

**PADM 7900/7210 IA**  
**Spring 2007**  
**January 8-May 4, 2007**  
**Jim Peterson**  
**West Hall 244**  
**Office Hours: M-F, 1:30-3 pm**  
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**CAPSTONE SEMINAR IN  
PUBLIC ADMINISTRATION/INTERNSHIP IN PUBLIC ADMINISTRATION  
CO-REQUISITE COURSES**

Valdosta State University complies fully with the requirement 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 the VSU Access Office for Students with Disabilities. You may contact that office by telephone at 229-245-2498, FAX 229-245-3873. You may also reach them via email at <http://www.valdosta.edu/ssp/>. Also, please discuss this via email with your instructor(s) at the start of each class.

**Required Texts**

Banovetz, J.M. (Ed.). (1998). Managing local government: Cases in decision making (2<sup>nd</sup> ed.). Washington, DC: International City/County Management Association.

Yin, R.K. (2003). Case study research: Design and methods (Applied social research methods, Vol. 5), Third Edition. Thousand Oaks, CA: Sage.

**Course Outcomes**

This course serves as the exit requirement for the MPA program, and it is a co-requisite of PADM 7210. 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 based upon case analyses, a pedagogic technique that requires the active interaction of student and teacher to be effective. Upon completion of this course, each student should be able to:

1. Discuss the evolution and application of the case method to the study of public administration,
2. Analyze cases drawn from administrative settings,
3. Develop and present a case based upon her/his own work experience, and
4. Demonstrate an ability to apply material from his/her program of study to typical management problems.

## 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**.*

**Note: You will need Adobe Reader for this course. This is a free download available on the web. It is also wise to do a Java Browser Upgrade on your computer before the start of the course.**

Each student is expected to read all Monday Mail messages from the instructor throughout the course as well as any lecture that the instructor places on the home page. Communications with the instructor should also take place within the Mail function of Web CT Vista. In addition, the course home page will include the Course Syllabus, Instructions for Writing Policy Position Papers, Portfolio Guidelines, the Internship Handbook, and the Student Evaluation Form.

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 below.

Each student will complete five pieces of writing during the course. The three case studies **must** include explicit citations from the readings in both textbooks.

1. The first case study will be due on Friday, January 19. It will be 4-5 pages long and will include analysis of one case study from the Banovetz text. Choose a case study that overlaps with one course that you have taken in the MPA Program. Structure your paper in accordance with Dr. Argyle's "Instructions for Writing Policy Position Papers." From that format organize your chosen case study by addressing Points IIA, IIIA, IIIC, IVA, IVB, VA, and VB. That means that your paper will center on "Background of the Problem," "Statement of the Problem," "Identification of Actors Involved," "Listing of Alternatives Considered," "Comparison of Alternatives," "Description of Policy Recommendation(s)," and "Rationale for Recommendations." Also, include a final page that explains how a conclusion or research method from the first half of the Yin text (chapters 1-3) influenced your analysis of the problem. Place it in Paper #1.
2. The second case study will be due on Friday, February 2. It will be 6-7 pages long and will include a comparison of two cases from the Banovetz text. Choose two case studies from different "Parts" of the text. They should also be chosen from different "Parts" than was your first paper. Make sure that both case studies overlap with coursework that you have taken in the MPA Program. Again, structure your paper in accordance with the Argyle format utilized in Case # 1. Do your analysis of each case study separately, and these analyses collectively should total no more than 4 pages. In the remainder of the case study, describe one similarity between the two cases and comment on one difference between the two. Also, explain (one page) how conclusions from the second half of the Yin text (chapters 4-6) influenced your analysis and comparisons of these case studies. Place it in Paper #2.

3. Your proposal for the third case study or applied research project (2 pages) must be turned in by Friday, February 9. Place it in Paper #3. Students should also place their proposals in Thread #4 and should comment with one paragraph each on the proposals of three other students. If you would prefer to keep some details about your proposal confidential between you and the instructor, delete those details from the proposal that you put in the thread for other students.
4. The third, professionally-developed case study or applied research project will be based upon your own work experience/internship and is due on Friday, March 9. You have a choice between two types of projects. First, professionally developed case studies, requiring qualitative analysis of an actual policy problem that confronted your organization, should be based on the entire Argyle format (IA – VIB) and should be 8-10 pages long. Second applied research projects should focus on a work experience/internship problem that required quantitative analysis, and that your organization either attempted to solve or has already solved. The entire analysis for this second type of project should be rooted, explicitly, in conclusions and methods from PADM 7060. In both the case studies and applied research projects, strict confidentiality will be maintained between student and instructor. Place it in Paper #4. Students should also place their papers in Thread # 5 and should comment in one paragraph each on the papers of the three other students whose proposals they evaluated in Thread # 4. Consider how each paper turned out in the end. If you would prefer to keep some details about your project confidential between you and the instructor, delete those details from the paper that you put in the thread for other students.
5. The fourth assignment is the portfolio and is due on Friday, April 13. It must be submitted on a CD and sent to or dropped off at the Department of Political Science. See the “Portfolio Guidelines” for additional details.

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.

### **Grading**

This course is graded on a satisfactory/unsatisfactory basis. The four written assignments should be submitted in the four “Assignment” drop boxes within the WebCT Vista course. Students must also complete all their threaded discussions. The Portfolio must be submitted on a CD and either dropped off at or mailed to the Department of Political Science. All assignments must be completed with a B average overall in order

for the course grade to be Satisfactory. Also, in order to receive their final grade, students must complete the MPA Program Evaluation and send it to Dr. Argyle.

### **Course Access**

Each student must have a VSU email account (each student is automatically assigned one upon registering for a course). If you haven't activated your student account, do so. Go to the VSU home page at [www.valdosta.edu](http://www.valdosta.edu), and click on "WebCT." You may also go directly to [www.valdosta.edu/webct/](http://www.valdosta.edu/webct/). Each student is to read and abide by the "WebCT Netiquette" found on this page.

### **Key Dates**

#### *Written Assignments Due*

January 19: Case Study # 1 Due (4-5 pages). Paper # 1 Assignment Box

February 2: Case Study # 2 Due (6-7 pages). Paper # 2 Assignment Box

February 9: Clearance (2 pages) with Instructor of topic for Case Study or Applied Research Project #3. Paper #3 Assignment Box and Thread #4

March 9: Case Study or Applied Research Project# 3 Due (8-10 pages).  
Paper #4 Assignment Box and Thread #5

April 13: Portfolio Due on CD. Mail or Drop Off in Dept. of Political Science

#### *Threaded Discussions:*

##### Students Doing an Actual Internship Only

January 26: Thread # 1

February 23: Thread # 2

March 23: Thread # 3

##### All Students

February 16: Thread # 4

March 16: Thread #5

