University of North Florida
Master of Public Administration program
Course syllabus, Spring 2017
PAD6066 Capstone Seminar

Instructor: George Candler
Day/Time: Tuesday, 6:00-8:45 pm
Location: Bldg 10, room 2411
Office hours: Tuesday 12:30-5:30, anytime by appointment, and drop-ins welcome when door is open.
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Course Objective:

Greetings, and welcome to (drumroll please...) PAD 6066, Capstone! The catalog description for this course reads as follows:
This class provides a summary and integration of the MPA program, and of the knowledge, skills and values appropriate to a professional career in public administration.

Consistent with the mission of the UNF MPA program, the objectives of this course include the following:
- to lead and manage in public governance;
- to participate and contribute to the policy process;
- to analyze, synthesize, think critically, solve problems and make decisions;
- to articulate and apply a public service perspective;
- to communicate and interact productively with a diverse and changing workforce and citizenry; and
- to understand local governance in a global context.

Course structure:

There will be three complimentary means of instruction: readings, a web page, and class lecture sessions. The web page will both broadly discuss the week's material, and link you to other information relevant to the weekly subjects.

Readings will include those listed on the syllabus. You will have noted that the class is scheduled for one, nearly three hour lecture each week. Don't fret: I will not drone through this whole period. We will try to divide the lectures into two, just over one hour periods with a 5-10 minute break between each.
**Required texts:**


**Optional:**


I’ve used these books before, but both are expensive, so I am not assigning either this year. I will draw on material from these books, but will present this material (quotes, summaries, or a copied chapter) to you so you needn’t purchase it. But if you’re keen and can find an inexpensive copy online, feel free to purchase either.

To contain further student expenditure, we will also make use of (free) electronic materials available online, through two media. First, EBSCO Host Research Databases, available on the Carpenter Library system. For off-campus access to this, click on ‘My Account’ (in the upper right quadrant of the library screen), then on ‘Remote Log in’ (at the left). Your log in information is your UNF student number and password. To see if you can access these, try to click on the following.


Second, there is a lot of useful stuff available just through normal web links. Try, for instance,

- [American Society for Public Administration](#)

**Assignments, grading**

There will be a number of assignments, listed on the 'Assignments' link above, with details as well regarding grading expectations. The usual 90+ = As, 80-90 = Bs, etc. grade distribution will apply, unless I need to curve up to get a normal graduate class grade distribution. In order to earn a grade of ‘B’ students do, however, need to engage readings, follow instructions, and respond to feedback.

**Class Policies:**

Obligations - You can expect me to be prepared, to explain the course material clearly, and to work to ensure that this course proceeds as smoothly and coherently as possible. In addition to generous office hours and ready email access, I will make myself

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available to help you outside of class or office hour times if necessary. For your part, pay attention to course requirements, learn and, to paraphrase former colleague James Hayes-Bohanon, remember that this is not 18th grade.

Late assignments/make-up exams - Late assignments and missed exams will incur a significant penalty, and will be accepted only if I am contacted prior to the due date. If similar circumstances lead you to request an incomplete, I've historically been liberal with these, but see campus policy regarding incompletes. It will be your obligation to submit unfinished coursework.

Course communications - students have an obligation to activate and monitor their UNF email account. This account will be used for out-of-class communication. It is your obligation to get assignments to me, and to keep copies of all assignments submitted in the event that they don't get to me. When emailing, adopt a professional format.

Disability -- Students with disabilities who seek accommodations in the classroom or other aspects of performing their coursework must first register with the UNF Disability Resource Center (DRC) located in Building 57, Room 1500. DRC staff members work with students to obtain required documentation of disability and to identify appropriate accommodations as required by applicable disability laws, including the Americans with Disabilities Act (ADA). After receiving all necessary documentation, the DRC staff determines whether a student qualifies for services with the DRC and if so, the accommodations the student requires will be provided. DRC staff then prepare a letter for the student to provide faculty advise them of approved accommodations. For further information, contact the DRC by phone (904) 620-2769, e-mail drcexams@unf.edu, or visit the DRC website www.unf.edu/drc.

Military and veterans -- Military and veteran students may be utilizing the post 9/11 GI bill to continue postsecondary education goals. Contact Military and Veterans Resource Center by phone (904) 620-2655 or e-mail mvrc@unf.edu.

Academic misconduct - This is a 'seminar' class: free-flowing dialogue is encouraged. While this is meant to be informal; be polite, respectful and professional. Do not disrupt the class, whether through ringing cell phones, texting or other side conversations, web surfing, rude outbursts, or similar behavior.

Each student is responsible for understanding the University's Academic Integrity Code. This can be found in the Academic Integrity section of the online 2013-14 UNF Catalog, in the Student Handbook, or Graduate Student Handbook, and separately in the university’s Academic Misconduct Policy. Procedures described in this document will be followed in dealing with any cases of academic dishonesty. I do make an effort to catch students who cheat, and have been successful in this in the past. Students caught plagiarizing coursework have generally been awarded a grade of F-A for the class.