



State of New Jersey  
GLASSBORO STATE COLLEGE  
GLASSBORO, NEW JERSEY 08028

OFFICE OF THE VICE PRESIDENT  
FOR ACADEMIC AFFAIRS

July 9, 1981

TO: All Concerned

FROM: Lawson J. Brown  
*LJB*

There is an approved Concentration in Public Administration with Dr. Eva Aronfreed as Coordinator. When the Board of Trustees approved the undergraduate Area of Study Certificate, Dr. Aronfreed requested that the certificate be available to students in the Public Administration Program. An informal check by Dr. Aronfreed with the Chairperson of the Curriculum Committee and the Vice President for Academic Affairs indicated that in their opinion the program met the criteria for the Area of Study Certificate. However, Dr. Aronfreed did not understand that a proposal needed to be submitted to the Curriculum Committee to obtain official approval. As a result of this misunderstanding some students are taking the courses in the belief that they will be awarded the Area of Study Certificate. Due to this misunderstanding and in order not to jeopardize the work of students, the attached program in Public Administration has temporary approval for students who took courses in the Spring 1981 Term and are enrolled in the Fall 1981 Term to be awarded the Area of Study Certificate upon completion of all requirements. For Public Administration to receive the full approval, Dr. Aronfreed must present the request to the Curriculum Committee during the 1981 Fall Term.

LJB/bos

Distribution:

Dr. Aronfreed  
Dean Beebe  
President Chamberlain  
Dr. O'Day  
Mr. Salati

Att.

CURRICULUM



**State of New Jersey**

**GLASSBORO STATE COLLEGE  
GLASSBORO, NEW JERSEY 08028**

ADMINISTRATIVE STUDIES DEPARTMENT  
(609) 445-6025

January 8, 1982

To: Dr. Lawson J. Brown, Vice President for Academic Affairs  
From: Leo C. Beebe, Dean of Administrative Studies  
Subj: The State of The Concentration in Public Administration

In reply to your request for a report on the Public Administration Concentration, I am forwarding the following information received from Dr. Eva Aronfreed, Coordinator of the program, with additional data from the file and some observations of my own.

Enrollment

In the three years since the inception of the program, thirty students have been enrolled in the Public Administration Concentration, while some twenty six have been graduated, according to Dr. Aronfreed.

Enrollment and graduation in the Concentration -- summarized in exhibits A and B respectively -- are projected to approximate the three-year average of ten students each in the spring term 1982.

By spring '82, cumulative enrollment in Public Administration courses in three and a half years -- including undeclared students as well as those enrolled in the Concentration -- will have reached the level of 115 full-time equivalents, equal to about two percent of all Administrative Studies FTEs in the period. Exhibit A shows that the Public Administration share of divisional FTEs peaked at 3.7 percent in the fall of 1979, but Public Administration growth failed to keep pace with the Division and dropped back to 2.2 percent of the total by fall '80.

The enrollment summary also shows that two of the courses in the Public Administration Concentration -- Public Administration and Public Personnel Administration -- have consistently attracted attendance at or near the divisional average, while Local Government Finance and Public Policy Administration have enjoyed healthy increases over the period. The other numbers are not impressive, but the Internships have been taken for as many as 12 credits and have provided enriching experiences.

### Source of Students

Students come to Public Administration from "all major disciplines . . . thirty percent from Administrative Studies, 35 percent from Political Science, and the rest from History, Geography, Law/Justice, Communications, and Health Education," according to Dr. Aronfreed. Two-thirds of the students are full-time, one-third part-time, the latter taking courses mainly in the evening "to sharpen their skills in governmental work."

It should be noted that Administrative Studies majors who complete the required 24 credits in Public Administration receive a BS in Business Administration with a Specialization in Public Administration, rather than the Concentration awarded to all other majors who complete the program. In a survey in the spring of 1981 (exhibit C) about two percent of the students in Business Administration said they had declared, or would declare, themselves candidates for the Specialization in Public Administration.

