



COURSE SYLLABUS

Master PA 430-WB – Cases in Public Administration

Online: Online classroom located at uiulearn.uiu.edu

Instructor Information

Instructor Name: Joseph S Kroll

UIU Faculty Email: Krollj@uiu.edu

Telephone Number: 561-670-1610

Availability: Best time to call: Monday thru Friday, 6PM – 10PM EST.

I am also available by e-mail thru the UIU e-mail any day that you need help or have a question or concerns about an assignment.

Course Description

Semester Credits: 3

Catalog Course Description: A concentrated study of the techniques of public administration, including the public budgeting process, law enforcement administration, recreation administration, and the administration of other public services as well as an in depth look into public involvement and public administration.

Prerequisites: PA 364

Credit Hours: 3

As a requirement of HLC Accreditation, all UIU courses, regardless of meeting schedule or instructional mode, follow the Federal Credit Hour Definition. As such, each credit hour earned at UIU is equivalent to a minimum of 45 hours of student engagement.

For more information on how specific instructional modes meet this requirement, please see *UIU's Policy Guidelines for Instructional Time Expectations*: [UIU Policies](#).

Course Materials

It is the student's responsibility to make sure she/he has access to all required course materials by the start of the session.

Required Textbooks Citizen-Centered Cities, Volume 1, *case studies of public involvement*
ISBN- 13:978-160649-658-9

Required Resources none

Ordering Textbooks

Purchase your textbook through the online university bookstore, [MBS Direct](#), or by phone at (800) 325-3252.

Course Objectives

1. Analyze the differences between administrative values and democratic values.
2. Evaluate the impact of the federal structure of American Government on Administration.
3. Develop and analyze effective strategic plans for the local level.
4. Assess the key factors for the successful implementation of public policy.
5. Prepare and effectively deliver a professional presentation using the vocabulary of Public Administration.
6. Analyze models of public policy making and implementation as they impact social groups.
7. Apply the principles of organization theory and management science to administrative situations.
8. Evaluate the relationship between Public Administration's development and the dynamic American political system.
9. Understanding the balance between public involvement and administrative involvement.
10. Benefits of putting the public first.

Course Requirements and Grading Criteria

Course Requirements The course is completely developed in uiuLearn and consists of 8 units. All course materials will be available and all work should be completed in uiuLearn. Completion of a unit will release the subsequent unit.

Participation Even though you do not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it is important to maintain a regular schedule, if possible, to complete all course work. It is too easy to set work aside and decide to do it later.

Grading Criteria

The course letter grade will be based on the following grading criteria.

<u>Activity</u>	<u>Points</u>
Assignments (8) @ 20 ea.	160
Case Study (8) @ 40 ea.	320
Quiz (7) @ 10 ea.	70
Midterm	200

Final	<u>250</u>
Total	1000

Grading Scale

LETTER GRADE	PERCENT	POINTS
A	93-100%	929-1000
A-	90-92%	900-929
B+	87-89%	870-899
B	83-86%	830-869
B-	80-82%	800-829
C+	77-79%	770-799
C	73-76%	730-769
C-	70-72%	700-729
D+	67-69%	670-699
D	63-66%	630-669
D-	60-62%	600-629
F	0-59%	0-599

Grades and Feedback Assignment grades and feedback will be posted in the gradebook in the web-based classroom. Students can expect feedback and graded assignments to be returned with comments no later than 4 days after you initially turned in your work for grading. If for some reason this day is missed please do not hesitate to contact me.

Turnitin is an educational tool for evaluating and improving your writing skills. It will find matching text and provide the percentage of similarity with other sources – websites, student papers, articles, journals, periodicals & books.

Extension

Students will be allowed to request an extension and receive an 'X' (-extension grade) at the end of their original six-month enrollment period if:

- A minimum of one assignment has been received for grading per guidelines **AND**
- All course units and exams are not completed and submitted **OR**
- A course withdrawal has not been initiated.

Note: The fee for a self-paced extension is \$99 per course. The request for an extension must be submitted no earlier than one month before the end of the course and no later than a week before the end of the course.

