

## Syllabus

### DCC5360: Public Administration

GSIR, International University of Japan, Winter 2017

Time: Tuesday 10:30–12:00, 13:00–14:30  
Room: 102  
Office: 323  
Office Hours: 10:00–12:00 on Wednesdays  
(and by appointment)

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### Overview and Class Goals

This course provides an introduction to the field of public administration. The field studies how governments work—how public administration implements the laws, regulations, and policies provided by legislators and executives. You will not only learn the structures and working of public agencies but also theories that analyze activities in public administration. This course focuses primarily on national administrative systems. Critical and comparative views are emphasized.

By completing this course, you will be able to

- understand the core concepts of public administration,
- understand the basic theories and models in the study of public administration, and
- analyze problems in public administration and offer solutions to them.

### Prerequisites

There are no official prerequisites for this course.

### Class Format

The course will be based primarily on lectures. To engage in class discussions, students are expected to complete all the required readings before each class.

### Grading

Grades will be based on

- class participation (10% of final grade),
- 2 short papers (20% [10% each]),
- presentation (15%), and
- term paper (55%).

| Final grade: |                   |
|--------------|-------------------|
| Letter       | Percentage earned |
| A            | 96–100            |
| A–           | 90–95             |
| B+           | 80–89             |
| B            | 70–79             |
| B–           | 66–69             |
| C            | 60–65             |
| F            | Less than 60      |

Since this is a core required course for the PMPP, some first-year students might receive RD (report delayed) before their final grades. Refer to the Curriculum Handbook about RD.

## Assignments

### 1. Readings

See the **Schedule** section below.

### 2. Two Short Papers

You have to submit two short papers between Week 2 and Week 10—including Makeup Class but except Weeks 4 (no class) and 7 (student presentation). What you have to do is the following.

- (a) Choose two weeks.
- (b) Choose one or more articles/chapters from the reading list for the week, and critically review them.
- (c) Write up your review in 3-4 pages (double spaced).
- (d) Submit your short paper by sending a **Slack's Direct Message (see below about Slack) to the instructor by noon on the day before the lecture.** (E.g., the deadline for the Week 2's short paper is noon on January 16.)
  - i. The file name of a short paper should be like **sp-w01-YourName.pdf**.
  - ii. Submit your paper in **PDF** format. I do *not* accept MS Word files (.docx or .doc).
  - iii. ***No late submission will be accepted.***
  - iv. If you submit more than two short papers (you are allowed to submit 8 short papers at most), the best two will be counted toward your final grade.

### 3. Presentation

Details about presentation will be provided in class after we know the number of students because the presentation format depends on the class size.

### 4. Term Paper

You have to write and submit a paper examining the evolution of the literature on a topic in public administration. You may choose any topic related to public administration. You will do the following.

- (a) Choose a topic.
- (b) Find an article on the topic in international academic journals (*Administrative Science Quarterly*, *Journal of Public Administration Research and Theory*, *Public Administration Review*, *Governance*, etc.) from each decade since 1970 (1970s, 1980s, 1990s, 2000s, and 2010s).
- (c) Review and compare five papers of your choice and discuss how the literature has evolved since 1970s.
- (d) Submit your write-up (max. 20 pages, double spaced) by sending a **Slack's Direct Message to the instructor by 9am on March 26, 2017.**
  - i. The file name of the paper should be like **final-YourName.pdf**.

- ii. Please submit your paper in **PDF** format. I do *not* accept MS Word files (.docx or .doc).
- iii. ***No late submission will be accepted.***

## Course Materials

The course materials are available at:

iuj-home/IR materials/Yanai/PublicAdministration/

You are expected to check the folder on regular basis.

## Slack

To facilitate communication outside class, we use [Slack](#). The Slack group of this class is

<https://iuj-pubadmin.slack.com/>.

Visit [Getting Started | Slack](#) to learn the basic usage of Slack.

You are expected to post questions regarding class to *an appropriate channel* in Slack; you may create a new channel if you cannot find one.

You should not only ask questions but also answer other students' questions if possible. Your answers do not have to be complete or perfect. If you find an answer to your own question after you post the question, please post the answer to share it with your colleagues. If nobody posts an answer to a question, the instructor will provide an answer or discuss the problem in the following class.