### Internships

Commenting on the significance of internship activity in Public Administration, Dr. Aronfreed said, "Our internships have been highly successful . . . we have continued to place our interns in meaningful situations, such as in Washington (executive agencies, public interest groups, etc.) and in New Jersey and Pennsylvania in such programs as community programs in offices of national senators and congressmen, as well as with state legislators. Additionally, several of our interns were placed in community health administrations. This past term two of our interns served with the Gloucester County Board of Freeholders. Also, several served with state and local judicial agencies.

"Both students and supervisors have indicated great satisfaction in the internships. Supervisors expressed, in their evaluation forms, the desire to have more of our interns. Students have brought to my attention the fact that these internships have been of utmost help to them in being exposed to the practicalities of public administration.

"Supervisors, in answering our evaluation forms, indicated that they were pleased with the preparation in knowledge of all facets of public administration these students received at the College.

"About one-sixth of our interns were already employed full-time in the situations in which they received internship credits (they had to supplement this with additional readings in Public Administration)."

### Administration/Instruction

The program is administered by Professor Eva Aronfreed, who has a Ph.D. in Political Science with a specialization in Public Administration. She also has had extensive experience in governmental administration and has published and served as a consultant to a number of agencies.

Dr. Lawson J. Brown  
Page 3  
January 8, 1982

Dr. Aronfreed teaches nine credit hours each semester -- with emphasis on the Seminar and Internships -- and receives three hours release time each semester to devote to her duties as Coordinator of the Concentration.

Additional instruction in the core courses is provided by two adjuncts -- one a Ph.D. in Political Science with extensive teaching experience in community colleges, the other a candidate for the Ph.D. in Political Science who also has had teaching experience. Public Administration electives are taught by the faculty in the Political Science/Economics Department.

An Advisory Committee representing other academic disciplines was active in the formulation and launching of the Public Administration program but has not met since then. Committee membership is shown in exhibit D.

### Promotional Activities

Dr. Aronfreed has undertaken a number of activities to promote interest and enrollment in the Public Administration Concentration.

A brochure describing the program (exhibit E) has been mailed to prospective students within and outside of the College. News and feature stories has appeared in the public press and internal media. Special presentations have been made by the Coordinator, Dean and Chairpersons at College open-house programs and recruitment sessions.

The Area of Study Certificate Program in Public Administration was promoted in mailings to freeholder chairpersons in South Jersey, resulting in enrollments of a mayor, director of finance and other local government personnel.

Adjunct instructor, Rudolph Pasler, Ph.D., has been particularly effective in inducing his students from Salem Community College, where he is employed full-time, to enroll in his courses at Glassboro State College.

In addition to these direct promotional activities, the Public Administration Concentration, under Dr. Aronfreed's leadership, co-sponsored at Glassboro State College two dinner meetings of the New Jersey Chapter of the American Society for Public Administration, attended by faculty, students, members of the organization, and state and local officials.

Dr. Aronfreed also has served on the Executive Council of the New Jersey Chapter of ASPA and as a member of the advisory group of the Public Administrative Times, ASPA bi-weekly with national circulation to public administrators on all levels of government, public administration schools and teachers, and private sector personnel involved in governmental activity.

### Plans

Reflecting on the progress that has been made in Public Administration under her leadership, Dr. Aronfreed said, "I am pleased with the growth and interest of

Dr. Lawson-J. Brown  
Page 4  
January 8, 1982

students in the Public Administration area." She noted that all of the students who have completed the Seminar also have been graduated, and indicated her expectation that an additional 14 students will have been graduated by the end of the second semester this year.

Notwithstanding this progress, Dr. Aronfreed reported that although eight new students signed up for the program in the fall semester, others were hesitant "due to the fact that I was resigning June 1982 and there seems to be no information concerning the future of the program."

Understandably, the prospect of Dr. Aronfreed's retirement in June has inspired speculation as to the future of the Public Administration program. The Division is on record in the College Institutional Planning document with the intention of developing the program into a full-blown major, offering a BS in Public Administration.

The fact that one job in five today in America is a government job is a powerful argument for upgrading the Public Administration program to major status. There are those who would have us do so immediately. However, the modest student response to date strongly suggests that some further testing be done before the requisite investments are made to create the new major.

The Division proposes that the Public Administration program be reaffirmed in its present format and that the public search for a successor to the incumbent Coordinator proceed forthwith.

