Public Management SPEA V-502(online)

Summer 2008

Syllabus—Part 1 4-29-08  v502_su08_syllabus_part1_2_rev.d0c

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Office hours by email and course web pages; please e-mail for phone contact information

Course Description

In our Summer 2008 on-line section of V-502 Public Management, we will create a learning community through which we explore concepts, methods and procedures involved in managing public organizations. This includes consideration of problems of organization, planning, decision making, performance evaluation, and management of human resources. We will draw from cases addressing a variety of public services found in the federal, state, and local levels of government, and in not-for-profit organizations. Our study is organized in the following four sections:

- The Historical and Contemporary Contexts of Public Management
- Managing Processes and Programs in the Public and Nonprofit Sectors
- Managing Resources in Public and Nonprofit Sectors
- Old and New Roles for Public and Nonprofit Managers

Course Learning Outcomes

Upon successful completion of this course, v502 online learning community members can expect to gain
competencies in the following areas (These were designated by SPEA faculty in 2005 as core competency areas for V502 Public Management):

1. Becoming familiar with types of partnerships common to the American system of government.

2. Understanding the evolving role of government within the American political economy, including how government interacts with other sectors to pursue policy goals.

3. Understanding how to work with stakeholders to achieve government and public goals.

4. Understanding organizational environments and how these environments shape public action. +This is a major emphasis in the course. +

5. Developing an appreciation of how technologies are changing service delivery and organizational strategies.

6. Analyzing and using analysis and reflection of experiences during semester-long community-based project to understand motivations of social agents +Community-based project is not a focus in the summer 2008 section+

7. Analyzing different approaches to strategic management and their fit with different contexts.

8. Using management models to analyze cases and present findings in writing and orally.

9. Understanding major organizational types and coordination mechanisms. +This is a major emphasis in the course+

10. Understanding of how different stakeholders can influence mission, governance, strategic planning, evaluation, marketing, and change.

11. Understand the major theories of collaborative, servant, transactional, and transformational leadership

12. Undertaking case analyses on leading in complex public contexts.

13. Attaining experiential learning of group process,
negotiation, and conflict management.

14. Participating in team exercises strengthening abilities to work within a setting with diversity.

15. Exploring ways to engage citizens in deliberative dialog and policy making.

Required Texts

**Required Textbooks for V502 Su 2008 Orosz**


Additional readings, available in digital format, are assigned in the accompanying course schedule document. These include:

- **Electronic journal articles.** Links to articles are found within the course website and are accessed through the Resources tab of OnCourse CL. These document links are organized by course unit within the Resources tab.

- **Online news articles and other related digital media resources** on the world wide web. Links to these items appear within the course web pages and course announcements.

A limited number of supplemental online articles, not on the course schedule, may be assigned during the semester as they become available.
The two textbooks are available through the IUPUI bookstore. You need to work your way through the logistics to the online section of V502 http://buy.bookstore.iupui.edu/textbooks.asp. 

Here are some of the online textbook ordering options and their web links: http://www.Amazon.com; http:www.barnesandnoble.com. Some online learners order with success from http://www.half.com. 3rd edition of Rainey is the only edition that you should use.

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**Grade Components**

**Course Grade Components:** (detailed descriptions of each grade component are provided in separate documents through the V502 course website using the Oncourse CL Syllabus tab).

**Class Participation 40%** (includes group & individual participation)
- Quality and level of effort of individual participation in our weekly on-line learning community and group discussions. This includes weekly discussion forums, group discussion work, and weekly replies to others' discussion forum postings.  
(See class participation guidelines document). 25%
- Group mini project on Strategic Management Case Study-- 15% (due July 9th)

**Individual Work Products:** 60%

Managerial Interview Term Paper and two End of Unit Essays
- Timely completion of Managerial Interview term paper and intermediate project-related tasks and discussions. This paper is due the next to last week of the course (due date is July 24th) 35%
- The course requirement is to submit answers for two
of the three End of Unit essay sets, and you must submit on the first unit’s questions. (2 page limit per each question for a total of 4 double-spaced pages in a take-home format). You may submit answers for all three unit question sets and take the higher two of three grades. **25%**

**Course Assignments and Activities**

Please see the separate word document titled [V502 Course Schedule](#) located under the Syllabus tab in Oncourse CL. (Schedule prints in landscape direction). This course is not self-paced. Individual and/or group assignments are due on a weekly schedule.

Access related assignment background through the course website (Click on Unit number in Oncourse CL main toolbar to get started).

