Syllabus
PUAD 692, MPA Capstone Course
Fall 2012

Instructor Information
Instructor: Dr. Jennifer A. Taylor
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Trillian ID: JenniferATaylor
Office hours: M 430-630 pm; W 430-530 pm; T/TH 11-Noon; and by appointment.
Please contact me via email first, Trillian, text message or voicemail second. I have young children, please also be respectful of the time that you try to reach me by telephone.

Trillian is the free integration of social media downloadable at http://www.trillian.im

 Goals of the Course & Nature of the Course Content
Congratulations! You made it to the end of your MPA degree…almost! This capstone course, a requirement for all public administration graduate students, emphasizes professional and ethical application of core public administration competencies. In the past and in other countries, the Capstone means the highest point of achievement in your professional training. Many programs still require a Master’s Thesis, but our program requires you to complete a professional portfolio. Coursework includes structured, individualized projects demonstrating technical knowledge and understanding of organizational, political, and social contexts. Public Administration as a profession and career are discussed and students will develop a career plan for their future.

Learning Outcomes
• To document student competencies in established academic and professional areas.
• To document student development over the course of study.
• To provide students an opportunity to discuss issues related to information technology and ethics in public service.
• To encourage conscious public service through reflexivity and self-assessment.
• To demonstrate knowledge, skills, and abilities to prospective employers.
• To provide students an opportunity to develop and refine personal and professional development goals.
• To provide students and faculty an opportunity to assess the MPA program.

JMU Catalog Course Description
3 credits. Study of the management of public agencies from the executive viewpoint. Management control of public agencies will be explored including establishment of goals, policies, organizational structure and output of services. Case studies illustrate administrative behavior and managerial operations in local, regional, state and federal agencies. Does not count as part of the political science major.

Course Requirements

Required Texts


Methods of Evaluation
Students will be evaluated based upon meeting the criteria set forth below.

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio</td>
<td>65%</td>
</tr>
<tr>
<td>Homework</td>
<td>15%</td>
</tr>
<tr>
<td>Attendance and Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Reflective Essay</td>
<td>10%</td>
</tr>
</tbody>
</table>

Grading Scale:
- A (93-100); A- (90-92); B+ (87-89); B (83-86); B- (80-82); C+ (77-79); C (73-76); C- (70-72)
- D+ (67-69); D (60-66); F (0-59).

Assignments
Portfolio
http://www.jmu.edu/mpa/wm_library/JMU_MPA_Portfolio.pdf

Homework
You are required to turn in a series of homework assignments during the course of the semester. Most of the homework assignments are listed on the syllabus. There may be additional assignments as the semester progresses. Each homework assignment is due at the beginning of class the day it is scheduled.

Reflective Essay
The purpose of the reflective essay is to document in writing, with a bibliography, the meaning you make of involving yourself in public service as a result of what you have learned and accomplished in the JMU MPA program. The reflective essay is not an evaluation of the MPA program or a particular faculty member; nor, is it a self-evaluation of your performance in the program.

Attendance: You cannot participate in class if you do not attend. The success of the class depends on participation. Class will start promptly. You are expected to arrive on time. Attendance will be taken by a sign-up sheet. It is YOUR RESPONSIBILITY to see that your attendance is recorded, particularly when you arrive late to class. After the first 2 absences, you a deduction of one letter grade (i.e. 10 points) will be deducted from your final grade. Attendance at the presentation sessions at the end of the semester is mandatory. Failure to attend any presentation session will result in a deduction of 2 points from your final grade for every absence.

Class Discussion: All class members are expected to comment on the content of the day’s readings and exercise materials. The faculty member will make judgments about each student’s level of participation and adjust the participation score accordingly.
Policies

Academic Honesty
Making references to the work of others strengthens your own work by granting you greater authority and by showing that you are part of a discussion located within an intellectual community. When you make references to the ideas of others, it is essential to provide proper attribution and citation. Failing to do so is considered academically dishonest, as is copying or paraphrasing someone else’s work. The consequences of such behavior will lead to consequences ranging from failure on an assignment to failure in the course to dismissal from the university. Because the disciplines of the Social Sciences value collaborative work, you will be encouraged to share ideas and to include the ideas of others in our papers. Please ask if you are in doubt about the use of a citation. Honest mistakes can always be corrected or prevented.


