

**WAYLAND BAPTIST UNIVERSITY**

**SCHOOL OF BEHAVIORAL & SOCIAL SCIENCES**

**Virtual Campus**

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 5303 {VC01} - Public Administration**

Term: **Winter 2016 – February 26, 2018 to May 19, 2018**

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

Office Phone Number and WBU Email Address: **907-378-5876,** **stranget@wbu.edu**

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

Class Meeting Time and Location: **Asynchronous online instruction using Blackboard**

Catalog Description: In-depth study in such areas as historical development; leaders and leading public organizations; scholarly writings; context, nature, core functions, and structure of public administration; public policy-making, analysis and implementation; managing public organizations; role and effect of politics, regulation, and administrative law on public administration; and public administration’s future challenges.

**There is no prerequisite for this course**

# **Required Textbook(s) and/or Required Material(s):**

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 8th; Jay M. Shafritz, Albert C. Hyde; ISBN-13: 9781305639034; Thomson/Wadsworth

Optional Materials: None

Course Outcome Competencies:Students acquire an applied knowledge, understanding, and ability to explain, describe and analyze public administration in federal government to include the roles of Congress, the President, the courts, interest groups, political parties, and the administrative process, as well as centripetal/centrifugal forces.

# ****Attendance Requirements:****

**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.

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:****

**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.

**Final 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 21, 2018**, 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.

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

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.

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

February 28 Introductions – posted on Discussion Board (by March 2rd)

Discuss course requirements

Guidelines for Casebook Assignments

Read Chapter 1 Milakovich and Gordon

Read (Only) Classics of Public Administration

 - Case 1 and 2

Discussion Board Questions (by March 3th)

March 7 Read Chapter 2 and 3 Milakovich and Gordon

 Blackboard Assignment

 Discussion Board and Video Review

 Schafritz and Hyde’s Casebook Assignments 5 and 11

 **Spring Break (March 12 - 16, 2018)**

March 21 Read Chapter 4 and 5 Milakovich and Gordon

 Discussion Board and Video Review

 Casebook Assignments 15 and 16

 Mid-Term posted in Assignment section **(Due April 4, 2018)**

 **Outline of the research paper due**

March 28 Read Chapter 6 Milakovich and Gordon

 Discussion Board and Video Review

 Casebook Assignments 23 and 29

April 4 Read Chapter 7 Milakovich and Gordon

 Discussion Board

 Mid-Term Due

April 11 Read Chapter 8 Milakovich and Gordon

 Discussion Board and Video Review

 Schafritz and Hyde’s Casebook Assignments 34 and 35

April 18 Read Chapter 9 Milakovich and Gordon

 Discussion Board and Video Review

 Schafritz and Hyde’s Casebook Assignments 40 and 45

April 25 Read Chapter 10 Milakovich and Gordon

 Discussion Board and Video Review

 Schafritz and Hyde’s Casebook Assignments 51 and 54

May 2 Read Chapter 11 Milakovich and Gordon

 Discussion Board and Video Review

 Final Exam posted in February 1, 2017 (Content Folder)

May 9 Read Chapter 12 Milakovich and Gordon

 Discussion Board and Video Review

 Paper Due and Power points (8 slides)

 Papers should be uploaded in Blackboard

May 16 Final Exam Due

# ****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.”

# ****Additional Information:****

[**http://catalog.wbu.edu**](http://catalog.wbu.edu)