

PADM 5502
Speaking Notes
Week 2
August 24, 2022

WHERE WE ARE

- This is our second class meeting.
- For next week, please continue reading in Chapter 2 of our textbook by Gooden and Berry-James.

There is a Discussion Forum 1 assignment (original post) due September 4.

Discussion Forum 1

The fact that you are studying public administration and intend to earn a master's degree in public administration is evidence that you think public administration is important and that you plan to have a career in the public sector or related to the public sector. Identify and discuss what draws you toward the study and practice of public administration? What particular aspects of public administration (or values related to public administration) attract you? Choose one and explain what it means to you.

Rubric (original post):

Explanation of your personal interests in a career in public administration. (one or more paragraphs)

Identification of multiple aspects of public administration (or its related values).

Explanation of one of them and its meaning to you. (one or more paragraphs)

Rubric (reply to another student's original post):

Specific identification of something of interest in the other student's original post.
SUBSTANTIAL/MEANINGFUL commentary about that point or an extension of that point.

ACTIVITY	PERCENT	POINTS	DUE DATE
Discussion forum 1	10%	100	Sunday Sept. 4
Opportunity to resubmit Discussion forum 1			Sunday Sept. 11

Discussion forum 1 Follow up	10%	100	Sunday Sept. 18
Midterm Exam	20%	200	Sunday October 2
Discussion forum 2	10%	100	Sunday October 23
Discussion forum 2 Follow up	10%	100	Sunday October 30
Activity	10%	100	Sunday Nov. 6
Opportunity to resubmit Activity			Sunday Nov. 13
Portfolio Assignment	10%	100	Sunday Nov. 20
Final Exam	20%	200	Sunday Dec. 4

		Week begins . . .	Week ends . . .	Assignment due . . .
Week 1		Monday August 15	Sunday August 21	
Week 2		Monday August 22	Sunday August 28	
Week 3	Discussion 1	Monday August 29	Sunday Sept. 4	Sunday Sept. 4
Week 4	Opportunity to redo and resubmit Discussion 1	Monday Sept. 5	Sunday Sept. 11	Sunday Sept. 11
Week 5	Discussion 1 follow up	Monday Sept. 12	Sunday Sept. 18	Sunday Sept. 18
Week 6		Monday Sept. 19	Sunday Sept. 25	
Week 7	MIDTERM	Monday Sept. 26	Sunday October 2	Sunday October 2
Week 8		Monday October 3 Midterm report to be reported to Registrar's Office on Oct. 6	Sunday October 9	
Week 9	FALL BREAK	Monday October 10 Last day to withdraw without	Sunday October 16	

		academic penalty Oct. 14		
Week 10	Discussion 2	Monday October 17	Sunday October 23	Sunday October 23
Week 11	Discussion 2 follow up	Monday October 24	Sunday October 30	Sunday October 30
Week 12	ACTIVITY	Monday October 31	Sunday Nov. 6	Sunday Nov. 6
Week 13	Opportunity to redo and resubmit ACTIVITY	Monday Nov. 7	Sunday Nov. 13	Sunday Nov. 13
Week 14	ePortfolio assignment	Monday Nov. 14	Sunday Nov. 20	Sunday Nov. 20
Week 15	THANKSGIVING WEEK	Monday Nov. 21	Sunday Nov. 27	
Week 16	FINAL EXAMS	Monday, Nov. 28	Last day of classes, Dec. 1	Sunday Dec. 4
Week 17	Final grades submitted to Registrar's Office Monday, Dec. 12	Monday, Dec. 5		

QUICK REVIEW

Last week (and the first chapter in the textbook) helped establish the motivations for research in the practice of public administration.

NEW MATERIAL

This course has its own essential content (related primarily to survey research methods) and it is intended to help you prepare to complete the capstone project course (PADM 5907) in “only” one semester.

Dr. Ngwafu has taught PADM 5907 in recent years. Now that he has become Dean Ngwafu, Dr. Adams-Cooper has become Department Chair and Program Director and is teaching PADM 5907.

The following statements reflect my understanding of her expectation of how this will work.

