

**VALDOSTA STATE UNIVERSITY
DEPARTMENT OF POLITICAL SCIENCE
MASTER OF PUBLIC ADMINISTRATION PROGRAM
ONLINE TRACKS
DOCTOR OF PUBLIC ADMINISTRATION**
www.valdosta.edu/mpa/students



**CAPSTONE SEMINAR IN PUBLIC ADMINISTRATION/INTERSHIP IN
PUBLIC ADMINISTRATION
PADM 7900/7210 IA**

Spring 2012

Dr. Viviane Foyou
2217 Nevins Hall
Office Hours: M W 11am -Noon
Work: (229) 247-4363
E-mail: vefoyou@valdosta.edu

COURSE DESCRIPTION:

The Public Administration Capstone is the last course and a co-requisite with PADM 7210 VSU students take before graduating with the MPA degree. The course allows both student and faculty member to assess the learning experience provided by the program of study leading to the MPA degree. The course is designed to accomplish two broad objectives. First, provides an opportunity for students to review and synthesize information, concepts, issues, problems, and ideas from across the field of public administration. Second, it is a medium in which students review and apply theories, principles and skills learned during the program to real-world cases.

EXPECTED OUTCOME

Upon completion of this course, students should be able to:

- Discuss and critically appreciate trends shaping the 21st Century environment of Public Administration.
- Demonstrate the ability to analyze complex public administration issues and identify potential solutions.
- Develop and complete an analytic Capstone Paper that encompasses material from his/her program of study.
- Complete a portfolio that demonstrates the knowledge and skills they have acquired during the program.

REQUIRED TEXTS:

- 1) Menzel C. Donald and White L. Harvey (2011). *The State of Public Administration: Issues, Challenges, and Opportunities*. Armonk, NY: M.E. Sharpe.
- 2) Yin, R.K. (2009). *Case Study Research: Design and Methods*. 4th Ed. Thousand Oaks, CA: Sage.

COURSE REQUIREMENTS

NOTE: Each student is **required** to have a completed application for degree on file before she or he may participate in this course! If you have not completed such an application, you **must do so immediately**.

GRADED ASSIGNMENTS

Students completing a traditional internship during the semester must adhere to all the requirements/guidelines outlined in the Internship handbook. The internship report specified in the handbook will be the basis for the case study discussed in the course. Late assignments will **NOT** be accepted.

Each student will complete four pieces of writing during the course. **The use of the current APSA citation format is required.**

1. Students are expected to prepare **two** short position papers (4-6 double-spaced pages in length including references, 12 font, Times New Roman) that critically review the

readings for a given week This paper will account for 20% of the course grade (10% each). These positions papers should include:

- The fundamental objective of the reading and how it fits into a broader stream of public administration;
- The Theories drawn upon and the rationale for propositions/hypotheses;
- Applications of the key principles in practice;
- Results and conclusions

The first position paper is due **March 4th** at Midnight. The second position paper is due **April 12th** at Midnight.

2. Research Paper: This professionally –developed case study or applied research project will be based upon your own work experience/internship. The paper needs to be at least 20 pages in length, double-spaced, 12 font Times New Roman, and should not exceed 25 pages including tables, figures, and references. This Research paper is due on **April 27th** at Midnight.

However your proposal for this paper (one page) is due **February 18th** at Midnight.

3. The fourth assignment is the portfolio and is due on **April 20th** at midnight. It must be submitted on a CD and sent to or drop off at the Public Administration Office in West Hall.

Students actually doing a work-based Internship during the semester should also follow the guidelines in the “Internship Handbook” for the Internship course. They will also participate in an un-graded Internship Colloquium. This Colloquium will consist of three threaded discussions located on the course home page. Students will find a question in each thread and should respond to it. They should also read the submissions of other students and comment on two of them. Each question will require that they link their internship experience to the capstone course and MPA Program. The responses of each will be shared with other students taking part in this colloquium.

ASSESSMENT MEASURES/GRADING

This course is graded on a satisfactory /unsatisfactory basis. The three written assignments should be submitted in the “Courses Assignment” drop boxes. The portfolio must be submitted on a CD and either dropped off at or mailed to the Public Administration Office. All assignments must be completed with a B average overall in order for the course grade to be Satisfactory.

