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Public Administration Program
School of Public Affairs and Civic Engagement
PA 890: Capstone Course in Public Administration
Spring 2017 Course Syllabus (Thursdays)

Required Books f Cases f Materials

- Adams, Guy B. and Balfour, Danny L. 2014. *Unmasking Administrative Evil (4th Edition)*
Armonk, New York: M.E. Sharpe
- Kettl, Donald F. 2016. *Escaping Jurassic Government* Washington, DC: Brookings
Institution Press. (Kettl 2)
- Kettl, Donald F. 2015. *The Transformation of Governance: Public Administration for
Twenty-First Century America*. Johns Hopkins University Press. (Kettl 1)
- For Your E-Portfolio: A selection of your own best MPA papers and assignments,
portable on a flash drive containing with files of MPA assignments and papers
- **Cases for reading and analysis in class:** JF Kennedy School of Government Cases
(Available for download online from the JFK site at <http://www.case.hks.harvard.edu/>)
Link to Coursepack: <http://cb.hbsp.harvard.edu/cbmp/access/59551841>
 1. Case 1982.0 B: The Deepwater Horizon Oil Spill: The Politics of Crisis Response (B).
(David W. Giles)
 2. Case 821.0: Matters of Life and Death: Defunding Organ Transplants in the State of
Arizona (Pamela Varley)
 3. Case 2038.0 Oregon's Wind Energy Health Impact Assessment. (David L.
Tannenwald)
 4. Case 2030.0: On Your Bike! Using Marketing Mix to Drive Successful Bicycle Sharing
Programs in Europe. (Laura Winig)
 5. HKS729: 1975.0. Social Media and the Planned Parenthood / Susan G. Komen for
the Cure Controversy. Written by Laura Winig.
 6. C16-06-1852.0: Health Care and Isolated Poor in the Lower Rio Grande Valley: The
Quest to Make Lasting Change

Student Learning Outcome Goals

1. The major goal of the capstone course is to synthesize and integrate material and skills learned during the course of the M.P.A. degree—the major concepts and important trends in the field as well as the student's chosen subfield.
2. Students will apply public service values to the cases and materials discussed in the class.
3. Each student will develop further understanding of current and emerging trends in the field as well critical concepts and their role in each subfield.
4. Each student will review the principle values in the field of public service, discussed throughout the degree program.
5. Students will synthesize and integrate their understanding of public administration by engaging in the discussion and critical analysis of case studies.
6. Each student will further develop their writing, presentation skills and critical thinking skills.
7. Each student will be able to reflect on their degree program while taking the opportunity to complete their ePortfolio.

MPA Program Level Student Learning Goals

1. Lead and manage in public governance
 - a. Apply a wide range of knowledge about the public service
 - b. Apply a wide range of knowledge about an elective area within public service
 - c. Evidence of professional skills necessary for the public service
2. Participate in and contribute to the public policy process
3. Analyze, synthesize, think critically, solve problems and make decisions
4. Articulate and apply a public service perspective
5. Communicate and interact productively with a diverse and changing workforce and citizenry
 - a. Write effectively and concisely for an audience of professionals
 - b. Present effectively to small and large groups
 - c. Work effectively in groups and teams
6. Communicate and work to ensure social justice, equity and other public service values highlighted by the Program

Course Outline

Classes start 1/23

Introduction to Course

1/26 (1)

Introduction to Capstone Course.
Discussion of Strategic Assessment Memo (SAM).
Introduction to eportfolio.
Conspiracy.

Case Study Discussion and Presentations

- 2/2 (2) SLO: Lead and manage in public governance
Case 1 Memo Due—No Exceptions.
Case: Case 1982.0 B: The Deepwater Horizon Oil Spill: The Politics of Crisis Response (B). (David W. Giles).
READING: Deepwater Horizon Oil Spill.
Kettl 1, Ch. 1.
Kettle 2, Chs. 1.
Adams and Balfour, Ch. 1.
- 2/ 9 (3) SLO: Participate in and contribute to the public policy process
Case 2 Memo Due—No Exceptions.
Case: Case 821.0: Matters of Life and Death: Defunding Organ Transplants in the State of Arizona (Pamela Varley)
READING: Arizona Organ Transplant Policy.
Kettl 1, Ch. 2.
Kettl 2, Chs. 2, 3.
Adams and Balfour, Ch. 2.
- 2/16 (4) SLO: Analyze, synthesize, think critically, solve problems and make decisions
Case 3 Memo Due—No Exceptions.
Case: Case 2038.0 Oregon's Wind Energy Health Impact Assessment. (David L. Tannenwald)
READING: Oregon's Wind Energy Case.
Kettl 1, Ch. 3.
Kettl 2, Chs. 4, 5.
Adams and Balfour, Ch. 3.