# # # #

LCB/shc

cc: Dr. William L. Enslin

ENROLLMENT IN PUBLIC ADMINISTRATION CONCENTRATION  
 SPRING 1979 - SPRING 1982

Exhibit A

Course	1979			1980			1981			1982*	Total
	Spring	Summer	Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring	
Public Admin.	-	-	78	20	-	52	-	-	50	-	200
Local Gov't Fin.	9	-	-	20	-	-	14	-	-	18	61
Seminar in P.A.	5	-	-	16	-	-	9	-	-	10	40
Admin Law/Reg Process	18	-	-	18	-	-	18	-	-	12	66
Internship in Pub Admin	10	8	3	8	5	9	6	10	3	8	70
Public Personnel Admin	-	-	37	-	-	43	-	-	26	-	106
Intergov't Rel	14	-	-	17	-	-	-	-	-	-	31
Public Policy Admin	-	-	13	-	-	-	-	-	18	-	31
City Mgmt (new course as of spring '81)	-	-	-	-	-	-	10	-	-	-	10
<hr/>											
Total Enrollment	56	8	131	99	5	104	57	10	97	48	615
Public Admin FTE	10.5		24.5	18.5		19.5	10.6		18.1	9.0	115.3
Admin Studies FTE	791		779	768		794	781		792	775	5480
PA FTE % AS FTE	1.3		3.1	2.4		2.4	1.3		2.2	1.1	2.1

GRADUATES WITH THE CONCENTRATION  
IN PUBLIC ADMINISTRATION

<u>Major</u>	<u>Spring '79</u>	<u>Spring '80</u>	<u>Spring '81</u>	<u>Spring '82</u>
Political Science	3	2	3	
Administrative Studies **	2	3	3	
Law/Justice	1	-	2	
Geography	-	1	-	
History	-	1	-	
Health Education	<u>-</u>	<u>1</u>	<u>1</u>	<u>    </u>
Total	6	8	9	11 *

\* Forecast

\*\* Administrative Studies Students receive a Specialization in Public Administration rather than the Concentration.

ADMINISTRATIVE STUDIES MAJORS  
BY SPECIALIZATION  
SPRING SEMESTER 1981

<u>SPECIALIZATION</u>	<u>NUMBER OF MAJORS</u>	<u>% OF TOTAL</u>
Accounting & Finance	571	39
. Accounting	514	
. Finance	57	
Management	349	24
. Personnel Management	163	
. Industrial Management	82	
. MIS	75	
. Public Administration	29	
Marketing	387	26
. Marketing	291	
. Small Business Mgmt	77	
. Retailing	19	
Undecided	<u>174</u>	<u>11</u>
TOTAL	1481	100

PUBLIC ADMINISTRATION CONCENTRATION  
ADVISORY COMMITTEE \*

Dr. Eva Aronfreed	-	Administrative Studies
Dr. Raymond Barrett	-	Administrative Studies
Professor Maurice Blanken	-	Political Science/Economics
Professor Wade Currier	-	Geography/Anthropology
Olney England	-	Community Field Services
Dr. John Meyers	-	Sociology
Dr. Herbert Richardson	-	History
Dr. Linda Ross	-	Administrative Studies
Professor Anthony Salerno	-	Law/Justice
Dr. Patricia Sparks	-	Life Sciences

\* Original Committee - approved 10-18-78

**E Human Services:**

0506.352	Health Administration I
0506.353	Health Administration II
2208.221	Social Problems
2208.223	The Sociology of Social Welfare
2208.230	The Sociology of Minority Groups
2208.323	The Sociology of Social Work
2208.423	Political Sociology
4903.320	Recreation and Environmental Quality

For further information, write or phone:

