

**Mississippi Valley State University
 Department of Social Sciences
 Rural Public Policy and Planning Program
 RP 515: Seminar in Public Administration
 Fall 2018**

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Office hours - 2 -

Catalog course description - 2 -

Student learning outcomes - 2 -

Student performance criteria: - 3 -

Instructor performance criteria: - 3 -

Professor responsibilities - 3 -

Student responsibilities - 3 -

Instructional strategies - 4 -

Required textbook - 4 -

Supplementary texts **Error! Bookmark not defined.**

Mobile applications - 4 -

Websites - 5 -

Software resources - 5 -

Evaluation criteria - 5 -

Policy and procedures - 6 -

Emergency procedures - 9 -

Username and password sheet - 10 -

Bibliography - 11 -

Tentative semester schedule - 12 -

Remind..... - 13 -

OFFICE HOURS

Office hour time provides an opportunity for students to receive essential assistance with assignments and for selecting journal articles for the article critique assignments. Students are expected to meet individually with the professor at least once during the semester. Office hours are the following: **TUESDAY (T) 10:00 a.m. – 1:00 p.m.; WEDNESDAY (W) 1:00 p.m. – 6:00 p.m.; THURSDAY (R) 4:00 p.m.– 6:00 p.m.** For students, unable to visit during the week to attend office hours, virtual office hours via Skype are available: **SATURDAY: 9:00 AM – 11:00 A.M.** Additional times are by appointment only. Please sign up in advance by Doodle. While you are welcome to stop by during office hours, most slots fill up in quickly. If you are unable to keep an appointment, please cancel it on Doodle, as early as possible so that another student may have the slot.

CATALOG COURSE DESCRIPTION

This course examines the literature which focuses on the historical and ecological factors influencing the development of the discipline of Public Administration. Concomitantly, a look at contemporary trends will be emphasized. Thus, students will discuss issues such as privatization, third sector ethics and executive leadership. In addition, some effort will be given to providing a comparative analysis to the context of public administration.

STUDENT LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

1. Explain the growth of Public Administration as a field of study and as a profession.
2. Identify the public policy process and the management of public policy.
3. Appraise the nature and behavior of public organizations (bureaus) and bureaucrats in the public policy-making process.
4. Critique public policy-making structures and substantive policy content with particular reference to public policy intention and formation.
5. Describe the American system of intergovernmental relations.
6. Classify the steps in decision making.
7. Evaluate the required textbooks, optional textbooks, technology, and other supporting resources.
8. Analyze ideas presented in written, oral, and visual formats.
9. Utilize supplementary materials to strengthen their research and writing skills.
10. Transform into a more active learner with stronger ownership and control of the learning process.
11. Synthesize previous knowledge with understanding of current rural public policy issues to assemble research, which justify critical and analytical thinking.

12. Complete the Verification of Syllabus Receipt Form.

STUDENT PERFORMANCE CRITERIA:

Upon completion of this class, students will be able to:

1. Interpret the role of public administration in a democracy.
2. Identify the changing interface of public administration with politics.
3. Explain how public organizations are different from private organizations in terms of their unique mission, constraints, resources, and accountability.
4. Compile a literature on a chosen topic and identify a theoretical or practical policy issue.
5. Prove the importance of citizen participation in the public administration process.
6. Confidently and competently construct research papers.
7. Appreciate the value of technological tools and be comfortable with these tools to produce research, which illustrates competent knowledge of the research process.
8. Consistently produce a writing product, which uses the writing process and demonstrates an expanded and improved vocabulary.
9. Easily instruct others of the research fundamentals in a peer-tutoring environment.
10. Possess a clear vision of where they are going in order to fully appreciate their matriculation and its impact on their life's journey.

INSTRUCTOR PERFORMANCE CRITERIA:

To ensure students' success, the instructor will:

1. Deliver tools and techniques for students within a reasonable amount of time.
2. Provide quality and assessment evaluation of writing product and/or performance.
3. Strive for excellence by remaining prepared and putting forth full-effort.
4. Communicate effectively with students.
5. Establish high learning expectations for student achievement.

PROFESSOR RESPONSIBILITIES

Your professor will provide additional help in locating various resources, as needed, to assist students in learning, especially regarding the writing and researching. Your professor will seek to help students improved a selected set of learning skills, educational techniques, and tools, by providing the following: guidance, opportunities, and mentoring.

STUDENT RESPONSIBILITIES

As a student, you have specific responsibilities, including but not limited to the following:

1. Respect others and maintain proper order in the classroom environment.
2. Participate actively in class and engage in the challenge of personal growth.
3. Seek excellence by remaining prepared and putting forth full effort.

