



Mississippi Valley State University
Department of Social Sciences
PA 101: Introduction to Public Administration
Fall 2019

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Course-related social media hashtags:	#thebougieprofessor; #mvsupa101; cassandrahawkinsphd; #drhawkins
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Fall 2019 Office Hours

Monday (M) 4:00 a.m. – 6:00 p.m.
Wednesday (W) 4:00 p.m. – 6:00 p. m.
Thursday (R) 12:00 p. m. – 6:00 p.m.

Fall 2019 Virtual Office Hours

Saturday (S) 9:00 a. m. – 11:00 a.m. (By Appointment Only)

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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: **Mondays (M) 4:00 p.m.– 6:00 p.m.**; **WEDNESDAYS (W) 4:00 p.m. – 6:00 p.m.**; and **THURSDAYS (R) 12:00 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: **Saturdays (S) 9:00 p.m. – 11:00 a.m. (BY APPOINTMENT ONLY)**. Additional times are by appointment only and are scheduled using Doodle. Please sign up in advance using the Doodle link provided to students. 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 send an email or text to the professor cancel it on Doodle, as early as possible so that another student may have the slot.

CATALOG COURSE DESCRIPTION

An overall view of the principles of administration in the field of public management.

REQUIRED TEXTBOOK

Denhardt, R. B., Denhart, J. V., & Blanc, T. A. (2019). *Public Administration: An action orientation* (7th ed.). Boston, MA: Cengage.

SUPPLEMENTARY TEXTS

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

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. Students are responsible for downloading journal articles that are available electronically through the library. Additional readings will be made available through the course web page on Blackboard. If the reading is not readily available, the professor will provide an electronic version of the reading.

STUDENT LEARNING OUTCOMES

Critical Thinking

Upon successful completion of the course, students will be able to demonstrate critical thinking through the following actions:

- Transform into a more active learner with stronger ownership and control of the learning process.
- Understand the rationale for and importance of community and economic development programs implemented by state and local governments.
- Reflect on the validity of analysis of interpretations of texts in light of textual, historical, or cultural evidence.
- Apply abstract principles to real-world scenarios through digest of various academic readings, discussion, and class activities.
- Build writing and critical thinking skills of problem identification, analysis, solution, and implementation.

Research

Upon successful completion of the course, students will be able to demonstrate critical thinking through the following actions:

- Define critical theories related to required texts and additional readings.
- Identify and understand various challenges and strategic issues commonly faced by public officials in developing community and economic development programs.
- Analyze the role and ability of government policies to influence rural growth and development.
- Evaluate the required textbooks, optional textbooks, additional readings, technology, and other supporting resources.

Exceptional Communications

Upon successful completion of the course, students will be able to demonstrate exceptional communications skills by performing the following actions:

- Analyze ideas presented in written, oral, and visual formats.
- Utilize supplementary materials to strengthen their research and writing skills.
- Explain the interaction of administrative and political processes in public administration.

- Deliver effective-multi-media presentations.

Service Learning

Upon successful completion of the course, students will be able to demonstrate being service-oriented skills by performing the following actions:

- Participate in a professional organization through active membership.
- Engage in community service activities.

Master the Discipline

Upon successful completion of the course, students will be able to demonstrate mastery of the discipline by performing the following actions:

- Identify academic theories of public administration to administrative practices.
- Assemble an arsenal of terms across numerous public administration subfields (e.g. public finance, organizational theory, administrative law, personnel, public management, decision- making, implementation, performance, contracting, networking, ethics, etc.)
- Explore the evolution of public administration and its future as an academic discipline and a profession.
- Discuss the arrangement of programmatic and fiscal arrangements in the intergovernmental relationship context.

STUDENT PERFORMANCE CRITERIA:

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

- Explain the importance of ethical standards and behavior of public manager.
- Prove the importance of citizen participation in the public administration process.
- Identify the roles of public administrators as public managers and policy makers.
- Reflect on their enhanced informational power and self-efficacy in preparation for a post-graduation work environment.
- Appreciate the value of technological tools and be comfortable with these tools to produce research, which illustrates competent knowledge of the research process.
- Consistently produce a writing product, which uses the writing process and demonstrates an expanded and improved vocabulary.
- Easily instruct others of the research fundamentals in a peer-tutoring environment.
- Possess a clear vision of where they are going in order to fully appreciate their matriculation and its impact on their life's journey.
- Complete the Verification of Syllabus Receipt Form.

