NSU NOVA SOUTHEASTERN UNIVERSITY

H. Wayne Huizenga College of Business and Entrepreneurship

PADM 1000 - Public Policy and Governance for Sustainable Development

I. Course Information

Course: PADM 1000 - Public Policy and Governance for Sustainable Development
Semester Credit Hours: 3.0
Course CRN and Section: 22516 - NW1
Semester and Year: Fall 2017
Course Start and End Dates: 08/21/2017 - 12/10/2017

II. Instructor Information

Professor: Cassandra Caldwell
Email:

Office Hours: Virtual By Appointment - Monday - Thursday from 10:00 a.m. to 3:00 p.m. EST

III. Class Schedule and Location

Day	Date	Time	Location	Building/Room
	08/21/2017 - 12/10/2017		On-line Course	-

IV. Course Description

Public Administration is a multi-disciplinary discipline that provides students with the basic skills necessary for employment in government, public service, and non-profit organizations. This course is a survey of the field of public administration, and will introduce the student to the history, theories, concepts, and practice of public administration. This course will provide an overview of the major sub-fields in public administration and will serve as a basis for further study in the field.

V. Course Objectives / Learning Outcomes

1) Understand the history, scope, and political environment of public administration.
2) Explain the major theories, and concepts within the field of public administration.
3) Understand the role of values and value conflicts in public administration.
4) Analyze critical issues in public administration through the use of case studies.

VI. Materials and Resources

Book Url: NSU Book Store
Course Required Texts and Materials: Introducing Public Administration Edition: 9 Authors: Shafritz, Jay M. and Russell, E. W. ISBN: 9781138666344 Publisher: Routledge
Section Supplemental Material: Available on Blackboard

VII. Course Schedule and Topic Outline

Course Schedule:

Week 1	**8/21/17 – 8/27/17**
Week 2	**8/28/17 – 9/3/17**
Week 3	**9/4/17 – 9/10/17**
Week 4	**9/11/17 – 9/17/17**
Week 5	**9/18/17 – 9/24/17**
Week 6	**9/25/17 – 10/1/17**
Week 7	**10/2/17 – 10/8/17**
Week 8	**10/9/17 – 10/15/17**
Week 9	**10/16/17 – 10/22/17**
Week 10	**10/23/17 – 10/29/17**
Week 11	**10/30/17 – 11/5/17**
Week 12	**11/6/17 – 11/12/17**
Week 13	**11/13/17 – 11/19/17**
Week 14	**11/20/17- 11/26/17**
Week 15	**11/27/17 – 12/3/17**
Week 16	**12/4/17 – 12/10/17**

Topic Outline:

SCHEDULE	TOPIC
Week 1	Defining Public Administration
Week 2	The Political and Cultural Environment of Public Policy and It's Administration
Week 3	The Continuous Reinventing of the Machinery of Government
Week 4	Intergovernmental Relations
Week 5	Honor, Ethics, and Accountability
Week 6	The Evolution of Management and Organization Theory
Week 7	Organizational Behavior
Week 8	Mid-Term Exam
Week 9	Managerialism and Information Technology
Week 10	Strategic Management and Government Regulation
Week 11	Leadership
Week 12	Personnel Management and Labor Relations
Week 13	Social Equity
Week 14	Public Financial Management
Week 15	Program Audit and Evaluation

Week 16	Final Exam

VIII. Assignments

Students will be evaluated on their contributions to weekly online discussions. Each student is required to post one thoughtful answer to the main discussion question then respond to at least two of their class mates' responses each week. If the instructor asks questions or posts additional information regarding discussions, the expectation is that students will make efforts to engage. Ideally, a rich dialogue will happen between the instructor and students.

Each weekly discussion participation is worth 5 points for a total of 60 points. There will be some weeks with no discussions.

IX. Assessments

There will be a mid-term exam and a final exam. Both are worth 20 points each. There will be practice exams available to assist students with studying.

X. Grading Criteria

Undergraduate Grading Criteria:

Percentage	Letter Grade	Description	GPA Equivalent
95 - 100	A	Excellent	4.0
90 – 95	A-		3.7
87 - 90	B+		3.3
83 – 87	B	Good	3.0
80 – 83	B-		2.7
77 – 80	C+		2.3
72 – 77	C	Satisfactory	2.0
70 - 72	C-		1.7
68 - 70	D+		1.3
60 - 68	D		1.0
<60	F	Failure	0.0
No rounding of scores.			

XI. Course Policies

The best way to reach Dr. C is through e-mail. If something is urgent, you can call or text her at 786-540-5310.

