UNIVERSITY OF GUAM
UNIBETSEDÅT GUAHAN

SCHOOL OF BUSINESS & PUBLIC ADMINISTRATION
Graduate Programs
Professional Master of Business Administration
Master of Public Administration

MPA COURSE SYLLABUS
PA545A: PUBLIC POLICY AND GOVERNANCE

Student Handbook:
https://www.uog.edu/_resources/files/student_handbook_10.7.16.pdf

We are the regional center for education, development and research in business and government.
Our core values promote ethical and socially responsible leadership throughout the Western Pacific.

~ SBPA Mission Statement ~

Dr. Instructor, PhD,
Class Time: Tuesday   5:30PM - 8:30PM
Location: SBPA – Rm
Office: SBPA – Rm
Office Hrs: TBA
SBPA: (671) 735-2501
Email: email@email.com

1. The UNIVERSITY OF GUAM'S MPA Mission Statement:

The mission of the University of Guam MPA program is to inspire authentic public servants through leadership that enlightens its learners to discover what it truly means to be of public service. This is fundamental to the institution's mission of ***Ina. Diskubre. Setbe. To englighten. To discover. To serve***.

This professional degree program provides graduate students with a high caliber educational experience that prepares its aspirants to be leaders, managers, and analysts in public affairs, public administration, and public policy careers at the territorial, regional, federal, and international levels. The curriculum offers valuable opportunities for individuals to embrace diversity and practice citizenship; enhance and improve essential leadership/managerial skills; research seminal concepts and theories of public administration, public affairs, and public policy; and explore contemporary techniques regarding the formulation, analysis, and implementation of policies, programs, and best practices in organization and society.   This mission is accomplished by educating and training professional leaders that are citizenship-oriented, accountable, ethically conscious and whose focus is a sincere commitment to make a difference through public service.

2. CATALOG Course Description:

This course will examine the governmental process in the formulation of policy, the framework and organization of administrative agencies in the regulation and supervision of policy, and the nature of the 'public interest' and the interrelationship of interests affecting governmental policy toward business enterprise. This course will also address communication skills in a collaborative setting and build the capacity to lead in the development and deployment of public policy initiatives and the changes in the public policy sector.

3. Course Learning, Program Learning, and UOG Learning Outcomes:

Course Learning Outcomes (CLO)	MPA Core Competencies (PLO)	UOG Institutional Graduate Learning Outcomes (IGLO)
Upon successful completion of this course students will demonstrate:		
Examine the governmental process in the formulation of	Competency 1: Demonstrate an advanced understanding of leading and managing in public governance;	IGLO1: Demonstrate mastery of critical skills, theories, methodologies, and other content knowledge at a level that will

