**Wayland Baptist University**

**Virtual Campus,**

**Division of Social Sciences**

**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: PUAD 5303 – {VC01}, Survey of Public Administration**

**Term: Spring 2014 – February 24, 2014 - May 17, 2014**

**Instructor: Tony Strange, MPA, Ed.D, Professor Business and Education**

**Contact Information: 907-378-5876,** **stranget@wbu.edu****; tstrange@alaska.net**

**Office Hours, Building, and Location: Virtual – will access emails three times a day**

**Class Meeting Time and Location: Virtual Classroom – Asynchronous online instruction using Blackboard.**

**Catalog Description**: Critical analysis of federal administrative organizations as an integral part of the political system; roles of Congress, the President, the courts, interest groups, political parties, and the administrative process; special attention to centripetal and centrifugal forces. Must be taken as one the first three graduate courses.

**Prerequisites: None**

**Required Textbook and Resources:**

**TEXTS:**

1. Public Administration In America 11th; Michael E. Milakovich & George J. Gordon; ISBN-10: 1111828016  ISBN-13: 9781111828011 ; Cengage Learning
2. Classics of Public Administration 7th; Jay M. Shafritz, Albert C. Hyde; ISBN-10: 1111342741 ISBN-13: 9781111342746; Thomson/Wadsworth

**Optional Materials:**

**Course Outcome Competencies:**

This course offers a comprehensive and inspiring overview of the themes, trends, ethics, and challenges of studying and participating in public administration emphasizing the important and invaluable service that public administration provides; providing a grasp of the complexities of the field by dividing the course into three parts: context and structure, management and leadership, and functions of public administration.

**Attendance Requirements**: Attendance is very important to your success in this class. This “attendance” involves completion of assignments in a timely manner as well as timely participation in Discussion Board. Tests and case studies may be made up (with a penalty of 10% per day for lateness), and the paper will have a 10% penalty per day for lateness as well; but no other aspect of this course many be made up at a later date. Meeting deadlines is very important. In the event of a missed assignment or activity, it is the student’s responsibility to contact the instructor. Absences will affect your grade. The student must not miss any more than 25% of the class. Any more misses may result in failure of the class. In case of TDY’s the instructor should be notified as soon as possible.

**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.”

**16: Course Requirements and Grading Criteria:**

**Readings and Videos**: Class participation is a very important part of education. This class requires active class participation. Assigned readings and videos are to be completed prior to the class session for which they are assigned.

**Casebook Assignments**: On assigned weeks you will have two (2) casebook assignments. Casebook book assignments are located in the weekly content folder. Required length for each Casebook assignment is minimum 250 words (Casebook 1 = 250 words, Casebook 2 = 250 words).

\*Case Book assignments will be uploaded as attachments (link provided in the content folders).

**Weekly Discussion Board Assignments will consist of two (2) requirements/threads each week.**

1. Discussion Board Question(s) from text and videos assigned*: Public Administration In American 11th edition*. It is important students read the chapters assigned and answer each question completely (minimum 100 words per question in your own words). *Feel free to use examples from cases assigned or videos!*
2. Posting for General Comments: Share comments and ideas with your classmates about the class or assignments. \* **You must post to this thread each week**!

**Mid-Term and Final Exam**: Each exam (open-book) will consist of multiple-choice questions. Mid-Term and Final exam will be in a content folder.

**Paper and Power Points slides**: Students will complete one research paper for this course. Select a topic related to Public Administration in the 21st Century. Topics and outline (1 - 2 pages) will be submitted via assignment link in the content folder, due **March 19, 2014**, for approval.  You must cite (APA format) minimum (3) sources in your outline! The final paper should be a minimum of 10 to 15 pages of content, excluding coversheet, abstract and references, and should utilize at least six scholarly references. Papers must utilize APA format. Power point slides – prepare an 8-slide overview of your paper (include title and reference sources). Paper and power point slides will be uploaded (link provided in the content folders).