Please see the document V502 Oncourse CL course operation in the Announcements area of the course website.

**Americans with Disabilities Act Accommodations**

If you need any special accommodations due to a disability, please contact IUPUI Adaptive Educational Services at (317)-274-3241. The office is located in CA 001E, and can be reached through this website: [http://www.iupui.edu/~sldweb/aes/info/](http://www.iupui.edu/~sldweb/aes/info/). You may also contact me directly with your request.
Academic Misconduct

Students are responsible for upholding and maintaining academic and professional honesty and integrity (IUPUI Code of Student Rights, Responsibilities, and Conduct, available at http://www.iupui.edu/code/, Part II Student Responsibilities, G). All faculty have the responsibility of fostering the “intellectual honesty as well as the intellectual development of students” and part of this responsibility means that faculty must investigate cases of potential academic misconduct promptly and thoroughly. Faculty members also have the responsibility of taking appropriate action when academic misconduct occurs. The penalties for academic misconduct include but are not limited to lowering a grade on an assignment, lowering a course grade, or failing a student for a course. Significant violations of the Code can result in expulsion from the University.

SPEA faculty take their responsibilities seriously and do not tolerate cheating, plagiarism, or any other form of academic misconduct. If you have not done so, you should read about your responsibilities in the IUPUI Code of Student Rights, Responsibilities, and Conduct to ensure that you understand what these terms mean and what penalties can be issued for academic misconduct.

Plagiarism is the most common academic misconduct violation, and some students, who have been disciplined for plagiarism, have said they were not aware that they had plagiarized their work. Be aware that ‘not knowing’ does not excuse academic misconduct – every student is responsible for knowing the rules. The IU School of Education’s ‘How to Recognize Plagiarism’ is an on-line tutorial that can help you avoid plagiarism? It can be accessed at http://www.indiana.edu/~istd/. If you have any questions about what constitutes academic misconduct for a course you are taking, be sure to ask the instructor for an explanation.

The IUPUI Code of Student Rights, Responsibilities, and Conduct defines four areas of academic misconduct: cheating, fabrication, plagiarism, and interference. The prohibited activities and actions include the following:

1. **Cheating.** A student must not use or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise, including, but not limited to, the following:
a. A student must not use external assistance on any "in-class" or "take-home" examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, and calculators.
b. A student must not use another person as a substitute in the taking of an examination or quiz.
c. A student must not steal examinations or other course materials.
d. A student must not allow others to conduct research or to prepare work for him or her without advance authorization from the instructor to whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or from files of papers prepared by other persons.
e. A student must not collaborate with other persons on a particular project and submit a copy of a written report which is represented explicitly or implicitly as the student's individual work.
f. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on field work.
g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor to whom the work is being submitted.
h. A student must not alter a grade or score in any way.

2. Fabrication. A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.

3. Plagiarism. A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge an indebtedness whenever he or she does any of the following:
   a. Quotes another person's actual words, either oral or written;
   b. Paraphrases another person's words, either oral or written;
   c. Uses another person's idea, opinion, or theory; or
   d. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

4. Interference.
   a. A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
   b. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

Whistleblower Policy

President Herbert has recently approved a whistleblower policy which clarifies the protections available to individuals who in good faith report suspected wrongdoing. The policy:
• requires individuals to disclose violations of law or university policy
• informs individuals how allegations of wrongful conduct may be disclosed
• protects individuals from reprisal as a result of disclosing wrongful conduct
• provides individuals a complaint process to seek relief from retaliatory acts
The full policy can be reviewed at: http://www.hra.iupui.edu/Policy_Manual/policy/5_10.html.

Classroom Etiquette and Disorderly Conduct

SPEA, which is a professional school, expects students to conduct themselves in a courteous and civil manner in interactions with professors and fellow students. Examples of discourteous behavior during class include reading the newspaper, working crossword puzzles, listening to headphones, talking or laughing with other, arriving late, using computers to surf the web, allowing cell phones to ring or sending text messages, or other non-class activities. These behaviors are distracting to the instructor and to classmates, and SPEA faculty will address these problems as they arise either in class or on an individual basis.

Disorderly conduct that interferes with teaching, research, administration, or other university or university-authorized activity will not be tolerated and will be reported immediately to the Office of the Dean of Students for disposition, which may result in disciplinary action, including possible suspension and/or expulsion from the university. Students should read the IUPUI Code of Student Rights, Responsibilities, and Conduct, which can be accessed at http://www.iupui.edu/~sldweb/dos/ in order to understand your responsibilities as a student.

