**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**

**:** Summer-2025

**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 submit 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 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 (3 pts.) + Bio (7 pts.) | 10 | 2 % |  | **A** | 360 |
| UNITS I – IV Open Book Quizzes (25 pts. each) | 100 | 25 % |  | **B** | 320 |
| UNIT I - IV Closed Book Quizzes (25 pts. each) | 100 | 25 % |  | C | 280 |
| UNIT III Current Event Analysis (CEA) | 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 (June 2-8))

* Required First Assignment (3 pts.) – Required completion by **Sun.**, **June 8** for enrollment
* Bio (7 pts) - Submit/Post on Bio by Sun., **June 8**
* Reading: Chapters 1-3 in the textbook
* Unit I Open-book Quiz (25 pts.) - concurrent with reading course text Ch. 1-3 complete Unit I Open-book Quiz twice during Unit I’s first week (Wk 1) ending **Sun**., **June 8**

Weeks 1 & 2 (June 2 – 15) CEA Assignment

* The "Current Event Analysis" (CEA) is the course’ research and writing assignment worth 90 pts. just short of a quarter of the course’s total grade
* The CEA is the student’s critical analysis of a relevant (i.e., “public administration”) Current (i.e., NMT 12 months old) from an online news article news website (i.e., New York Times, MSNBC, Fox-news.com, News.yahoo.com, CNN.com, etc.,)
* The CEA (Current Event Analysis) research and writing assignment has two parts:
  1. CEA I Selecting and approval – during Unit I’s two weeks beginning on **June 2** and ending on **June 15**  begin and continue to work on the your CEA by first selecting an online news article relevant (i.e. “public administration”) current (i.e., NMT 12 months old) event from an approved online news website or source (i.e., New York Times, MSNBC, Fox-news.com, News.yahoo.com, CNN.com, etc.,) to submit for the professor’s approval by the end of Unit I on **June 15** as a condition to complete and submit your CEA during Unit III’s 2nd week (Wk. 6) by the end of Unit III.
  2. CEA III Submitting – after the professor has approved your CEA I online current event selection continue working on your CEA starting in Unit I (Wks. 1 & 2) beginning on June 2 and through Unit II (Wks. 3 & 4) and Unit III (Wks. 5 & 6) and submit your completed CEA during and by end of Unit III’s second week (Wk. 6) on **July 13**

Week 2 (June 9 - 15)

• Unit I Closed-book Quiz (25 pts.) - complete in one-sitting Unit I’s timed (25 min.), not proctored Closed-book Quiz on Ch. 4-6 during I’s second week ending **Sun**., **June 15**

* Unit I-CEA–continue to work on the course's Current Event Analysis (CEA) research and writing assignment by selecting and posting in APA reference format as instructed a current and relevant (i.e., public administration) online news article from an approved online news website as the subject of your CEA for the professor's approval by Sun., **June 15**

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

### Week 3 (June 16-22)

* Reading-Chapters 4 through 6
* Unit II Open-Book Quiz (25 pts.)-concurrent with reading Ch. 4-6 complete Unit I Open-book Quiz twice during Unit II’s first week (Wk 3) ending **Sun**., **June 22**

Week 4 (June 23-29)

* Unit II Closed Book Quiz (25 pts.)-complete in one-sitting Unit II’s timed (25 min.), Closed-book Quiz on Ch. 4-6 during II’s second week (Wk 4) ending **Sun**., **June 29**

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

Week 5 (June 30 -July 6)

* Reading – Chapters 7 - 9
* Unit III Open-Book Quiz (25 pts.)-concurrent with reading Ch. 7-9 complete Unit I Open-book Quiz twice during Unit III’s first week (Wk 5) ending **Sun**., **July 6**

***4th of July:******no class and no assignments due but course will be open***

Week 6 (July 7-13)

* Unit III Closed Book Quiz (25 pts.)-complete in one-sitting Unit III’s timed (25 min.), Closed-book Quiz on Ch. 7-9 during II’s second week (Wk 6) ending **Sun**., **July 13**
* Unit III CEA (Current Event Analysis (90 pts.)-submit **CEA** during Unit III’s second week (Wk. 6) beginning on Mon. **July 7** ending and due at the on Sun., **July 13**

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

Week 7 (July 14 - 19)

* Reading – Chapters 10 through 12
* Unit IV Open-Book Quiz (25 pts.)-concurrent with reading Ch. 10-12 complete Unit IV’s open-book quiz twice during Unit IV’s first week (Wk. 7) beginning on Mon., **July 14** ending and due **Sat.** (not Sun.) **July 19**

Week 8 (July 20 -26)

* Unit IV Closed Book Quiz (25 pts.) complete in one-sitting Unit IV’s timed (20 min.), not proctored Closed-book Quiz on Ch. 10-12 during IV’s second week (wk.7) beginning **Sun**. (not Mon.) **July 20,** ending and due **Sat.** (not Sun.) **July 26** the last day of the course
* Final Exam (100 pts.)-complete in one-sitting, closed-book, and timed final exam on Ch. 1-12 during Unit IV’s second week (Wk. 8) beginning **Sun**. (not Mon.) **July 20,** ending and due **Sat.** (not Sun) **July 26** the last day of the course

**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