The two courses are related but are separate. The work completed in 5502 must not be submitted as assigned work in 5907. That being said, work completed in 5502 should help you “hit the

ground running” in 5907. *If you spend the first part of 5907 figuring out what you want to write about you are at risk of not completing 5907 within the semester.*

Dr. Adams-Cooper plans to use parts of Dr. Ngwafu’s spring 2022 syllabus regarding requirements for the paper required to be completed successfully in 5907. The contents in the box below are from Dr. Ngwafu’s spring 2022 syllabus.

Required Textbooks:

Fred Pycszak and Randall R. Bruce, Writing Empirical Research Reports: A Basic Guide for Students of the Social & Behavioral Sciences, 8th ed. Glendale, California, Pycszak Publishing, 2015. **ISBN: 978 1936523368 (Soft Cover)**

Beth M. Schwartz, Eric Landrum & Regan Gurung, An Easy Guide to APA Style 3rd edition, Washington DC: Sage Publishers 2017 **ISBN 9781483383231 (Soft Cover)**

RECOMMENDED TEXT FOR POTENTIAL CASE STUDIES

Stillman, Richard Joseph, 11th Edition *Public Administration: Concepts and Cases*. Boston, MA: Wadsworth/Cengage Publishing, 2015 **ISBN 97806189930**

1. The paper must be at least 25 pages in length (excluding cover page, table of contents, references and appendix) using the current version of APA style. It must contain at least ten scholarly citations and references. It must be original work. It must be relevant to public administration and reflect the content of core MPA courses. Students must work in close consultation with the professor teaching the Capstone course regarding the topic and all aspects of its development.
2. At least TEN (10) appropriate peer-reviewed journal articles and/or books must be provided in each student’s final report in terms of citations
3. Additional formatting guidelines will be provided for the report, PowerPoint, oral defense, and final submission of bound copies.

The paper must involve a case study derived either from a published source, personal knowledge of an actual situation or, possibly, a realistic hypothetical event. Selection of the case must be approved by the instructor or another core MPA faculty member so designated. It is permissible that two or more students use the same published case study if the topics of the Capstone Report differ. It is also permissible that two or more students address the same topic using different case studies. If the case study is not from a readily available published source, the student must include the case study (fully written) as an appendix to the Capstone Report. The instructor reserves the right to screen any or all assignments using Turn-It

OVERVIEW OF THE STEPS FOR COMPLETING THE CAPSTONE RESEARCH REPORT:

The major deliverable in this exit course is comprised of the capstone research report. This practitioner-based report will require students to show their ability to analyze, synthesize, think

critically, solve problems and make decisions within the public administration domain using the case study approach. **Students must work on the capstone research report throughout the semester. Moreover, it is the responsibility of each student to work closely with the instructor throughout the semester.** Students must include the instructor in multiple iterations of the capstone research project prior to its submission to MPA faculty, the oral defense, and presentation of the final document after it has been thoroughly edited and approved for binding.

COVER PAGE

TABLE OF CONTENTS

EXECUTIVE SUMMARY

This is one solid paragraph, similar to an abstract seen in most published scholarly journal articles. The executive summary articulates the purpose of the study, the method used to collect information and key findings or conclusions. **The executive summary page should not be numbered**

INTRODUCTION

This part must introduce the report by explaining its purpose and providing the reader a “roadmap” of the coming sections. The research question should be identified here, without elaboration or substantial explanation. **This should be page 1 of your Capstone**

OVERVIEW OF CASE STUDY

This part must summarize the case study in substantial detail and make ties to at least two of the core courses in the MPA curriculum and to the student’s area of concentration. The source of the case study must be identified.

PADM 5011	Public Administration: Scope, Dev. & Ethical
PADM 5125	Organizational Theory
PADM 5261	Public Personnel Administration
PADM 5301	Public Budgeting
PADM 5502	Research Design & Data Analysis
PADM 5781	Intro to Public Policy
PADM 5500	Computer Applications & Management of

RESEARCH QUESTION AND METHOD

The research question must be identified here, including ties to at least two of the core courses in the MPA curriculum and to the student’s area of concentration. The importance and relevance of the research question must be explained, the context of at least two core courses and the area of concentration. The relevance of the selected case to the research question must be explained. The method of research is qualitative analysis based upon secondary sources.

RELEVANT LITERATURE REVIEW

Some of the relevant public administration literature must be substantially reviewed. This must include at LEAST (10) peer-reviewed scholarly articles and/or appropriate books in the field of

public administration or related to the field of public administration. The selected articles and/or books should focus on the research question in the context of the core areas, area of concentration and the case study. The relevance of the contribution of the article or book is more important than its date. In other words, appropriate use of one or more classic sources can be appropriate.