INSTRUCTOR PERFORMANCE CRITERIA:

To ensure students' success, the instructor will:

- Deliver tools and techniques for students within a reasonable amount of time.
- Provide quality and assessment evaluation of writing product or academic performance.
- Strive for excellence by remaining prepared and putting forth full-effort.
- Communicate effectively with students.
- 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:

- Respect others and maintain proper order in the classroom environment.
- Participate actively in class and engage in the challenge of personal growth.
- Seek excellence by remaining prepared and putting forth full effort.
- Constantly desire to improve personal performance.
- 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 COURSE MATERIALS

The student is required to purchase the following materials to be successful in this class:

- 3-ring binder to maintain all of your materials, notes, and handouts.
- Journal
- 2 GB USB or cloud-storage account
- Computer access
- Internet access
- MVSU email account
- Webster Dictionary/Thesaurus
- Blue or black ink
- Highlighters
- Notebook Paper (NO SPIRAL NOTEBOOK PAPER)

MOBILE APPLICATIONS

- Dropbox: <https://db.tt/CkchpePL>*
- YouTube: <http://youtube.com>*
- Dictionary: <http://dictionary.com>*
- Prezi: <http://www.prezi.com>*
- TED Talks: <http://ted.com/talks>*
- Microsoft Word*
- Microsoft OneNote*
- Paper 53: <http://fiftythree.com>
- DocsToGo: <http://dataviz.com>
- Evernote: <http://www.evernote.com>*
- Penultimate – Digital Handwriting: <http://www.evernote.com>
- Grammarly: <http://www.grammarly.com>*
- Dictionary: <http://dictionary.com>*
- Mendeley: <http://www.mendeley.com>*

**Mobile applications offer websites to access information.*

WEBSITES

- Rural Sociological Society: <https://www.ruralsociology.org/>
- American Society for Public Administration: <https://www.aspanet.org/>
- Public Management Research Association: <https://pmranet.org/>
- American Political Science Association <https://www.apsanet.org>
- Plagiarism: <http://www.plagiarism.org>
- Purdue Online Writing Lab: <http://owl.english.purdue/owl>
- Turnitin - <http://www.turnitin.com>
- Typing Practice - <http://www.sense-lang.org/typing/games/EN.php>
- Time Management: <http://www.studygs.net/schedule/weekly.htm>
- Punctuation Practice: <http://www.gamequarium.com/punctuation.html>

SOFTWARE RESOURCES

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

EVALUATION CRITERIA

The following criteria contribute to a student's overall grade:

Assignment	Percentage of Final Grade
Class Participation and Attendance	34%
Application Assignments	26%
Professional Organization Membership	20%
Midterm and Final Exams	20%
Total	100%

Grammatical Errors

- 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

Grading Scale

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

Automatic Point Deductions

The following errors will incur the following automatic point deductions:

- No Name (NN) 10 points (other work), no grade (test)
- Not Following Directions (NFD) 10 points for each incident
- No Date (ND) 10 points for each incident
- Text Lingo (TT) 5 points for each incident
- Incomplete Thought (IT) 10 points for each incident

Writing Assignments

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.
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POLICY AND PROCEDURES

