Draft Syllabus (Outline)

Course Purpose: This course is designed to provide graduate students who are enrolled in the MPA and other graduate programs an introduction to the study and practice of public administration in the U.S. governmental system.

Course Organization and Method: This course is divided into weekly topical areas. Students should be prepared to discuss assigned readings during each class period.

I. Introduction and Overview
   1. The Study of Administration

II. The U.S. Constitution and the Institutions of American Government
   2. The President and the Executive Branch
   3. The Legislative Branch
   4. The Judicial Branch
   5. States, Local Governments, Federalism, and I.G.R.

III. Executive Branch Agencies and the Implementation of Public Law
   7. Organization Theories and the Life Cycles of Executive Branch Organizations
   9. Implementing Pollution Control Laws: The Environmental Protection Agency

IV. Administrators, Administrative Processes, and the Public Service
   10. Political Appointees and Senior Executives
   11. Administrative Decision-making
   12. Budgets and the Budgetary Process
   13. People: Civil Service, Other Systems, and Ethics Codes
   14. Nonprofit Organizations and Third Party Governance

Required Reading Materials available for purchase at the Arlington GMU Book Store, Founder’s Hall:

4. Strunk and White, *Elements of Style*

**Required Reading Materials** available for purchase at the GMU’s Arlington Campus Copy Center, Hazel Hall, located in the Law Library.
1. Reader I (readings packet)