Paper #1	20%
Paper # 2	20%
Research Paper Proposal	5%
Research Paper	25%
Portfolio due on CD	20%
Threaded Discussion	10%

Final grades will be earned as follows:

Points		Grade		Meaning
100	95=	A	4	Outstanding achievement. Student performance demonstrates Full command of the course materials and evidence of originality and/or creativity that far surpasses course expectations.
94	90=	A-	3.75	Excellent achievement. Student performance demonstrates Thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner.
89	87=	B+	3.25	Very good work. Student performance demonstrates above-Average comprehension of the course materials and exceeds course expectations on all tasks as defined in the course syllabus.
86	83=	B	3	Good work. Student performance meets designated course expectations, demonstrates understanding of the course materials and is at an acceptable level.
82	80=	B-	2.75	Satisfactory work. Student performance demonstrates adequate understanding of course materials.
79	77=	C+	2.25	
76	73=	C	2	
72	70=	C-	1.75	
69	67=	D+	1.25	
66	63=	D	1	
62	60=	D-	0.75	

GENERAL COURSE POLICIES

MPA Student Handbook: Each student is expected to be familiar with and to abide by the rules and regulations governing the Master of Public Administration. These rules and regulations may be accessed through the MPA homepage. <http://www.valdosta.edu/mpa/>

Academic Misconduct: As noted in the MPA Student Handbook, “all material taken from any source—books, articles, newspapers, other student papers, professor’s class notes, etc.—must be properly cited, and all sources identified. **Plagiarism is prohibited**, and may result in a failing grade for the assignment or for the course, and in extreme cases suspension or dismissal from the program.”

Each student is required to read and be familiar with the section on plagiarism in the VSU Thesis and Dissertation Guide. The guide may be accessed by going to the VSU homepage. Click on http://www.valdosta.edu/gradschool/documents/ThesisDissertation_Guide_2002.pdf

Student Materials: Students are strongly recommended to use Microsoft Office in the preparation of writing assignments for this course. All writing assignments should be submitted in *Microsoft Word*.

ADA Policy: Valdosta Ste University complies fully with the requirements of the Americans with Disabilities Act (ADA). If you believe that you are covered under this act, and if you have need for special arrangements to allow you to meet the requirements of this course, please contact the personnel at VSU Access Office for Students with Disabilities. Also, please discuss this with the instructor (via e-mail) at the time of the first class. You may contact the office at www.valdosta.edu/ssp/ or at 229-245-2498 (voice) or 229-219-1348 (tty).

Attendance Policy: You will be counted as ‘present’ for a class week if you participate in that week’s Discussion Board question. If you do not post to the proper discussion board forum during the class week you will not be counted as attending class that week.

Communications with your instructor/ Email Protocol: I work full-time as an assistant professor at Valdosta State University and teach this course in that role. The easiest way to reach me is via email at vefoyou@valdosta.edu. You can call me at 229-247-4363. I have voice mail; so leave a message if you cannot reach me in person. I check email regularly and will respond to all emails within 24 hours during the work week. Please note that I am not available on weekends but will responds to weekend email messages on Monday.

Much, and in some cases all, of the contact between student and instructor in this course will be via email; students should also be communicating with one another through this medium. All email communication must:

- 1) be through the course e-mail system- your instructor will not normally respond to e-mail relating to the course if it come jsmith@yahoo.com
- 2) follow proper “Netiquette”-proper language, tone, etc.,
- 3) all threaded discussions and other assignments must be in by 12 midnight on the date indicated in order to receive credit, unless other arrangements have been made.
- 4) **Any attachment** sent to the instructor must include the sender’s name as part of the file name-for example, if John Smith is sending me his first written assignment as an attachment it should read: **Smith_J_PADM 9010_First_Written.doc**, (where “First_Written” is the name of the assignment, i.e.”Concept Paper.” **Any attachment that doesn’t include the name of the student sending it not be considered as having been submitted. All attachments submitted for grading must be in MS Word.**
- 5) I will notify the class if I am going to be out-of-touch for any reason- for example, if I will be at a professional conference.

All class related questions must be posted to the proper forum on the Discussion Board. I will check the Discussion Board on a daily basis and will answer questions as needed. I also highly encourage students to read and respond to postings from their classmates. Part of the nature of this class is for students to help each other troubleshoot problems and develop critical-thinking skills and working through questions on the forum is an excellent method to develop proficiency in these areas.

