

Syllabus

MISSISSIPPI VALLEY STATE UNIVERSITY

Academic Term and Year	Spring 2020
Course Prefix and Number	CJ 609 EO1
Course Title	Seminar in Public Administration/Administrative Law
Days, Time and Location of Class Meeting	Online
Instructor's Contact Information	
Name:	Dr. Abby Alaba Oludare
Office Location:	Criminal Justice Department Office
Office Hours:	Mondays 9:50am -- 2:25pm Wednesdays 9:50am –11:00; 1:00pm -2:25pm 3:40pm – 4:30pm Thursdays 10:00am – 11:00am Tuesdays & Fridays: By Appointmen
Office Phone Number:	(662) 254-3367 Fax#: (662) 254-3646
E-Mail Address:	Blackboard Communication Tools
Course Prerequisites	None
Course Goal	The goals of this course are 1) to enable students develop in-depth knowledge and understanding of the roles and responsibilities of public administrators, and 2) to enable students develop in-depth knowledge and understanding of administrative law.
Course Description	This course involves an extensive examination and analysis of concepts, issues, and theories in public administration and administrative law.
Criminal Justice Graduate Program Student Learning Outcome	Upon completion of the graduate program in criminal justice, the student should demonstrate understanding of the: <ol style="list-style-type: none"> 1. The core issues and principles governing the operations of the criminal justice system. 2. Evaluate the theoretical formulations that explain crime, its prevention and control, as well as the operations of the criminal justice agencies. 3. Write professionally.
Expected Student Learning Outcomes:	Upon completion of this course, students are expected to:

	<ol style="list-style-type: none"> 1. Have in-depth knowledge and understanding of public administration in America. 2. Know and understand the federal bureaucracy and its roles. 3. Have in-depth knowledge and understanding of the roles and responsibilities of public administrators. 4. Have in-depth knowledge and understanding of administrative law. 5. Know and understand federalism and intergovernmental relations. 6. Government budgeting.
Course Requirements	Basic computer skills, working within Windows system environment, navigating the Internet, and familiarity with E-mail.
Required Textbook:	
Recommended Book:	<p>Milakovich, Michael E., and George J. Gordon. 2013. <i>Public Administration in America</i>. Eleventh Edition. Boston, MA Wadsworth, Cengage Learning.</p> <p>Rosenbloom, David H., Robert S. Kravchuk, and Richard M. Clerkin. 2009. <i>Public Administration: Understanding Management, Politics, and Law in the Public Sector</i>. Seventh Edition. New York, NY: McGraw-Hill.</p>
Class attendance policy:	<p>Each student is required to participate in using Blackboard Communication Tools, taking online exams, and other aspects of Blackboard.</p> <p>You are expected to log in regularly (daily, perhaps several times per day) to submit assignments, check grades, personal messages, and view course materials.</p> <p>Student(s) who fail to participate in the online course during a course week will be deemed absent for that week. The absence will be annotated as absent unexcused (AU), unless the instructor has been informed beforehand and deemed the absence as absent excused (AE). The instructor shall report all absences to the main campus as required. A student who has not participated for 7 consecutive days regardless if the absences were deemed AU or AE shall be recommended for administrative withdrawal to the main campus. In a traditional On-Line just because a student contacts the instructor and is excused from a scheduled class meeting does not mean the student is given credit for participation or attendance. The student is still annotated as AU or AE. The online On-Line</p>

	<p>shall be no different in this respect. It is the instructor's sole discretion as to what he/she shall consider AU or AE.</p>
<p>Submission of Work:</p>	<p>Scheduled assignments MUST be completed and successfully submitted through the Blackboard Assignment Tool (Drop Box) by the due date and time. Assignments automatically become unavailable after the due date/time expires.</p> <p>All assignments MUST be keyed using MS Word or saved as a .DOC file and no multiple submissions will be allowed.</p> <p>Research Paper</p> <p>Due Date: April 20, 2020</p> <p>For your research paper, select <u>one key</u> element of public administration (for example, bureaucratic expertise, bureaucratic power, intergovernmental relations, leadership in public organizations, decentralization, centralization, ethics in public administration, planning, decision making, policy implementation, program management, public human resource management, performance management, organizing in public-sector organizations, public budgeting, administrative law, information technology, collective bargaining in public-sector organizations, etc.) and describe and analyze that element. In addition, discuss the significance of that element in the efficient and effective administration of criminal justice agencies, or in a particular criminal justice agency of interest to you. The format for the paper includes a title page, outline, text, and references. You are required to utilize a minimum of <u>five</u> sources to write the paper. You can use your textbook as one of your sources. The paper must be double-spaced and 15-20 pages in length.</p> <p>The paper is to follow the APA style. For information on APA style, consult: http://www.wisc.edu/writing/handbook/DocAPAReference.html. Please note that spelling, punctuation, sentence structure, grammar, and the general content will factor prominently in determining the grade of the paper. Please see the rubric for grading your paper below. Also, note that plagiarism (making intellectual use of material that originated with another author without citing the source) is a serious intellectual offense and will be addressed accordingly,</p>

