

Public Administration

Meredith Newman, *Professor and Chair*
Shaoming Cheng, *Assistant Professor*
Howard Frank, *Professor*
Emel Ganapati, *Assistant Professor*
Sukumar Ganapati, *Associate Professor*
Jean-Claude Garcia-Zamor, *Professor*
Hai Guo, *Assistant Professor*
Milena Neshkova, *Assistant Professor*
Valerie L. Patterson, *Clinical Associate Professor*
Keith Revell, *Associate Professor*
Allan Rosenbaum, *Professor and PhD Coordinator*
Jue Wang, *Assistant Professor*

Bachelor of Public Administration

Degree Program Hours: 120

The Bachelor of Public Administration (BPA) degree is offered for students interested in beginning a public service career upon completion of their undergraduate work and for those who wish to continue in public administration at the graduate level.

Admission Requirements

A student must complete an Associate in Arts degree at a Florida public community college or have earned 60 semester hours of college credit at any other accredited institution at an acceptable performance level to be considered for admission.

Students with an Associate in Science degree or 60 semester hours will be accepted, but must complete the University's Core Curriculum (UCC) requirements before the bachelor's degree can be awarded.

To qualify for admission to the program, FIU undergraduates must have completed 60 semester hours, including all CLAS requirements, and have an overall GPA of 2.0 or better.

Common Prerequisite Courses and Equivalencies

Courses which form part of the statewide articulation between the State University System and the Community College System will fulfill the Lower Division Common Prerequisites.

For generic course substitutions/equivalencies for Common Program Prerequisites offered at community colleges, state colleges, or state universities, visit: <http://facts.org>. See Common Prerequisite Manual.

Common Prerequisite

POS 2041/2042 American Government

Lower Division Preparation

It is recommended that applicants complete the Associate in Arts degree (60 semester hours) in the lower division and the University Core Curriculum (UCC) requirements.

It is required that students complete a course in American Government. Three credits in History, and three credits in Public Administration are recommended.

Upper Division Program

Students must complete 60 credit hours at the 3000 level or greater.

Students must complete the following requirements:

1. Twelve core courses. (36 credits)
2. Four courses (12 credits) in an administrative area of concentration to be taken within or outside the Program, with prior permission from the advisor.
3. A three credit seminar, PAD 4934 (Integrative Seminar in Public Administration).
4. Students must earn a grade of 'C' or higher in each of the 12 core courses, in the concentration electives, and in the general electives. A 'C-' is not acceptable and must be repeated.

Students are strongly encouraged to enroll in PAD 3003, PAD 4704, and PAD 4723 during the first 24 hours of upper-division coursework.

Core Courses: (36)

PAD 3003	Introduction to Public Administration	3
PAD 3034	Policy Development and Implementation	3
PAD 3802	Introduction to Urban and Regional Studies	3
PAD 4704	Applied Statistics for Policy and Management	3
PAD 4723	Applied Research Methods for Policy and Management	3
PAD 3804	Government and Administration of Metropolitan Areas	3
PAD 4223	Public Sector Budgeting	3
PAD 4712	IT and E-government for Public Managers	3
PAD 4141	Citizen Participation and Community Empowerment	3
PAD 3438	Communication Skills for Policy and Management	3
PAD 4046	Values, Ethics, and Conflict Resolution	3
PAD 4934	Integrative Seminar	3

Concentration Electives: (12)

Students are required to take 12 credits of upper-division coursework from the following departments: Public Administration; Global and Sociocultural Studies; Criminal Justice; and Politics and International Relations, with no more than six hours from any one of these programs. These courses may constitute part of a minor or a certificate program in another department. Such a minor or certificate program must be pre-approved by the undergraduate advisor and be relevant to the chosen administrative area of concentration.

General Electives: (12)

Students are required to take 12 hours of upper-division courses. Students may petition the undergraduate advisor for inclusion of lower division credit. Students with no relevant public or nonprofit experience are encouraged to register for an appropriate internship (PAD 4940) for elective credits.