**Plagiarism Policy**: Intellectual integrity and truthfulness are fundamental to scholarship. Scholars, whether they are performing as students or as teachers, are engaged in a search for truth. Plagiarism is a form of cheating and also a form of theft. Plagiarism occurs when a student fails to give proper credit when information is either quoted or paraphrased. Carelessness is no excuse. As such, it is a breach of scholarly responsibility. It is also unethical and in some cases, illegal. Looking at or copying someone else’s test, answer sheet, and/or paper are counted as cheating. Plagiarism may result in an “F” in the course.

**Other Important Information:**

1. Assignments are due on the deadlines given when the assignment is posted.
2. Written work, including the term paper, is graded on the basis of content first, but also on the quality of grammar and punctuation.
3. All written assignments should be 12-point type, double-spaced, and using APA Manuscript Writing Style.
4. All work should be original work of the individual student.
5. Academic honesty is expected of all students. Plagiarism, cheating, and other acts that lack academic honesty may result in a zero on the particular assignment.
6. Students will need to use the Internet to access some assignments.
7. Always contact the professor if you need assistance.

**Grading Policy:**

Grades will be assigned based on the following percentages:

A 100 - 90

B 89 - 80

C 79 - 70

D 69 - 60

F < 59

Weights of required assignments/activities

Class participation including Discussion Board = 100 points

Posting General Comments = 100 points

Mid-Term = 100 points

Casebook Assignment (12 X 25 points) = 300 points

Final Paper Outline = 50 points

Final Exam = 100 points

Final Paper = 150 points

Power point presentation = 100 points

**17. Tentative Schedule: (Calendar, Topics, Assignments)**

February 26 Introductions – posted on Discussion Board (by February 28th)

Discuss course requirements

Guidelines for Casebook Assignments

Read Chapter 1 Milakovich and Gordon

Discussion Board Questions (by February 28th)

March 5 Read Chapter 2 and 3 Milakovich and Gordon

 Blackboard Assignment

 Discussion Board and Video Review

 Schafritz and Hyde’s Casebook Assignments 1 and 7

 **Spring Break – March 10 to 14, 2014**

March 19 Read Chapter 4 and 5 Milakovich and Gordon

 Discussion Board and Video Review

 Casebook Assignments 15 and 19

 Mid-Term posted in Assignment section (Due April 2, 2014)

 **Outline of the research paper due!**

March 26 Read Chapter 6 Milakovich and Gordon

 Discussion Board and Video Review

 Casebook Assignments 10 and 31

April 2 Read Chapter 7 Milakovich and Gordon

 Discussion Board

 Mid-Term Due

April 9 Read Chapter 8 Milakovich and Gordon

 Discussion Board and Video Review

 Schafritz and Hyde’s Casebook Assignments 22 and 27

April 16 Read Chapter 9 Milakovich and Gordon

 Discussion Board and Video Review

 Schafritz and Hyde’s Casebook Assignments 29 and 57

April 23 Read Chapter 10 Milakovich and Gordon

 Discussion Board and Video Review

 Schafritz and Hyde’s Casebook Assignments 33 and 53

April 30 Read Chapter 11 Milakovich and Gordon

 Discussion Board and Video Review

 Final Exam posted in April 30, 2014 Content Folder

May 7 Read Chapter 12 Milakovich and Gordon

 Discussion Board and Video Review

 Paper Due and Power points (8 slides)

 Papers should be uploaded as an attachment

May 14 Final Exam Due

**18. Additional information as desired by the faculty member.**

Professor reserves the right to alter this schedule as needed.

Please be sure to ask if you have questions or concerns during this course. Remember that, while you are a student, you are also teaching the class that which your education and experiences have taught you.

 “This class will adhere to zero tolerance for using someone else’s work as your own.”

“Students are responsible for reading, understanding, obeying, and respecting all academic policies, with added emphasis being placed upon academic progress policies, appearing in the Wayland Baptist University Academic Catalog applicable to their curriculum and/or program of study.”