In this course one or more of your writing assignments may be submitted to the instructor through Blackboard’s SafeAssign plagiarism prevention service as approved by JMU. Your writing assignment will be checked for plagiarism against Internet sources, millions of academic journal articles, the JMU SafeAssign database and the SafeAssign Global Reference Database. SafeAssign generates an originality report for the instructor that highlights any blocks of text in your paper that match the above reference sources and allows a line-by-line comparison of potentially unoriginal text from your paper with the matching document sections in the reference sources. Each paper you submit through SafeAssign for this or any class at JMU will be added to the JMU SafeAssign database and later used only to check against other JMU paper submissions. Neither Blackboard nor JMU claim any copyright ownership of your writing submitted through SafeAssign. When you submit your paper through SafeAssign you will be given the choice of whether or not to “opt in” and permanently contribute a copy of your paper to Blackboard’s Global Reference Database. This would protect your original writing from plagiarism at other institutions. Opting in and voluntarily contributing your work to the global database is an individual student decision and not required by your instructor or JMU. For more information about SafeAssign refer to the Web site http://www.jmu.edu/academicintegrity.

Adding/Dropping Classes
Students are responsible for registering for classes and for verifying their class schedules on e-campus. The deadlines for the Fall semester can be found here: http://www.jmu.edu/registrar/fall_comp.shtml
No exceptions will be made to this policy. The Political Science Department will not allow students to drop Fall 2012 courses ("late drop") after the official university withdrawal date. No WP or WF will be issued. No exceptions.

Contacting the Instructor
Please contact me via email first and text message or voicemail second. I have young children, please be respectful of the time of day when you try to reach me by telephone.
Disability Accommodations
JMU abides by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, which mandate reasonable accommodations be provided for students with documented disabilities. If you have a disability and may require some type of instructional and/or examination accommodations, please contact me early in the semester so that I can provide or facilitate provision of accommodations you may need. If you have not already done so, you will need to register with the Office of Disability Services, the designated office on campus to provide services for students with disabilities. The office is located in Wilson Hall, Room 107 and you may call 540-568-6705 for more information.

Inclement Weather Policies
In the event of inclement weather, please monitor the University website for possible closures. The instructor will also send an email to confirm the cancellation of class. JMU’s cancellation policy for inclement weather is located at (http://www.jmu.edu/JMUpolicy/1309.shtml).

Religious Observation Accommodations
As a faculty member, I give reasonable and appropriate accommodations to students requesting them on grounds of religious observation. I will determine what accommodations are appropriate for this course. Students should notify me by no later than the end of the Drop-Add period the first week of the semester of potential scheduled absences and determine with me if mutually acceptable alternative methods exist for completing the missed classroom time or activity.

<table>
<thead>
<tr>
<th>Week</th>
<th>Class meeting days</th>
<th>Date</th>
<th>Topics</th>
<th>Reading(s) Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monday</td>
<td>8/27/2012</td>
<td>Introduction to Course Review of Portfolio Guidelines</td>
<td>Get started on your portfolio. Prepare an updated resume or C.V. as needed. Prepare the statement of philosophy of professional practice.</td>
</tr>
<tr>
<td>2</td>
<td>Monday</td>
<td>9/3/2012</td>
<td>Public Management/Behavior</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Monday</td>
<td>9/10/2012</td>
<td>Public Budgeting</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Monday</td>
<td>9/17/2012</td>
<td>Human Resources</td>
<td>Prepare a statement of professional goals.</td>
</tr>
<tr>
<td>6</td>
<td>Monday</td>
<td>10/1/2012</td>
<td>Social, Political, Economic Processes and Institutions</td>
<td>Discuss Bowman, West, and Beck book.</td>
</tr>
<tr>
<td>7</td>
<td>Monday</td>
<td>10/8/2012</td>
<td>Concentration Competency</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Monday</td>
<td>10/15/2012</td>
<td>Research Design &amp; Implementation</td>
<td>Prepare the artifacts and productions.</td>
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<tr>
<td></td>
<td>Monday</td>
<td>Date</td>
<td>Topic</td>
<td>Discussion</td>
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<tr>
<td>10</td>
<td>Monday</td>
<td>10/29/2012</td>
<td>Decision Making</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Monday</td>
<td>11/12/2012</td>
<td>Leadership</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Monday</td>
<td>11/19/2012</td>
<td>NO CLASS</td>
<td>Please use this time to work ahead in this writing intensive course</td>
</tr>
<tr>
<td>14</td>
<td>Monday</td>
<td>11/26/2012</td>
<td>Cultural Competency</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Monday</td>
<td>12/3/2012</td>
<td>Ethical Action</td>
<td>Discuss King and Zanetti book.</td>
</tr>
</tbody>
</table>

Note: this schedule is tentative and might change during the semester according to how the course evolves. The content is subject to change as well, depending on students’ interests and progress.