**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 Section VC01 – Public Administration Capstone

**Campus**

: WBUonline

**Term/Session**

**:** Fall 1-2024

**Instructor**

**:** Dr. Richard E. Boyer

**Office Phone Number**

**:** (520) 220 2377

**WBU Email Address**

**:** boyerr@WBU.edu

**Office Hours, Building, and Location**

**:** Office Hours via phone 8 am – 4 pm Monday – Friday

**Class Meeting Time and Location**

**:** WBUonline

**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 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 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.**

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:**  *Public Administration in America* by Milakovich Cengage 12th (2023) 9780357660065. *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 page.* [*Automatic eBook FAQ*](https://bookstore.wbu.edu/site_inclusive.asp)

**Optional Materials**

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

**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 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.

**University Policies**

[Link to Statement on Academic Integrity , and reference one of the following in regard to how generative artificial intelligence (GAI) such as ChatGPT may or may not be used in this course:](https://www.wbu.edu/academics/writing-center/Academic%20Integrity%20Statement%20Pol%208.4.1%20Attch%20Oct%2020222.pdf)

1. No use of any generative AI tools permitted.
   1. Students are required to create and produce all work themselves or with assigned group members. Any work submitted that has used an AI generative tool like Chat GPT will be in immediate violation of the academic integrity policies for the course and WBU.
   2. All assignments must be fully created, designed, and prepared by the student(s).
   3. Any work that uses generative AI will be treated as plagiarism.

**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 Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests (office (806) 291-1057. 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](mailto:hammerr@wbu.edu) or call (806) 292-9150.

**Course Requirements and Grading Criteria**

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| --- | --- | --- | --- | --- | --- |
| **PUAD 5340 Assignments** | **Points** | **Percentage** |  | **Grade** | **Points** |
| Required First Assignment (2 pts.) + Bio (8 pts.) | 10 | 2 ½ % |  | **A** | 360 |
| UNITS I – IV Quizzes Open Book (25 pts. each) | 100 | 25% |  | **B** | 320 |
| UNIT I - IV Quizzes-Closed Book (25 pts. each) | 100 | 25 % |  | C | 280 |
| UNIT III Current Event Analysis (LCEA) | 90 | 22 ½ % |  | **D** | 240 |
| Final Exam | 100 | 25 % |  | **F** | Below 240 |
| **Totals** | 400 | 100% |  | **I** | Incomplete |
| **Bonus points** – Not shown above are bonus points which are awarded from time to time for doing something extra, like alerting the professor that there is an error in the syllabus like when there is an error on the date that an assignment is due, etc. Sometimes bonus points are awarded to the entire class when, for example, the professor makes a mistake that affects the whole class. All bonus points are "extra" - as while they are figured in your total points earned, in the end they are not figured in the denominator = the total points possible on **graded assignments.** | | | | | |

**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.

**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.

**Tentative Schedule**

## **Unit I (Weeks 1 & 2)**

**Week 1 (Aug. 12 - 18**)

* Required First Assignment (2 pts.) - must be completed by end of the day Sunday, **Aug. 18** to be counted as attending and active in the course.
* Bio (8 pts) - Submit/Post on Bio by Sunday **Aug. 18**.
* Reading: Chapters 1 – 3 in the course text
* Unit I Quiz-Open Book (25 pts.) - in conjunction with reading Chapters 1 through 3 in the course text complete the Unit I open-book Quiz two times by **Aug. 18**.
* Unit I Current Event Analysis Prep – in preparation Current Event Analysis (90 pts.) assignment which will stay open through Unit III read the CEA Instructions in this Unit I Current Event Analysis Prep, followed by researching, and then selecting your 2024 online news current event about Public Administration, and then begin drafting your Current Event Analysis which is due as Unit III’s second week assignment beginning on July Sep. 16 and ending and due on Sep. 22

**Week 2 (Aug. 19 - 25 )**

* Unit I Quiz-Closed Book (25 pts.) - complete in one-sitting the traditional closed-book, timed (25 minutes), not proctored Unit I Quiz on Chapters 1 through 3 during Unit I’s second week (Week 2) beginning on **Aug. 19** and ending on Sunday, **Aug. 25**.

**Unit II (Weeks 3 and 4)**

**Week 3 (Aug. 26 – Sep. 1)**

* Reading – Chapters 4 through 6
* Unit II Quiz Open-Book (25 pts.) - in conjunction with reading Chapters 4 through 6 in course text complete the Unit II open-book Quiz two times by **Sep. 1**.

***Labor Day – Sep. 2:******no class and no assignments due in honor of Labor Day but course will be open***

**Week 4 (Sep. 3 - 8)**

* Unit II Quiz-Closed Book (25 pts.) - complete in one-sitting the traditional closed-book, timed (25 minutes), not proctored Unit II Quiz on Chapters 4 through 6 during Unit II’s second week (Week 2) beginning on **Sep. 3** and ending on Sunday, **Sep 8.**

**Unit III (Weeks 5 and 6)**

**Week 5 (Sep. 9 - 15)**

* Reading – Chapters 7 - 9
* Unit III Quiz Open-Book (25 pts.) **-** in conjunction with reading Chapters 7 through 9 in course text complete the Unit III’s first week (Wk 5) assignment, the open-book Quiz two times by **Sep. 15.**

**Week 6 (Sep. 16 - 22)**

* Unit III Quiz-Closed Book (25 pts.) - complete in one-sitting one of Unit III’s second week (Wk 6) assignments, the traditional closed-book, timed (25 minutes), not proctored Unit III Quiz on Chapters 7 through 9 beginning on **Sep. 16** and ending on Sunday, **Sep 22.**
* Current Event Analysis (CEA = 90 pts.) – submit your CEAduring and by the end of Unit III’s second week (Week 6) beginning on **Sep. 16** and ending and due on Sunday, **Sep. 22**.

**Unit IV (Weeks 7 and 8)**

**Week 7 (Sep. 23 - 28)**

* Reading – Chapters 10 through 12
* Unit IV Quiz Open-Book (25 pts.) **-** in conjunction with reading Chapters 10 through 12 in course text complete the Unit IV’s first week (Wk 7) assignment, the open-book Quiz two times by **Saturday** (not Sunday) **Sep. 28**

**Week 8 (Sep. 29 – Oct. 5)**

* Unit IV Quiz-Closed Book (25 pts.) - complete in one-sitting one of Unit IVs second week (Wk 6) assignments, the traditional closed-book, timed (25 minutes), not proctored Unit IV Quiz on Chapters 10 through 12 during and by the end of Unit IV’s second week (Week 8) beginning **Sunday** (not Monday) **Sep. 29** ending on **Saturday** (not Sunday) **Oct. 5.**

## Final Exam (100 pts.) – complete in one-sitting the traditional closed-book, timed, not proctored exam during and by the end of Unit IV’s second week (Week 8) beginning **Sunday** (not Monday) **Sep. 29** ending on **Saturday** (not Sunday) **Oct. 5**.

**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