

WBUonline

School of Behavioral and Social Sciences

# UNIVERSITY 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 NUMBER & NAME

PUAD 5340 – VC01, Public Administration Capstone

# TERM

Winter, 2019 (November 11 – February 25)

# INSTRUCTOR

Dr. Richard Boyer

# CONTACT INFORMATION

* **Office/Cell phone:** 520 220 2377
* **WBU Email:** [boyerr@wbu.edu](mailto:boyerr@wbu.edu)

# OFFICE HOURS, BUILDING & LOCATION

Online Mon. – Sat. 8 am – 6 pm

# COURSE MEETING TIME & 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.

# PREREQUISITE

(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 AND RESOURCE MATERIAL

Milakovich & Gordon, Public Administration in America 11th ed. CENGAGE ISBN 978-1-111-82801-1 (2013). **Please note for your convenience the following link is provided for you at your option to order your books from the Wayland bookstore =** [**https://bookstore.wbu.edu/**](https://bookstore.wbu.edu/)**.**

# OPTIONAL MATERIALS

Robert Perrin’s Pocket Guide to APA Style (6th ed.); CENGAGE; ISBN-13: 978-1305969698 and ISBN-10: 1305969693

# COURSE OUTCOMES AND COMPETENCIES

* Upon completion of this course, each student will be able to:
* Have a working knowledge of public administration, its terminology, and principles
* Identify and analyze public administration issues and problems, and
* 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 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.

# STATEMENT ON PLAGIARISM & 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** |
| Current Event Analysis(CEA) | 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 |
| Total | 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, 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 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/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 (Nov 11 – Nov 24)

* **Reading:** **Reading:** PART I, Chapters 1 – 3 in ***Public Administration in America***
* **Bio and Ice breaker:** post on ***Bio Board*** introducing student to classmates by **Nov 17**
* **Pre-Critical Book Analysis (PreCBA) –** select book for Critical Book Analysis and submit CBA cover title page in preparation for CBA assignment in Unit III
* **Quiz I:** Complete the Quiz I open-book quiz on Ch. 1- 3 by the end of the Unit I

***Nov 25 – 29 Thanksgiving Break} no assignments due; student’s option to work on courxe***

## Unit II (Dec 2 – Dec 22)

* Reading: PART II, Chapters 4 – 6 in Public Administration in America
* Current Event Analysis & Discussion (CEAD): Submit on the Unit II CEA Discussion Board
* Quiz II: Complete the Quiz II open-book quiz on Ch. 4- 6 by the end of the Unit II

***Dec 23 – Jan 3 Christmas Break} no assignments due; student’s option to work on course***

## Unit III (Jan 6 – Jan 26)

* **Reading:** **Reading:** PART III, Chapters 7 – 9 in ***Public Administration in America***
* **Critical Book Analysis:** Soft copy of Critical Book Analysis (CBA) by the end of Unit III
* **Quiz III:** Complete the Quiz III open-book quiz on Ch. 7 - 9 by the end of the Unit III

***Jan 20 Martin Luther King Day} no assignments due; student’s option to work on course***

## Unit IV (Jan 27 – Feb 8)

* **Reading:** PART IV, Chapters 10 – 12 in ***Public Administration in America***
* **Quiz IV:** Complete the Quiz IV open-book quiz on Ch. 10 – 12 by the end of the Unit IV

## Unit V (Feb 8 – Feb 15)

* **Course Final Exam:** end-of-course traditional 100 question final exam

**NO LATE ASSIGNMENTS**

To receive credit for any assignment it must be submitted in the course on Blackboard and assignments will not be accepted after their respective due dates except on rare occasions where the student has received permission from the professor to submit an assignment late which will only be granted in exigent circumstances as determined by the professor.