

**WAYLAND BAPTIST UNIVERSITY**

**SCHOOL OF BEHAVIORAL & SOCIAL SCIENCES**

**Virtual Campus**

**Public Administration Capstone PUAD 5340 vc01 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 Section vc01- Public Administration Capstone

**Term:** Fall 2018 (8/20 – 11/3)

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

**Office Phone Number and WBU Email Address:** 760 645 0225 and the [boyerr@WBU.edu](mailto:boyerr@WBU.edu)

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

**Class Meeting Time and Location:** Virtual Campus online 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.

**Prerequisite: (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 course 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):** Milakovich & Gordon, *Public Administration in America* 11th ed. CENGAGE ISBN 978-1-111-82801-1 (2013). **Please note for your convenience the following link is provided for you at your option to order your books from the Wayland bookstore =** [**https://bookstore.wbu.edu/**](https://bookstore.wbu.edu/)

**Optional Materials:** *Robert Perrin’s Pocket Guide to APA Style* (6th ed.); CENGAGE; ISBN-13: 978-1305969698 and ISBN-10: 1305969693

**Course Outcome Competencies:** Upon completion of this course, each student will be able to:

* Have a working knowledge of public administration, its terminology, and principles
* Identify and analyze public administration issues and problems, and
* Propose solutions for public administration issues and problems

**Attendance Requirements for WBU online (Virtual Campus) -** Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given term is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a 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.

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| **Subject of Evaluation** | **Percentage** | **Points** |  | **Course Grade** | **Percentage** |
| Current Event Analysis & Discussion | 25 % | 100 |  | **A** | 90 - 100 |
| Critical Book Analysis (CBA) | 25 % | 100 |  | **B** | 80 -89 |
| Quizzes | 25 % | 100 |  | **C** | 70 -79 |
| Final Exam | 25 % | 100 |  | **D** | 60 -69 |
| Total | 100% | 400 |  | **F** | Below 60 |

**Course Requirements and Grading Criteria:**

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 Vice President of Academic Affairs 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 20 – Sept. 2 Unit I**

* **Reading:** **Reading:** PART I, Chapters 1 – 3 in ***Public Administration in America***
* **Bio and Ice breaker:** post on ***Bio Board*** introducing student to classmates by **August 26**
* **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
* **Quiz I:** Complete the Quiz I open-book quiz on Ch. 1- 3 by the end of the Unit I

***Labor Day Sept. 3} no assignments due; students’ option to work on course***

**Sept. 4 – Sept. 23 Unit II**

* **Reading:** PART II, Chapters 4 – 6 in ***Public Administration in America***
* **Current Event Analysis** **& Discussion** **(CEAD):** Submit CEA on the Unit I CEA Discussion Board by the end of Unit II.
* **Quiz II:** Complete the Quiz II open-book quiz on Ch. 4- 6 by the end of the Unit II

**Sept. 24 – Oct. 14 Unit III**

* **Reading:** **Reading:** PART III, Chapters 7 – 9 in ***Public Administration in America***
* **Critical Book Analysis:** Soft copy of Critical Book Analysis (CBA) by the end of Unit III
* **Quiz III:** Complete the Quiz III open-book quiz on Ch. 7 - 9 by the end of the Unit III

**Oct. 15 – Oct. 27 Unit IV**

* **Reading:** PART IV, Chapters 10 – 12 in ***Public Administration in America***
* **Quiz IV:** Complete the Quiz IV open-book quiz on Ch. 10 – 12 by the end of the Unit IV

**Oct. 27 – Nov. 3 Unit V**

* **Course Final Exam:** Complete traditional, closed book and timed final exam composed of questions taken from the unit quizzes two hours in length by the end of **Unit V**