February 17th: Application for Graduation is Due to Graduate Division!

- 2/23 (5) SLO: Articulate and apply a public service perspective
Case 4 Memo Due—No Exceptions.
Case: Case 2030.0: On Your Bike! Using Marketing Mix to Drive Successful Bicycle Sharing Programs in Europe. (Laura Winig)
READING: Bike Sharing Programs Case.
Kettl 1, Ch. 4.
Kettl 2, Ch. 6.
Adams and Balfour, Ch. 4, 5.
- 3/ 2 (6) SLO: Communicate and interact productively with a diverse and changing workforce and citizenry
Case 5 Memo Due—No Exceptions.
Case: Case 1975.0: Social Media and the Planned Parenthood / Susan G. Komen for the Cure Controversy. (Laura Winig)
READING: Social Media Case.

Kettl 1, Ch. 5.
Kettl 2, Ch. 7.
Adams and Balfour, Ch. 6.

3/ 9 (7) SLO: Communicate and work to ensure social justice, equity and other public service values highlighted by the Program
Case 6 Memo Due—No Exceptions.
Case: Case 1852.0: Health Care and Isolated Poor In the Lower Rio Grande Valley: The Quest to Make Lasting Change (Pamela Varley)
READING: Health Care Case.
Kettl 1, Chs. 6, 7.
Kettl 2, Ch. 8.
Adams and Balfour, Ch. 7, 8.

3/16 (8) ePortfolio Computer Lab 6:30 - 9

3/23 SPRING BREAK (3/20-3/24 Spring Break)

Writing the Capstone Essay

3/30 (9) No Class. Write Strategic Assessment Memo

4/6 (10) No Class. Write Strategic Assessment Memo

4/13 (11) No Class. Write Strategic Assessment Memo

4/20 (12) No Class. Write Strategic Assessment Memo

4/27 (13) No Class. Write Strategic Assessment Memo

5/4 (14) No Class.

5/6 ***Strategic Assessment Memos are Due @ 6 pm Via Email!!!
NO NAMES OR IDENTIFYING MATERIAL ON PAPERS.
No Exceptions.***

5/11 (15) Class will meet to work on Eportfolio.

5/18 (16) Public Administration Topic Presentations--Videotaped. Mandatory Attendance.

May 25th: ***Last Day to Submit Reports of Completion to Graduate Division!!***

5/25 (17) No Class.

Course Assignments

| | |
|--|-------------|
| Oral Presentation on Public Administration Topic | 10% |
| ePortfolio & Reflective paper | 10% |
| 6- Two Page Case Memos | 30% |
| Capstone Essay (Strategic Assessment Memo) | <u>50%</u> |
| | 100% |

Class Policies

- All assignments must use the APA in-text method of citation, as described in the Hacker book. Failure to use this method will lower the assignment grade.
- Out of courtesy for all your classmates, all students **MUST** attend all presentations, not just your own. Non-attendance for any reason will result in the lowering of your own grade.
- Attendance is crucial in this class; absences will be noted and no more than one will be accepted.
- Plagiarism. Whenever words are taken directly from another author without quotation marks and direct attribution to the author, it constitutes plagiarism which is a serious and punishable offense at this university. Please ensure that your papers are written in your own words, ideas and facts taken from others are clearly attributed to them, and that anything taken verbatim from another source is enclosed in quotation marks. Citations can take the form of footnotes or in-text references, but there should be a full bibliographic reference somewhere in the document. In the case of a direct quotation, the citation should include the page number where the quote was found as well. Direct quotes from another author should be used sparingly, and only when the point you are making is stated best by using someone else's words.
- Expectations in the Classroom. Students are expected to attend all classes, be on time for class and stay for the entire length of class unless cleared with the profession in advance due to professional or other responsibilities elsewhere. Assignments are expected to be completed and submitted on time.
- Academic Misconduct. Cheating and plagiarism are contrary to the mission of the university and are never tolerated. Students who display inappropriate conduct, including cheating and plagiarism, may be subject to disciplinary action as provided in Title 5, California Code of Regulations. Any student may be expelled, suspended, placed on probation, or given a lesser sanction for discipline problems. The Student Discipline Officer, housed in the Dean of Students Office, is responsible for administering the Student Disciplinary Procedures for the California State University and should be contacted for further information.