Threaded Discussions

Discussion postings are due by Day 4 and responses are due by Day 6. Adhere to the weekly time frame to allow others ample time to respond to your posting. A Discussion Board is available in Blackboard. Pay close attention to the schedule of activities. Manage your time to ensure that you are on task. You will be able to ask questions about course content and share information. A classmate may be able to answer a question about content more quickly than your professor. Also, posting content questions in the Discussion Board will allow everyone to view the answers to frequently asked questions. Discussion created as assignments deem required contributions to the discussion board. Students are expected to post responses to module questions and peers' postings on a regular basis. Utilize the discussion rubric as it will be used in evaluating your discussion board postings. Discussion board postings should be of quality rather than quantity. For example, a response that says "I agree" with no additional information or documentation will earn 0 points. Furthermore, responses that possess a higher standard of quality will be graded accordingly. No credit will be given for discussion postings made after the week in which they are due unless prior arrangements are made with the professor. Exceptions will be made for those rare situations that legitimately prevent a student from posting on time. Your post must align with the Discussion Board for the week. Do not email posting to your professor. Make sure the first sentence of your first Discussion post reads "Main Question Post." For your response to your peers' posts, make sure the first sentence of your response reads "Response." The professor monitors the Discussion Board with the intention of responding every workday when deemed necessary. The professor logs in to evaluate and respond to class discussions approximately 3 – 5 days per week. Unless there are specific questions, your professor will not respond to every posting from each student. The professor reads every post and expects students to read every post, including the professor's posts and classmates' posts. At times, the professor will choose to respond to a post to address concerns and important issues. The professor responds to course-specific questions or concerns within 48 hours of receiving them in an email or course posting. Questions related to the course and assignments should be posted in the Class Café to allow other classmates the benefits of the response from the professor.

Class Attendance

This class is a combination of lecture and discussion. Students are expected to attend all class sessions and to actively participate in class. Discussions are great way to clarify your understandings and to assess your conclusions. Differences exist between instruction in a traditional classroom and an online classroom. Successful participation in this course requires sufficient time management. Resources can be accessed online at any time, which provides unique convenience for your current schedule. Consequently, setting aside a specific time each week to complete coursework will ensure that you meet the attendance requirement for this class. You may access Blackboard at any time during the week; however, when you start early on any assignment, you are able to seek the necessary assistance earlier. 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.

Professional Organization Membership

Students are required to join an academic professional organization that fits well with their academic interests. Students must submit documentation of membership by the designate deadline. Belonging to a professional organization accounts for twenty percent (20%) of your final grade. Most memberships with academic professional organizations come along with access to the organization's key academic journal. These organizations have discounted student membership rates and member discounts for conferences. You should review abstracts in your key journals on a regular basis. Key organizations include, but are not limited to:

- Organization: American Society of Public Administration; Journal: Public Administration Review
- Public Management Research Association; Journal of Public Administration Research and Theory
- Association of Public Policy and Management; Journal of Public Policy and Management
- Rural Sociological Society; Journal: Rural Sociology
- American Political Science Association; Journal: American Political Science Review

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.

Student Decorum Policy

Students are expected to dress in business casual or business attire. The following is not allowed: hats, caps, wave caps, hoods, "do-rags," scarves, sagging pants, "wife-beater" T-shirts, visible undergarments, pajamas, slippers, obscene wording on any attire, midriff tops, short shorts, halter-tops, pajamas, visible undergarments, slippers, obscene text on any attire, any hair garments, which are not used considered professional and appropriate hair accessories, and revealing, derogatory, or offensive in any nature. Students are expected to use courteous, respectful language. Students should refer to the Student Handbook. Students are expected to follow the Dress Code Policy of Mississippi Valley State University. etc. before entering the class.

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, and all 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. Dropbox is accessible as an application on mobile devices and as a website on computers and laptops. The link for Dropbox is <https://db.tt/CkchpePL>.

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.

Class Communication

Unless otherwise noted, you should only contact your professor using your MVSU email account. All e-mail correspondence must contain a subject line in the following format: [Course ID]-[section number]- Your Name followed by a brief description of the subject. For example, Jasmine Wilson, enrolled in section 1 of PA 101, would submit her e-mail with the following subject line: PA101 01-Jasmine Wilson followed by a brief description of the subject. This subject line convention ensures that your e-mail will be easily identified and responded to in a timely manner. Common procedural or curricular questions that arise each semester are answered on the syllabus. If you are unable to find the answers you need, you may contact the professor. Be sure to follow the course netiquette rules mentioned when composing emails. If your primary email account is a non-MVSU address, make sure to forward your MVSU email to your non-MVSU account. Other means of communication include using Skype, Twitter, Facebook, Remind, and Google Voice.