Minor in Public Administration

A five-course minor in Public Administration is available to baccalaureate degree-seeking students who are interested in careers in public service. The courses that comprise this minor will provide students with the opportunity to develop specialized skills in such areas as

urban administration, organizational change, personnel management, and budgeting and financial management.

Requirements

Fifteen semester hours in Public Administration. Classes are to be selected from the following course list:

PAD 3033	Administrators and the Legislative Process	3
PAD 3034	Policy Development and Implementation	3
PAD 3430	Personal Growth and Organizational Development	3
PAD 3804	Government and Administration of Metropolitan Areas	3
PAD 3834	International Comparative Administration	3
PAD 4046	Values, Ethics, and Conflict Resolution	3
PAD 4140	Introduction to Management of Public and Nonprofit Organizations	3
PAD 4712	IT and E-Government	3
PAD 4442	Public Relations	3
PAD 4301	Planning, Performance, and Accountability	3
PAD 4141	Citizen Participation	3
PAD 3802	Introduction to Urban and Regional Studies	3
PAD 3251C	Applied Economics for Public Managers	3
PAD 4103	Politics of Administrative Organization	3
PAD 4223	Public Sector Budgeting	3
PAD 4414	Personnel Skills for Administrators	3
PAD 4432	Administrative Leadership and Behavior	3
PAD 4603	Administrative Law	3

Criminal Justice and Health Services majors cannot use core courses towards their minor.

You may choose other courses from the list provided in the Undergraduate Catalog; however, the following five courses are highly recommended to complete your minor:

PAD 4223	Public Sector Budgeting
PAD 4414	Personnel Skills for Administrators
PAD 3804	Government and Administration of Metropolitan Areas

Students must contact the department from which the student wishes to receive the minor when they apply for graduation. This will ensure that the minor will be posted on the transcript.

Course Descriptions

Definition of Prefixes

PAD-Public Administration; URS-Urban and Regional Studies

PAD 3003 Introduction to Public Administration (3). The course will provide an overview of the field of public administration by focusing on its development and importance in modern government operations. The course will also review operation of government at local, state, and federal levels.

PAD 3033 Administrators and the Legislative Process (3). A study of executive-legislative interactions; the impact of legislation and legislative processes on administrative policy decision-making and implementation; the influence of administration on the legislative process.

PAD 3034 Policy Development and Implementation (3). Examines the formulation, implementation, and evaluation of governmental efforts at federal, state, and local levels.

PAD 3251C Applied Economics for Public Managers (3). This course provides an introduction to the applied economics of the public sector and the microeconomics of public policy making and administration. It also provides an introduction to cost-benefit & cost-effectiveness analyses.

PAD 3430 Personal Growth and Organizational Development (3). The administrator as a person. Development of interpersonal skills. Self evaluation and career planning. Training and education for the public service sector.

PAD 3431 Exploring Leadership: Yourself, Your Organization and Your Community (3). This course is an interactive exploration of personal leadership development through current theories and models of leadership from three perspectives including individual, group, and society.

PAD 3438 Communication Skills for Policy and Management (3). Designed to enable students to develop oral and written skills required to communicate effectively in organizational and public policy settings.

PAD 3802 Introduction to Urban and Regional Studies (3). An integrated approach to the problems and prospects of metropolitan areas with emphasis on economic, political, social and administrative facets of the urban setting.

PAD 3804 Government and Administration of Metropolitan Areas (3). An intensive analysis of administrative problems in large complex urban areas encompassing many political entities. Examines overlapping relations among municipalities with special attention given to Miami-Dade County as well as current trends in public management and future directions for change.

PAD 3834 International Comparative Administration (3). This course is an introduction to a wide range of scholarly and practical 'applied' interests. Emphasis is on institution-building and development administration, particularly within the Third World countries.

PAD 4046 Values, Ethics, and Conflict Resolution (3). Theories of value: ethical systems and their influence on administration, behavior and process; the administrator as an ethical actor; value conflict and resolution; the philosophical basis of American thought.

