San Jose State University
MPA Program
Fall 2016

PADM 210: Introduction To Public Administration

Tuesdays, August 30 thro

presentation development and delivery using the foundation information and theories learned through the lectures, readings and case studies.

Topic areas appear in the tentative class schedule. Throughout the course we will use practical situations to evaluate the connection between theory and practice.

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Students are responsible for understanding the policies and procedures about add/drop, grade

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Participation Plagiarism Tut	10 points

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Because the text focuses on federal public administration, the resea

Week/ Goal	Date	Topics, Readings, Assignments, Due Dates
1 LO 5 & 7	August 30	**Welcome, Introduction to PADM 210** Self-introductions and career goals MPA Student Association, upcoming activities Grammar test Overview of syllabus highlights; Select report topic What is a staff report? What is “mind mapping?” “Inspiration?” (see e-mailed handout) https://www.youtube.com/watch?v=b-Ndt289jAo **

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John Student

Executive Summary (Two Pages - Example)

Author. (date). *Title.* City: Publisher (Book)
[Author, (date). Title. *Journal Name.* volume, number. (for periodical)]

This author points out that recent acts of terrorism in Israel and the sur

COUNCIL AGENDA:00-00-00
ITEM: xx

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Joe Student

SUBJECT: STAFF REPORT TITLE

DATE: 00-00-00

Recommendation

What your agency should do: adopt, continue, change or eliminate the program/policy. (1 **sentence**)

Background

Description of issue or program. This must include all the facts on which you will base your analysis. (1/2 page)

Analysis

The impacts of this issue in the context of the political situation, community situation, societal concerns, preceding/ existing policies or programs; who were the stakeholders involved in the policy making and how was the balance of power represented in the final policy development outcomes? Demonstrate thorough and mature critical thinking.

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The first page will start with the title of the report and your name centered at the top. Skip 2