Syllabus
Internship in Public Administration
PBA 470 Fall 2017

Dr. Rick Herzog
Department of Government
Office: LAN 139
Phone: 936.468.2446
E-mail: Desire2Learn

Course Description

Supervised work experience with an approved public or non-profit organization. The course is graded on a P/F basis and may be take for three (3) or six (6) credit hours. Prerequisites: Completion of 9 hours in PBA courses with a 2.5 GPA with consent of the instructor and department chair. Junior standing.

Program Learning Outcomes

1. Demonstrate an understanding of the institutional, political and legal processes of the United States, and articulate the functions of public administration in terms of historical roots, structure, and contemporary issues.
2. Demonstrate the ability to effectively apply important terminology, facts, concepts, principles, analytic techniques, and theories in the field of public administration when analyzing complex factual situations.
3. Demonstrate critical reasoning, problem solving abilities, communications skills, technology skills and ethical considerations relating to public responsibility.
4. Demonstrate an understanding of the social, political, economic, and cultural factors that influence public administration.
5. Demonstrate the ability to effectively communicate, both in writing and orally, using the important terminology, facts, concepts, and theories used in the field of public administration.
6. Demonstrate an awareness of ethical issues in public and nonprofit organizations, and how to use ethical reasoning to formulate decisions and promote positive organizational and professional trust.

Student Learning Outcomes

1. Students will describe work situations where important terminology, facts, concepts, principles, analytic techniques, and theories in the field of public administration. Reflections will demonstrate effective application.
2. Students will discuss critical reasoning, problem solving abilities, communications skills, technology skills and ethical considerations relating to public responsibility.
3. Student will display understanding of the social, political, economic, and cultural factors that influence public administration.
4. Student will effectively communicate work duties and responsibilities, and provide reflections, using the important terminology, facts, concepts, and theories used in the field of public administration.

5. Student will discuss ethical issues and use ethical reasoning to formulate decision alternatives that could promote positive organizational and professional trust.

Text


Course Requirements and Calendar

1. work a minimum of 300 hours
2. submit daily or weekly log sheets via D2L formatted as directed to Dr. Herzog after every 50 hours of work.
3. respond to sets of questions (covering your experience and readings) provided by Dr. Herzog after your log sheets are submitted and are due with the next log sheet
4. read Achieving Competencies in Public Service: The Professional Edge
   Hours 1-100 Preface and Chapter 1
   Hours 101-200 Chapters 2 and 3
   Hours 201-300 Chapters 4, 5 and Epilogue
5. by Friday, September 8 send Dr. Herzog an e-mail with your expected dates when you will have these hours completed and log sheet submissions.
6. submit all materials to Dr. Herzog through Desire2Learn via email attachments
7. be evaluated by a conference between Dr. Herzog and the internship supervisor(s)

Grading

This course is graded pass/fail. To achieve a passing grade in this course the student must complete 1 through 6 above in the course requirements and calendar section. In addition, the student must receive a favorable evaluation from the internship supervisor.

Attendance Policy

Student must set a work schedule with the internship supervisor. When a student cannot work the schedule the internship supervisor must be notified.

Academic Integrity (A-9.1)

Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their
instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism as well as the appeal process.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:

- using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class;
- falsification or invention of any information, including citations, on an assignment; and/or,
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism include, but are not limited to:

- submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and,
- incorporating the words or ideas of an author into one's paper or presentation without giving the author due credit.

**Procedure for Addressing Student Academic Dishonesty**

A faculty member who has evidence and/or suspects that academic dishonesty has occurred shall gather all pertinent information, approach the student(s) involved, and initiate the following procedure:

- The faculty member shall review all evidence of cheating or plagiarism and discuss it directly with the student(s) involved. The faculty member shall inform the student(s) of the procedure for addressing academic dishonesty, as well as the appeals process.
- After hearing the student(s)' explanation or defense, the faculty member will determine whether or not academic dishonesty has occurred and will inform the student(s) what action will be taken. Penalties may include reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, or failure of the course. The faculty member may consult with the academic unit chair/director and dean in making these decisions.
- After a determination of academic dishonesty, the faculty member shall notify the office of the dean of the student's major by submitting a Report of Academic Dishonesty, along with supporting documentation as noted on the form. This report shall be made part of the student's record and shall remain on file with the dean's office for at least four years.
• Upon second or subsequent offenses, the dean of the student’s major will determine a course of action, which may include dismissal from the university. The dean may refer the case to the college council for review and recommendations before making this determination.

A student's record of academic dishonesty will not be available to faculty members. The purpose of the record is for the dean to track a pattern of academic dishonesty during a student's academic career at Stephen F. Austin State University.

Students who are found to have demonstrated academic dishonesty and have withdrawn prior to the award of a grade will continue to have the determination of the infraction within their student records.

Withheld Grades Semester Grades Policy (A-54)

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Students with Disabilities

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.