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Course Learning Outcomes (CLO)	MPA Core Competencies (PLO)	UOG Institutional Graduate Learning Outcomes (IGLO)
Upon successful completion of this course students will demonstrate:		
policy, the framework and organization of administrative agencies in the regulation and supervision of policy, and the nature of the 'public interest' and the interrelationship of interests affecting governmental policy. *This is assessed through the Class Discussions, Assignments, and Final Project.*	Competency 2: Demonstrate an ability to relevantly apply a real world understanding, participate in, and contribute to the policy process; Competency 3: Demonstrate a practical competency to analyze, synthesize, think critically, quantitatively/qualitatively reason, solve problems and make decisions; Competency 4: Demonstrate an advanced proficiency to articulate and apply a public service perspective grounded in professional, ethical and socially responsible behavior; Competency 5: Demonstrate a dynamic ability to be innovative, to communicate, and interact productively with a diverse and changing workforce and citizenry; Competency 6: Demonstrate an advanced proficiency in utilizing technology toward the betterment and advancement of the profession; and Competency 7: Demonstrate a comprehensive mindset that fosters an advanced understanding and appreciation of territorial, regional, federal, and international environments, with consideration of indigenous and global impact perspectives, and their relation to Public Administration.	enable them to address fundamental questions in their primary area of study; IGLO 2: Plan, conduct, and complete a significant research or creative project , under the guidance and supervision of both internal and external advisors
Examine the governmental process in the formulation of policy, the framework and organization of administrative agencies in the regulation and supervision of policy, and the nature of the 'public interest' and the interrelationship of interests affecting governmental policy as it relates towards business enterprise. *This is assessed through the Class Discussions, Assignments, and Final Project.*	Competency 1: Demonstrate an advanced understanding of leading and managing in public governance; Competency 2: Demonstrate an ability to relevantly apply a real world understanding, participate in, and contribute to the policy process; Competency 3: Demonstrate a practical competency to analyze, synthesize, think critically, quantitatively/qualitatively reason, solve problems and make decisions; Competency 4: Demonstrate an advanced proficiency to articulate and apply a public service perspective grounded in professional, ethical and socially responsible behavior; Competency 5: Demonstrate a dynamic ability to be innovative, to communicate, and interact productively with a diverse and changing workforce and citizenry; Competency 6: Demonstrate an advanced proficiency in utilizing technology toward the betterment and advancement of the profession; and Competency 7: Demonstrate a comprehensive mindset that fosters an advanced understanding and appreciation of territorial, regional, federal, and international environments, with consideration of indigenous and global impact perspectives, and their relation to Public Administration.	IGLO 1: Demonstrate mastery of critical skills, theories, methodologies, and other content knowledge at a level that will enable them to address fundamental questions in their primary area of study; IGLO 2: Plan, conduct, and complete a significant research or creative project , under the guidance and supervision of both internal and external advisors

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Course Learning Outcomes (CLO)	MPA Core Competencies (PLO)	UOG Institutional Graduate Learning Outcomes (IGLO)
Upon successful completion of this course students will demonstrate:		
Understand the development and deployment of public policy initiatives and the changes in the public policy sector. *This is assessed through the Class Discussions, Assignments, and Final Project.*	Competency 1: Demonstrate an advanced understanding of leading and managing in public governance; Competency 2: Demonstrate an ability to relevantly apply a real world understanding, participate in, and contribute to the policy process; Competency 3: Demonstrate a practical competency to analyze, synthesize, think critically, quantitatively/qualitatively reason, solve problems and make decisions; Competency 4: Demonstrate an advanced proficiency to articulate and apply a public service perspective grounded in professional, ethical and socially responsible behavior; Competency 5: Demonstrate a dynamic ability to be innovative, to communicate, and interact productively with a diverse and changing workforce and citizenry; Competency 6: Demonstrate an advanced proficiency in utilizing technology toward the betterment and advancement of the profession; and Competency 7: Demonstrate a comprehensive mindset that fosters an advanced understanding and appreciation of territorial, regional, federal, and international environments, with consideration of indigenous and global impact perspectives, and their relation to Public Administration.	IGLO 1: Demonstrate mastery of critical skills, theories, methodologies, and other content knowledge at a level that will enable them to address fundamental questions in their primary area of study; IGLO 2: Plan, conduct, and complete a significant research or creative project , under the guidance and supervision of both internal and external advisors

4. The University of Guam's MPA Public Service Values

The following public service values are fundamental ideals and principles of the MPA program that are shared by its faculty, students, and stakeholders alike. The program's mission, governance, and curriculum are structured to uphold the following public service values, which distinguishes this program from other degree programs:

Public Service Value 1: Professionals Committed to Accountability, Transparency, and Ethics
Our mission will be met by competent professionals, committed to pursuing the public interest with accountability, transparency, and the highest standard of ethical consideration.

Public Service Value 2: Public Servants Worthy of Public Trust
As Public Servants, with every thought, word, and deed, we must strive every day, and at every instance, to prove ourselves worthy of the public's trust. We must be humble and consider ourselves privileged to be charged with the welfare of others.

