PADM 5375 - Surv of Pub AdmPub Affairs: Surv of Pub AdmPub Affairs (Sub II- July 06 to Aug 21)

Summer 2026 Syllabus, Section 780, CRN 53068

Instructor Information

Varaidzo Zvobgo, PhD
Email: varaidzo.zvobgo@tamiu.edu
Office: AIC 359
Office Hours:
MW, 5-6 pm (Virtual, by appointment)
Office Phone: (956) 326 2652

Times and Location

Does Not Meet Face-to-Face

Course Description

Theories of public organization, public service, and public administration are examined as they influence individual and group behaviors and decision making in public sector environment. Prerequisite: Graduate standing.
Social Sciences Department, College of Arts & Sciences

Additional Course Information

This course consists of six modules and a final paper. Each module has specific assignments due on specific dates. The modules can be found in the content tab of the course shell in Blackboard and at the end of this syllabus.

Each of the modules will require you to: i) read the module introduction, ii) watch a video, iii) read about public administration, iv) summarize the readings, and answer specific questions on those readings, and v) Classify the scholars by their school of thought and complete the table. If you have any questions or concerns, please feel free to email me or consult with me during my office hours.

AI Policy

To ensure all students have an equal opportunity to succeed and to preserve the integrity of the course, students are not permitted to submit text that is generated by artificial intelligence (AI) systems such as ChatGPT, Bing Chat, Claude, Google Bard, or any other automated assistance for any classwork or assessments. This includes using AI to generate answers to exams, or using AI to complete any other course-related tasks. Using AI in this way undermines your ability to develop critical thinking, writing, or research skills that are essential for this course and your academic success.

Student Learning Outcomes

1. Develop critical understanding of the major school of thought, paradigms, and evolution of public administration.

2. Explain how public administration thought and practice has evolved over the years.

3. Analyze and evaluate public administration theories and major works.

4. Demonstrate understanding of the foundational scholarship of public administration describing the role of public administration and administrators in a democratic society.

5. Demonstrate analytical and written communications skills integrating theory, practical experience, and administrative practices that find balance in social, political, and economic values.

Important Dates

Visit the Academic Calendar (tamiu.edu) (https://www.tamiu.edu/academiccalendar/) page to view the term's important dates.

Textbooks

Group	Title	Author	ISBN
Required	Classics of Public Administration	Shafritz, J. M., and Hyde, A.C	13: 978-1-305-63904-1

Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Coursework

Your grading in this course will be based upon your performance on the following assignments:

Chapter Summaries 450 points, 20%

Summary Questions 240 points, 24%

Tables 60 points, 6%

Final Paper 250 points, 50%

Total 1,000 points, 100%

Meet and Greet

In the first week of class each student is be required to introduce themselves and provide a short biography to the class. Here are a few suggestions to include in your message: your background information, your major, your interests, brief working history, and future career plans (i.e., if you have formulated any at this time), and your interest in taking this class. Finally, provide feedback (or say hello) to two (2) students regarding their introduction posting.The meet and greet assignment is not graded but compulsory.

Chapter Summaries and Questions

a. Book Summaries

Summarize each of the readings in, minimum 250 and maximum 300 words. Use these summaries as the construction of a reference document for you to study for your comps. Cite each of the readings- see summaries word document on Blackboard.

b. Summary Questions

Answers questions for each of the readings (refer to weekly word document for specific questions related to the week's topic)

Tables

Fill in the table provided to place the readings within the appropriate school of thought.The table should be cumulative; it should include all the scholars at the end of the semester. The table should be submitted every week in the drop box provided. Please pay attention to comments and corrections needed as the semester progresses.

Final Paper

The final paper for this course should be a descriptive essay on the chronological development of the conceptualization of public administration. You can do this with the help of the schools of thought, the readings, the answers to the questions of each reading, and the table you have filled up.