AA' OF December 21, 2016
THIS ISFORMA TIOX IS SUBJECT TO CHANGE
College of Health & Social Sciences
Standard Wording for All Syllabi

Spring 2017

From: Dean Alvin Alvarez

B. CHSS Policy

Syllabi are to incorporate the Academic Senate Policy regarding finals week, the deadlines or withdrawals, late adds, CR/NC option and information related to course registration and Disability Programs and Resource Center. A sample listing of the required College policies are shown below.

Final Exam: According to Academic Senate policy F76-12 a time period is set aside at the end of each semester for a formal examination period. All classes are expected to meet during the final examination period whether an examination is given or not. The final examination schedule is published each semester in the Class Schedule.

[http://www.sfsu.edu/~acadres/final exams/finals 17.htm](http://www.sfsu.edu/~acadres/final%20exams/finals%2017.htm)

CHSS Withdrawal Policy: The last day to drop a class is February 10th, 2017 until 11:59pm. **Administrative drops will no longer be permitted or approved after February 10th. Starting February 11th - April 24th you must submit a paper withdrawal petition.** Withdrawal from a class starting **February 11th** will be considered for *serious and compelling* reasons only and **must have accompanying documentation**. The following reasons are **not** considered *serious and compelling*: Changing your major, poor performance, class not required for graduation/major, lacking the pre-requisite, instructor forgot to drop me, not attending class or more time needed for other classes. If you wish to withdraw from class due to unexpected changes in your work schedule, illness or family emergencies, **documentation will be required**, along with a copy of unofficial transcripts. Submit your petition **within a reasonable timeframe (e.g., within 2 weeks of a change in work hours, illness, etc.)**. From **April 25th - May 16th, 2017**, you may not withdraw from a class or the University, except only in the case of a **documented** serious illness or verified accident.

Withdrawals cannot be initiated electronically and must be submitted using a paper application. All electronic submissions of withdrawals will be denied automatically by the Associate Dean. **You are only allowed to withdraw from a maximum of 18 units and take a class no more than 2 times at SF State.** Approval from the instructor and/or Chair does not constitute automatic approval from the Associate Dean so continue attending class until a decision is made. Please refer to the following website for further information on withdrawal polices: <http://ch.s.s.sfsu.edu/src>.

CR/NC Option: The last day to request CR/NC option is March 17th, 2017 until 11:59pm. The Associate Dean will not approve requests for changes if you miss this deadline.

Late Add Policy: The period to add classes via permission numbers is January 23th - February 10th, 2017 until 11:59. It is your responsibility to procure a late permission number from your instructor and add the class. Faculty cannot add you into a class. Starting **February 11th**, a Waiver of College Regulations petition must be signed by your instructor, Chair and CHSS Associate Dean to add. This will be approved only if there was an administrative error.

Check your registration through *SF State Gateway*! Sign up for CR/NC, drop and add classes by the appropriate deadline online through *SF State Gateway*. ALWAYS check your registration after making any changes and BEFORE deadlines to be sure you are registered properly for your classes. Deadlines for all registration procedures, including withdrawals and requests for credit/no credit, are listed in the class schedule and will be strictly adhered to by the instructor, the Department Chair and the Associate Dean of College of Health & Social Sciences. **It is ALWAYS the student's responsibility to ensure their schedule is correct, even if the instructor indicates they will drop you.**

The information contained here can be viewed on the Registration Calendar at the following website:
<http://www.sfsu.edu/~admisrec/reg/regsched2173.html>.

Disability Programs and Resource Center: Students with disabilities who need reasonable accommodations are encouraged to contact the instructor. The Disability Programs and Resource Center (DPRC) is available to facilitate the reasonable accommodations process. The DPRC is located in the Student Service Building and can be reached by telephone (voice/TTY 415-338-2472) or by email (dprc@sfsu.edu).

Student Disclosures of Sexual Violence: SF State fosters a campus free of sexual violence including sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. If you disclose a personal experience as an SF State student, the course instructor is required to notify the Dean of Students. To disclose any such violence confidentially, contact:

The SAFE Place - (415) 338-2208; http://www.sfsu.edu/~safe_plc/

Counseling and Psychological Services Center - (415) 338-2208; <http://psyservs.sfsu.edu/>

For more information on your rights and available resources: <http://titleix.sfsu.edu>