

**WAYLAND BAPTIST UNIVERSITY**

**SCHOOL OF BEHAVIORAL & SOCIAL SCIENCES**

**Virtual Campus Syllabus**

**Wayland Mission Statement:** Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

**Course Title, Number, and Section:** PUAD 5340 vc01 Public Administration Capstone

**Term:** Fall 2017 (Aug. 21 - Nov. 4)

**Instructor:** Dr. Richard E. Boyer

**Office Phone Number and WBU Email Address:** (520) 335 -6508 and boyerr@wbu.edu

**Office Hours, Building, and Location:** 8 am – 5 pm (Arizona); Virtual Campus online

**Class Meeting Time and Location:** N/A – Virtual Campus online via Blackboard

**Catalog Description:**An integrated review of the core courses (Ethics, Legal Environment, Public Finance, and Public Administration), combining and applying their principles with public policy process and analysis principles to propose public policy solutions to public administration issues. The course is to be taken in the last or next-to-last semester of a student’s program, after all core courses and most specialization courses have been completed.

**Prerequisites for this course:** (1) ALL the core courses, (2) at least four specialization courses to be complete prior to enrolling, (3) a minimum cumulative GPA of 3.0, (4) earned no grade less than a C and have received no more than six semester hours with a letter grade of a C in the MPA courses that have been completed to date, (5) completed courses taught by at least four different full-time Wayland instructors during the course of this Masters of Public Administration program, and (6) no more than two terms, counting the present term, left to complete the MPA program.

**Required Textbook(s) and/or Required Material(s):** *Public Administration in America* by Milakovich & Gordon, 11th ed. 2013, CENGAGE, ISBN 978-1-111-82801-1

**Optional Materials:** *Pocket Guide to APA Style* by Robert Perrin (3rd Ed.) WADSWORTH/CENGAGE

**Course Outcome Competencies:** Upon completion of this course, each student will be able to:(1)Understand and have a working knowledge of public administration, its terminology, and principles**,** and (2)identify and analyze public administration issues and problems, and are able to propose solutions for public administration issues and problems

**Attendance Requirements:** Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard and student “attendance” in this online course is defined as “weekly participation and attendance (WPA),” which means each student is required to log into the course and spend at least .2 (12 minutes) in the course every week of the 11 week term to avoid being marked absent. The WPA requirement is in addition to and separate from working on and receiving credit for completing course assignments. The WPA will be checked weekly and any student who does not spend at least .2 (12 minutes) in the course for the week being checked will be marked absent for that week. It is the student’s responsibility who has been marked absent, but in fact was not absent to email me within of 3 days of being notified of the absence and state the date and the approximate time that they were in the course and where they spent the time in the course. Any student absent 25% or more; that is marked absent for three (3) or more weeks during the eleven (11) week term, as a general rule will receive an “F” in the course, regardless of their academic standing. The foregoing WPA policy is considered to be part of the university’s attendance policy..

**Statement on Plagiarism and Academic Dishonesty:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**Disability Statement:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university.  The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765.  Documentation of a disability must accompany any request for accommodations.

**Course Requirements and Grading Criteria:**

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| --- | --- | --- | --- | --- | --- |
| Subject of Evaluation | Percentage  | Points |  | Course Grade | Percentage |
| Bio on Open-Discussion Forum | Extra | 5 Bonus Pts. |  | **A** | 90 - 100 |
| Graduate Current Event Analysis (GCEA) | 25% | 100 |  | **B** | 80 -89 |
| Critical Book Analysis (CBA) | 25% | 100 |  | **C** | 70 -79 |
| Quizzes | 25% | 100 |  | **D** | 60 -69 |
| Final Exam | 25% | 100 |  | **F** | Below 60 |
| Totals | 100% | 400 |  | **I** | Incomplete |

**The University has a standard grade scale:** A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long (10 to 15 weeks) term, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

**Student grade appeals:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

**Tentative Schedule:**

**August 21 - September 10 Unit I**

* **Reading:** **Reading:** PART I, Chapters 1 – 3 in ***Public Administration in America***
* **Bio:** post on ***Bio Board*** introducing student to classmates by **August 27th**
* **Pre-Critical Book Analysis (PreCBA) –** select book for Critical Book Analysis and submit CBA cover title page in preparation for CBA assignment in Unit III
* **Current Event Analysis (GCEA):** Submit (i.e. post) GCEA on the Unit I CEA Discussion Board by the end of Unit I.
* **Quiz I:** Complete by the end of the Unit I.

***September 2 - 4 Labor Day} no assignments due; students may work on the course at their option.***

**September 11 - September 24 Unit II**

* **Reading:** PART II, Chapters 4 – 6 in ***Public Administration in America***
* **Quiz II:** Complete byend of the Unit.

**September 25 - October 15 Unit III**

* **Reading:** **Reading:** PART III, Chapters 7 – 9 in ***Public Administration in America***
* **Critical Book Analysis:** Submit soft copy of Critical Book Analysis (CBA) by the end of Unit III**.**
* **Quiz:** Complete by the end of the Unit

**October 16- October 28 Unit IV**

* **Reading:** PART IV, Chapters 10 – 12 in ***Public Administration in America***
* **Quiz:** Complete by the end of the Unit.

**October 28 - November 4 Unit V**

**Course Final Exam:** Complete traditional final exam composed of multiple-choice questions taken from the unit quizzes two hours in length by the end of **Unit V**.