Course Syllabus: PADM 5375.001 – Public Administration Capstone Project Completion

This is the course syllabus and it contains important information. Be sure to read the entire syllabus and contact me if you have difficulty understanding what is required for the successful completion of this course. This syllabus, and the accompanying course calendar, contains specific due dates for assignments. These documents should be read in their entirety and maintained for reference.

Instructor
Dr. George R. Franks, Jr., Ph.D.
Associate Professor of Government
Office: Liberal Arts North, Room 109
Office Phone: 936.468.1188
AT&T Cellular: 936.554.8626 (See Virtual Hours)
E-mail: franksgr@sfasu.edu

Classroom Meeting Schedule and Location
This course is completely online.

Campus Office Hours
No regular on-campus office hours are offered this term, although I may occasionally be on campus.

Virtual Office Hours
Available by SFA E-mail, or ATT Cellular (Text before you call for confirmation of availability), or ZOOM (through prearrangement) Do Not send me email through D2L
Mondays: 9:00 a.m. – 11:30 a.m. & 1:00 p.m. – 4:30 p.m.
Wednesdays: 9:30 a.m. – 11:30 a.m.
Thursdays: 1:00 p.m. – 4:00 p.m.
I am also available by appointment on Monday and Wednesday evenings.

Best Contact and Guidelines
The best way to contact me is by SFA regular email at the address above or by text. Please note, there are no emergencies in academia that require calling or texting at unreasonable hours. You should not text or call during weekends, or any day before 8:00 a.m. or after 5:00 p.m. – nothing we do in academia requires urgency. Do Not send me email through D2L.

Course Protection and Intellectual Property
My personal work contained in this syllabus, the course calendar, and all handouts and assignments created by me are my intellectual property and are protected by law. You do not have authorization to duplicate any part of the work without my written permission.

COVID-19 Mask Policy
Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.


The Mask Policy statement is required to be included in all syllabi; however, this course is all online.
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Course Description and Grading: Students are required to complete a special applied research project in an approved area of study. Enrollment is conditional on the approval of a research project proposal, often developed in PADM 5305. Completion requires a presentation and oral defense before a faculty panel. Students will enroll in three (3) credit hours of PADM 5375, however some projects will warrant enrollment in PADM 5176 for additional credit hours, as determined on a case-by-case basis.

Course Calendar
A complete course calendar is a part of this syllabus, you are expected complete online assignments as detailed in this document and the courseroom modules.

Course Justification
“Public Administration Capstone Project” is a 3-credit hour supervised original research project. Typically, for a 3-hour capstone project, students spend 150 hours (50 hours per unit of credit) designing and conducting research. Students conduct research in fields related directly to their career or academic objectives, and design research in a manner that will enhance their methodological skills. Students are required to establish a committee of faculty who will examine and critique the capstone research project wherein the student must present and defend the capstone project in a professional setting. These activities, inclusive of the design, conducting, writing and defending of the research project, average a minimum of 16 hours of work each week.

Academic Integrity
An individual’s integrity is a reflection not only on themselves, but on the reputation of their profession as well. The standards you hold in your academic career will weigh heavily on those you retain throughout life. Your professional reputation is of the utmost importance in maintaining a positive career path. Thus, your academic integrity will be held to the highest possible standard while in this classroom. Zero tolerance will be given for academic irregularities. If I catch you are caught violating this policy, you will be reported. If another student accuses you and there is no other evidence, you will be required to resubmit a new assignment or take a new exam. If you choose not to, you will be reported.

According to the university: “Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism. Definition of Academic Dishonesty: Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) 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 are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit. Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp"

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/](http://www.sfasu.edu/disabilityservices/). If modifications or accommodations are needed due to disability, please make an appointment with me as early as possible so arrangements can be made.

**Mental Health Resources**

SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support student’s mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**
SFASU Counseling Services  
[www.sfasu.edu/counselingservices](http://www.sfasu.edu/counselingservices)  
3rd Floor Rusk Building  
936-468-2401

SFASU Human Services Counseling Clinic  
[www.sfasu.edu/humanservices/139.asp](http://www.sfasu.edu/humanservices/139.asp)  
Human Services Room 202  
936-468-1041

**Crisis Resources:**
Burke 24-hour crisis line 1(800) 392-8343  
Suicide Prevention Lifeline 1(800) 273-TALK (8255)  
Crisis Text Line: Text HELLO to 741-741

**Assessment Methods**
Successful completion of the written product and defense of the Capstone Paper will result in the award of a “Pass”.