4. Constantly desire to improve personal performance.
5. Use technology for learning purposes only within the classroom.

INSTRUCTIONAL STRATEGIES

The instructional strategies for this course incorporates the following, but are not limited to just these: lecture, peer-partner learning, freewriting, journaling, quizzes, reading for meaning, global inquiry, active learning, discussion, homework, activating prior knowledge, analyzing perspectives, coaching model, reading for information, inquiry, blogs, self-directed learning, tutorial, service learning, learning communities, supplemental texts and materials, faculty-student interaction, read aloud, self-selected reading, interactive writing, multi-cultural events, the writing center, individual conferences, research, reflective discussion, case studies, learning logs, storytelling, reading logs, surveys, focused imaging, didactic questions, collaborative learning environment technology, and technology-assisted instruction.

REQUIRED TEXTBOOK

1. Dye, T. (2017). Understanding public policy. (8th ed.). Boston, MA: Pearson.
2. Fry, B. R. & Raadschelders, J. C. (2014). Mastering public administration: From Max Weber to Dwight Waldo (3rd ed.). Los Angeles, CA: CQ Press.
3. Shafritz, J.M. & Hyde, A.C. (2017). Classics of public administration (8th ed.) Boston, MA: Cengage.

ADDITIONAL READINGS

Other readings will be required for this course. Follow the course schedule of activities, which indicates which readings are required. Most readings are available online or through the library. If the reading is not readily available, the professor will provide an electronic version of the reading.

MOBILE APPLICATIONS

1. Dropbox*: <https://db.tt/CkchpePL>
2. YouTube*: <http://youtube.com>
3. Dictionary*: <http://dictionary.com>
4. Prezi*: <http://www.prezi.com>
5. TED Talks*: <http://ted.com/talks>
6. Microsoft Word*
7. Microsoft OneNote*
8. Paper 53: <http://fiftythree.com>
9. DocsToGo: <http://dataviz.com>
10. Evernote*: <http://www.evernote.com>
11. Penultimate – Digital Handwriting: <http://www.evernote.com>

**Mobile applications offer websites to access information.*

WEBSITES

1. IPUMS: <http://usa.ipums.org>
2. Plagiarism: <http://www.plagiarism.org>
3. Dropbox: <https://db.tt/CkchpePL>
4. Dictionary: <http://dictionary.com>
5. Mendeley: <http://www.mendeley.com>
6. Purdue Online Writing Lab: <http://owl.english.purdue/owl>
7. Turnitin - <http://www.turnitin.com>
8. Typing Practice - <http://www.sense-lang.org/typing/games/EN.php>
9. Time Management: <http://www.studygs.net/schedule/weekly.htm>
10. Punctuation Practice: <http://www.gamequarium.com/punctuation.html>

SOFTWARE RESOURCES

1. OpenOffice: <http://www.openoffice.org/download/> *Free office productivity software
2. Adobe Flash Player: <http://get.adobe.com/flashplayer/>
3. Adobe Reader: <http://get.adobe.com/reader/>

EVALUATION CRITERIA

A. The following criteria contributes to a student's overall grade:

Attendance and Class Participation	20%
Annotated Bibliography	15%
Literature Review	15%
Research Papers	15%
Presentation	15%
Mid-Term Exam	10%
Final Exam	10%

B. Grammatical Errors will involve the following deductions:

Spelling errors = 1 point each

Minor errors (subject-verb agreement, verb tenses, pronouns, adjectives, adverbs, punctuation, mechanics) = 2 points each

Lack of development/supporting details = 2 points each

Lack of unity, cohesiveness, clarity = 2 points

Poor organization = 2 points

Major errors (fragments, run-ons, comma splices) = 5 points each

Ineffective topic sentence/thesis statement = 5 points

C. Grading Scale:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F Below 60

D. For written assignments, letter grades (rather than points) are customarily used. The following meanings should help you understand the available letter grades:

Grade	Explanation
A	A superior paper. Well-written with an interesting and insightful argument and a clear central thesis. A serious attempt to use reliable evidence. Use of primary sources to buttress the argument (if the paper is primarily empirical) or thorough consideration of major theoretical approaches (if the paper is more conceptual).
B	A good paper, but with an argument that is not as well-structured as it should be. A few interesting ideas, but the paper could have been improved with more thought, organization, and imagination. Little actual research. Reliance is more on secondary sources than on appropriate primary sources. Minor problems of structure and organization.
C	An average paper. Based entirely on secondary sources, with sometimes unclear and uninspired writing. No real central thesis. A few major problems of structure and organization.
D	A very poor paper. Based on only a few secondary sources, perhaps taken only from the required readings for the course. Serious problems of expression, with numerous passages that are simply not understandable. No central argument.
F	An unacceptable paper. Based on few or no secondary sources, or parroting of one or more secondary sources, bordering on plagiarism.

