

Course Unit	Administrative Science	Field of study	Public Administration
Bachelor in	Public Management and Administration	School	School of Public Management, Communication and Tourism
Academic Year	2023/2024	Year of study	1
Type	Semestral	Semester	1
Workload (hours)	162	Contact hours	T - 60 TP - 60 PL - TC - S - E - OT 20 O -
		Level	1-1
		ECTS credits	6.0
		Code	9165-315-1101-00-23

T - Lectures; TP - Lectures and problem-solving; PL - Problem-solving, project or laboratory; TC - Fieldwork; S - Seminar; E - Placement; OT - Tutorial; O - Other

Name(s) of lecturer(s) **Bernadete de Lourdes Bittencourt**

### Learning outcomes and competences

At the end of the course unit the learner is expected to be able to:

1. Understand different models of organizational framework.
2. Analyze models of organizational configuration.
3. Analyze human factor as element of organizations efficiency.
4. Enhance informal component of organizations.

### Prerequisites

Not applicable

### Course contents

The Study of Science Public Administration | Fundamentals of Public Management | Classic Traditions of Management Thought | Organizations Interventionist Perspective | Bureaucracy Theory | The Organizational Context | The Scientific Fields of Public Administration | The Dynamics of Administrative Science.

### Course contents (extended version)

1. The Study of Science Public Administration
  - The Evolution of the Field
  - Evolution of Public Administration in Europe and USA
  - Teaching of Public Administration in Portugal
2. Fundamentals of Public Management
  - The Differences among Private Management
  - The Administrative Environment
  - The Political Action of Public Management
3. Classic Traditions of Management Thought
  - Taylor: Scientific Management
  - Scientific Work Management. Principles of Scientific Management
  - Fayol: Administrative Theory
  - The Luther Gulick Contribute: Public Administration Implications
4. Organizations Interventionist Perspective
  - Administrative Dynamic - Informal Organizations
  - Relationship Human Theory. The Hawthorne Experience. Organizations as Social Systems
  - Organizations and Groups Dynamic
  - Motivation and Leadership
  - Administration Neoclassic Theory
5. Bureaucracy Theory
  - The Bureaucracy by Weber
  - Bureaucracy Models
  - Bureaucracy and Normative Structure
  - Bureaucracy and Innovation
  - Lipsky and the Concept of "Street-level bureaucracy"
  - Defending the Bureaucracy
6. The Organizational Context
  - The Organizations and the Environment Variable
  - Studies of Burns and Stalker, Lawrence and Lorsch and Miles e Snow
  - Motivation and Satisfaction
  - The Human Factor and the Leadership
  - Dynamics and Structure of Formal Organizations
7. The Scientific Fields of Public Administration
  - Differences with Private Management
  - The Effects of Politics
  - Ethical Values of Public Administration
8. The Dynamics of Administrative Science
  - The Administrative Thoughts
  - The Art of the State
  - Governing Trade-off

### Recommended reading

1. Bilhim, J. (2014). Ciências da administração. (1.ª ed.). Lisboa: ISCSP. ISBN: 978-989-646-087-7.
2. Bilhim, J. (2013). Teoria organizacional: estruturas e pessoas. (7.ª ed.). Lisboa: ISCSP. ISBN: 978-989-646-086-0.
3. Caetano, A.; Neves, J. & Ferreira, J. M. C. (2020). Psicossociologia das Organizações. (1.ª ed). Edições Sílabo, Lda. ISBN: 9789895611294.
4. Shafritz, J. (2016). Classics of public administration. Cengage Learning. ISBN-10: 1111342741.

### Teaching and learning methods

Discussion and analysis of programmatical subjects with interpretation of real and practical situations.

### Assessment methods

1. Continuous Evaluation - (Regular, Student Worker) (Final, Supplementary)

**Assessment methods**

- Intermediate Written Test - 30%
  - Intermediate Written Test - 35%
  - Practical Work - 35%
2. Final Exam - (Regular, Student Worker) (Final, Supplementary, Special)
    - Final Written Exam - 100%
  3. Incoming Students - (Regular) (Final, Supplementary)
    - Practical Work - 100% (Analyze and discussion of 3 scientific papers)

**Language of instruction**

Portuguese, with additional English support for foreign students.

**Electronic validation**

Bernadete de Lourdes Bittencourt	Claudia Cristina Silva Costa	Catarina Alexandra Alves Fernandes	Luisa Margarida Barata Lopes
14-10-2023	13-11-2023	13-11-2023	11-12-2023