Upon completion of the Master of Public Administration program, the student will be able to:

PLO 1: Lead and manage in public governance;
PLO 2: Participate in and contribute to the policy process;
PLO 3: Analyze, synthesize, think critically, solve problems and make decisions;
PLO 4: Articulate and apply a public service perspective;
PLO 5: Communicate and interact productively with a diverse and changing workforce and citizenry.

Upon successful completion of this course, students will be able to:

CLO1: Lead and manage in public governance: Students will understand core competencies necessary for helping to shape the organizational environment (broadly defined) in which they operate and for managing individuals, groups,

public sector. This is   assessed through the assessment of Team project and Staff Report;
CLO2: Participate in and contribute to the policy process: Students will understand how to evaluate reledents will

Ethics Elevator Speech:

The ability to effectively present complex
public managers.

For your presentation, imagine that you are interviewing for a City Manager position, and the city council has asked you about your personal code of ethics. You will have 5 minutes to present your Ethics Statement to the city council. [This presentation is worth 100 points.] When your time is up (signaled by a timer) you must stop and sit down. Enthusiastic applause by the city council (your classmates) in response to your presentation is encouraged.

Each presenter will be graded based on the quality of their elevator speech. This includes the content of your presentation, as well as how well you communicated your ideas clearly and succinctly.   Your peers also will provide you feedback. **There will be no slides or ppt for this assignment.**

Information Memo, Staff Report Presentation, and Staff Report

The class will form into 4 person staff analysis groups. Each group will identify a public management problem that local and state governments are facing and conduct a staff analysis of the problem. Individual members will write an information memorandum that provides facts in a clear and concise format that both informs the members of the staff analysis group and the professor about the topic of the staff report. The professor will authorize the topic after submission of the info paper. After collection of data and analysis, the groups will report the analysis in staff group report (i.e. white paper) and staff group presentation. See the appendices at the end of this syllabus for potential topics. Groups will conduct joint research, do a joint presentation of the research at the end of the course, and write a joint staff report. The staff report constitutes the culminating assessment experience, in lieu of a final exam. It will be due at midnight of the date that this course would be scheduled to complete a final exam.

See the information memo, staff report presentation & report rubrics on the Canvas Course assignment page for how this assignment will be evaluated.

Final Examination or Evaluation

This course uses the Staff Report as the final Culminating evaluation. Students are expected to apply all learning objectives into the completion of this assignment. The assignment is due by the end of the period as designated for the course s final exam https://www.sjsu.edu/classes/final-exam-schedule/fall-2020.php. (Thursday, DEC 9th, 1715-1930).

Grading Information

Graded Items	Grade	Due
Contribution to Class Learning (other assignments as necessary added	**15 %**	
Student Profile	100 Points	Aug 26
Plagiarism Tutorial	100 points	Sep 30
Contribution to class discussion & learning	100 points	Dec 7
Analytical and Professional Development Assignments:	**25%**	
FEMA Independent Studies x 4	100 points	Sep 9, 16, Oct 21, & Nov 11
Analytical Memo - Think Like a Freak	100 points	Sep 9
Analytical Memo Between a Dog and A Fire Plug	100 points	Nov 11
Ethics Elevator Speech	100 points	Oct 28
TEAM Project Assignments:	**30%**	
Presentation (Group Grade)	100 points	Nov 18

including children, who live with you in close quarters, let me know. The

Recording of Zoom Classesec

The *University Policy S16-9*

Appendix A: Writing Assignment Descriptions

Information Paper

As stated earlier, an information paper provides facts in a clear and concise format to briefly inform leaders. Information papers are often used for used in a discussion paper or trip book to bring the leader up to speed on a particular issue. They are normally only 1 page long and provide enough information for the leader to digest and understand the issue on a cursory level.

Format:

<div align="center">

INFORMATION PAPER

</div>

Office/Agency

Name
Full Date

  SUBJECT: Information Paper Format

1. Purpose: To provide guidance on the preparation and use of an information paper.

2. Facts:

   a. An information paper provides facts in a clear and concise format (e.g., for use in a discussion paper or trip book.) The format may be altered to meet a specific need.

   b. Include the subject and the purpose. Paragraphs will contain only the essential facts concerning the subject. Papers will be self-explanatory and will not refer to enclosures except for tabular data, charts, or photographs.

   c. Papers should not exceed one page in length and need not be signed but must include the staff member
an approval line below the   s name and number to indicate agency approval by principal, deputy, or director (initial, if possible).

   d. Avoid using acronyms and abbreviations. Except for those that are familiar outside of your agency/office (e.g., DoD, US, CA, etc.)

   e. Avoid using sensitive or classified information when it does not contribute to understanding the issue.

   f. The preparing agency will furnish the requesting official an original and one copy.

   g. The information paper is also a medium used to provide data for trip book for government leaders and officials.

h. Each local, state, or federal agency will have their own format for an information paper. Modify this one to match the requirements of your agency.

