

**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:** Public Administration Capstone PUAD 5340 vc01

**Term:** Summer 2017 (5/29 – 8/12)

**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.

**There is no prerequisite for this course**

**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:** 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 each and every week of the 11 week term to avoid being marked absent for any given week. This course’s Weekly Participation and Attendance (WPA) requirement is in addition to and separate from course assignments that do not require students to log into the course and/or post weekly. The “participation and attendance” 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 via the course email within a week of their 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 (i.e., posting a comment of the *Open-Discussion Forum*, or taking a quiz, etc.). 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% or more, which means being marked absent for three (3) or more weeks during this course’s eleven (11) week term, as a general rule will receive an “F” in the course, regardless of their academic standing. 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. The foregoing attendance/participation 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 |
| Graduate Current Event Analysis (GCEA) | 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 |
| Totals | 100% | 400 |  | **F** | Below 60 |

**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:**

**May 29th - June 18th Unit I**

* **Reading:** **Reading:** PART I, Chapters 1 – 3 in ***Public Administration in America***
* **Bio:** post on ***Bio Board*** introducing student to classmates by **June 4th**
* **Graduate Current Event Analysis (GCEA):** Submit (i.e. post) GCEA on the Unit I Graduate CEA Discussion Board by the end of Unit I.
* **Quiz I:** Complete the Quiz I open-book quiz by the end of the Unit I.

**June 19th – July 2nd Unit II**

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

**July 3trd - July 23rd 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**.**

 ***July 4th Independence Day} no assignments due; students may work on the course at their option.***

**July 24th - August 5th Unit IV**

* **Reading:** PART IV, Chapters 10 – 12 in ***Public Administration in America***
* **Quizzes:** Complete Quiz III (Ch. 7- 9) and Quiz IV (Ch. 10 - 12) by the end of the Unit.

**August 5th - August 12th 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**.

**Additional Information:** The syllabus may be revised in the future to make adjustments for unforeseen circumstances as deemed necessary by the instructor. Notice of revisions will be posted as an announcement in the course on Blackboard.