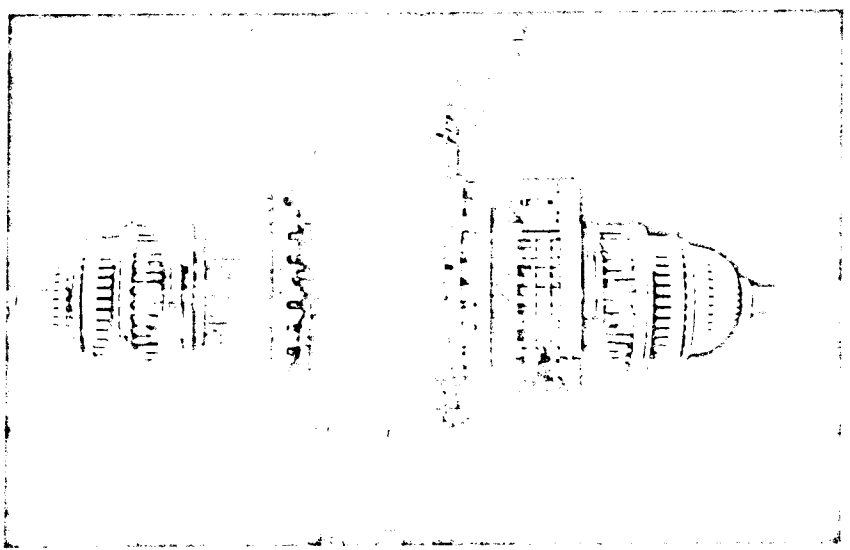
Dr. Eva Aronfreed, Coordinator  
 Public Administration Concentration  
 Administrative Studies Division  
 Bunce Hall  
 Glassboro State College  
 Glassboro, N.J. 08028  
 Phone (609) 445-6037 or 6027

Glassboro State College is an academic  
 community open to qualified men and  
 women regardless of race, physical  
 handicap, religion, color or national  
 origin.

12-93

Administrative Studies Division  
 Bunce Hall  
 Glassboro State College  
 Glassboro, N.J. 08028

# Public Administration Concentration at Glassboro State College



# The Opportunities

# The Program

Glassboro State College now offers a Concentration in Public Administration for students interested in a career in government on either local, state, or federal level, as well as in related public service agencies.

Today, more than 20 percent of the labor force is employed in some area of government. Projections of the U.S. Department of Labor predict that public administration is the field most likely to expand in employment opportunities within the next few years.

A number of areas in public administration are increasing: health services, public transportation, urban planning and renewal, police and fire protection, environment and education. All these functions require services not only of specialists in particular areas such as medicine, education, housing, and law enforcement but also of administrators, budget analysts, accountants, personnel managers and computer science personnel.

Approximately four-fifths of people in government or related public services are employed on state and local levels in administrative positions and in such projects as community action, youth development and manpower administration. Municipalities are forced to look for expertise in governmental administration that is best supplied by people trained in programs of public administration. The Federal government presents more opportunities in a greater variety of areas and positions.

The Concentration in Public Administration is open to all students, regardless of major. A total of 24 semester hours is required to complete the concentration.

The program offers courses necessary to the basic understanding of public administration. Internships are mandatory and provide the student with direct participation in a government agency, offering the student the opportunity to integrate course knowledge with field experience. Two electives in other areas in public administration complete the 24 semester hours work towards the concentration.

Students taking public administration as a specialization of the political science major or of the administrative studies major can aim for the concentration by taking additional work to total 24 semester hours. Although there are basic courses, internships and electives will be tailored to meet the needs and goals of students, based on their past experiences.

Areas of Interest: ..... 6 S.H.  
(Not in major)

## A. Planning:

2206.353	City Planning I
2206.354	City Planning II
2206.314	Spatial Analysis for Human Geography
2206.355	Metropolitan-Regional Planning
2206.310	Land Use and Resource Development
2206.303	Political Geography
2206.313	Geography of Transportation

## B. Urban Studies

2214.230	Urban Politics and Theory
2214.321	Comparative Urban Government and Administration
2214.322	The Federal System and Urban Areas
2214.323	Politics of Race, Poverty, and Welfare in Urban Areas
4930.319	Ecology and Urban Problems
2205.334	Urban History of the United States
2206.302	Urban Geography
2208.320	Urban Sociology
2204.360	Urban Economics

## C. Public Affairs and Government:

2102.350	City Management I
2102.351	City Management II
2102.410	Public Policy and Administration
2102.411	Public Personnel Administration
2102.413	Intergovernmental Relations
2105.475	Police Administration
2105.476	Correctional Administration
2207.300	The Presidency
2207.305	The Legislative Process
4903.318	Politics of Ecology

## D. Finance and Budget:

2204.211	Environmental Economics
2204.330	Government and Business
2204.345	Labor Economics
2102.414	Governmental Budgeting as a Policy Instrument
2206.301	Economic Geography

## Core Courses: ..... 12 S.H.

2102.330	Public Administration
2102.412	Administrative Law and the Regulatory Process
Either: 2204.315	Economics in the Public Sector
or 2102.353	Local Governmental Finance
2102.401	Seminar in Public Administration
Internship.....	6 S.H.