SYNTHESIS AND DISCUSSION

This is the most vitally important part of the paper. In this part you must apply insights derived from the literature to the research question. It is not enough to just summarize what authors contributed individually to the question. To earn an “A” in the course you must demonstrate an ability to synthesize ideas and to offer readers your own insights regarding the research question. In other words, this goes beyond the literature review and is evidence of your ability to think about modern public administration in a scholarly way.

CONCLUSIONS AND RECOMMENDATIONS

In this part of the report, make meaningful recommendations of value to practitioners. This is the “so what” part of the report. Be practical. What is the worth of your synthesis and discussion in terms of enabling people to do a better job? How can the literature contribute to your ability to become an effective public administrator? You can also suggest possible future research, but realize that you have not completed a comprehensive literature review as would be required if this were a dissertation.

REFERENCES

Use correct APA references. Be sure that every citation is referenced and vice versa. Include at least five peer-reviewed articles and/or books. Additional types of citations and references can also be used as additional sources. **The reference page(s) should not be numbered**

APPENDIX 1

If the case study is not available in a readily available published source it must be provided here in its entirety. If it is available in a readily available published source, identify that source clearly and completely here.

OUTLINE OF CAPSTONE RESEARCH REPORT (SEE APPENDIX) AND GENERAL GUIDELINES:

- Cover page
- Table of contents
- Executive Summary (Similar to an abstract)- **Not to be numbered**
- Introduction –**Beginning of Page 1**

III. Course Policies

B. Academic Honesty/Integrity

Policy on Plagiarism

CHEATING AND PLAGIARISM (GRADUATE)

Cheating and plagiarism are academic grounds for expulsion from graduate studies at Albany State University. No student shall give or receive any assistance not authorized by the corresponding professor in the preparation of any assignment, report, project, or examination to be submitted as a requirement for academic credit. **Plagiarism** is a serious academic infraction which should be avoided by all students because it will not be left unpunished, even if it was committed inadvertently. It consists of copying some one else’s work and passing it off

as your own without giving the proper recognition or credit, through citations, to the original author for using his or her work. Any evidence of plagiarism in any research paper will automatically trigger a penalty of "F" for that particular paper plus possible additional academic sanctions by the appropriate ASU authorities. **Because the Capstone report is an important research component of the MPA degree, we will require you to turn in sections of your paper and the final paper to a system that would evaluate your paper for plagiarism.**

PADM 5907 CAPSTONE REPORT GRADING RUBRIC

Semester:

Name of Student

CONTENT	UNSATISFACTORY (FAILING)	SATISFACTORY (PASSING, B GRADE)	EXCEEDS EXPECTATIONS(B+ TO A)
Executive Summary	The paper does not capture key elements of the executive summary(purpose/significance of research, methodology and key findings	The paper captures key elements of the executive summary (purpose/significance of research, methodology and key findings) but is not well written. Needs improvement.	The executive summary is excellent and captures the essential elements of the executive summary (purpose/significance of research, methodology and key findings) and is written in excellent style.
Introduction	The paper does not include key parts of the introduction such as purpose, significance and statement of the problem and identifies the research question. There are several spelling and grammatical errors and ideas are not well organized to support the central thesis	The paper includes key parts of the introduction such as purpose, significance and statement of the problem but does not identify the research question. Needs improvement in terms of the fact that there are a few grammatical and spelling errors. Organization of ideas to support the central thesis needs to be strengthened.	The paper includes key parts of the introduction such as purpose, significance and statement of the problem identifies the research question. The introduction is presented in a lively and engaging manner. There is clear evidence of organization of ideas supporting the central thesis. Proper sentence