POLICY AND PROCEDURES

1. Attendance: Students are expected to attend all class sessions and complete all assignments promptly. Students must not only attend every class, but also arrive on time, be prepared, and actively participate in class. Students may be required to sign in each class session to verify attendance. Also, once students arrive to class, they are expected to stay in the classroom until the class session is over. Leaving class early or getting up in the middle of a class session is considered disruptive behavior and should only occur in extreme emergencies. Excessive absences or tardiness will affect your grade. Students, who are unable to attend class, should contact the professor when knowledge of their absence is known in advance or as soon as they return to school.
2. Diagnostic Writing Assessment: Students will complete a diagnostic writing assessment at the beginning of the semester. This assessment will not receive a grade. This assessment is designed to assess the student's writing and critical thinking capabilities.
3. Student Decorum Policy: Students are expected to dress in business casual attire. Males: no "do-rags," scarves, hats, sagging pants, "wife-beater" T-shirts or other visible

undergarments, pajamas, slippers, obscene wording on any attire. Females: no midriff tops, short shorts, halter-tops, pajamas, visible undergarments, slippers, obscene text on any attire. Students are expected to use courteous, respectful language. Do not use profanity or offensive language at any time. Students should refer to the Student Handbook. Students are expected to follow the Dress Code Policy of Mississippi Valley State University. Males must remove hats, caps, wave caps, etc. before entering the class. Females must remove any hair garments, which are not used considered professional and appropriate hair accessories. Clothing must not be revealing, derogatory, or offensive in any nature. Business casual attire or business attire must be worn to class.

4. Late Work: All writing assignments must be received by the professor on or before the due date, by the beginning of the class period, or as indicated by the course schedule of activities. Assignments submitted via Blackboard or electronically must meet the designated due date. Assignments submitted in any form other than specifically instructed or otherwise late will NOT be accepted. Excuses such as "crashed computers," "lost flash drives," or "empty printer ink cartridges" will not be accepted. All students will be required to save all assignments and readings on computer's hard drive and again on removable storage devices. Also, students are required to use Dropbox to back up copies of submitted work. The link for Dropbox is <https://db.tt/CkchpePL>. Dropbox is accessible as an application on mobile devices and as a website on computers and laptops.
5. Plagiarism: ZERO TOLERANCE FOR PLAGIARISM. PLAGIARISM OF 30% OR MORE WILL RESULT IN FAILURE OF THE CLASS. Plagiarism is the act of representing directly or indirectly another person's work as your own. It can involve presenting someone's speech, wholly or partially, as yours; quoting without acknowledging the actual source of the quoted material; copying and handing in another person's work with your name on it, and similar infractions. Even indirect quotations, paraphrasing, etc., can be considered plagiarism unless sources are appropriately cited. Plagiarism will not be tolerated, and students could receive an F grade on the test/assignment or an F grade for the course. Students must turn in their own assignments and not a representation of their assignment completed by someone else. The Academic Honesty policy is strictly followed.
6. Class Communication: Common procedural or curricular questions that arise each semester are answered on the syllabus. For correspondence to the professor, students are required to use only their Mississippi Valley State University assigned email account. Other means of communication include using Skype, Twitter, Facebook, Remind, and Google Voice.
7. Electronic Devices: Students are required to put turn off all electronic devices. There should be no use of cell phones, music players, computers, tablets, Bluetooth, etc. during the duration of class without the professor's permission.
8. Mississippi Valley State University: Students are required to read and adhere to all policies, rules, regulations of Mississippi Valley State University, as outlined in the Student Handbook and Student Catalog, at all times, including outside of the classroom environment.
9. Diversity: Mississippi Valley State University is committed to creating a community that affirms and welcomes persons from diverse backgrounds and experiences and supports the realization of their human potential. We recognize that there are differences among

groups of people and individuals based on ethnicity, race, socioeconomic status, gender, exceptionalities, language, religion, sexual orientation, and geographic area. All persons are encouraged to respect the individual differences of others.