Either  
2102.490 Internship in Public Administration

or

Internship supervised by an appropriate discipline (must be approved by Public Administration Coordinator)

PROPOSAL FOR PUBLIC ADMINISTRATION CONCENTRATION

I. A. Title of Concentration: PUBLIC ADMINISTRATION

B. <u>Sponsors:</u>	Dr. Eva Aronfreed	Administrative Studies
	Dr. Raymond Barrett	" "
	Prof. Maurice Blanken	Political Science/Economics
	Prof. Wade Currier	Geography/Anthropology
	Olney England	Community Field Services
	Dr. John Myers	Sociology
	Dr. Herbert Richardson	History
	Dr. Linda Ross	Administrative Studies
	Prof. Anthony Salerno	Law/Justice
	Dr. Patricia Sparks	Life Sciences

II. Essence of the Concentration:

A. Type of Program: Undergraduate and multi-disciplinary

B. Size of Concentration: 24 Semester Hours

C. Location and Relationship to Curriculum: This concentration is available to students in all majors and may be used as electives or as part of the general education requirements.

D. Prerequisites or eligibility: Since public administration is involved with governmental institutions, it is necessary that the student have knowledge of the American governmental systems. Therefore, before entering upon this concentration, the student should have taken either American Government, or State and Local Government. Other prerequisites, if required by individual courses, should be observed.

E. Suggested time and scale of implementation: Fall 1978, although courses included in the concentration have been and are being offered at this time.

III. Other details:

A. Objectives of the Concentration:

1. To provide our students with an additional field upon graduation;
2. To provide public agencies and communities with personnel trained in public administration techniques and theories;

3. To provide students with indepth knowledge in various program areas such as public health, planning, public welfare, labor, transportation, environmental and urban affairs;
4. To provide those already in the field of public administration with new techniques and theories; and
5. To provide students with essential theoretical and practical background to pursue graduate work in such areas as law, public administration, urban affairs, public health and social work.

B. Structure of Concentraion:

1. <u>Core Courses</u>	12 S.H.	
a. 2102.330	Public Administration	3 S.H.
b. 2102.412	Administrative Law and the Regulatory Process	3 S.H.
c. Either:		
2204.315	Economics in the Public Sector	
or		3 S.H.
2102.353	Local Governmental Finance	
d. 2102.401	Seminar in Public Administration	3 S.H.
2. <u>Internship</u>	6 S.H.	
Either		
2102.490	Internship in Public Administration	
Or		6 S.H.*
	Internship supervised by an appropriate discipline (must be approved by Public Administration Coordinator)	

---

\*Internship cannot be less than 6 S.H. If the student wishes either 9 or 12 S.H., these additional credits must be listed under an Elective Bank of the major program.

NOTE

Under exceptional circumstances, the internship may be waived by the coordinator on the basis of appropriate prior experience such as

- (1) Working in an appropriate public agency;
- (2) Other types of governmental work such as in an administrative capacity for an elected official;
- (3) Prior internship experience in an appropriate area of specialization.

If internship is waived, the student will take two additional courses (6 S.H.) in Areas of Interest.

3. Areas of Interest: (not in major) 6 S.H.

The diversity of backgrounds of students who wish to participate in the Public Administration Concentration calls for a number of areas of interest within the field of Public Administration. These areas of interest are categorized as follows:

- (1) Planning;
- (2) Urban Studies;
- (3) Public Affairs and Government;
- (4) Finance and Budget; and
- (5) Human Services.