Student to Student Etiquette:

There are course expectations concerning etiquette or how we should treat each other. It is very important that we consider the following values during class discussions and when emailing fellow students:

- **Respect:** Each student's viewpoint is valued as an opinion. When responding to a person during the online discussions, be sure to state an opposing opinion in a diplomatic way. Do not use profanity or offensive language at any time.
- **Confidentiality:** When discussing topics, be sure to be discreet on how you discuss children, teachers, and colleagues. Do not use names of people or names of facilities.
- **Student to Professor Etiquette:** In addition to the above values, I expect that each student will submit completed assignments in a timely manner. Professor to Student Etiquette: Students can expect that the professor will also follow the values listed above by checking and responding to emails and grading assignments in a timely manner.

Electronic Devices

The use of electronic devices such as cellular phones is permitted as long as devices are silent. Inform me of extenuating circumstances that may require you to receive and respond to messages using your cellular device prior to class. If you must respond to a call or text, you must leave the classroom and respond at a distance that will not

disturb the learning environment. Texting, social media, and other distracting actions are not allowed. Recording of lectures require written and verbal approval from the professor and departmental chair. Violation of this result may result in you being asked to leave the class and a grade of zero for class participation, exams, or presentations.

Minimum System Requirements

To have a successful experience in Mississippi Valley State University's online courses, the following is the minimum computer configuration needed:

Computer Hardware Recommendations: The following hardware are minimum specifications to work Blackboard: PC with: Windows XP, Vista, Windows 7 or Apple Macintosh with: Mac OS X 10.5 or 10.6. One (1) Gigabyte of free disk space recommended. Internet Connection: Broadband, Cable, DSL, or 56 K modem or higher.

- **Web Browser Compatibility:** It is very important that you use a certified or compatible Web browser when viewing and working in Blackboard so that information and course tools display correctly. Compatible web browsers for Windows enabled PCs include Internet Explorer 8, Chrome, and Firefox 3.6 or later. Compatible web browsers for Macintosh enabled PCs include Safari 4, Safari 5, Chrome and Firefox 3.6 or later. Firefox 1.5 and 2.0 are NOT supported for Blackboard Learn. Firefox 1.5 and 2.0 users need to upgrade to Firefox 3.0 to access the latest security patches and Mozilla support. Mac OS 10.3 is NOT supported for use with Blackboard Learn.
- **Other Browser Considerations:** Blackboard is not compatible with the AOL browser. If you use the AOL service to connect to the Internet, download and install a certified or compatible browser listed in the above matrix. Once connected to the Internet, minimize your AOL browser, and then open the other browser to access Blackboard.
- **Pop-Up:** Turn off pop-up blockers when using Blackboard or provide an exception for your institution's Blackboard Web site (URL). Often, you will have two pop-up blockers: one within your browser and one within a search toolbar like Google or Yahoo.
- **JavaScript and Cookies:** JavaScript and Cookies must be enabled on any browser.
- **Browser Plug-Ins:** Be sure to review the recommended plug-in information below and download as appropriate. It is recommended that you have a high-speed Internet connection and the following free multimedia plug-ins: Adobe Acrobat Reader, Apple QuickTime Player, Adobe Shockwave Player, Microsoft Windows Media Player, Real Networks RealPlayer for Windows, Real Networks RealPlayer for Mac OS X, Sun Java Runtime Environment (all platforms) is required for the use of Blackboard's Web Equation Editor as well as the Virtual Classroom and Text Chat.
- **Speakers:** You must have speakers installed and working properly on your computer before beginning the course.
- **Productivity Software:** You will need access to Microsoft Word and PowerPoint to complete assignments. If you do not have access to the Microsoft Office applications, you may download the Open Office Freeware, an open productivity suite. You will be able to complete your assignments using this freeware and save your files with Microsoft Office file extensions.