You can join the slack team by clicking the following link:

<https://iuj-pubadmin.slack.com/x-93174464854-93184968375/signup>

To sign up, **you need to use your IUJ email address ending with @iuj.ac.jp**. If you would like to use another email address, please send me an email with the subject "Slack for Public Administration," and I will send you an invitation.

Once you join the group, please use Direct Message on Slack when you need to contact me—I strongly prefer Slack messages to emails.

## Required Books

None.

## Reference Books

You do not have to buy the following books, but many of you should find them useful. You should be able to find them at the library.

- Engeli, Isabelle, and Christine Rothmayr Allison, eds. 2014. *Comparative Policy Studies: Conceptual and Methodological Challenges*. Houndmills, Basingstoke: Palgrave Macmillan.
- Kettl, Donald F. 2015. *Politics of the Administrative Process, Sixth Edition*. Thousand Oaks, CA: CQ Press.
- Otenyo, Eric E., and Nancy S. Lind, eds. 2006. *Comparative Public Administration: The Essential Readings*. New York: Elsevier.
- Rosenbloom, David H., Robert S. Kravchuk, and Richard M. Clerkin. 2014. *Public Administration: Understanding Management, Politics, and Law in the Public Sector, Eighth Edition*. New York: McGraw Hill.

## Schedule

The readings with **M** (Mandatory) should be completed prior to the lecture for which they are listed. You should at least skim readings with **R** (Recommended) either before or after the lecture. Although you do not have to read them, readings with **O** (Optional) should enrich your understanding of the topics.

The readings with hyperlinks can be obtained on the internet through the IUJ network. The readings with \* are placed in the course folder

IUJ-home/IR materials/Yanai/PublicAdministration/Readings/

or distributed through Slack.

*This schedule is subject to change.*

### Week 1 (Jan. 10) 1. Introduction; 2. What Is Public Administration?

**M** Kettl, chapter 3.

**M** Rosenbloom et al., chapter 1.

**M** Wilson, W. 1887. "[The Study of Administration.](#)" *Political Science Quarterly* 2(2): 197–222.

**R** Atkinson, M. M. 2013. "[Policy, Politics and Political Science.](#)" *Canadian Journal of Political Science* 46(4): 751–772.

**R** Lasswell, H. D. 1970. "[The Emerging Conception of the Policy Sciences.](#)" *Policy Science* 1: 3–14.

**O** Theodoulou, S. Z., and R. K. Roy. 2016. *Public Administration: A Very Short Introduction*. Oxford: Oxford UP.

### Week 2 (Jan. 17) 3 & 4. The Study of Public Administration

**M** Breunig, C., and J. S. Ahlquist. 2014. "Quantitative Methods in Public Policy." In Engeli and Allison, chapter 6.

**M** Falleti, T. G., and J. F. Lynch. 2009. "[Context and Causal Mechanisms in Political Analysis.](#)" *Comparative Political Studies* 42(9): 1143–1166.

**M** \*Hall, P. 2003. "Aligning Ontology and Methodology in Comparative Politics." In J. Mahoney, and D. Rueschemeyer, eds. *Comparative Historical Analysis in the Social Sciences*. Cambridge UP: 373–404.

**R** Yanow, D. 2014. "Interpretive Analysis and Comparative Research." In Engeli and Allison, chapter 7.

**O** Brady, H. E., and D. Collier, eds. 2010. *Rethinking Social Inquiry, Second Edition*. Lanham, MD: Rowman & Littlefield Publishers.

**O** King, G., R. O. Keohane, S. Verba. 1994. *Designing Social Inquiry*. Princeton, NJ: Princeton UP.

### Week 3 (Jan. 24) 5 & 6. Democracy and the State

**M** Dahl, R. A. 1989. *Democracy and Its Critics*. Yale UP, chapter 8.

**M** \*Lijphart, A. 2004. "Constitutional Design for Divided Societies." *Journal of Democracy*. 15(2): 96–109.

**M** Rosenbloom et al., chapter 11.

- R Przeworski, A. 2010. *Democracy and the Limits of Self-Government*. New York: Cambridge UP.
- O Grofman, B., and S. L. Feld. 1988. “[Rousseau’s General Will: A Condorcetian Perspective](#).” *American Political Science Review* 82(2): 567–576.
- O Lijphart, A. 2012. *Patterns of Democracy: Government Forms and Performance in Thirty-Six Countries, Second Edition*. New Haven, CT: Yale UP.

