

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.

Contact Information

Course: PUAD 5340 vc01 – Public Administration Capstone

Campus: WBUonline

Term/Session: Summer 2023 (May 29 – July 22)

Instructor: Dr. Richard E. Boyer

Office Phone Number: 520 220-2377

WBU Email Address: boyerr@wbu.edu

Office Hours, Building, and Location: Office Hrs. 8 a.m. to 4 p.m. Mon to Sat phone, email & WBUonline

Class Meeting Time and Location: WBUonline

Textbook Information

Required Textbook(s) and/or Required Materials: 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 Automatic eBook program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook 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 Automatic eBook 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 Automatic eBook program, visit the Wayland Bookstore [Automatic eBook FAQ](#) page.*

Optional Materials: Perrin, R. (2021) *POCKET GUIDE TO APA STYLE* (7th ed. 2021). Cengage Learning. ISBN-13: 978-0-357-63296-3

Course Information

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 solutions to public administration issues.

Course 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(s): (1) ALL the core courses, (2) at least four specialization courses to be completed 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 courses 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.

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

WBUonline

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 2 or more weeks of an 8-week session, 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 session 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 submit work as described in the course syllabus. Additional attendance and participation policies for each course, as set-out in the course syllabus, are considered a part of the university's attendance policy.

University Policies

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 Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Rick Hammer, hammerr@wbu.edu or call (806) 292-9150.

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 are 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.

[WBU Catalog](#)

Course Requirements and Grading Criteria

PUAD 5340 assignments	Pts	%		Course Grade	Pts.
Required First Assignment	5	1%		A	450
Bio	20	4%		B	400
Quizzes (Units I, II, III, IV)	200	40%		C	350
Current Event Analysis (CEA) <ul style="list-style-type: none"> • Unit I-CEA (25 pts.) • Unit II-CEA (50 pts.) • Unit III-CEA (100 pts.) 	175	35%		D	300
Final Exam	100	20%		Whoops	259 & less
Total Points	500	100 %		Incomplete*	N/A

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, within the last week of an 8-week session, 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 16-week term or 8-week session, 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.

Tentative Schedule

Unit I (Weeks 1 & 2)

Week 1 (May 29 – June 4)

- Required First Assignment (5 pts.) - must be completed by end of Unit I's first week, June 4 (Week 1) to be counted as attending and active in the course.
- Bio (20 pts) - Post on Bio by end of Unit I's first-week, Sunday June 4.
- Reading - Chapters 1-3 in course text
- Unit I Quiz (50 pts.) - on Ch. 1 - 3 complete by June 4 as Unit I's first week assignment

Memorial Day – May 29th: no assignments due on but course will be open.

Week 2 (June 5 - 11)

- Unit I - Current Event Analysis (25 pts.) –complete as Unit I's second-week (Week 2) assignment beginning on June 5 and to be completed by Sunday, June 11. The Unit I-CEA assignment is the first part of the three-part, five paragraph CEA assignment, requiring researching, drafting off line on a Word Document the first two paragraphs, the "Title" of CEA document followed by the second paragraph, the "Relevance. Go to Unit I-Instructions and scroll down to "Week 2 (June 5 - 11)" and click on and read all under "Unit I-CEA (25 pts)" including the attachments thereunder.

Unit II (Weeks 3 and 4)

Week 3 (June 12 – 18)

- Reading - Ch. 4 - 6 in course text
- Unit II Quiz (50 pts.) – on Ch. 4 – 6 complete by June 18 as Unit II's first week assignment

Week 4 (June 19 - 25)

- Unit II - Current Event Analysis (50 pts.) – complete as Unit II's second-week (Week 4) assignment beginning on Monday, June 19, and to completed by Sunday, June 25. The Unit II-CEA is the second part of the three-part, five paragraph CEA assignment, requiring researching, drafting off-line on a Word Document the third paragraph "Summary" of the online news article selected requiring in the Summary narrative sufficient and appropriate citations in APA format only to the selected news article in support of the 200 to 400-word Summary. Go to Unit II-Instructions and scroll down to "Week 4 (June 19 - 24)" and click on and read all under "Unit II-CEA (50 pts)" including the attachments thereunder.

Unit III (Weeks 5 and 6)

Week 5 (June 26 – July 2)

- Reading-Ch. 7-9 in course text
- Unit III Quiz (50 pts.) - on Ch. 7 - 9 complete by July 2 as Unit III's first week assignment

Week 6 (July 3 - 9)

- Unit III-CEA (100 pts.) – complete as Unit III's second-week (Week 6) assignment beginning on Monday, July 3, to be completed by Sunday, July 9. The Unit III-CEA assignment is the third part of the three-part, five paragraph CEA assignment requiring researching and

drafting off-line on a Word Document (a) revised and corrected versions of the first two paragraphs submitted as the Unit I- CEA assignment (i.e., Title and Relevance) and the third paragraph submitted as the Unit II-CEA assignment (i.e., Summary) and (b) adding as the last two paragraphs of the five-paragraph CEA, the fourth paragraph “Critical Analysis” and the fifth paragraph “References” added to your Unit I-CEA and Unit II-CEA assignment postings with all five paragraphs and your complete Unit III-CEA assignment. Go to Unit III- Instructions and scroll down to “[Week 6 \(July 3 - 9\)](#)” and click on and read all under “Unit III- CEA (100 pts)” including the attachments thereunder

Independence Day – July 4th: no assignments due on but course will be open.

Unit IV (Weeks 7 and 8)

Week 7 (July 10 - 15)

- Reading – Ch. 10-12 in course text
- Unit IV Quiz (50 pts.) - on Ch. 10 - 12 complete by **Saturday** (not Sunday) **July 15** as Unit IV’s first week assignment.

Week 8 (July 16 -22)

- Review the Unit I – IV Quizzes in preparation for PUAD 5340 Final Exam
- Final Exam (100 pts.): traditional closed-book, timed, not proctored to be taken during and by the end of Unit IV’s second-week (Week 8) available on Sunday (not Monday), **July 16** ending on **Saturday** (not Sunday), **July 22**.

Additional Information

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