Public Service Value 3: Keepers of Respect, Equity, and Fairness Rooted in the Principles of Democracy
The Principles of Democracy must be at the heart of everything we do. We must also always strive to demonstrate respect, equity, and fairness in dealing with all people and fellow public servants. Further, it should be our pledge to be guided by Constitutional principles of the United States, the Organic Act of Guam, and be exemplars of law-abiding citizens in our respective roles within public service.

5. REQUIRED TEXT and other Course Materials:

Required text: This course will make use of current topics and materials. Students are required to identify and use relevant resources, electronic databases/ journals, and other online resources. Additionally the following are required:

- Rinfret, S. R., Scheberle, D., & Pautz, M.C. (2019). *Public Policy: A Concise Introduction*. SAGE Publications, Inc. ISBN: 9781506329710
  - https://us.sagepub.com/en-us/nam/public-policy/book249415

6. ADA Accommodation:

If you are a student with a disability who will require an accommodation(s) to participate, please contact me privately to discuss your specific needs. You will need to provide documentation concerning your need for accommodation(s) from the UOG's EEO/ADA Office.   The EEO/ADA Office may be contacted at 735-2244/2971/2243 to coordinate your accommodation request.

7. TECHNOLOGY Policy:

Our graduate program is committed to innovative and effective utilization of technology in the classroom. While we strive to keep up with the dynamic evolution of delivery modes, and their learning applications, it is our shared responsibility to protect the integrity of your education. Therefore, the presence and use technology in the classroom is intended to enhance the total learning experience, both student and instructor. It is the responsibility of the course instructor to decide when, if, and what type of technology is to be used during class. At any time, and at the sole discretion of the instructor, any use of technology that degrades the learning environment, promotes dishonesty or is used for illegal activities may be prohibited. As a word of caution, institutional, program, and civil penalties, relative to the infraction, may be applied.

8. FATAL ERROR Policy:

Effective Communication - If any submitted writing assignment has more than 3 obvious grammatical citation errors, the instructor will return the assignment to the student to make the appropriate corrections; otherwise, the assignment will not be graded. Returned assignments are subject to late penalties at the discretion of the professor.   Should written communication be a noticeable issue the professor reserves the right to: 1) mandate that the student seek concurrent help with their wiring though the writing center as a condition of continual enrollment in the course; or 2) recommend the student to drop the course, seek assistance with the writing center, and enroll in the said course at a later date when proficiency can be demonstrated.

9. Tobacco-free/Smoke-free/Vaping-free campus:

UOG is a tobacco-free/smoke-free, vaping-free/e-cigarette-free campus. Thank you for not using tobacco products or e-cigarettes on campus, for helping to fight cancer, and for helping to make UOG a healthy learning environment.

10. ACADEMIC and PROFESSIONAL Integrity (Plagiarism and Collusion):

Plagiarism is the use of another person's work without acknowledgement or citation. Forms of plagiarism may include the intentional or unintentional reproduction of the work of others (this includes the work of peers – other students), published or unpublished, either verbatim or in close paraphrase without credit to the author or creator. The work of others includes material such as those downloaded from the internet, essays, reports, presentations, projects, discussions from seminars, ideas, text and diagrams from lecture handouts, theses, and dissertations.

Collusion is a form of plagiarism; it involves the unauthorized cooperation between two people or more, with the intent to deceive. Examples of collusion include the conspiring of two or more students to produce a piece of work together with the intention of passing it off as his or her own work; the submission of the work of another student, which may involve the former student willingly giving the work and where it is evident to the student giving the work that the other student would submit it as his or her own; cooperation between a student and another person in the preparation and production of work which is presented as the student's own and not authorized by the professor; the submission of work as the student's own, where the student has purchased or solicited another individual or source to produce the work on the student's behalf.