Late assignments are not ideal. If students have emergency circumstances that prevent them from completing assignments on time, please contact Dr. C as soon as possible to discuss solutions.

XII. University Policies

Academic Integrity

The university is an academic community and expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The university can function properly

only when its members adhere to clearly established goals and values. Accordingly, the academic standards are designed to ensure that the principles of academic honesty are upheld.

The following acts violate the academic honesty standards:

- Cheating — intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Fabrication — intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- Facilitating Academic Dishonesty — intentionally or knowingly helping or attempting to help another to violate any provision of this code.
- Plagiarism — the adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgment.

Students are expected to submit tests and assignments that they have completed without aid or assistance from other sources. Using sources to provide information without giving credit to the original source is dishonest. Students should avoid any impropriety or the appearance thereof in taking examinations or completing work in pursuance of their educational goals.

In support of the Code of Student Conduct, any violations of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures may result in disciplinary action and/or criminal prosecution. Disciplinary action may include, but not limited to, failing the assignment and/or the entire course, academic probation, suspension, or expulsion and are administered initially by the faculty member, who is required to report any incident of misconduct to their department chair and the Office of the Assistant Dean. This code seeks to promote high standards of behavior and academic integrity by setting forth the responsibilities of students as members of the university community. Abiding by the code ensures a climate wherein all members of the university community can exercise their rights of membership.

If students have questions about what constitutes academic misconduct before turning in an assignment, they should see their Instructor or the NSU Student Handbook

Accommodations for Students with Documented Disabilities: For more information about ADA policy, services, and procedures, students may contact the Office of Student Disability Services at 954-262-7189. Each student with a disability should contact the Office of Student Disability Services prior to the commencement of classes to discuss his or her needs.

Last Day to Withdraw: To withdraw from a course, it is not sufficient simply to stop attending class or to inform the instructor of your intention to withdraw. In accordance with college policy, contact your academic advisor to begin the withdrawal process. The last day to withdraw from a course is detailed on the applicable Academic Calendar.
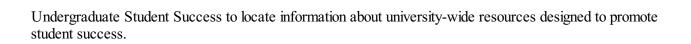
Email Policy: All email communications between students and faculty must be conducted via NSU email accounts. This requirement will assist NSU in communicating more effectively and protecting your privacy. Emails sent to faculty from non-NSU accounts will be returned to the sender with instructions to resend the communication from your NSU account. To set up an NSU email account or to get help with an existing account, visit the Computing Help Desk. You may also call the Help Desk at (954) 262-HELP or 1-800-541-6682, ext. HELP (4357).

Student Course Evaluations: Student comment and feedback evaluating each college class is an important tool to evaluate program effectiveness. Participation in this process is a responsibility of each student. The university uses electronic evaluations that are completed online. It is important to the faculty and administration that students complete the online evaluation of each course. Students will be notified via NSU email accounts when the evaluation web link is opened (approximately the next-to-last week of the course). At the completion of the term and after instructors submit grades, instructors will receive an anonymous summary of the entire class's evaluation. Student names or ID numbers cannot be identified.

Library Resources: Students conducting research for class assignments may use the Alvin Sherman Library, which provides extensive access to print and electronic books and academic/scholarly journals and hundreds of databases in a variety of subject areas with full-text articles, videos, reference books, statistics, company profiles, and general news. Reference librarians are available in person at the Reference Desk as well as by phone (954-262-4613), email, chat, text, and individual appointment to provide instruction on how to identify and use library resources. For times and details, visit the library's Ask a Librarian webpage. Library Guides and Tutorials are also available online.

Student Success: All undergraduate students and faculty are encouraged to utilize the Office of

Undergraduate Student Success to locate information about university-wide resources designed to promote student success.

Sample of Cover Page to be Used for All Assignments

Nova Southeastern University
H. Wayne Huizenga College of Business and Entrepreneurship
Assignment for Course: (Course number and title)

Submitted to: (Professor's name)

Submitted by: (Student's name)
                                        (Student's ID number)
                                        (Address)
                                        (Work phone number)
                                        (Home phone number)

Date of Submission:

Title of Assignment:
CERTIFICATION OF AUTHORSHIP: I certify that I am the author of this paper and that any assistance I received in its preparation is fully acknowledge and disclosed in the paper. I have also cited any sources from which I used data, ideas of words, whether quoted directly or paraphrased. I also certify that this paper was prepared by me specifically for this course.
Student Signature: _____
****

Instructor's Grade on Assignment:
Instructor's Comments: