlspa.org/cqresearcher/document.php?id=cqresre2010101500&type=hitlist&num=1>

2/15-2/17 Administration and organization theory

**Read:** Kettl and Fesler, Ch. 4 and 5

2/22-2/24 Administrative power

**Read:** Stone Ch. 9

3/1 Organization problems

**Read:** Kettl and Fesler, Ch. 7

3/3 Budgeting

**Read:** Kettl and Fesler, Ch. 11

3/15 Accountability and oversight

**Read:** Kettl and Fesler, Ch. 14.

3/17 The policy cycle and problem definition

**Read:** Stone Ch. 6

3/22 Policy types

**Read:** Thomas Birkland, "Policies and Policy Types," Ch. 6 in An Introduction to the Policy Process, (Armonk NY: M.E. Sharpe, 2005) **ON RESERVE**

3/24-3/29 Decision making and formal political analysis

**Read:** Kettl and Fesler, Ch. 10; Stone, Ch. 10

3/31 Science, social science and causal theory

**Read:** Stone, Ch. 8

4/5 Measurement

**Read:** Stone, Ch. 7

4/7 Implementation

**Read:** Kettl and Fesler, Ch. 12

4/12 Policy design

**Read:** Thomas Birkland, "Policy Design and Policy Tools," Ch. 7 in An Introduction to the Policy Process, (Armonk NY: M.E. Sharpe, 2005) **ON RESERVE**

4/14 Policy goals: Equity and Efficiency

**Read:** Stone, Ch. 2 and 3

4/19 Policy goals: Liberty and security

**Read:** Stone, Ch. 4 and 5

4/21 Policy tools: Incentives and persuasion

**Read:** Stone, Ch. 11 and 13

4/26 Policy tools: Regulation and adjudication

**Read:** Stone, Ch. 12 and 14

4/28 Open