Failure to successfully complete the written product and defense of the Capstone Paper will result in the assignment of a “WH”, which shall stand for up to one year. In the interim, you will be expected to enroll in one credit-hour of PADM 5176 – Capstone Completion, until the product is successfully completed and defended.

**Submission of Materials**
All submissions of materials are to be by email. All meetings and submissions are to the professor of record only, unless otherwise indicated. All emails to me, as professor of record, will be to franksgr@sfasu.edu and in Word Document format. All submitted work will conform to formatting, writing, citation, and referencing rules of APA, Seventh Edition.

**Statement on Harassment, Assault, and Discrimination**
If you encounter personal problems of any kind on or off campus, please reach out for help. This specifically includes being the victim of sexual assault, domestic violence, harassment based on sex or gender, discrimination based on race, religion, or national origin, or hate speech of any kind.

If you are the victim of any of these types of violations on campus, immediately call campus security (936-468-2608 for non-emergencies) or see the Assistant Dean of Student Affairs (Hollie Smith, Suite 3.105 Baker Pattillo Student Center, 936-468-7249) or the Title IX Coordinator (Amanda Pruitt, McKibben Building, Room 304; 936-468-8292); You may also seek out the Campus Health Clinic (On the S.E. corner of Raguet and East College Streets; 936.468.4008); the campus counseling centers (Student Counseling Services - 3rd Floor, Rusk Bldg; 936.468.2401 and the Department of Human Services Counselor Education Counseling Clinic 2100 Raguet St., Human Services and Technology
Building; 936.468.1041).

Stephen F. Austin State University strives to provide an educational and work environment that affirms the rights and dignity of each individual. It is the policy of the university, in accordance with federal and state law, to prohibit unlawful discrimination on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, and veteran status.

Additionally, Stephen F. Austin State University prohibits discrimination on the basis of sexual orientation, gender identity, and gender expression. Unlawful discrimination based on sex includes discrimination defined as sexual harassment.

Please be aware that all SFA employees (other than those designated as confidential resources in Section 4.5 and Section 6 of the Sex-and Gender-Based Discrimination, Violence, Harassment, and Misconduct Policy 2.13) are required to report any information obtained about potential policy violation such as sexual assault, domestic violence, and stalking to the university. This means that if you tell a faculty member about a situation of gender-based discrimination, sexual harassment, and/or sexual violence or other related misconduct as outlined in Policy 2.13, the faculty member must share that information with the University’s Title IX Coordinator. If you would like to speak to a confidential resource who does not have this reporting responsibility, you can find a list of resources at www.sfasu.edu/lumberjacks-care.
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<thead>
<tr>
<th>Week</th>
<th>Target Date</th>
<th>Expectation</th>
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<tbody>
<tr>
<td>1</td>
<td>MAY 17</td>
<td>Have notes prepared on topic, methodology, population, for afternoon meeting.</td>
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<tr>
<td>2</td>
<td>MAY 17</td>
<td>Meet to discuss Capstone project, 5:30 p.m., set timeline goals.</td>
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<td>3</td>
<td>MAY 21</td>
<td>Submission of problem statement and three to five research questions.</td>
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<td>4</td>
<td>MAY 24</td>
<td>Meet to review research questions and discuss methodology.</td>
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<td>5</td>
<td>MAY 31</td>
<td>Submission of Methodology section.</td>
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<tr>
<td>6</td>
<td>JUN 1</td>
<td>Meet to review methodology and discuss research action.</td>
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<td>7</td>
<td>JUN 07</td>
<td>Submission of email on research action activity.</td>
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<tr>
<td>8</td>
<td>JUN 10</td>
<td>Committee participation emails to be sent out and submission of email on research action activity.</td>
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<tr>
<td>9</td>
<td>JUN 14</td>
<td>Submission of email on research action activity.</td>
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<td>10</td>
<td>JUN 15</td>
<td>Meet to review data collection and analysis, discuss presentation of findings and summary.</td>
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<td>11</td>
<td>JUN 21</td>
<td>Submission of email on writing activity.</td>
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<td>12</td>
<td>JUN 28</td>
<td>Submission of draft Capstone for review.</td>
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<td>JUN 30</td>
<td>Meet to discuss feedback and corrections of Capstone.</td>
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<td>13</td>
<td>JUL 01</td>
<td>Emails proposing defense date for week of APR 19, and completion and submission to Committee of Capstone for defense.</td>
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<td>14</td>
<td>JUL 05</td>
<td>Capstone defense.</td>
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<tr>
<td>15</td>
<td>JUL 09</td>
<td>Submit final draft to Committee with their recommendations and corrections.</td>
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