**Week 4** (Jan. 31) **No class**. Instructor is out of town for school business.

**Week 5** (Feb. 7) 7 & 8. Bureaucracy

- M Dahl, R. A. 1947. “[The Science of Public Administration: Three Problems](#).” *Public Administration Review* 7(1): 1–11.
- M Kettl, chapter 2.
- M \*La Palombara, J. “An Overview of Bureaucracy and Political Development.” In Otenyo and Lind: 193–220.
- M Meier, K. J. 1997. “[Bureaucracy and Democracy: The Case for More Bureaucracy and Less Democracy](#).” *Public Administration Review* 57(3): 193–199.
- R Cigler, B. A., and H. L. Neiswender. 1991. “[“Bureaucracy” in the Introductory American Government Textbook](#).” *Public Administration Review* 51(5): 442–450.
- O Brehm, J., and S. Gates. 1999. *Working, Shrinking, and Sabotage: Bureaucratic Response to a Democratic Public*. Ann Arbor: University of Michigan Press.
- O Wilson, J. Q. 2000 [1989]. *Bureaucracy: What Government Agencies Do And Why They Do It*. New York: Basic Books.

**Week 6** (Feb. 14) 9 & 10. Comparison in Public Administration

- M \*Heady, F. 2006. “Comparison in the Study of Public Administration.” In Otenyo and Lind: 61–127.
- M \*Sigelman, L. 2006. “In Search of Comparative Administration.” In Otenyo and Lind: 9–16.
- M Pollitt, C. 2011. “[Not Odious But Onerous: Comparative Public Administration](#).” *Public Administration* 89(1): 114–127.
- M Riggs, F. W. 1991. “[Public Administration: A Comparativist Framework](#).” *Public Administration Review* 51(6): 473–477.
- R Inoguchi, T., and P. Jain, eds. 2011. *Japanese Politics Today: From Karaoke to Kabuki Democracy*. New York: Palgrave Macmillan: chapters 1–3.
- R Jreisat, J. 2010. “[Comparative Public Administration and Africa](#).” *International Review of Administrative Sciences* 76(4): 612–631.
- R Welch, E., and W. Wong. 1998. “[Public Administration in a Global Context: Bridging the Gaps of Theory and Practice between Western and Non-Western Nations](#).” *Public Administration Review* 58(1): 40–49.
- O Chandler, J. A. 2014. *Comparative Public Administration, Second Edition*. New York: Routledge.

**Week 7** (Feb. 21) 11 & 12. **Student Presentation**: Public Administration around the World

**Makeup class (Saturday, Feb. 25, 4th-5th periods?)** 13 & 14. Administrative Structure

- M Beckett, J. 2010. "The "Government Should Run Like a Business" Mantra." *American Review of Public Administration* 30(2): 185–204.
- M Rauch, J. E., and P. B. Evans. 2000. "Bureaucratic Structure and Bureaucratic Performance in Less Developed Countries." *Journal of Public Economics* 75(1): 49–71.
- M Rosenbloom et al. 2014, chapter 4.
- M Rothstein, B., and J. Teorell. 2008. "What Is Quality of Government? A Theory of Impartial Government Institutions." *Governance* 21(2): 165–190.
- R Worley, C. G., and E. E. Lawler III. 2006. "Designing Organizations That Are Built to Change." CEO Publication G06-6 (495), Marshall School of Business, University of Southern California.
- R Kettl, chapters 4–6.

**Week 8** (Feb. 28) 15 & 16. Political Control of Bureaucracy

- M Bawn, Kathleen. 1995. "Political Control Versus Expertise: Congressional Choices about Administrative Procedures." *American Political Science Review* 89(1): 62–73.
- M McCubbins, M. D., and T. Schwartz. 1984. "Congressional Oversight Overlooked: Police Patrols versus Fire Alarms." *American Journal of Political Science* 28(1): 165–179.
- M Meier, K. J., and L. J. O'Toole Jr. 2006. "Political Control versus Bureaucratic Values: Reframing the Debate." *Public Administration Review* 66(2): 177–192.
- M Wood, B. D. 1989. "Principal-Agent Models of Political Control of Bureaucracy." *American Political Science Review* 83(3): 965–978.
- R Cameron, R. 2010. "Redefining Political-Administrative Relationships in South Africa." *International Review of Administrative Sciences* 76(4): 676
- R Esman, M. J. 1999. "Public Administration and Conflict Management in Plural Societies: The Case for Representative Bureaucracy." *Public Administration and Development* 19(4): 353–366.
- R McCubbins, M. D., R. G. Noll, and B. R. Weingast. 1989. "Structure and Process, Politics and Policy: Administrative Arrangements and the Political Control of Agencies." *Virginia Law Review* 75(2): 431–482.
- O Ramseyer, J. M., and F. M. Rosenbluth. 1993. *Japan's Political Marketplace*. Cambridge, MA: Harvard UP, chapters 6–7.

