Course Title:
Comparative Administration

Course Number:
PSC 5193-221

Course Description:
After coverage of basic tenants of public administration theory, this course will analyze the political, legal, economic and cultural influences of administrative life and public policies in the U.S. as compared to other advanced industrial democracies. Similarities and contrasts in the bureaucratic functions and structures will be examined and attention given to organization around the chief executive, both centrally and in departments and ministries.

Class Dates, Location and Hours:
Dates: October 30-November 4, 2012
Location: Classes held at Building 2784, Room 301, Kapaun Air Station on Vogelweh Air Base.
Hours: Tue-Fri 6:00-9:30 p.m.; Sat-Sun 8:30 a.m.-4:30 p.m.
Last day to enroll or drop without penalty: October 1, 2012

Site Director:
Kendra Burnside. Assistant: Janee LeFrere. Phone: DSN 480-6807, Civilian 06371-476807; After Hours: 0174-175-4754 or 0151-2414-2807. Fax: 06371-479839; E-mail: apramstein@ou.edu

Professor Contact Information:
Course Professor: Glen S. Krutz, Ph.D.
Mailing Address: The University of Oklahoma
Monnet Hal, Room 101
Norman, OK 73019-4031
Telephone Number: 405-325-5407
Fax Number: 405-325-6419
E-mail Address: gkrutz@ou.edu
Professor availability: The professor will be available via e-mail to students before and after the class sessions. On-site office hours are half an hour before and after each class session, by appointment.

Textbook(s) and Instructional Materials:
Student materials are available at the Follett/AP Bookstore located in the Oklahoma Memorial Union, 900 Asp Ave., Norman, OK. Orders can be placed online at www.oklahomaunion.bkstr.com or by telephone at 866-369-9713 (toll free in the U.S.) or 405-325-5960 (outside the U.S.). E-mail orders may be sent to oklahomaunion@bkstr.com. Representatives are available from 8 a.m. to 6 p.m. CST Monday through Thursday and 8 a.m. to 5 p.m. CST on Friday. Summer hours: 8 a.m. to 4 p.m. CST. Faxed orders may be placed 24 hours a day to 866-223-5607 (toll free in the U.S.) or 405-325-7140 (outside the U.S.).


5.  Materials posted on the OU Desire to Learn (D2L) system: Access D2L at [http://learn.ou.edu](http://learn.ou.edu); enter your OU NetID (4+4) and password, and select course to access material. Please contact your local Site Director if you require assistance.

Note: The Follett/AP Bookstore is the Advanced Programs contractual textbook provider. Should text changes become necessary after publication of the course syllabus, Advanced Programs will facilitate text returns/refunds only for texts purchased through the Follett/AP Bookstore.

**Course Objectives:**

After taking this course, provided they have read thoroughly and participated adequately, students will be able to:

- understand the meaning and basic approaches of comparative analysis.
- utilize the understanding developed in 1. to discover similarities and differences between administrative systems in different countries and regions.
- appreciate the importance of political-administrative culture.
- understand the unique approach of the U.S. in administrative life compared to other nation-states.
- understand the impact of institutional design on public policy outputs.
- grapple with the underlying influences of bureaucratic life on persons who work in administrative agencies and, alternatively, the ways in which administrative agencies spawn innovation.

**Assignments, Grading and Due Dates:**

**Readings:**

Students are asked to read all four books prior to the first class meeting. This is something that will take several hours over several days to accomplish. Doing so will prepare you to engage class material and discussions, as well as to perform well on the various assignments. The Peters book is the core textbook, while the other books are “niche” books that explore specific aspects of comparative administration in more detail. That means that it would be wise to begin with Peters, which is written densely like all textbooks. The upside to the denseness of the book is that students will get a good once-over of the entire subject area of comparative administration from Peters. With this grounding, they will be ready to explore more ambitious topics. Next, move to Adolino and Blake’s book on comparative public policy. The last two books engage the question of whether bureaucratic life and bureaucracies is/are bad (Hummell) or good (Goodsell). Hummel’s book might be called an administrative psycho-analysis, while Goodsell comes off somewhat as the cheerleader of public administrative life. While their anecdotes relate most directly to the U.S. context, Hummel’s work and Goodsell’s approach provide a richness that can be extended to the comparative sphere.

All of the books, as students will see when they read them in advance of the class, will provide much food for thought and discussion.

**Pre-course assignment:**

After familiarizing themselves with the four books, students should write 4 double-spaced pages (1 inch margins, 12 pt font) for each of the following questions (3 questions X 4 pages each=total of 12 pages):
(1) What is comparative public administration? How does politics factor into it? In what ways has comparative PA changed over time? Finally, name and discuss 2 notable challenges to public administration going forward.

(2) Why are health care policy, social policy, education policy and environmental policy characteristic for a twentieth century welfare state government? Position the six countries studied in the Adolino and Blake book on a continuum from most developed to least developed welfare state, and substantiate for each why you placed them in that position.