Use the following schools of thought to structure your exam:

i) Classical School of thought (Public Administration and bureaucracy modules)

ii) Neo Classical School of thought (Organizational theory module)

iii) New Public Administration (Social equity in PA)

iv) Reforming government/NPM (Public management module)

To help you construct your essay, follow the following steps in order:

1. For each school of thought (above), discuss the ideas of three scholars linked to the schools of thoughts/paradigms we covered in class**. [1.5 typed pages (for each module) = 6 pages].** To help you answer part a), you can refer to the readings' summaries, the answers to the questions, and the table to trace the major changes of the concepts throughout the paradigms or schools of thought.
2. Discuss any challenges/critiques to at least TWO schools of thought covered in class **[1 page].**
3. Include a final analysis of the overall picture of public administration that the chronological development may create. Does your perception of the current state of public administration allow for what you may consider PA should be? **[1 page].**

***Please Note that you are not allowed to copy and paste your summaries. Doing this is a form of plagiarism as you would have used and already submitted the assignment for another assignment/exam.

Paper Formatting and Recommended Structure: Refer to the Final Week Module on Blackboard.

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
7/6	What is Public Administration?	The Analects of Confucius, Confucius pg. 19-22 The Study of Administration, Woodrow Wilson pg. 35-47. Introduction to the Study of Public Administration, Leonard D. White pg. 68-75. The Administrative State Revisited, Dwight Waldo pg. 149-165. Public Administrative Theory and the Separation of Powers, David H. Rosenbloom pg. 421-432.	Sign: Acknowledgement of Syllabus and Policies of the course and University Meet and Greet assignment. Not graded but compulsory. Book Summaries; Table 2 Due: 7/12, 11:59 pm
7/13	Public Administration in Context	Administrative Decentralization and Political Power, Herbert Kaufman pg. 265-277 Politics and Administration, Frank J Goodnow pg. 48-50. The End of Liberalism: The Indictment, Theodore J Lowi pg. 278-281 Towards a Feminist Perspective in Public Theory, Camilla Stivers pg. 481-490. Towards a New Public Administration, H. George Frederickson pg. 282-294.	Book Summaries 2; Table 2 Due: 7/19, 11:59 pm

7/20	Bureaucracy	Bureaucracy, Max Weber pg. 63-67 Bureaucratic Structure and Personality, Robert K Merton pg. 119-126. Organizations of the Future, Warren Bennis pg. 219-229. The Life Cycle of Bureaus, Anthony Downs pg. 238-250. Public Administrative Theory and the Separation of Powers, David H. Rosenbloom pg. 421-432. Street-Level Bureaucracy: The Critical Role…., Michael Lipsky pg. 402-409	Book Summaries 3; Table 3 Due: 7/26, 11:59 pm
7/27	Organization Theory and Human Resources Management	Scientific Management, Frederick Taylor pg. 56-59 The Giving of Orders, Mary Parker Follet pg. 75-82 Notes on the Theory of Organization, Luther Gulick pg. 105-112 The Proverbs of Administration, Herbert A. Simon pg. 134-144. A Theory of Human Motivation, Abraham Maslow pg. 128-133. Theory Y: The Integration of Individual and Organizational Goals, Douglas McGregor pg. 164-170	Book Summaries 4; Table 4 Due: 8/2, 11:59 pm
8/3	Public Management	Problems of Municipal Adm, Jane Adams pg. 51-55 Reports of The Pres…. Merriam & Gulick pg. 114-118. Public & Private Manag… Graham T Allison pg. 384-401. From Red Tape to Results: Creating…, The National Performance Review pg. 514-521 Public Value: Theory and Practice…, Benington & Moore pg. 596-608.	Book Summaries 5; Table 5 Due: 8/9, 11:59 pm
8/10	Public Service Ethics	On Duties, Cicero pg. 23-28 Watergate: Implications for… Mosher & Others pg. 332-338 The Possibility of Administrative Ethics, Dennis F. Thompson pg. 444-452 . Unmasking Administrative Evil, Guy B. Adams & Balfour pg. 555-566 The Ethics of Dissent… Rosemary O'Leary pg. 567-583	Book Summaries 6; Table 6 Due: 8/16, 11:59 pm
8/17	Final Exam	The final paper for this course should be a descriptive essay of the chronological development of the conceptualization of public administration. You can do this with the help of the schools of thought, paradigms, the readings, the answers to the questions of each reading, and the table you have filled up. See more details on Blackboard Collaborate- Final Exam Module	Final Paper: Due: 8/21, 11:59 pm

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

If you have tested positive for COVID-19, please refer to the Student Handbook, Appendix A (Attendance Rule) for instructions.

