



## **Course Goals**

**University Learning Goals (ULGs), Program Learning Outcomes (PLOs) & Course Learning Outcomes (CLOs)**

**CLO2:**

**CLO3:**

**CLO4:**

**CLO5:**

## **Required Texts/Readings**

### **Textbooks**





**Ethics Elevator Speech:**

## Grading Information

Contribution to Class Learning	15 %	
--------------------------------	------	--


**Make-up Policy**



# PADM 214

Week	Date	Topics, Readings, Assignments, Deadlines

**Topic: Research resources For Public Managers**

**will have reserved** **go to the group study rooms that each team**

Week	Date	Topics, Readings, Assignments, Deadlines
		<p><b>Readings:</b></p> <p><b>Assignments Due:</b></p>
		<p><b>Topic: Team Project presentations:</b></p> <p><b>Readings:</b></p> <p><b>Assignments Due:</b></p>
		<p><b>Topic: Civic Engagement and Cultural Competency</b></p> <p><b>Readings:</b></p> <p><b>Assignments Due:</b></p>
		<p><b>Topic: Leadership and Influence</b>  <i>Caught Between the Dog and the Fireplug</i></p>

Week	Date	Topics, Readings, Assignments, Deadlines
		<hr/> <hr/> <p><b>Assignments Due:</b></p>

# Syllabus Appendices

## Appendix A

### Spelling and Grammar Guidance

*Common Graduate Student Mistakes!!*

2.

*example,” among other things*

*for*

3.

*a.*

*b.*

**Do not use contractions in formal writing**



## **Appendix B: Writing Assignment Descriptions**

### **Information Paper**

## **Analytical memo:**

### **Determining and responding to your audience**

### **Organizing an effective analytical memo:**

#### *Introduction*



*Supporting arguments or analysis*

*Style and format*





## Appendix C

### Team Project Management Guidelines

#### Team Project Evaluation Sheet

TEAM	Participation in research	Contribution to the plan	Contribution to the presentation development	Participation in the presentation	
------	------------------------------	-----------------------------	---	---	--

## **Team Project Guide**

*project management*

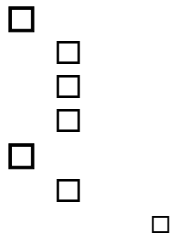


# PROJECT CHECKLIST

## Initiation Process

- 
- 
- 
- 
- 
- 
-

## Planning Process – Project





## Executing Process – Project

- 
- 
- 
- 
- 

## Controlling Process – Project

- 
- 
- 
- 
- 
- 
- 
- 
- 
-