(1) Planning:

2206.353	City Planning I
2206.354	City Planning II
2206.314	Spatial Analysis for Human Geography
2206.355	Metropolitan/Regional Planning
2206.310	Land Use and Resource Development
2206.303	Political Geography
2206.313	Geography of Transportation

(2) Urban Studies:

2214.230	Urban Politics and Theory
2214.321	Comparative Urban Government and Administration
2214.322	The Federal System and Urban Areas
2214.323	Politics of Race, Poverty, and Welfare in Urban Areas
4930.319	Ecology and Urban Problems
2205.334	Urban History of the U.S.
2206.302	Urban Geography
2208.320	Urban Sociology
2204.360	Urban Economics

(3) Public Affairs and Government:

2102.350	City Management I
2102.351	City Management II
2102.410	Public Policy and Administration
2102.411	Public Personnel Administration
2102.413	Intergovernmental Relations
2105.475	Police Administration
2105.476	Correctional Administration
4903.318	Politics of Ecology

(4) Finance and Budget:

2204.211	Environmental Economics
2204.330	Government and Business
2204.345	Labor Economics
2102.414	Governmental Budgeting as a Policy Instrument
2206.301	Economic Geography

(5) Human Services:

0506.352	Health Administration I
0506.353	Health Administration II
2208.221	Social Problems
2208.223	The Sociology of Social Welfare
2208.230	The Sociology of Minority Groups
2208.323	The Sociology of Social Work
2208.423	Political Sociology
4903.320	Recreation & Environmental Quality

C. Program Administration: The administration of this program will be under the aegis of the Dean of Administrative Studies; however, the Committee on the Public Administration Concentration, consisting of representatives of the departments concerned, will be involved with the development of new courses when necessary and with the periodic evaluation of the concentration.

D. Resource Utilization:

1. Staff and Resources: present staff and resources of departments concerned are adequate.
2. Library Facilities and Needs: Basic library holdings of the departments concerned are adequate; routine acquisitions by the departments concerned are recommended.
3. Space Needs: No additional needs.

- E. Rationale: This multidisciplinary concentration unifies courses in several disciplines and provides a structure of courses that a student can embark upon towards the desired goal in the field of public administration. This concentration is not a substitute for public administration specializations in Political Science or in Administrative Studies. The students in those specializations can, however, take additional courses to change the specialization into the concentration.
- F. Consultation: All departments involved have participated, through their representative in the Committee, in the development and approval of this concentration. The Committee will continue to cooperate, wherever necessary, in the creation of new courses for this concentration.



State of New Jersey

GLASSBORO STATE COLLEGE  
GLASSBORO, NEW JERSEY 08028

Office of the Vice President  
for Academic Affairs

October 19, 1978

TO: Sponsors of the Public Administration Concentration  
Dr. Eva Aronfreed, Chairperson

FROM: Lawson J. Brown *LJB*  
Vice President for Academic Affairs

President Chamberlain has approved the Public Administration Concentration, and the Board of Trustees endorsed the program at the meeting on October 18, 1978.

Now that all approval processes have been fulfilled, Dean Beebe of Administrative Studies Division is charged with the implementation of the program as provided in Section III C. of the proposal.

A copy of the Board of Trustees' motion endorsing the Public Administration Concentration will be forwarded to you as soon as it is properly typed and certified.

LJB/adm

cc: Dean Beebe  
Dr. Chamberlain



State of New Jersey  
GLASSBORO STATE COLLEGE  
GLASSBORO, NEW JERSEY 08028

Office of the Vice President  
for Academic Affairs

October 19, 1978

TO: Sponsors of the Public Administration Concentration  
Dr. Eva Aronfreed, Chairperson

FROM: Lawson J. Brown *LJB*  
Vice President for Academic Affairs

President Chamberlain has approved the Public Administration Concentration, and the Board of Trustees endorsed the program at the meeting on October 18, 1978.

Now that all approval processes have been fulfilled, Dean Beebe of Administrative Studies Division is charged with the implementation of the program as provided in Section III C. of the proposal.

A copy of the Board of Trustees' motion endorsing the Public Administration Concentration will be forwarded to you as soon as it is properly typed and certified.

LJB/adm

cc: Dean Beebe  
Dr. Chamberlain