Required Class Attendance

Students are expected to attend every class in person (or virtually, if the class is online) and to complete all assignments. If you cannot attend class, it is your responsibility to communicate absences with your professors. The faculty member will decide if your excuse is valid and thus may provide lecture materials of the class. According to University policy, acceptable reasons for an absence, which cannot affect a student's grade, include:

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

Students are responsible for providing satisfactory evidence to faculty members within seven calendar days of their absence and return to class. They must substantiate the reason for the absence. If the absence is excused, faculty members must either provide students with the opportunity to make up the exam or other work missed, or provide a satisfactory alternative to complete the exam or other work missed within 30 calendar days from the date of absence. Students who miss class due to a University-sponsored activity are responsible for identifying their absences to their instructors with as much advance notice as possible.

Classroom Behavior (applies to online or Face-to-Face Classes)

In the classroom, students are expected to listen attentively, participate respectfully, and adhere to established rules. Behavior that interferes with the class lecture may result in disciplinary action, ensuring a productive and respectful learning environment for everyone. Any disputes over academic matters should be addressed calmly and constructively, ideally during designated times such as office hours or after class. If a student does not agree with a decision, they can request a meeting with the instructor to discuss their concerns in more detail. Should further resolution be needed, the student may escalate the matter to the department head or use formal grievance procedures as outlined in the sections below. (please refer to Student Handbook Article 4 (https://www.tamiu.edu/handbook/article-04.shtml)).

TAMIU Honor Code: Plagiarism and Cheating

As a TAMIU student, you are bound by the TAMIU Honor Code to conduct yourself ethically in all your activities as a TAMIU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at Student Handbook (https://www.tamiu.edu/handbook/index.shtml).

We are committed to strict enforcement of the Honor Code. Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and any form of cheating on exams and other types of assignments.

Plagiarism is the presentation of someone else's work as your own. It occurs when you:

1. Borrow someone else's facts, ideas, or opinions and put them entirely in your own words. You must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. Borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.
3. Present someone else's paper or exam (stolen, borrowed, or bought) as your own. You have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2020, seventh edition of the Manual of The American Psychological Association (APA):

"Plagiarism is the act of presenting the words, idea, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship" (p. 254). This same principle applies to the illicit use of AI.

Plagiarism: Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence

and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

TAMIU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism**: Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
  - *Caution*: Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
  - *Caution*: Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating**: Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an "F" in the course be allowed to withdraw from the course with a "W."
  - *Caution*: Chat groups that start off as "study groups" can easily devolve into "cheating groups." Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal**: Faculty will notify students immediately via the student's TAMIU e- mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member's charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

Use of Work in Two or More Courses

You may not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so by the instructor of the second course. In general, you should get credit for a work product only once.

AI Policies

Your instructor will provide you with their personal policy on the use of AI in the classroom setting and associated coursework.

TAMIU E-Mail and SafeZone

Personal Announcements sent to students through TAMIU E-mail (tamiu.edu or dusty email) are the official means of communicating course and university business with students and faculty –not the U.S. Mail and no other e-mail addresses. Students and faculty must check their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action.

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to SafeZone (https://www.tamiu.edu/adminis/police/safezone/index.shtml) for more information.

Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright

may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to $100,000; criminal penalties include a fine up to $250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

Students with Disabilities

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student's responsibility to register with the Office of Disability Services for Students located in Student Center 124. This office will contact the faculty member to recommend specific, reasonable accommodations. Faculty are prohibited from making accommodations based solely on communications from students. They may make accommodations only when provided documentation by the Office of Disability Services for Students.

For accommodations or assistance with disabilities, contact the Disability Coordinator, Karla Pedraza, at karla.pedraza@tamiu.edu, call 956.326.2763, or visit Student Center 124.

Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides
LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook (URL: Student Handbook (https://www.tamiu.edu/handbook/index.shtml)).

Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. Students who experience or observe alleged or suspected discrimination due to their pregnant/parenting status, should report to the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site, *Report It*, at https://www.tamiu.edu/reportit (https://www.tamiu.edu/reportit/index.shtml).

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Compliance (Lorissa M. Cortez, lorissam.cortez@tamiu.edu) can assist the student and professor in working out the reasonable accommodation. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students, contact the Title IX Coordinator. In the event that a student needs a leave of absence for a substantial period of time, TAMIU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMIU *Student Handbook*.#As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOAs for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule.#Both rules can be found in the TAMIU *Student Handbook*.

For parenting-related rights, accommodations, and resources, contact the Parenting Liaison, Mayra Hernandez, at mghernandez@tamiu.edu, call 956.326.2265, or visit Student Center 226.

For pregnancy-related rights, accommodations, and resources, contact the TIX Coordinator, Lorissa Cortez, at lorissaM.cortez@tamiu.edu, call 956.326.2857, or visit Killam Library 159.

Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt (https://www.tamiu.edu/reportit) and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a "W." To qualify for an "incomplete" and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the "I" to automatically be converted to an "F"; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an "incomplete" may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (https://www.tamiu.edu/counseling/telus/) or from the Apple App Store and Google Play.

Distance Education Courses

This is an online course, and all course materials (textbook, reading, discussions, assignments, exams, and meetings) will be available online. The MPA program emphasizes the need for faculty and students to interact regularly online. For this class, student-faculty interaction will be done weekly via Blackboard Collaborate through discussion forums, emails and office hours.

Online Courses and On-Campus Meetings

Texas Administrative Code (TAC), Title 19, Part 1, Chapter 2, (https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=202) defines distance education as the formal educational process

that occurs when students and instructors are not in the same physical setting for the majority (more than 50%) of instruction. Distance education includes hybrid and 100% online courses and programs as defined by the Texas Higher Education Coordinating Board (THECB):

- **Hybrid Course** - A distance education course in which more than 50 percent but less than 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations.
- **100-Percent Online Course** - A distance education course in which 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. **Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a course from this category.**

Course Structure

This course consists of six modules and a final paper. Each module has specific assignments due on specific dates. Please note that unless prior arrangements are made, no late submissions will be accepted. The modules can be found in the content tab of the course shell in Blackboard and at the end of this syllabus.

The final paper of this course is the description of the public administration schools of thought and or paradigms through a chronological development of a topic. Each of the modules develops each one of the topics, while presenting you with the general paradigms or schools of thought in public administration.

Each of the modules will require you to: read the module introduction, watch a video, read about public administration, summarize the readings, and answer specific questions on those readings, and fill up the answers in a table. If you have any questions or concerns related to the week's topic, you can post or comment under the Q&A forum at the end of each module in BB and your classmates or the professor can respond and share ideas.

Student-Instructor Communication Policy and Response Time

Announcements/Course Messages/Emails

The instructor will communicate with students mainly through the blackboard message (preferred), and email. During workdays (Monday-Friday, 8:00 am to 5:00 pm), I usually reply to your email within 24 hours. During other times, including weekends and holidays, I will reply to you within 48 hours. Note: If you have something that needs the instructor's immediate attention, please send me an email with URGENT – PADM 5375 in the subject line. Please do not hesitate to visit me during my virtual office hours Tuesdays and Thursdays 5-6 pm

Assignments and Assessments

All assignment due dates are noted on the course schedule. Students will receive online feedback between 3-5 days after submission. All written assignments and final paper need to be cited following the APA citation style.

Course Communication Guidelines (Netiquette)

There are course expectations concerning etiquette or how we should treat each other online. It is vital that we consider these values as we communicate with one another. Visit Instructional Technology and Distance Education Services' web page on Netiquette (http://www.tamiu.edu/distance/students/netiquette.shtml) for further instruction.

Please use courtesy when addressing each other on-line. An open communication and discussion are supported through the proper understanding of "Netiquette: Etiquette Guidelines for this Online Course" (found under the lessons tab in the folder "Start Here") as a guideline for how students should interact with faculty and other students in the on#line setting.

