University of North Florida
Master of Public Administration program
Course syllabus, Spring 2014
PAD5384 Civic groups & Public Policy

Instructor	George Candler
Day/Time	Ongoing, between 23 June and 1 August. Assignments will be due each Monday and Thursday.
Location	Online, on the Blackboard system.
Office hours	Tuesday and Thursday, 4:00 to 7:00, or by appointment
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Course Objective:

Greetings, and welcome to PAD 5384, Civic groups & public policy. The purpose of the course is to look at the two major types of players in public policy. From this we get three major elements of this course:

- Government (public administration!) actors who manage the formal policy process,
- civic groups who engage in advocacy in an effort to influence policy, and
- the process (formal and informal) of public policy itself.

The formal course description is:

Rather than a process taking place within government, public policy involves the interaction of government, business and nonprofit groups. The focus in this course is on the involvement of civic groups in public policy, especially the process of policy advocacy.

As a result, this course is meant to apply to each of the three in-house UNF-MPA concentrations: nonprofit management, local government, and public policy. 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 in 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

This is a wholly 'distance learning' (i.e. online) course. Instructions uses three mediums: traditional readings, online content, and Blackboard, especially the threaded discussion function.

NOTE:

* This is a six week, three credit class. Three credits is what one usually receives for a fifteen week class. So this class is very intense. If you cannot devote the time to it, drop the class.
* It is your responsibility to become familiar with Blackboard. UNF has various forms of technical support which you can access if you need it. I will not do tech support.

Required text

The required course text is:
* Kingdon, John (2010). *Agendas, Alternatives and Public Policies*, Longman. ISBN 9780205000869.

To contain further student expenditure, we will also make use of (free) electronic materials available on line, through two media. First, EBSCO Host Research Databases, available on the Carpenter Library system. To see if you can access these, try to click on the following:
* Herbert, Adam (2004). "Transforming public service in a world without boundaries." *Public Administration Review* 64(4), pp. 390-4. JSTOR link.
* Azevedo, Ariston and Renata Ovenhausen Albernaz (2006). "Alberto Guerreiro Ramos's anthropological approach to the social sciences: the parenthetical man." In *Administrative Theory & Praxis* 28(4), pp. 501-21. Proquest link.

For off-campus access, you will need to log in to the library for off campus access. To do this, go to the Carpenter Library homepage, click on My Account (at the far right on the grey bar under the blue banner), then under 'Library Business' at the upper left, click on 'Remote Log In' You only need your UNF student number, and UNF email password.

Second, there is a lot of useful stuff available just through normal web links. Try, for instance,
* American Society for Public Administration
* Society for Nonprofits
* Nonprofit Center of Northeast Florida
* Association for Public Policy Analysis and Management

Assignments and grading

There will be a number of assignments, listed on the 'Assignments' link, 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.
The following rubric is applied to all assessment criteria:
* 100% -- Professional mastery, above normal requirements for professional work.
* 80-90% -- Professional adequacy, at a level appropriate for professional work.
* 50-70% – Insufficient for professional work, requires minor improvement.
* 0-40% – Insufficient for professional work, requires considerable improvement.

Distance learning help!

Note that it is your obligation to be able to take this class through Blackboard. UNF has a range of resources available to students who are taking distance learning classes. Most of the following can be found here, but I will link some of the more useful of these below:

- **Disability Resource Center** - The Disability Resource Center (DRC) acts as a liaison between students with disabilities and the academic community and is available to help online students on a case by case basis. In compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990, the DRC provides academic support services necessary for the student's academic pursuits. The DRC provides information on issues of accessibility, reasonable accommodations, and auxiliary learning aids. These services give students with disabilities equal access to academic programs. The DRC office also provides necessary accommodations during special campus events and meetings.
- **UNF Bookstore** - The UNF Bookstore is fully available online. Shop for textbooks, software, and UNF apparel at UNF's Online Bookstore: efollett.com. Select Florida, then University of North Florida to begin shopping.
- **ITS Help Desk** - The mission of the ITS Support Center is to provide the University's students, faculty, and staff with a centralized point of contact for all supported products and services. The Support Center is committed to quality service through teamwork and a proactive approach to problem identification and solution. Service for online students is fully available online and by telephone (904)620-4357.
- **Osprey E-mail and Blackboard Student Sessions** - During the second week of each term, Information Technology Services offers mini-workshops entitled "Introduction to using Osprey email and Blackboard". Each session lasts less than one hour. The workshops will help students new to UNF, or those using their Osprey email or Blackboard accounts for the first time.
- **Blackboard Student Support**
- **Blackboard technical support for students** -- In order to be a successful online student at the University of North Florida, students need to be familiar with using Blackboard, the university's online learning management system. This website will help you to become familiar with the tools used in Blackboard, as well as the common problems students experience when using Blackboard and how to solve them.
- **Library** - Library Services are fully available online. The Thomas G. Carpenter Library supports the educational goals of the University by providing information resources, services, and programs that encourage study and learning, support instruction and academic programs, facilitate research and scholarship, and engage the university-at-large and the broader communities we serve.
- **UNF Distance Learning Library Services** - The State of Florida Distance Learning Library Initiative, through cooperative agreements, provides for distance library services. Services are available through a network of host libraries throughout the State. Host libraries work closely with the "home" libraries at a Florida public community college or state university library. Through statewide cooperative agreements, The University of North Florida Library supports Distance Learning Library Services in the areas of cooperative borrowing, interlibrary lending, and course reserves.

- **Counseling Center**. The mission of the Counseling Center is to enhance students' total educational experience by providing a confidential and supportive environment where student concerns can be shared and explored. Center services assist students with their personal development and enhance their potential for academic success.
- **Academic Center for Excellence** -- 'ACE' is what passes for an academic skills advising office at UNF. By 'academic skills advising' I mean tutoring, academic skills workshops.

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 available to help you outside of class or office hour times if necessary. For your part, pay attention to course requirements, learn, and as former colleague James Hayes-Bohanon puts it, remember that this is not 13th grade.

Late assignments/make-up exams - Late assignments and missed exams will incur a significant penalty, except in extraordinary, documented circumstances and if I am contacted prior to the due date. If similar extraordinary, documented 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 reasonable 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 prepares a letter for the student to provide faculty advising 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 veteran students may need both physical and academic accommodations and may contact the DRC to find further information. Military and veteran students who return from combat exposure 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 an online class, but adopts a 'seminar' format: free-flowing dialogue is encouraged. While this is meant to be informal; be polite, respectful and professional. Do not disrupt the class, and remember especially that we are online, and so you cannot see someone's face, or hear their tone of voice when reading what they've written. Don't over-react.

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. There is no excuse for copying and pasting the work of others, and presenting it as your own (i.e. without both quotation marks and direct citation). 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 for the class.