Discussion Board postings are an integral part of the course. As the attendance policy states, you must post your own responses to the discussion board and must respond to at least two other student’s posting. Responses must be more than “I agree.” They should be substantive and should reference reading assignments, web references and outside resources.

Course discussion will be graded using the following rubric and scale:

Objective/criteria	Performance Indicator Need Improvement	Meet Expectations	Good+
Original Posting content, grammar, style, originality)	(0 Points) Student does not post an original posting, or posting is not		

	relevant/appropriate to forum	(1 Points) Student meets expectations in posting an original posting, and provides average content in the forum with some reference to course materials.	(2 Points) Students exceeds expectation in posting an original posting, and provides well thought out content in the forum with effective references to course materials
Responses to other students(content, grammar, style, originality)	(0 Points) students does not respond to other students' postings, or does not add relevant/appropriate information to topic	(1 Points) Student meets expectations in responding to other students' postings, and provides some additional content which references course materials	(2 Points) Student exceeds expectation in responding to other students' postings and provides well thought out additional content in the forum with effective references to course materials
Overall contribution to discussion	(0 Points) Student does not enhance the quality of substantive content in the forum	(1 Points) Student does not enhance the quality of substantive content in the forum	(1 Points) Student does not enhance the quality of substantive content in the forum

Course Schedule: Our class will be form Monday-Friday. Homework and responses must be uploaded no later than midnight on the assigned due date. If you have not posted and/or responded to the assigned discussion board question by that time you will be marked as absent for the week. Students can also meet with me face-to-face during my scheduled office hours on campus. If you have any questions about the course please be sure to ask.

Review the following reading assignments and class outline for an overview of our weekly schedule. New assignments and discussion board questions will become available every two weeks at 5pm each Monday. Specific due dates for assignments are listed in the schedule.

READING ASSIGNMENTS AND CLASS OUTLINE

Week 1 (1/9-13)	Introduction	
Week 2 (1/17-20)	Read the following articles	
	<ul style="list-style-type: none"> • Peter Drucker (1999). “Managing oneself,” <i>Harvard Business Review</i>, v.77, n.2: 64-74. • Daniel Goleman (1998). “What Makes a Leader?” <i>Harvard Business Review</i>, v.76, n.6: 93-102. • Robert Behn (1998). “What Right Do Public Managers Have to Lead?” <i>Public Administration Review</i>, May/June, v58, n3: 209-224. • O.C. McSwite (2001). “Theory Competency for MPA-Educated Practitioners.” <i>Public Administration Review</i>, v.61, n.1: 111-115. 	
Week 3 (1/23-1/23)	Read the following articles	
	<ul style="list-style-type: none"> • John P. Kotter, “What Leaders Really Do,” <i>Harvard Business Review</i>, May-June 1990 (pp. 3-11). • David A. Thomas and Robin J. Ely, “Making Differences Matter: A New Paradigm for Managing Diversity,” <i>Harvard Business Review</i>, September-October 1996 (pp. 79-90). • Robert S. Kaplan & David P. Norton, “The Balanced Score Card - Measures that Drive Performance.” <i>Harvard Business Review</i>, January-February 1992 (71-79) 	
Week 4(1/30-2/3)	Menzel et. al.	Xiii-Chapter 1
Week 5 (2/6-10)	Menzel et. al	Part 1- Chapter1-4
Week 6 (2/13-17)	Menzel et. al	Chapters 5-7
Research Paper Proposal due February 18th at Midnight		
Week 7 (2//20-24)	Menzel et. al	Part II-Chapters 8-10
Week 8 (2/27-3/2)	Menzel et. al	Chapter 11-13
Paper # 1 due March 4th at Midnight		
Week 9 (3/5-9)	Yin	Chapters 1-6
Week 10 (3/12-16)	Spring Break	

Week 11 (3/19-23)	Menzel et. al	Part III- Chapters 14-17
Week 12 (3/26-30)	Menzel et. al	Part IV- Chapters 18- 23
Week 13 (4/2-6)	Menzel et. al	Part V- Chapters 24- 27
Week 14 (4/9-13)	Paper # 2 due April 12th at Midnight	
Week 15 (4/16-20)	PORTFOLIO ON CD due April 20th at 5pm in the PUBLIC ADMINISTRATION OFFICE	
Week 16 (4/23-27)	Research Paper due April 27th at Midnight	
May 2-4 Final Exam-THERE IS NO FINAL EXAM IN THIS CLASS		