In line with our school's program intent toward developing ethical professionals, students must adhere to honesty and give credit by properly citing references to published works, secondary data, etc., on course assignments or deliverables. It is highly recommended that students use the APA Manual as a reference for citations and report formatting. APA is the official writing style of the program. Absolutely no credit/points will be granted for works where cheating, plagiarism and collusion are observed. Such incidences will result in automatic failure of the course and recommended expulsion from the university.

11. BASIC COURSE Requirements (Subject to announced changes)

ATTENDANCE/ ACTIVE PARTICIPATION   10%

This syllabus may be subject to change at the discretion of the Professor

Exam 1	**25%**
Exam 2	**25%**
FINAL RESEARCH PROJECT	**40%**
T O T A L:	**100%**

12. GRADING Scale

Percent	Grade
*	A+
95+	A
90-94	A-
87-89	B+
84-86	B
80-83	B-

Percent	Grade
75-79	C+
70-74	C

UW Unofficial Withdrawal
(refer to the graduate bulletin on Withdrawal Policies and Procedures)

* An A+ is an "Outstanding Designation" and is a "qualitative" grade difference from an A. Both grades carry the same quantitative points. This designation is given at the sole discretion of the instructor for such a performance. Note that this designation may not be used at all.

13. FINAL PAPER / PRESENTATION

The course text covers public policy topics in a range of government areas (i.e., Crime, Education, Economic Development, Healthcare, etc.) Choose an agency in any of the covered areas with a board or commission (i.e. Guam Board of Education, the Guam Regional Transit Authority Board, the Guam Memorial Hospital Association Board of Trustees, etc). Once you have identified the agency you are to perform a policy analysis paper that will cover the state of your agency along with a presentation on a significant policy change. The policy proposal shall provide an in-depth look at what potential implications arise due to the proposed change both positive and negative.

The policy analysis shall include:

- Size and Scope of the Agency and its governing board
- History and Development
- Major organizational policy questions
- Your proposed policy that would address an established issue within the agency
- Policy Analysis

    A.   Paper Guidelines:

         *Paper should be no less than 3,000 words.
         *APA Format
         *Use at least 10 academic sources

    B.   Class Project Presentations

         *Presentation should be between 30-45 minutes (must complete within timeline)
         *Present policy research and analysis (format)
             *Size and Scope of the Agency and its governing board
             *History and Development
             *Major organizational policy questions
             *Your proposed policy that would address an established issue within the agency
             *Policy Analysis
       Class questions, comments, concerns

PA545A: PUBLIC POLICY AND GOVERNANCE

MPA COURSE SCHEDULE

COURSE TIMELINE	INSTRUCTIONAL REQUIREMENTS	DATES
Week 1	General introductions Course introduction and orientation to class expectations	January 29
Week 2	SECTION I: DEFINING U.S. PUBLIC POLICYMAKING Chapter 1: The Foundation	February 5
Week 3	Chapter 2: The Policy Process and Policy Theories	February 12
Week 4	SECTION II: THE PRACTICE OF PUBLIC POLICY Chapter 3: Federalism and Intergovernmental Relations	February 19
Week 5	Chapter 4: Rulemaking and Regulations	February 26
Week 6	SECTION III: UNDERSTANDING KEY PUBLIC POLICY ISSUES Chapter 5: Economic Policy and Public Budgeting Mid-Review and Study Session	March 5
Week 7	UOG Charter Day / No Classes	March 12
Week 8	Exam 1	March 19
Week 9	Chapter 6: Crime and Public Policy	March 26
Week 10	Chapter 7: Education Policy	April 2
Week 11	Chapter 8: Civil Rights and Immigration Policy	April 9
Week 12	Chapter 9: Social Welfare and Health Care Policy	April 16
Week 13	Chapter 10: Environmental and Energy Policy Final Review and Study Session	April 23
Week 14	Exam 2	April 30
Week 15	Final Projects Due Group Presentation (1)	May 7
Week 16	Group Presentations (2/3)	May 14
	FINAL GRADES SUBMISSION	

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