Extension grade details

- When the extension is granted and an "X" grade is issued, the student will receive a four-month enrollment period to complete the course.
- Students do not have the option to withdraw from a course after the initial six-month enrollment period.
- An 'X' grade posted to the student's official record will be replaced with a final letter grade; however, the extension will remain on the official transcript as a notation.
- If the course is not completed by the end of the extension period, the instructor will assign a final grade (A-F) based on work completed in relation to the total course requirements.
- If credit is not earned by the end of the extension period, students can reenroll and repeat the entire course for credit.

Note: Students are not reported as enrolled during the extension period and are not eligible for student loan deferment. No more than one extension will be granted.

Course Schedule

Unit	Topic of study	Activities	Assessments
Unit 1	Introduction Lecture reading Ch. 2 case study Supplemental	Review course syllabus, essay questions	Complete unit scheduled assignments
Unit 2	Read Challenge 2 Chapter 3 case study Supplemental	Review Pgs. 10-13 Pgs. 52-64 Essay questions	Complete unit scheduled assignments
Unit 3	Read challenge 3 Chapter 4 case study Supplemental	Review Pgs. 13-17 Pgs. 65-76 Essay questions	Complete unit scheduled assignments
Unit 4	Read challenge 4 Chapter 5 case study Supplemental	Review Pgs. 17-20 Pgs. 79-82 Essay questions	Complete unit scheduled assignments Midterm
Unit 5	Read challenge 5-6 Chapter 6 case study Supplemental	Review Pgs. 20-30 Pgs. 82-86 Essay questions	Complete unit scheduled assignments
Unit 6	Read challenge 7 Chapter 7 case study Supplemental	Review Pgs. 30-37 Pgs. 87-97 Essay questions	Complete unit scheduled assignments
Unit 7	Read challenge 8	Review Pgs. 37-41	Complete

	Chapter 8 case study Supplemental	Pgs. 99-102 Essay questions	unit scheduled assignments
Unit 8	Read challenge 9 Chapter 9 case study Supplemental	Review Pgs. 41-44 Pgs. 103 Essay questions	Complete unit scheduled assignments Final paper

Course Expectations

Email

Upper Iowa University employees and students are issued an UIU email account (doej@uiu.edu). University email communications will only be sent to UIU email address. Faculty and staff are not obligated to respond to students using non-UIU email accounts.

Technology Requirements Laptop or CPU with ability to use windows 8 or 10.

Professional Writing and Speaking Guidelines

Communications in class and online should follow the Student Conduct and Discipline, Respect for the University Environment, and Code of Student Responsibility in the [Student Handbook](#) (pg. 20 and 21). Respect the opinions of others using appropriate language and communications.

University Policies

Validation of Enrollment/Non-Attendance

Registration for each course must be validated by attending at least one of the first three class sessions. For classes meeting twice per week, you must attend the first, second or third session. For classes meeting once per week, you must attend either the first week or the second week. Failure to validate enrollment when courses begin will result in a grade of NA (never attended) and removal from the course.

Withdrawal (W)

If a student decides to withdraw from a course before the end of an enrollment period, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. All students should consult with the Business Office and Financial Aid Office to understand the financial impact of withdrawing prior to initiating the withdrawal process.

Tuition adjustments are independent from academic and financial aid deadlines. Upon receiving a request for withdrawal, using the number of lessons submitted as compared to the total due, a refund of tuition is made according to the following guideline.

On or before the first day of the enrollment period* 100%

After the first lesson through 10% of the enrollment period 90%

After the first 10% through the first 25% of the enrollment period 50%

After the first 25% of the enrollment period 0%

*Enrollment is measured by the number of assignments to be submitted during a six-month period of time, as determined by the University, during which semester credits are earned toward graduation. The refund/repayments shall be calculated using the percentages noted above as determined using the number of assignments completed and the number of assignments yet to be submitted.

For example, if a student submitted 2 of 17 assignments, they completed 11.76% of the class assignments. The student would be refunded 50% of the tuition cost.

For students from Wisconsin, Maryland, Georgia, Oregon, or Arizona, state laws apply. For students enrolled through the cpacredits.com program, no refund is allowed after the first two weeks.

Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99.

