

## Wayland Mission Statement

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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

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**Course:** PUAD 5340 vc01 – Public Administration Capstone

**Campus:** WBUonline

**Term/Session:** Spring 1 -2023 (January 16 - March 11)

**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

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**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* (7<sup>th</sup> ed. 2021). Cengage Learning. ISBN-13: 978-0-357-63296-3

## Course Information

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**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

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### 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

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**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](mailto: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	%	Pts.	Course Grade
Required First Assignment (2 pts.) + Bio (3 pts.)	5	1 ¼ %	360+	A
Unit I-IV Quizzes	100	25 %	320+	B
Unit II Discussion Assignment	95	23 ¾ %	280+	C
Unit III Current Event Analysis	100	25 %	240+	D
Final Exam	100	25 %	240	Whoops
<b>Total Points</b>	400	100 %	N/A	Incomplete*

### 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

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## Unit I (Weeks 1 & 2)

### Week 1 (January 16 - 22)

- **Required First Assignment (2 pts.)** - must complete in the first 3 days of class (i.e., by end of the day **Wednesday, January 18<sup>th</sup>**) to be counted as attending and active in the course.
- **Bio (3 pts.) - Submit/Post Bio by Sunday Jan. 22<sup>nd</sup>.**
- **Reading** - Chapters 1-3 in course text

***Martin Luther King Day – Jan 16<sup>th</sup>: no assignments due on but course will be open.***

### Week 2 (January 23 - 29)

- **Unit I Quiz (25 pts.)** - open-book quiz during Week 2 which ends on **Jan. 29<sup>th</sup>**.

## Unit II (Weeks 3 and 4)

### Week 3 (January 30 – February 5)

- **Reading** - Ch. 4-6 in course text
- **Unit II Quiz (25 pts.)** - open-book quiz during Week 3 ending **Feb. 5<sup>th</sup>**

### Week 4 (February 6-12)

- **Unit II Discussion (95 pts.)** – Unit II Discussion answer during Week 4 ending **Feb. 12<sup>th</sup>**.

## Unit III (Weeks 5 and 6)

### Week 5 (February 13-19)

- **Reading**-Ch. 7-9 in course text
- **Unit III Quiz (25 pts.)** -open-book quiz during Week 5 ending **Feb. 19<sup>th</sup>**.

### Week 6 (February 20-26)

- **Current Event Analysis (CEA- 100 pts.)** - Submit CEA during Week 6 ending **Feb. 26<sup>th</sup>**

## Unit IV (Weeks 7 and 8)

### Week 7 (February 27 – March 4)

- **Reading** – Ch. 10-12 in course text
- **Quiz IV (25 pts.)** - open-book quiz during Week 7 ending **Mar. 4<sup>th</sup>**.

### Week 8 (March 5 - 11)

- **Final Exam (100 pts.)** - traditional closed-book, timed, but not proctored exam, to be taken during the second week of Unit IV (i.e., Week 8) last week of course ending on **March 11<sup>th</sup>**

## Additional Information

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**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