Communication between Faculty and Students

In order to verify the identity of all parties involved, effective September 1, 2004, all email communication from current SPEA students to SPEA staff must originate from an Indiana University email account. For email communication with SPEA faculty, current SPEA students should refer to course syllabi for instructors’ preferences (Oncourse, Webmail, etc.). This policy applies to current students only. Instructions for forwarding your IUPUI email to another account can be found at http://uits.iu.edu/scripts/ose.cgi?berh.def.help

Course Withdrawals

Students who stop attending class without properly withdrawing from the class will receive a grade of F. It is important to withdraw from a course within specified timeframes (see chart below). Note that withdrawals after Week 12 of a regular session or Week 4 of a summer session are rarely granted. Poor performance in a course is not grounds for a late withdrawal.
Withdrawal forms will not be processed in the Office of the Registrar after the last day of classes. Any requests for a late withdrawal after the last day of classes must go through the grade appeal process, but each student should remember that in accordance with campus policy, SPEA does not permit a student to withdraw from a course if he/she has completed the course requirements. Grade replacement should be used in this case. See the Office of the Registrar’s website at [http://registrar.iupui.edu/withdraw.html](http://registrar.iupui.edu/withdraw.html) for more information. To withdraw, obtain a withdrawal slip (DROP/ADD Form) from the SPEA Student Services window. Instructions for completing it are given on the form.

### Withdrawal Deadlines

| Course deleted from record, no grade assigned, 100% refund (Advisor signature IS NOT required) | Week 1 (last day) |
| Withdrawal with automatic grade of W (Advisor signature IS required) | Week 2– Week 7 (regular session)  
Week 2 – Week 3 (summer session) |
| Withdrawal with grade of W or F (Advisor and instructor signatures ARE required) | Week 8 – Week 12 (regular session)  
Week 3 – Week 4 (summer session) |

### Incompletes

A grade of incomplete (I) indicates that a ‘substantial portion’ of the work in a course has been satisfactorily but not entirely completed by the student as of the end of the semester. The incomplete can be given to a student facing a hardship such that it would be unjust to hold the student to the established time limits for completing the work. To be eligible for the incomplete in a SPEA course, the student’s work must be of passing quality, and the student must have completed 75% of the course requirements. **Poor performance in a course is not grounds for an incomplete.** SPEA follows the campus guidelines, which may be accessed at the Office of the Registrar’s website at [http://registrar.iupui.edu/incomp.html](http://registrar.iupui.edu/incomp.html), in awarding incompletes. Incompletes must be removed within a time period not to exceed one year after the semester in which the student was enrolled in the course. The incomplete will revert to an ‘F’ if the work is not completed within the allotted timeframe established by the instructor.
Grade Changes

Under certain circumstances, students can seek grade changes for previously taken courses if they believe that a grade has been calculated or assigned incorrectly. A student who is seeking a grade change must first contact the instructor and ask for the grade change. In the event the instructor does not change the grade, the student can file a Change of Grade Petition with the Registrar’s Office. In SPEA, a student has 90 days after the conclusion of a course to appeal a grade. In cases of extenuating circumstances, SPEA may consider petitions filed after this date. SPEA will review the request and make a final decision on a case-by-case basis. The Change of Grade petition form is located at the Office of the Registrar’s website at http://registrar.iupui.edu/grdfrm.html.

Final Exam Schedule

If a final exam is given, it must be held on the day and time set in the final exam schedule. If an instructor has changed the final exam date, the student should first consult with the instructor. Students who have more than three final exams in one day or insufficient time to get from one exam to another should consult with their instructors to resolve these conflicts. Exams may not be given in the week before the final exam week. If a student is not able to resolve a final exam problem with the instructor, the student may report the problem to the Director of Undergraduate or Graduate programs. See the Office of the Registrar’s website at http://registrar.iupui.edu/accal.html for the final exam week schedule.

Students Called to Active Duty

SPEA encourages any student who is in the Indiana Military Reserves and is called to active duty to finish his/her coursework if at all possible. Students who cannot complete their courses have the option of withdrawing with 100% fee refund, but this request must be made within one week of being called to active duty. Students who are called to active duty may qualify for an incomplete (provided that all the above criteria have been met). For further information, please see the Office of the Registrar’s website at http://registrar.iupui.edu/activeduty.html.