Course withdrawal may impact financial aid eligibility. A financial aid counselor is available to discuss this decision.

Upper Iowa University is required to use a pro rata schedule to determine the amount of Title IV aid the student has earned at the time of withdrawal. If financial aid funds have been released to the student because of a credit balance on the student's account at Upper Iowa University, the student may be required to repay some or all of the amount released to the student. This policy is subject to federal regulations. Contact the Financial Aid Office for details.

Withdrawing from a course in progress may result in significant student account charges. Consult with the Business Office before withdrawing. For more information on financial aid implications, go to uiu.edu/financialaid.

Administrative Withdrawal (AW)

A grade of AW (administrative withdrawal) is recorded for any course from which a student is administratively withdrawn. **At least one complete assignment/unit must be received and verified by the instructor within the first 60 days of the enrollment period or the student will be administratively withdrawn from the course.** Students who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99. Students through the cpacredits.com partnership follow the withdrawal policy listed above. Non-Attendance (NA): Never attended grades are not applicable to the Self-Paced Degree Program.

Academic Accommodations

It is the policy of Upper Iowa University to ensure equal access to educational and co-curricular activities to students with disabilities as mandated by the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973. A student seeking accommodations should contact the Director of Disability Services (DDS) as early in the session as possible. In order to receive accommodations, students must disclose their disability to the DDS by completing a *Voluntary Disclosure Form*, as well as providing appropriate documentation. The *Voluntary Disclosure Form* is available in the DDS office or online at [Disability Services](#). Students will be given a *Request for Accommodations Contract* during their initial appointment with the DDS. **This appointment will be in person for Fayette campus students and over the phone for center, online, and self-paced students.** It is the student's responsibility to provide the instructors with a copy of the *Request for Accommodations Contract* (for Center or online students, these contracts are emailed out to instructors by the DDS for the student). Additionally, students should work cooperatively with their instructors throughout the session to make sure that appropriate accommodations are being made. You can contact the DDS at (563) 425-5949, disabilityservices@uiu.edu, or stop by the office in the Student Center, Office of Student Life, Room 229.

Academic Misconduct Policy

Cheating, academic dishonesty, and plagiarism constitute a violation of the offender's own integrity, as well as the integrity of the entire University; they will not be tolerated. Violators will receive sanctions based on the level of academic misconduct.

Cheating includes, but is not limited to:

- The use of unauthorized books notes or other sources in the giving or securing of help in an examination or other course assignments.
- The copying of other students' work or allowing others to copy your work. The submission of work that is not your own or allowing others to submit your work as theirs.
- The submission of the same work for two or more classes without the approval of instructors involved.

Academic dishonesty includes, but is not limited to:

- Sharing academic materials knowing they will be used inappropriately.
- Accessing another person's work without permission.
- Providing false or incomplete information on an academic document.
- Changing student records without approval.
- Obtaining and using texts or other materials intended for instructor use only.

Plagiarism includes, but is not limited to:

- The presentation of another's published or unpublished work as one's own.

- Taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source.
- Using charts, graphs, statistics or tables without proper citation.

Levels of Academic Misconduct and Sanctions

The faculty member teaching the course has the primary responsibility for resolving allegations of academic dishonesty, though egregious violations will be resolved by the School administration, the Academic Misconduct Board, or some combination thereof. The final decision on the level of a violation rests with the Academic Misconduct Board. Options for resolving an alleged case of academic dishonesty range from dismissing the allegation with no negative sanction to being expelled from the university ([Academic Misconduct Policy: Table 1](#)). A negative sanction is defined as an action taken by the faculty member that affects the student's grade for the assignment or his or her cumulative grade for the course. Anytime academic misconduct is detected, the procedures outlined in [Academic Misconduct Policy: Table 1](#) should be followed. The incident will be maintained in a searchable database maintained by the Office of Academic Affairs.

Copyright Statement

In recognition of the Copyright Law of the United States (Title 17, United States Code), Upper Iowa University reminds both faculty members and learners that a willful infringement of the law may result in disciplinary action. The University library has available materials discussing the "fair use" concept, along with criteria and guidelines for reproduction and use of copyrighted materials.

This syllabus is subject to change.

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