Proposal for a New Graduate Course

Department: Master of Public Administration
Graduate Program: Master of Public Administration

Course Number & Title: PUBA 711 Independent Study
Total hours/week: 1-3
Number of Credits: Lectures: 1-3, Lab: 

Will this course be cross-listed with an undergraduate or other graduate course? □ YES  X NO
If yes, please complete an attach to this proposal a Permission to Cross-List a Graduate Course form.

Course will first be offered: Fall 2010

Catalog description (Please limit to 50 words):
Individual study of an agreed-upon topic under the direction of a core MPA faculty member, following a course of reading and other requirements proposed by the student and established by negotiation with the graduate faculty member.

Prerequisites (or other restrictions)
None

Rationale/justification for course (consider the following issues):

a. What are the goals and objectives of the course? To prepare graduate students for work in the field of public sector and/or nonprofit management.

b. How does the course support the mission statement of the department and the organizing principles of the graduate program? It provides students with the most up-to-date information on a relevant topic of interest. This helps us to fulfill our mission of preparing public service leaders.

Are other departments affected by this course? □ YES  X NO
(Please attach letters of support from the chairs of each department indicating the Department has discussed and supports the proposal.)

Is this course part of a joint program?  X YES NO  If yes, at what institution? USC

Method of teaching: Seminar – discussion, some lecture, active learning applied projects

If more space is needed for any section, please attach additional sheets to this form.

November 2007
Expected changes

a. Address potential enrollment pattern shifts in the Department or University-wide as it relates to the offering of this course. None expected – faculty have been doing independent studies with students under the PUBA 710 number which is also used for thesis work. This will allow us to break them out separately.

b. Address potential shifts in staffing of the departments as it relates to the offering of this course. None – we have already been offering it and the same faculty will continue to teach it.

Requirements for additional resources made necessary by this course. (Note: course requiring additional resources will need special justification.)

a. Staff: none

b. Budget: none

c. Library: none

Attach course syllabus, reading list, or any additional documentation that can help the committee evaluate this proposal. A syllabus is mandatory.

Signature of Program Director: \[\text{Signature}\] Date: 8/6/09

Signature of Department Chair: \[\text{Signature}\] Date: 8/6/09

Additional Chair’s Signature*: \[\text{Signature}\] Date: 8/6/09

Signature of Schools’ Dean: \[\text{Signature}\] Date: 8/6/09

Additional Schools’ Dean Signature*: \[\text{Signature}\] Date: 8/6/09

Signature of the Provost: Susan J. Manson Date: 8/17/2009

Signature of Budget Director**: \[\text{Signature}\] Date: 

*For interdisciplinary courses. **Business Affairs Office

Return form to the Graduate School Office for Further Processing

Signature of Chair of the Faculty Committee on Graduate and Continuing Education: \[\text{Signature}\] Date: 9/23/09

Signature of Chair of Grad Council: Amy Thompson McClenden Date: 11/16/09

Signature of the Faculty Secretary: \[\text{Signature}\] Date:

If more space is needed for any section, please attach additional sheets to this form.
Please note – the syllabi for this course will vary based on the topic of study selected and the project of interest to the student. This is a sample of an independent study on local government administration.

PUBA 711
Independent Study on Local Government Administration
Spring 2010

Dr. Kendra Stewart
Contact info: 14 Coming Street
(843) 953-6691
c) (843) 478-3741
stewartk@cofc.edu
Office Hours: T/TH 2:00-4:00 or by appointment

This course examines the role of local government administrators as leaders and service providers. We will explore local political environments and develop an understanding of what they mean in terms of democratic institutions and theory.

By the end of the semester the student should be aware of the history and development of US local governments and be comfortable discussing the important issues facing these entities.

Text

Course Requirements

Prior to each meeting you are expected to read over all assignments and be prepared to participate in discussions. There will be case studies assigned which you must read and complete the corresponding questions by the due date. Knowledge of the course readings and discussions will be tested on a midterm and final exam. In addition, you will conduct a research project on the CARRI grant examining communication readiness in Savannah. More information on these assignments is provided separately. Late assignments will be marked down one letter grade for each day they are late. Assignments that are more than 5 days past due will not be accepted.

The course grade will break down as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Studies (2 @ 15 pts each)</td>
<td>30</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>CARRI Project</td>
<td>100</td>
</tr>
<tr>
<td>TOTAL</td>
<td>330</td>
</tr>
</tbody>
</table>
The following grading scale will be used:

A=297-330; B+=290-296; B=264-289; C+=257-263; C=231-256; F=230 & below

Academic Honesty
Plagiarism, or presenting another’s works or ideas as one’s own, is a form of stealing. The instructor reserves the right to examine any source used by the student before giving a grade on a paper, and to give and “incomplete” in the course if necessary, to allow time to obtain sources. Students should be prepared to show source material to the instructor for the purpose of verifying information. Academic dishonesty will not be tolerated. Academic dishonesty includes the following offenses:
1) Claiming as your own work a paper written by another student.
2) Turning in a paper that contains paraphrases of someone else’s ideas but does not give proper credit to that person for those ideas.
3) Turning in a paper that is largely a restatement in your own words of a paper written by someone else, even if you give credit to that person for those ideas. The thesis and organizing principles of a paper must be your own.
4) Turning in a paper that uses the exact words of another author without using quotation marks, even if proper credit is given in a citation, or that changes the words only slightly and claims them to be paraphrases.
5) Turning in the same paper, even in a different version, for two different courses without the permission of both professors involved.
6) Using any external source (notes, books, other students, etc.) for assistance during an in-class exam, unless given permission to do so by the professor.

College of Charleston Honor Code and Academic Integrity
Lying, cheating, attempted cheating, and plagiarism are violations of the College’s Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved.

Incidents where the instructor determines the student’s actions are clearly related more to a misunderstanding will be handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed by both the instructor and the student, will be forwarded to the Dean of Students and placed in the student’s file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student’s transcript for two years after which the student may petition for the X to be expunged. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.
Students should be aware that unauthorized collaboration—working together without permission—is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information stored on a cell phone), copying from others' exams, fabricating data, and giving unauthorized assistance.

Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor.

Students can find the complete Honor Code and all related processes in the Student Handbook at http://www.cofc.edu/studentaffairs/general_info/studenthandbook.html.

Disability Statement
If you are in need of accommodations for this course due to a disability, please contact the Center for Disability Services at SNAP@cofc.edu or (843) 953-1431. The instructor is very willing to make any adjustments necessary to address all student needs.

Course Schedule
The instructor reserves the right to make necessary adjustments to this schedule

**Thursday, January 29**
6:00-8:30 pm  
**Location:** 14 Coming Street

**Introduction, Review**
**Decisions, and Delivery**
Review Chapters 1-4  
Discuss Chapter 5 & 6

**Monday, February 9**
10:00 am-1:00 pm  
**Location:** Savannah, GA

**Productivity and Managing**
Chapters 7, 8, & 10
Case Study: The Division of Water Resources
“Performance Reporting: An Emerging Imperative with Unintended Consequences?” by Janet. M. Kelly

**Tuesday, February 24**
6:00-8:45 pm  
**Location:** Charleston/Mt. Pleasant

**Finance, Budgeting, & Economic Development**
Chapters 9 & 11
Case Study: Creating A Youth Services Collective in Savannah, GA
Meeting with Eric DeMoura
“Nonprofit Community Conferences: The Role of Alternative Regional Interlocal Service Delivery” by: Kelly LeRoux