**Week 9** (Mar. 7) 17 & 18. Accountability

- M Chan, H. S., and D. H. Rosenbloom. 2010. "Four Challenges to Accountability in Contemporary Public Administration: Lessons from the United States and China." *Administration and Society* 42(1): 11S–33S.
- M Gailmard, S. 2004. "Accountability and Principal-Agent Theory." In M. Bovens, R. E. Goodin, and T. Schilleman, eds. *The Oxford Handbook of Public Accountability*. Oxford: Oxford UP, chapter 6.
- M Kettl, chapters 1 and 14.
- R Considine, M. 2002. "The End of the Line? Accountable Governance in the Age of Networks, Partnerships, and Joined-Up Services." *Governance* 15(1): 21–40.

- R Peters, B. G. 2004. "Accountability in Public Administration." In M. Bovens, R. E. Goodin, and T. Schilleman, eds. *The Oxford Handbook of Public Accountability*. Oxford: Oxford UP, chapter 13.
- R Rosenbloom et al., chapter 12.
- O Borowiak, C. T. 2011. *Accountability and Democracy: The Pitfalls and Promise of Popular Control*. Oxford: Oxford UP.

### Week 10 (Mar. 14) 19 & 20. Administrative Reform

- M Christensen, T., and P. Lægreid. 2012. "Governance and Administrative Reforms." In D. Levi-Faur, ed. *The Oxford Handbook of Governance*. New York: Oxford UP, chapter 18.
- M Dommett, K., and C. Skelcher. 2014. "Opening the Black Box of Administrative Reform: A Strategic-Relational Analysis of Agency Response to Termination Threats." *International Public Management Journal* 17(4): 540–563.
- M Kettl, chapter 7.
- M \*Ladi, S. "Austerity Politics and Administrative Reform: The Eurozone Crisis and Its Impact upon Greek Public Administration." *Comparative European Politics* 12(2): 184–208.
- R Askim, J., T. Christensen, A. L. Fimreite, and P. Lægreid. 2010. "How to Assess Administrative Reform? Investigating the Adoption and Preliminary Impacts of the Norwegian Welfare Administration Reform." *Public Administration* 88(1): 232–246.
- R Durant, R. F. 2014. "Taking Time Seriously: Progressivism, the Business-Social Science Nexus, and the Paradox of American Administrative Reform." *PS: Political Science & Politics* 47(1): 8–18.d
- R Roberts, A. 2010. "The Rise and Fall of Discipline: Economic Globalization, Administrative Reform, and the Financial Crisis." *Public Administration Review* 70(supplement): S56–S63.

### Academic Integrity

All students are expected to act with civility, personal integrity, respect other students' dignity, rights and property; and help create and maintain an environment in which all can succeed through the fruits of their own efforts. An environment of academic integrity is requisite to respect for self and others and a civil community.

Academic integrity includes a commitment to not engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty include cheating or copying, plagiarizing, submitting another persons' work as one's own, using internet sources without citation, taking or having another student take your exam, tampering with the work of another student, facilitating other students' acts of academic dishonesty, etc. Unfortunately, incidents of academic dishonesty, especially plagiarism, have been observed at IUJ. Plagiarism is the act, intentional or unintentional, of using other people's words or ideas as your own. The university, GSIR, and I expect you to write your own papers and to provide full and accurate citations for any specific ideas or language—words, phrases, sentences—that you take from outside sources, including the internet.

Refer to [GSIR's Policy Statement on Plagiarism and Cheating](#), [IUJ Professional Ethics Committee Guideline](#), and the Curriculum Handbook. Following the university's policy, any act of academic dishonesty in this class will be reported to the faculty meeting and the Office of Academic Affairs (OAA) and may result receiving an F on the assignment, dismissal from class with a final grade of F, and even suspension or expulsion from the university, depending upon the severity of the violation.