(3) What is wrong with government bureaucracy and what is right with it? Be sure to present both Hummel’s thesis and Goodsell’s argument in answering this question. Also, discuss potential reforms that might help improve government.

**Small group exercise:**

To apply what they will have learned in class sessions, students will meet in small groups to examine an in-depth case study of comparative administration (the case studies will be provided in class and time will be provided to review them). The exercise will involve grappling with and answering several questions related to the case study and submitting one response for your group. This exercise, which students should find enjoyable, will be done entirely in-class and no advance preparation is required.

**Final exam:**

Students will take an in-class, closed-book and closed-note written exam. The examination will test students’ descriptive knowledge about class topics and require a good deal of analysis as well.

The three sections of the exam, which will be described in more detail on the first day of class, are:

(1) short answers, (2) arguments, and (3) essays.

**Post-course assignment:**

After we finish with our class sessions and the exam, students will (individually) research and write a short term paper (6-7 double-spaced pages with 12 pt font and 1 inch margins).

Students will be employing the comparative method to analyze one of two options:

(a) picking a specific policy area and an administrative program in that area, and then comparing how two different countries from the Adolino and Blake book go about their program.

(b) picking two countries and comparing how the two differ in terms of executive-legislative power vis-à-vis the government bureaucracy.

The paper should be emailed to the professor (gkrutz@ou.edu) within one week of the class ending (by, Sunday November 11, 2012 at 11:59pm Central standard time). The instructor will reply “Got it, thanks” if the email was received and the attachment was successfully opened.

**Grading:**

This is a letter-graded course: A, B, C, D, or F. A=90% or above; B=80-90%; C=70-80%; D=60-70%; F=below 60%

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Portion of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read all 4 books</td>
<td>Prior to first class meeting</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Participation</td>
<td>Throughout class</td>
<td>10%</td>
</tr>
<tr>
<td>Pre-course assignment</td>
<td>First class meeting</td>
<td>20%</td>
</tr>
<tr>
<td>Small group exercise</td>
<td>In class</td>
<td>20%</td>
</tr>
<tr>
<td>Final exam</td>
<td>Last day of class</td>
<td>30%</td>
</tr>
<tr>
<td>Post-course assignment</td>
<td>1 week after class by e-mail</td>
<td>20%</td>
</tr>
</tbody>
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NOTICE: Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.
POLICIES AND NOTICES

Attendance/Grade Policy

Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc. are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution’s policy regarding “I” (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy.

Students who receive Financial Aid must resolve/complete any “I” (Incomplete) grades by the end of the term or he/she may be placed on “financial aid probation.” If the “I” grade is not resolved/completed by the end of the following term, the student’s Financial Aid may be suspended make the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Honesty

Honesty is a fundamental precept in all academic activities and … [you] have a special obligation to observe the highest standards of honesty. Academic misconduct in any form is inimical to the purposes and functions of the University and is therefore unacceptable and is rigorously proscribed. Academic misconduct includes:

cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; assisting others in any such act; or attempting to engage in such acts.

All acts of academic misconduct will be reported and adjudicated as prescribed by the student code of the University of Oklahoma. All students should review the “Student’s Guide to Academic Integrity” found at http://www.ou.edu/provost/integrity

Accommodation Statement

The College of Continuing Education [Advanced Programs] is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your OU Site Director.

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course. Advanced Programs does not provide duplicating services or office supplies.

Copyright

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

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INSTRUCTOR VITA
Glen S. Krutz, Ph.D.

Education
- 1999  Ph.D., Texas A&M University
- 1993  M.P.A., University of Nevada, Reno
- 1990  B.A., University of Nevada, Reno

Current Positions
- Advanced Programs Professor since 2003
- Professor of Political Science, University of Oklahoma, since 2009
- Associate Director, Carl Albert Congressional Research Center, since 2005
- Associate Professor of Political Science, University of Oklahoma, 2005-2009
- Assistant Professor of Political Science, University of Oklahoma, 2002-2005
- Assistant Professor of Political Science, Arizona State University, 1999-2002
- Director, ASU-in-Washington Program, Arizona State University, 2000-2002

Frequently Taught Advanced Programs Courses
- PSC 5193 Comparative Administration
- PSC 5123 The Making of American Foreign Policy

Major Areas of Teaching and Research Interest
- Agenda-setting in public policy
- Legislative institutions
- Inter-branch relations
- Institutional change

Representative Publications and Presentations

Representative Honors and Awards Received
- Patrick Fett Award for Best Paper on the Scientific Study of Congress and the Presidency, 2007, Midwest
- Political Science Association.
- Teacher of the Year Award, Department of Political Science, Arizona State University, 2002.
- Dirksen Congressional Center Research Award, 1999.
- Who’s Who in America, various years.

Major Professional Affiliations
- American Political Science Association (sections: Public Policy; Legislative Studies; Presidency Research)
- American Society for Public Administration (sections: The Association on Budgeting and Financial Management; Section on Environmental and Natural Resources Administration)
- Midwest Political Science Association
- Southern Political Science Association