10. **Special Needs Learners:** Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If you feel you are eligible to receive accommodations for a covered disability (medical, physical, psychiatric, learning, vision, hearing, etc.) and would like to request it for this course, you must be registered with the Services for Students with Disabilities (SSD) program administered by University College. It is recommended that you visit the Disabilities Office located inside the EMAP Computer Lab in the Technical Education (IT) Building to register for the program at the beginning of each semester. For more information or to schedule an appointment, please contact Mr. Billy Benson, Jr. via phone or email at 662-254-3005 or billy.benson@mvsu.edu.
11. **Academic Accommodations:** You may need special arrangements to meet your academic obligations during the semester. For an accommodation request, provide a written request during the first two weeks of class or as soon as the need for accommodation is known to exist.
12. **Quizzes:** Quizzes cannot be made up. If you miss a quiz due to an absence or tardiness, that grade will be a zero. The lowest quiz grade will be dropped at the end of the semester.
13. **Resubmissions:** Any failed assignment may be resubmitted and revised at the discretion of the professor. Strict adherence to deadlines for resubmission is expected. Assignments, which have a passing grade may be resubmitted and revised if a student has met with the professor during office hours to discuss resubmission. Resubmissions may not be merely a corrected version of the original assignment, but all resubmissions must be substantially revised and must be submitted with the original graded assignment or draft stapled. Evidence of substantial revision may result in an improvement in a grade. If you did not submit an assignment at the appropriate time, the assignment cannot be offered as a "resubmission."
14. **Presentation Assignments:** Students have the option to use PowerPoint or Prezi to present their presentations. Handouts are expected for each presentation. Rescheduling of presentations will only be at the discretion of the professor and only as class schedule permits.
15. **Course Readings:** Readings may include any of the following but are not limited to: eBooks, journal articles, books, blogs, newspaper articles, etc. Students are responsible for reading all course readings and completing all reading assignments. Journal articles, handouts, textbooks, and other reading materials must be readily available in class at all times. Students should prepare reading summaries for assigned readings and bring to each class session.
16. **Writing Assignments:** All work must be typed in 12-point Times New Roman or 12-point Georgia. Other fonts will NOT be accepted. All work must be double-spaced, with one-inch margins. Follow the APA Format for writing. You must include a title page for all submitted work. Work not stapled will not be accepted. In-class writing assignments must be neatly printed in blue or black ink on loose-leaf composition paper or in Blue

Books purchased from the Bookstore. In-class writing assignments must be double-spaced (skip every other line).

17. Tutorial: Tutorials can assist students in being academically successful. Students are encouraged to receive writing assistance from the campus writing center. Additionally, tutorial sessions for the entire class on a specific topic may be designed by the professor.
18. Extra Credit: (100 points maximum earned) Visit a museum. Write a critique of the exhibit. (25 points possible for each one, maximum 50 points). Write a review on a film/television/video related to public policy, rural policy, agriculture policy, or public administration (25 points possible each, maximum 50 points).
19. Remind: Students can sign up for Remind accounts by visiting remind.com or downloading the app at rmd.me. Students can join my class with the unique class code: rp515. Students can also text the class code to the phone number 81010. Standard text messaging charges can apply if a student sign up using text.
20. Caveat: In the event of extenuating circumstances, the schedule and requirements for this course may be modified.
21. Note: This document does not constitute a contract with the University. It contains guidelines. The instructor reserves the right to make changes as necessary.

EMERGENCY PROCEDURES

1. Students are expected to carefully monitor Mississippi Valley State University website and application, social media (Facebook and Twitter), or local media for an announcement of the class being canceled due to weather or any other emergencies.
2. Students are expected to strictly follow the professor's instructions in case severe weather or any other disturbance that occurs during class hours.

USERNAME AND PASSWORD SHEET

Use this sheet to keep up with your username and password for this class. I cannot reset your information. You are responsible for keeping up with this material.

ACCOUNT	USERNAME	PASSWORD
MVSU EMAIL:		
Dropbox:		

BIBLIOGRAPHY

- Dye, T. (2017). Understanding public policy. (8th ed.). Boston, MA: Pearson.
- Fry, B. R. & Raadschelders, J. C. (2014). Mastering public administration: From Max Weber to Dwight Waldo (3rd ed.). Los Angeles, CA: CQ Press
- Shafritz, J.M. & Hyde, A.C. (2017). Classics of public administration (8th ed.) Boston, MA: Cengage

TENTATIVE SEMESTER SCHEDULE

Week One	Course Introduction
Week Two	Evolution of Public Administration
Week Three	Public Organizations
Week Four	Leadership and Human Resources in Public Organizations
Week Five	Ethics and Motivations & Behaviors of Public Employees
Week Six	Decision-Making in Public Organizations
Week Seven	Mid-Term Exam
Week Eight	Public Budgeting
Week Nine	Public Policy Process
Week Ten	Nonprofit Sector
Week Eleven	Public Administration in Federal Context
Week Twelve	Complex Problems and New Challenges
Week Thirteen	Research Team Meetings
Week Fourteen	Fall Break and Thanksgiving Holiday
Week Fifteen	Students Research Symposium
Week Sixteen	Final Exam

Caveat: In the event of extenuating circumstances, the syllabus, schedule, and requirements for this course may be modified. Students will be notified of any changes.

Remind



Sign up for important updates from Dr. Hawkins.

Get information for **Mississippi Valley State University** right on your phone—not on handouts.

Pick a way to receive messages for **RS 515: Seminar in Public Administration**:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/rp515

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



B If you don't have a smartphone, get text notifications.

Text the message @rp515 to the number 81010.

If you're having trouble with 81010, try texting @rp515 to (662) 985-7415.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/rp515 on a desktop computer to sign up for email notifications.