

WBUonline

School of Behavioral and Social Sciences

# **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: Summer 2020 (May 25 – August 8)

# Instructor: Dr. Richard Boyer

# Office Phone Number and WBU Email Address: (520) 220 2377 and [boyerr@wbu.edu](mailto:boyerr@wbu.edu)

# Office Hours, Building and Location: Online Mon. – Sat. 8 am – 6 pm

# Class Meeting Time and Location: 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(s): **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’s & Gordon’s *Public Administration in America* 11th ed. CENGAGE ISBN 978-1-111-82801-1 (2013). *The textbook for this course is part of the Wayland’s Inclusive Access program. You will have access to an e-book and interactive learning material on the first day of class through your Blackboard course site. The cost of this access will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Inclusive Access program, you will have the first 12 days of class*

# *to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Inclusive Access program, visit the Wayland Bookstore* [*Inclusive Access FAQ*](https://bookstore.wbu.edu/site_inclusive.asp) *page.*

# 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:

* Understand and have a working knowledge of public administration, its terminology, and principles
* Have the ability to identify and analyze public administration issues and problems, and
* Are able to propose solutions for public administration issues and problems

# Attendance Requirements: 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 this online course means “active participation” and described as “Weekly Participation-Attendance (WPA) which means at minimum every week each student is required to log into the course and in addition to logging into the course “participate” in the course on Blackboard which can be shown by: (a) posting comments and/or replies on discussion boards, or (b) working on and/or submitting/completing assignments, or (c) communicating with the instructor via WBU email, or (d) 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. 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, but rather the student must be “participate” as described above. This and additional attendance and participation policies as defined by the professor in this 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.

# COURSE REQUIREMENTS and GRADING CRITERIA

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| **Subject of Evaluation** | **Percentage** | **Points** |  | **Grade** | **Percentage** |
| Unit I & II Discussion Boards | 25 % | 100 |  | **A** | 90 - 100 |
| Current Event Analysis (CEA) | 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 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:

## Unit I (May 25 – June 14)

* **Reading -**  PART I, Chapters 1 – 3 in ***Public Administration in America***
* **Bio and Ice breaker -** post on ***Bio Board*** introducing student to classmates by **May 31st**
* **Units I Discussion Board – Pt. 1 (50 pts.) -** Post answer to the Discussion Board question. Do not post a "Reply" to another student’s post which you will do in Unit II as Pt. 2 on the Unit II Discussion Board.
* **Quiz I (25 pts.) -** Complete Quiz I open-book quiz on Ch. 1- 3 by end of Unit I

***May 25 Memorial Day} no assignments due; student’s option to work on course***

## Unit II (June 15 – July 2)

* **Reading -** PART II, Chapters 4 – 6 in Public Administration in America
* **Units II Discussion Board – Pt. 2 (50 pts.) -** post a "Reply" to another student’s post as to whether you agree/disagree and why with the other student's post.
* **Quiz II (25 pts.) -** Complete Quiz II open-book quiz on Ch. 4- 6 by end of Unit II

***July 3 - 5 – Fourth of July} no assignments due; student’s option to work on course***

## Unit III (July 6 – July 25)

* **Reading -** PART III, Chapters 7 – 9 in ***Public Administration in America***
* **Current Event Analysis (CEA)** **(100 pts.)** - Submit by end of Unit III
* **Quiz III (25 pts.) -** Complete Quiz III open-book quiz on Ch. 7 - 9 by end of Unit III

## Unit IV (July 25 – August 8)

* **Reading -** PART IV, Chapters 10 – 12 in ***Public Administration in America***
* **Quiz IV (25 pts.) -** Complete Quiz IV open-book quiz on Ch. 10 – 12 by end of Unit IV
* **Course Final Exam (100 pts.) -** end-of-course 100 question final exam in last week

**No Late Assignments:** To receive credit for any assignment it must be submitted in the course on Blackboard. Assignments will not be accepted after their due dates except by permission from the professor which will only be granted in exigent circumstances as determined by the professor.