

pu 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.

To

December 26, 2016

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initial

LO6 Analyze, synthesize, thi

Participation	10 points
Plagiarism Tutorial	5 po

You may select **any one** of the chapter-length cases from O'Leary (Chapter 2, 3,4 or 5) to analyze, and answer the questions related to **that chapter** in the back of the book. The format is **double spaced, Times New Roman 12 pt.**

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The Executive Sum

page). Be sure to include appropriate references to Constitutional and legal issues related to your topic. Remember that this is a STAFF REPORT not an argument or legal brief, so you are providing a balanced and supported view, not arguing!

Budgetary impacts: costs and benefits of this policy, and how these are reflected in the community's/organization's budget (**1-2 paragraphs**). You may have specific dollar amounts, or you may have information on funding sources and impacts.

Public outreach: how should the public be informed of this decision if your recommendation were adopted? How would the public be involved in making the decision? At what level would outreach need to occur? Is there one group or area more affected than others? Are there businesses or other community groups that would be part of the decision-making process? Are there language or cultural issues that need to be addressed as part of the public outreach effort? What departments within the government (city, county, state) would need to be part of the development of the policy or program? (**1-2 paragraphs**)

Conclusion: Restatement of



Papers must be **15 pages** of double-spaced word p

8 pages). Be sure to include appropriate references to Constitutional and legal issues related to your topic. Remember that this is a RESEARCH REPORT, not an argument or legal brief, so you are providing a balanced and supported view, not arguing!

Conclusion: Summarize the significance of the topic **tied to your analysis**. (1 parag

9. What are the roles of the County Assessors? How do they enforce Proposition 13, 98, 218? How do these propositions influence government service provision? What other rules govern their work?
10. What are the roles of the Clerk of the Board and the City Clerk? How do they enforce the Brown Act, election laws, Fair Political Practices Act and other regulations?

Each presentation team must prepare **exactly 5 PowerPoint slides** to guide the oral presentation of the major paper topic in class. This is a seminar presentation that is designed to engage the class with the topic and increase their knowledge of this area of public policy and programming. Therefore, the presentation will end with a discussion of the topic by the class that will be led by the presentation team using prepared questions. Students without prior experience making PowerPoint slides may receive a tutorial guide from the professor upon request. **The presentation mu**

Week/ Goal	Date	Topics, Readings, Assignments, Due Dates
1 LO 5 & 7	January 30	<p align="center">Welcome, Introduction to PADM 210</p> <p>Self-introductions and career goals MPA Student Association, upcoming activities Grammar test Overview of syllabus highlights; Select report topic</p> <p>What is a staff report? What is “mind mapping?” “Inspiration?” (see e-mailed handout) https://www.youtube.com/watch?v=b-Ndt289jAo **BE SURE TO BRING YOUR WIRELESS LAPTOP COMPUTER** Be sure you have a SJSU One Wireless Account and password</p>
2 LO 1, 2, 5, 6 &7	February 6	<p align="center">****LIBRARY DAY****</p> <p>Class will start at the library, Room TBA. After a brief break we will resume class in Clark 306.</p> <p>Tools for Public Administrators Assignment: <u>PLAGIARISM TUTORIAL DUE.</u> http://library.sjsu.edu/video/plagiarism-graduate-level</p> <p>Readings: Review contents of Schmidt book- BRING TO CLASS!! Orwell- “Politics and the English Language” (handout) RAND, Measuring Crisis Decision-making- READ ONLY AS EXAMPLE OF RESEARCH METHODS, http://www.rand.org/pubs/technical_reports/TR712/ BRING LAPTOP/I-PAD TO CLASS WITH RAND REPORT DOWNLOADED. SJSU Library, Scholarly v. Popular, http://library.sjsu.edu/video/finding-scholarly-peer-reviewed-articles</p> <ol style="list-style-type: none"> 1. Creating: <ol style="list-style-type: none"> a. Excel b. Word skills c. PowerPoint d. E-mail 2. Writing at the Graduate Level <p>Thought Questions: Why does plagiarism matter in the workplace? What is plagiarism? What is the appropriate level of citation in graduate school? What is a peer reviewed publication? How and why do you use them? Why does good research matter as a tool for public administrators? Why is e-mail not protected by the assumption of privacy? Why does good writing matter to a public administrator? What other language issues matter? How do you use Word properly for formatting? What other communications issues are important?</p>

Week/ Goal	Date	Topics, Readings, Assignments, Due Dates
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3

7
LO 1,2,3,6

March 13

**Structure of Federal, State and Local Governments, Regional
Governments and Special Districts**
Readings

Spelling and Grammar Guidance

Common Graduate Student Mistakes!!

1. Never use a lon

will help you to remember the right one. “Time” and “than” both have an “e”. “Than” is a comparison, like “more than bananas.” Both have “a”.

11. Be careful in using the apostrophe for possession. In English you just add the letter “s” or sometimes just an apostrophe. **punctuation for plural.** In general, to form a plural you add an “s”. For example, “my **d** bone.” The only exception is “its”, which means “belonging to it” but does not take the punctuation. Do not use a contraction, **and** you do not use contractions in formal writing.
12. In general **you** do not use commas ~~after prepositional phrases~~ in this position. John **gave** two examples.” However, if you have several phrases before **the main sentence** you **may** set **them off** with commas to **cle**

COUNCIL AGENDA:00-00-00

ITEM: xx