	that is, to the highest punitive academic degree, including earning a failing grade for the course.				
Make-up policy:	Make-up will be based on unforeseen circumstances or emergency situations (e.g., serious illness, accidents, jury duty, or death in the immediate family) that make it impossible for the student to complete the course requirements on schedule. In that case, the student must request the make-up of a course grading item(s) and obtain the approval of the instructor before the make-up. Also, students attending officially authorized functions must discuss make-up with the instructor and obtain the instructor's approval before the make-up. Otherwise there is NO opportunity for makeup or "I" grade in this course.				
Course Drops/Incompletes:	Students not completing the course for any reason are required to submit official drop notices to the Registrar's Office prior to the deadline date. This is your responsibility. Failure to comply with the procedure WILL result in your receiving a letter grade of "F".				
Cheating and plagiarism policy:	Cheating in any fashion will not be tolerated, including but not limited to plagiarizing another's words, work or ideas on individual class assignments. To address the situation of plagiarism, the University has implemented Turnitin to fight plagiarism and improve reading, writing, and research skills. Turnitin is a comprehensive plagiarism prevention system that lets faculty quickly and effectively check all students' work. Results are based on exhaustive searches of billions of pages from both current and archived instances on the Internet. Plagiarism will result in at least a failing grade for the assignment(s) and/or course.				
Online Communication Observation of "Netiquette":	Students MUST use Blackboard mail for contact with the instructor and other members of the class. All your Online communications should be composed with fairness, honesty and tact. What you put into an Online course reflects on your level of professionalism.				
Technical Problems:	If you experience technical/computer difficulties (need help downloading browsers or plug-in, logging into your course, using your course web site tools, or experience errors or problems while in your online course), contact: Mack Pendleton at 662.254.3114 as well as your instructor.				
Technology Infusion:	<p>Hardware:</p> <table border="1"> <tr> <td>Operating System:</td> <td>Windows 98, 2000, NT, XP or a Macintosh System 8.1 or higher</td> </tr> <tr> <td>Processor:</td> <td>200 MHz or higher</td> </tr> </table>	Operating System:	Windows 98, 2000, NT, XP or a Macintosh System 8.1 or higher	Processor:	200 MHz or higher
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<p>Teaching/Learning Strategies</p>	<p>The instructor will set the course contents, course objectives, and methods of on-line assessment. The course will incorporate the following instructional strategies: online activities, assigned readings/assignments. Students are encouraged to actively participate in activities, ask questions, and make comments when and where necessary. Most importantly, students are expected to be active learners, and to ask for clarification when they have questions. In order to be successful in this online class, it is important that students, read the assigned material, and submit assignments according to schedule. The goal of this approach is to develop a safe learning environment that addresses a variety of learning styles, promotes critical thinking, and fosters creativity.</p>																						
<p>Grading Scale and Course Evaluation Procedures</p>	<p>Due Dates Midterm Exam: March 2, 2020 Time: 1 hour & 30 minutes or 90 minutes Research Paper: April 20, 2020 Time: 120 minutes per page of writing = 2,400 minutes for 20 pages Graduate Final Exam: April 27, 2020 Time: 1 hour & 30 minutes or 90 minutes</p>																						
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	Time: 2,880 minutes			
	Special Projects	2	100	10
	Time: 960 minutes			
	Research Paper	1	200	20
	Exams	2	400	40
	Total	20	1000	100

ADA Statement

Students with special needs/disabilities of any type who require special attention of the ADA Coordinator/instructor should notify the ADA Coordinator/instructor in the first full week of class. Such students should also have written confirmation by qualified experts of the disability on file with the Office of Academic Affairs and ADA Office on MVSU campus. For help with papers, please use the University Writing Center often.

Note: This is a 3 credit hour graduate online class, and students are expected to complete a minimum of 2,250 minutes of course activities.

Course Schedule

WEEKS	TOPICS	ASSIGNMENTS
1 1/13-1/19	Introduction/Syllabus/ Canvas Orientation Read Chapter 1 Select Term Paper Topic What Public Administration Entails – Text, Ch. 1 Time: 3 hours or 180 minutes	Students are required to read and submit 2 pages analytical summary of their review of the assigned weekly Chapter(s) with the corresponding discussions Reviews and Discussions are due every Sunday night except otherwise noted
2	Organizational Theory and Management –	Chapters 1 and 2 Reviews and

1/20-1/26	Text, Ch. 2 Time: 3 hours or 180 minutes	Discussions Due
3 1/27-2/2	Politics and Public Administration – Text, Ch. 3 Intergovernmental Relations – Text, Ch. 4 Time: 3 hours or 180 minutes	Chapters 3 and 4 Reviews and Discussions Due
4 2/3-2/9	Ethics and Public Administration – Text, Ch. 5 Time: 3 hours or 180 minutes Managing Human Resources – Text, Ch. 6 Time: 3 hours or 180 minutes	Chapters 5 and 6 Reviews and Discussions Due
5 2/10-2/16	Public Decision Making – Text, Ch. 7 Time: 3 hours or 180 minutes Public Sector Leadership – Text, Ch. 8 Time: 3 hours or 180 minutes	Chapters 7 and 8 Reviews and Discussions Due
6 2/17-2/23	Public Budgeting – Text, Ch. 9 Time: 3 hours or 180 minutes	Chapter 9 Review and Discussions Due
7 2/24-3/1	Public Performance – Text, Ch. 10 Time: 3 hours or 180 minutes	Chapter 10 Review and Discussions Due
8 3/2-3/8	Mid-Term Exam (Studying/Preparation) Time: 18 hours or 1,080 minutes	
9 3/9-3/15	Spring Break	
10 3/16-3/22	Program and Policy Assessment – Text, Ch. 11 Time: 3 hours or 180 minutes	Chapter 11 Review and Discussions Due
11 2/23-3/29	Existing Data, Big Data, and Analyzing Data – Text, Ch. 12 Technology and Public Administration-Text, Ch. 13 Time: 3 hours or 180 minutes	Chapters 12 and 13 Reviews and Discussions Due

