

San Jose State University
MPA Program
Fall 2015

PADM 297: Advanced Seminar in Public Administration
Mondays, August 24, 2013 | December 14, 2015
6:00 pm through 8:45 pm
Clark Hall 318

INSTRUCTOR: Frances L. Edwards, M.U.P., Ph.D., CEM
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OFFICE: Clark 447
OFFICE HOURS: Mondays 10:30 – 11:30 am and 3:30-5:30 pm
OFFICE PHONE: (408) 924-5559 (only during office hours; please do not leave a message)
EMAIL: Sjsupadm297@yahoo.com
SOFTWARE Microsoft Office 2007 or compatible
STANDARD:

NOTE: THIS IS A GREEN CLASS

**ALL PAPERS WILL BE SUBMITTED ELECTRONICALLY
THROUGH THIS E-MAIL ADDRESS ONLY! NO HARD COPIES ACCEPTED!!**

COURSE DESCRIPTION:

The purpose of public administration is the efficient and effective management of the resources placed in the public trust. The practice of public administration includes the application of political understanding, ethical standards, social science research and statistical to scarce, a critical element in public administration is the ability to analyze government challenges and determine commun

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manner. A combination of objective and subjective methods of evaluation is needed to make informed judgments on most public policy and program issues.

COURSE GOALS AND STUDENT LEARNING OUTCOMES

Revised 8/15/15

not limited to small group consultations, meeting attendance, or other practical applications of student learning as described in the syllabus.

The tentative course calendar is included in this syllabus, including assignment due dates,

For this class, all assignments are to be completed by the individual student unless otherwise specified.

to submit for another class, please note tha

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Revised 8/15/15

16, 17 18, 19, 20, 21, 22	10/23	10/26	10/26	
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Staff Report Methodology Statement and Outline

On the date noted, submit the methodology statement and report outline. The methodology statement is the heart of your work. From that work plan you will develop Findings (data collection, surveys, interviews or other research products) that will lead to

class, and invite their comments or suggestions. The prospectus is due the night of your presentation.

The adviser must be a fulltime professor at SJSU. Since professors are not paid to supervise your final project you need to find someone whose research interests match yours. Alternatively you can start by asking someone to be your adviser and see what projects he or she is working on that would benefit from your research, and select that topic. In this case you would need to select an adviser and agree on a topic before the research question is due.

Professors and their current interest areas are:

Brent: constitutional law

Edwards: emergency management, financial issues, public policy, climate change, public safety, transportation security, cyber security

Haas: transportation, statistical analysis, public policy

Nixon: urban planning, environment, climate change

Quill: ethics

Percival: US government structure, policy implementation

The final prospectus will be graded as follows:

Criteria	Point Value
	4
b) The comprehensiveness and care with which the topic being analyzed is described in the Introduction section.	6
c) The demonstration of understanding of relevant concepts that can be used to explain the topic and its context, impact and policy outcomes, as demonstrated in the Literature Review	

Week	Date	Class Plan
1	8/24	Introduction Introduction of students, review of syllabus and course expectations. Purpose of PADM 297. Good writing questions- review of common mistakes. How does a

Week	Date	Class Plan
9	10/26	RESEARCH QUESTION AND LIT REVIEW DUE Cases 9, 10, 11, 12 Next 4 cases presented in class
10	11/2	METHODOLOGY/OUTLINES DUE Cases 13, 14, 15, 16, 17 Next 5 cases presented in class
11	11/9	Cases 18, 19, 20, 21, 22 Last 5 cases presented in class. Discussion of cases and questions about prospectuses.
12	11/16	Student Presentations of Prospectus: 1,2,3, 4
13	11/23	Student Presentations of Prospectus: 5, 6,7, 8
14	11/30	Student Presentations of Prospectus: 9, 10, 11, 12
15	12/7	Student Presentations of Prospectus: 13, 14, 15, 16, 17
FINAL	12/14	Student Presentations of Prospectus: 18, 19, 20, 21, 22 Party!

is San Francisco doing to keep its per capita jail population low? What is the outcome of its diversion programs?

7. A member of the State Senate has hired you to review the current property tax laws stemming from Proposition 13 and make a recommendation for some legislation that she can in

13. You have been hired by the City of San Jose to investigate the effects of sea level rise related to global warming on Alviso, and recommend Public Works actions in the next 20 years. How does the latest general plan address this issue? What is the likely effect on Alviso, and when will it occur? Should the city engage in further mitigation measures, such as raising the sea wall? How could the marsh be mitigated? Who would pay for it? Would a special assessment district be an appropriate method for raising revenue? What has to be done to create the special assessment district after Prop 218? What should property owners be told if the sea level rise cannot be mitigated? Is there a cost/benefit to mitigation? What are the other options? Should the city stop placing improvements in Alviso in light of the sea level rise problem? What is the data that provides a basis for the decision?

14. You have been hired by San Jose to review the Green Vision tree planting policy, and recommend how to move it forward. What are the benefits of tree planting to global warming; to community air quality? How many trees would be needed to have a measurable effect? What is current program? How could that be enhanced without public funds? Where could public funds for tree planting be obtained? What

Spelling and Grammar Guidance

Common Graduate Student Mistakes!!

1. Never use a long word when a short word will do. (George Orwell)
2.

your list		<i>for</i>
<i>example,"</i>	<i>among other things</i>	
3. Use your grammar checker, THEN proof read to be sure you selected the right usage in context.
 - a. to active voice, the suggested wording almost never makes sense.
 - b. suggestion and decide whether to change based on each sentence.
4. Use your spell checker, THEN proof read to be sure you selected the right word in context.
5. Check to be sure you are using the right homonym: Check especially for these four frequently misused sets:
 - a. Their, there
 - b. Right, write, rite, wright
 - c. Sight, site, cite
 - d.
- 6.
7. Check on capitalization. A sentence begins with a capital letter, as does a proper name of someone or someplace or an organization. Federal, state, city and local are only capitalized if they start a sentence or are part of a title or proper name. The federal government is not a proper name but the United States Government is, for example.
8. Capitalize at the start of most quotes, even then they are inside a sentence. Here is an

Professor Edwards, the professor).
9. If you want to use an abbreviation or acronym (e.g., FEMA), be sure to spell it out the

Emergency Management Agency (FEMA), he came to San Jose. He wanted to show
10.

For example, I went to school, **then**

remember the righ

Staff Report Format

To: Dr. Frances L. Edwards **From:** Your Name
Subject: **Challenge in a few words** **Date:** Assigned due date

RECOMMENDATION**BACKGROUND**

Facts about the problem: location, population, urban/suburban/rural, socio-economic characteristics of the population, economic base.

Facts about any solution that was tried and failed: what is it?/description, goals, target population, partners, stakeholders, role of elected officials, role of other cities/county/state/federal government. When did the challenge start, what caused it, whose idea, when did it become known, why? Other salient facts.

ANALYSIS

Note that only a few of these questions will be applicable to each case.

What is the level at which the problem should be solved?

Is the problem appropriate for an individual decision or is a work group or task force approach more appropriate? If so, who should be in it?

What are the political implications of the problem?

Is the media likely to become involved?

Can the problem and its resolution affect political careers?

Will resolving the problem require legislation? If so, at what level?

What are the budgetary programmatic implications of the problem?

Is the policy reasonable?

Is the policy broad or vague?

Was the grievant aware of the policy and/or given the opportunity to correct his or her behavior?

Were there extenuating circumstances?

What can the organization do to prevent a recurrence of the situation at hand?

What sorts of long term solutions should be undertaken by the organization?