Accommodations/Accessibility Policy

Texas A&M International University seeks to provide reasonable accommodation for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with the Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodation. For more information, contact the online at **Office of Disability Services for Students (DSS)**, via phone at 956.326.3086 or by visiting the staff at the Student Center, room 118. A link to the Disabilities Services for Students site has also been included under the "Resources" tab inside the course.

Student Support Resources

The University wishes to have all students succeed in their courses. To provide support to our students, an array of services in the areas of technology support, academic support, student support, and accessibility support may be found at the University. For more information, visit the Instructional Technology and Distance Education Services page on **University Resources and Support Services**.

Computer/Technology Requirements

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Online students will need regular access to a personal computer that runs on a broadband Internet connection.

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage when using the learning management system (LMS) of the University.

Additional Hardware. For this class, you will need the following additional hardware: Recently purchased laptops may have these built-in web cameras. If you do not have this equipment, it is recommended to purchase a stand-alone webcam, microphone, or a webcam with a built-in microphone from your local electronic store or any online store.

NOTE: Instructional Technology and Distance Education Services may check out available webcams to students on a first-come, first-served basis. To check out a webcam, please stop by Killam Library, Room 259, and request an available webcam.

Additional Software. You will need the following additional software: Microsoft PowerPoint for viewing lesson presentations and Microsoft Word for viewing course files and submitting assignments. TAMIU Students may access online versions of this software through their Dusty Office 365 account at **https://dusty.tamiu.edu/**. This site also provides students access to download the Microsoft suite for educational use. **See instructions for downloading the Microsoft Office suite**.

Note: Students, if you do not own the required hardware or software or do not have access to the Internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you in finding solutions and guide you appropriately most of the required materials can either be found free of charge at TAMIU's library, classrooms, and available computer labs. **Visit Media Services' web page on the availability of on-campus computer labs.** In addition, you may also purchase any of these items at any electronic store.

Learning Management System (Blackboard)

Students are provided with an orientation (*eLearning (Blackboard) Student Orientation*) and access to guides on how to use the Blackboard LMS. Guides may be available at **Instructional Technology and Distance Education Services' Student eLearning Tutorial Videos page** or by contacting the eLearning team at **elearning@tamiu.edu**.

Minimum Technical Skills Expected

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Students in distance education should have knowledge of basic computer and Internet skills, as mentioned on the **Instructional Technology and Distance Education Services' webpage**.

Technical Support Services

Because of the nature of distance education courses, the Office of Information Technology (OIT) computing and information services are vital to the success of online students. This webpage covers contact information for Distance Education Services (Blackboard Support), the OIT Help Desk, and E-mail support: **Technical Support Services**.

Web Conferences/Synchronous sessions

We will meet for an hour in Class Collaborate, on **Friday of Week 2 (6-7 PM).** The purpose of the meeting is for us to meet, follow up on course progress, discuss concerns, and clarify assignments and the final paper. The meeting is scheduled on Blackboard (virtual meeting space).

Late Work Policy

The dates of assignments and exams are indicated on the course schedule. Note: **late assignments will not be accepted,** except in the case of documented medical emergencies or other extenuating circumstances as per COAS Policies. Students have the responsibility to provide paper proof when requesting late submission. Please check your student handbook for COAS policies. In case of extenuating circumstances, make-up exams will be given only for legitimate reasons and with proper written documentation. Please contact me at your earliest convenience to provide the reason(s) for missing the deadline. If you are unable to contact me yourself, please have a friend/family member/classmate email me on your behalf.

Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation that will be distributed to them via email and through a course link.

Turnitin Policy Or Other Types of Assignments in Other Systems

The final paper will be submitted through Turnitin. For more information on Turnitin, see the link below:

https://www.tamiu.edu/distance/technology/turnitin.shtml

Accessibility and Privacy Statements on Course Technologies

At Texas A&M International University, we believe that all students should have equal technology opportunities in the classroom. These technologies/sites may also require user data, such as the creation of a username and password. You may find the accessibility and privacy policies of the technologies used in this class on the following pages: **Accessibility Statements and Privacy Statements**.

Syllabus Subject to Change

While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.