Minimum Student Technical Skills

Participation in this course requires some basic knowledge of computer technology. You should be able to:

- Navigate and use Blackboard (see Blackboard Student Orientation, if you need assistance).
- Understand basic computer usage, including keyboard, mouse, CD drive, and printer.
- Access the Internet via DSL, cable modem, or a network interface.
- Use the computer operating system (Windows/Mac OS) to:
 - Create folders.
 - Find, copy, move, rename, and delete files.
 - Launch, run, and switch between software applications.
- Use a word processing program to (see Word 2010, Word 2007 or 2003 tutorials for PC users; Word 2008 for Mac users, if you need assistance):
 - Create, format, edit, spell check, save, print, and retrieve a document.
 - Cut, copy, and paste information within and between documents.
 - Save a word processing document in text or rtf format.
- Use a Web browser to open, print, and/or save Web pages to a local or removable storage drive.
- Open and save Adobe Acrobat files (PDF files).
- Create, maintain, and manage a list of Web pages (Favorites/Bookmarks).
- Use a search engine's basic features to find information on the Web.
- Download and install programs from remote servers.
- Use email to send, receive, store, and retrieve messages.

- Send, receive, and open file attachments.

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.

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.

Special Needs Learners

Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If a student has a disability that qualifies under the Americans with Disability Act (ADA) and requires accommodations, he/she should contact the Services for Students with Disability Office to obtain this service. Disabilities covered by the ADA may include learning, physical, psychiatric, vision, hearing, or chronic health disorders. Students who are uncertain if their condition/disability is qualified should contact the SSD Office. 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. Visit the Disabilities Office located inside the Social Sciences Building in Office 105 to register for the program at the beginning of each semester. For more information or to schedule an appointment, please contact Kathy Brownlow via phone (662-254-3443) or email (kbrownlow@mvsu.edu).

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.

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.

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.”

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. Please submit all presentation assignments to the correct submission links. Do not email your assignment without prior consent from the professor. Please be sure to save all presentation assignments using Dropbox (<https://db.tt/hgmtHjkn1>), cloud storage service or an external USB.

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.

Application 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). Please submit all writing assignments using the correct submission links. Do not email your assignment without prior consent from the professor. Please be sure to save all writing assignments using Dropbox (<https://db.tt/hgmtHjkn1>), cloud storage service, or an external USB.

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. Students can schedule tutorial appointments with the professor.

Extra Credit

Students can earn a maximum of 100 points in extra credit. Visit a museum. Write a critique of the exhibit. (25 points possible for each one, maximum 50 points). Attend a community service event. (50 points possible for one, maximum 100 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).

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: mvsupa101. 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.

Technical Issues

To obtain assistance with technical issues (removing pop-up blockers, opening pages or quizzes, etc.) or if you are unable to see the course content or have other questions regarding the course itself, contact: **Online Learning Technologist (662-254-3624), Online Learning Technologist (662-254-3114), and Office Manager (662-254-3913).**

Caveat

In the event of extenuating circumstances, the schedule and requirements for this course may be modified.

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: LINK: https://db.tt/hgmtdHjkn1		

TENTATIVE SEMESTER SCHEDULE

Week	Topic
Week One	Course Introduction
Week Two	Personal Action in Public Organizations
Week Three	The Political Context of Public Administration
Week Four	The Interorganizational Context of Public Administration
Week Five	Planning, Implementation, and Evaluation
Week Six	Budgeting and Financial Management
Week Seven	Mid-Term Exam
Week Eight	The Management of Human Resources
Week Nine	The Ethics of Public Service
Week Ten	Designing and Managing Organizations
Week Eleven	Leadership and Management Skills in Public Organizations
Week Twelve	Administrative Reform, Productivity, and Performance
Week Thirteen	Opportunities for the Future: Globalization, Democracy, and the New Public Service
Week Fourteen	Fall Break and Thanksgiving Holiday
Week Fifteen	Student Presentations
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.



Sign up for important updates from Dr. Hawkins.

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A If you have a smartphone, get push notifications.

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

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If you're having trouble with **81010**, try texting [@mvsupa101](https://t.me/mvsupa101) to (662) 985-7415.

* Standard text message rates apply.



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