			and paragraph structure. No more than one spelling, grammar or typographical error per page of text
Overview of the Case study or Case studies	The case study or case studies are not well summarized and there are more than one spelling or grammatical errors in the section.	Case study (or case studies) are well summarized. There is evidence of proper sentence and paragraph structure. No more than one spelling, grammar or typographical in this section.	Case study (or case studies) are well summarized. Great sentence and paragraph structure. No spelling, grammar or typographical error in this section.
Research Question(s) &Method	Inadequate number of research questions. Research questions do not appear to be relevant to the topic. Methodology is not well articulated.	Appropriate number of research questions that are compatible with the topic. Methodology is well stated. No more than one spelling, grammatical or typographical error. Corrections are required	Appropriate number of research questions that are compatible with the topic. Methodology is well stated. No spelling, grammatical or typographical error in this section. No corrections required.
Review of Relevant Literature	Between 1-5 requisite number of sources (10) required to respond to the research questions. Poor sentence and paragraph structure and over three spelling or grammatical errors	Between 6-8 requisite number of sources (10) required to respond to the research questions. Acceptable sentence and paragraph structure and no more than one spelling or grammatical error. Some correction required.	Exceeds the number of sources (10) required to respond to the research questions. Excellent sentence and paragraph structure and no spelling or grammatical errors. No corrections required for this section
Discussion &Synthesis	Failure to utilize	Adequate use of	Excellent use of

	<p>information from the case study and literature review to accentuate the similarities and differences in the issues encountered in the research. Poor sentence and paragraph structure and over three spelling or grammatical errors</p>	<p>information from the case study and literature review to accentuate the similarities and differences in the issues encountered in the research. Good sentence and paragraph structure and no more than one spelling or grammatical error. Corrections needed.</p>	<p>information from the case study and literature review to accentuate the similarities and differences in the issues encountered in the research. Outstanding sentence and paragraph structure and great use of transitional language. No spelling or grammatical errors. No corrections needed</p>
<p>Conclusion & Recommendations</p>	<p>Inadequate use of information from the introduction, review of literature and discussion and synthesis to craft a persuasive conclusion. No policy recommendations. Poor sentence and paragraph structure and more than three spelling and grammatical errors</p>	<p>Adequate use of information from the introduction, review of literature and discussion and synthesis to craft a persuasive conclusion. Good policy recommendations. Acceptable sentence and paragraph structure and no more than two spelling and grammatical errors. Needs corrections.</p>	<p>Excellent use of information from the introduction, review of literature and discussion and synthesis to craft a persuasive conclusion. Great policy recommendations. Beautiful sentence and paragraph structure and no spelling and grammatical errors. No corrections needed.</p>
<p>References/Bibliography</p>	<p>Insufficient number or quality of sources. Lists sources not cited or refers to sources not included in the reference list. Poor</p>	<p>Incorporates relevant and selective sources to address information cited. Does not list sources that are not cited in text.</p>	<p>Incorporates relevant and selective sources to address information cited. Does not list sources that are</p>

	use of the APA style for references	Acceptable use of APA style for references. Some corrections needed.	not cited in text. In-text citations, reference list, tables and figures all presented in proper APA format. No corrections needed.
Power Point Presentation of Report in Class	Failure to include key sections of research in the PowerPoint Presentation. Poor delivery of information and inability to respond effectively to questions	Good attempt at including key sections of research in the PowerPoint Presentation. Acceptable delivery of information and acceptable ability to respond effectively to questions. Some improvement in public speaking skills is required.	Excellent attempt at including key sections of research in the PowerPoint Presentation. Outstanding delivery of information and great ability to respond effectively to questions. No improvement in public speaking skills is required.
Overall Evaluation of Report & Grade	Poor Capstone Report. Sections of it have to be completely redone to correct errors in spellings, grammar and paragraph transition. Great improvements in public speaking are needed	Good Capstone Report, overall, some editing necessary to correct few errors in spelling or grammar. Improvements in posture and communication during presentation are needed.	Excellent Capstone Report, overall. No editing is necessary due to the absence of spelling or grammatical errors. Great posture and communication during presentation.

If you have questions about Dr. Adams-Cooper's expectations in PADM 5907, please ask her. If you have questions about my expectations in PADM 5502, ask me. I recommend that when you have identified a subject area and one or more research questions, that you ask Dr. Adams-Cooper if they are appropriate for your paper in PADM 5907. The fact that I may accept them in the context of PADM 5502 does not mean that they will work in PADM 5907. Ideally, the work you complete for credit in PADM 5502 will align with the work you will complete in PADM 5907. IT IS YOUR RESPONSIBILITY to verify that the alignment is there. I will work with you. It is your responsibility to communicate with Dr. Adams-Cooper.