                                                    Staff Members Name / Phone

\#

                                                    Approved by: Name / Phone

\#

Supporting arguments or analysis

Once you have set the stage for your audience, show how this information leads logically to the conclusions/recommendations you have provided. For every statement made, ensure you demonstrate the critical relevance of that statement/assertion.

Style and format

(3) Tightly written memos have a much better chance of influencing others toward a particular point of view.

Decision Memorandum:

Use a decision memorandum to obtain decisions from a Director, Agency Head, or Board of Directors. Prepare this special-purpose action in plain paper memorandum format in accordance with your jurisdictional agency

Appendix B

Team Project Management Guidelines

Team Project Evaluation Sheet

TEAM Move Phones	Participation in research	Contribution to the plan	Contribution to the presentation development	Participation in the presentation	Total
Maximum Point Value	20	30	30	20	100
<My name>					
STUDENT SURNAMES					

Give each team member – including yourself – a score of 0 to maximum based on your evaluation.
Team Project Guide

For the purposes of this document the term *project management* is defined as the application of knowledge, skills, tools, and techniques to achieve a specific goal, with a discrete beginning and end. Project management is accomplished through the appropriate application and integration of 47 logically grouped project management processes, such as human resources and risk management, which are categorized into five process groups. These five process groups are: initiating, planning, executing, monitoring and

whether the project as designed is worth the investment in time and cost, and whether it is likely to achieve the desired outcomes. The location, equipment and activities should all be reviewed to ensure that all personnel involved can be successful during all phases of the project. The evaluation may include not only the risk management personnel but all participating personnel with knowledge of operational practices related to the project. Application of risk management will ensure that adequate staffing, resources and experienced safety and oversight personnel are present. If this level of support is not available for cost reasons, it is recommended that the scope of the project be narrowed.

Suggested Meeting Agenda Topics – Moving/ VOIP Project

Meeting 1
Goal and Objectives   Develop
Location   Identify options for phasing, overlap; hot site/cold site
Logistics/Support   Identify issues specific to this project

Meeting 2
Location   Report on the options, then select best option
Manager   Discuss evaluation tools for goal and objectives
Logistics/Support   Identify resources

Meeting 3
Location   Confirm date, time and point of contact for move/installation
Activity timeline   Complete and finalize
Manager   Ensure evaluation tools are synchronized and identify assignments
Logistics/Support   Confirm entities and commitment]

Team Project Decision Brief: (See PPT format on Canvas)

Project Closing Report (Use the general outline below or search the internet for an appropriate template online and modify to use)
‹

- ‹ Other Challenges and solutions
- ‹ Report Conclusion

Planning Process – Project

Establish Design Team
- Technical (field)
- Procedural (management)
- Legal

Resources List and Their Sources
- Handouts
    - Project sponsor
    - Location Description/Map
    - Existing Plans
    - Budget

Plan Development
- Goal/Objective(s) Addressed
- Phasing?
- Able to be accomplished within resources

Human Resources Analysis
- Where will the personnel come from for each task?
- Which personnel will perform each task?

Risk Analysis
- List all possible risks to the success of the project
- For each risk identify the mitigation measure: insurance, redundancy, other

Location Set-Up and Tear-Down plan
(who brings what; sets it up/takes it down)
- Personal desk items
- Break room items, including refrigerator
- Computers
- Phones
- Copy machines
- IT-related wiring
- New phone sets
- Old phone sets

Project Documentation
- Print

Executing Process – Project

Issue Project Documentation (as required)
Begin Project
    Document time project begins
    Follow timeline, resource use
Terminate Project
    Document time project ends

Controlling Process – Project

Controllers
    Monitor and adjust project implementation
    Interact with participants to address additional information requests
Project Hot Wash
    Conducted by Project Director
    Include all participants, project staff, managers, project planners
    Discuss project goal(s), objectives, actions taken, what went right/wrong, and areas for improvement
    Document discussion
    Thank participants for attendance

Invite management team
Review draft Report
Create final Report
Establish list of action items for inclusion in the Improvement Plan
Project Director Creates Improvement Plan
Each improvement element is tied to one of the core actions
Each improvement action is assigned to a specific organization with start/ending dates
Project team uses improvement plan in future project execution

Appendix C

Staff Analysis & Evaluation Report Guidance

Staff Report Presentation: Each Staff Analysis Group must prepare no more than 5 PowerPoint slides to guide the oral presentation of the Council Report 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 facilitated by the staff group with the class. Staff group should engage the class with questions. Students without prior experience making PowerPoint slides