PAD 4103 Politics of Administrative Organization (3). The role of political processes in relationship to public organizations and the types of intra-and inter-organizational politics which are unique to public organizations. Effects of these political processes upon organizational performance and their role in promoting or inhibiting organizational change.

PAD 4140 Introduction to Management of Public and Nonprofit Organizations (3). This course addresses fundamental theories and principles of management in public and nonprofit organizations.

PAD 4141 Citizen Participation and Community Empowerment (3). Seminar is for public management students who want to help citizens learn from one another and strengthen the capacity of citizens to solve problems. Political, public administration, sociological, and organizational perspectives will be covered.

PAD 4201 Fiscal Analysis for Public and Nonprofit Service (3). This course is designed to provide the basics of pricing and financial management applicable to public and nonprofit organizations.

PAD 4223 Public Sector Budgeting (3). The theory and practice of various approaches to budgeting, including line-item, performance, PPBS budgeting. Special emphasis on the role of the budget in shaping the program and performance and policy direction of public organizations.

PAD 4301 Planning Performance and Accountability (3). Provides an introduction to the analysis and evaluation of public policies and programs. The main tools and techniques of policy analysis will be discussed. Students will apply techniques to selected policy problems.

PAD 4414 Personnel Skills for Administrators (3). The general nature of public personnel administration; the development of the civil service system; concepts and issues currently applicable at the federal, state, and local levels of government.

PAD 4432 Administrative Leadership and Behavior (3). Designed to expose students to a systematically related set of concepts for diagnosing human behavior in organizations; and to establish a positive value for the analysis of problems involving people, structure, environment, task technology, and situational climate.

PAD 4442 Public Relations for Public Managers (3). Surveys the government mass communication media relationship and then concentrates on the ways in which public managers handle media relations. Emphasis is placed on questions of information handling unique to public organizations.

PAD 4603 Administrative Law (3). Surveys the principles of law from the perspective of the public administrator; administrative procedure; procedural due process; delegation of legislative power; regulatory administration; conflict-of-interest statutes, etc.

PAD 4704 Applied Statistics for Policy & Management (3). The intent of this course is to familiarize students with the basic approaches to social research as applied in public and service settings. Emphasis will be placed on techniques for organizing and presenting data for policy and management decision-making. Prerequisites: PAD 4713 or equivalent.

PAD 4712 IT and E-government for Public Managers (3). Surveys personal and societal value assumptions in the context of the technological society. Examines organizational societal value structures, and the ways in which technology creates rapid change and new alternatives in values. Interrelationship of the past, present, and future is explored.

PAD 4713 Computer Applications for Urban Services (3). The study of computer applications for administrative

analysis of financial and program data with emphasis on design, interface, and data structures.

PAD 4723 Applied Research Methods for Policy & Management (3). Research design, sampling, critical evaluation, basic research ethics, experiments and quasi experiments, reliability and validity surveys, design-implementation, qualitative and quantitative methods, secondary analysis evaluation and presentation.

PAD 4905 Independent Study in Public Administration (1-6). (Normally 3 credit hours) Individual conferences, supervised readings; reports on personal investigations; and similar undertakings. Prerequisites: Senior standing and approval of the faculty member supervising the independent study.

PAD 4934 Integrative Seminar in Public Administration (3). The terminal course of the program. Students will integrate coursework and theory into the analysis of a public policy or public management problem and produce a final seminar paper. Prerequisites: Successful completion of required courses and a total of at least 108 credits.

PAD 4940 Public Administration Internship (3-6). (Normally 3 credit hours) Supervised work experience in a public or quasi-public organization. Involves a variety of professional and technical job duties depending on the agency. Prerequisites: Successful completion of required courses in public administration and approval of internship coordinator.

PAD 4949 Cooperative Education (3). Supervised work experience in public or quasi-public organization. Placement is made through the Office of Cooperative Education. Prerequisites: Completion of required courses in public administration and consent of Chair required.

URS 4931 Current Topics in Urban and Regional Studies (3). In-depth exploration of current, critical topics in the urban arena. Emphasis on multidisciplinary approaches to local issues impacted by increased globalization and competition among cities and regions. May be repeated for credit.