Course Syllabus
MPAL 6301.793
Public Leadership and Ethics

Semester: Fall 2017
Term: 8W2

Basic Information
Instructor: Imane Hijal-Moghrabi, PhD
Office: MB 4140
Office Phone: 423-552-3340
E-mail:hijal_i@utpb.edu
Office Hours: Monday 11:30-1:00, Tuesday 11:00-1:00, Wednesday 11:30-1:00

This course is a Web Course and is conducted within Canvas at http://utpb.instructure.com

Course Description

Course Catalog Description:

Theories and readings in public sector leadership and ethical issues facing public leaders.

This course is designed to help students develop an understanding of leadership in public organizations. Specifically, it focuses on the historical evolution of American public service and public administration as an academic discipline, the social/political context in which public servants work, the meaning of public organizations in democratic society, and the importance of personal and professional ethics.

Measurable Learning Outcomes:

By the end of this course, you will be able to:

Describe public administration and leadership as a field of study.

1. Describe public administration and leadership as a field of study.
2. Classify knowledge of the political and organizational context of public administration.
3. Analyze perennial issues in public administration.
4. Examine public service values including: personal and professional ethics, social responsibility, citizen responsiveness, expertise.

Prerequisites: No prerequisites are required for this class
Materials

**Required Material:**


**Additional Readings:**


**Optional Readings:**


Important Academic Dates

UTPB Academic Calendar: http://www.utpb.edu/services/academic-affairs/office-of-the-registrar/academic-calendar

Course Overview

Discussions: Online participation is essential in this course, and it is worth 20% of your overall course grade. There will be two discussion topics during this semester. To participate in the discussions you need to access the “Discussion Tool” link. For each discussion topic, you must submit one main post and at least two responses to your colleagues’ posts. You are not allowed to view your colleagues’ posts unless you post yours first. You are expected to post meaningful and reflective responses, and to support your statements with course readings. It is your responsibility to read all of the messages that are posted in the online discussion. To receive full credit, all discussion posts must be made by the time and date listed on the course schedule. Each discussion link will be deactivated after the discussion due date. Your posts will be graded on the quality of your writing, your analysis of the topic, and your contribution of new thoughts to the discussion thread.

Assignments: In this class, there will be 3 assignments that are worth 30% of your overall course grade. More detailed instructions will be provided to you in Canvas.

Tests: In this class, you are required to take 2 tests that are worth 50% of your overall course grade. Test 1 covers all material from Units 1-7 and Test 2 covers all material from Units 8-13. The format of the exams will be a combination of short definitions and essay-type questions. You can use your textbooks, your notes, and the posted notes. However, you will be using lockdown browser, which will not allow you to have anything else open on your computer. There will be no make ups for exams. All exam dates are listed in the class schedule. You can access exams by clicking the Quizzes link on the course page. Each exam is timed. You will have 90 minutes to complete each test.

Grading: Your final grade will be awarded based on your overall performance in the course and according to the grade distribution listed below.

<table>
<thead>
<tr>
<th>Course Activity</th>
<th>Points</th>
<th>Percentage of Total Grade</th>
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</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>100</td>
<td>25</td>
</tr>
<tr>
<td>Test 2</td>
<td>100</td>
<td>25</td>
</tr>
<tr>
<td>Assignment 1</td>
<td>100</td>
<td>10</td>
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<tr>
<td>Assignment 2</td>
<td>100</td>
<td>10</td>
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<tr>
<td>Assignment 3</td>
<td>100</td>
<td>10</td>
</tr>
<tr>
<td>Discussion 1</td>
<td>100</td>
<td>10</td>
</tr>
<tr>
<td>Discussion 2</td>
<td>100</td>
<td>10</td>
</tr>
</tbody>
</table>
Grading Scale:


Grading & Feedback: I will be grading your submitted work within one week of the due date. You can check your grades by clicking “Grades” on the course menu after the grade for each assessment task is released. I will also be providing you with a general feedback on each assigned activity using the course Announcements tool.

Communication: I will communicate with you mainly using the Announcements tools. You may send me personal concerns or questions using the course email tool. I will reply to your emails within 24 hours under normal circumstances. However, if you have something that needs my immediate attention, please send me an e-mail with URGENT – MPAL 6301 in the subject line. If you wish to call me, or meet with me personally, I will be available during my offices hours.

Time Management: Students should expect to spend 9 to 12 hours per week on preparing for this class in order to obtain an “A”. It is important to develop a Time Management Plan to be successful.

Policies

1. Discussion Board: Discussion Board is primarily for discussing course related topics and issues.
   Best practices are:
   a. Read all message postings in online discussion.
   b. Respond to the question directly.
   c. Reply to minimum of two other student posts.
   d. Use a person's name in the body of your message when you reply to their message.
   e. Avoid postings that are limited to 'I agree' or 'great idea', etc.
   f. Ensure responses to questions are meaningful, reflective.
   g. Support statements with concepts from course readings, refer to personal experience, examples.
   h. Follow Rules of Behavior.

2. Rules of Behavior: Discussion areas are public to every student in this class (including your instructor) who will see what you write. Please pay attention to the language you use and adhere to the following guidelines:
   a. Do not post anything too personal.
   b. Do not use language that is inappropriate for a classroom setting or prejudicial in regard to gender, race, or ethnicity.
   c. Do not use all caps in the message box unless you are emphasizing (it is considered shouting).
d. Be courteous and respectful to other people on the list

e. Do not overuse acronyms like the ones that you would use in text messaging. Some of the list participants may not be familiar with acronyms.

f. Use line breaks and paragraphs in long responses.

g. Write your full name at the end of the posting.

h. Be careful with sarcasm and subtle humor; one person's joke is another person's insult.

3. **Make-Up/Late Submission Policy:**
   All course activities must be submitted before or on set due dates and times. Late submissions will not be accepted. If a student is unable to abide by the due dates and times, it is his/her responsibility to contact the instructor immediately.

4. **Extra Credit:** There will be no extra credit in this course for any reason.

5. **Academic Dishonesty/Plagiarism/Cheating:** The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion will receive an “F” for the course.

   All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. For complete information on UTPB student conduct and discipline procedures consult the university’s handbook at: [http://ss.utpb.edu/dean-of-students/scholastic-dishonesty/](http://ss.utpb.edu/dean-of-students/scholastic-dishonesty/)

   **Academic dishonesty** includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, or the attempt to commit such acts.

   **Plagiarism** includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.

6. **Attendance and Class Participation:** Regular and active participation is an essential, unmistakably important aspect of this online course. Students will log on a minimum of three times every seven days. All students are expected to do the work assigned, notify the instructor when emergencies arise.
7. **Tracking:** The learning management systems have a tracking feature. Statistics are collected that quantifies how often and when students are active in the course and provides information if the student has accessed different pages of the course.

8. **Absenteeism:** All the course activities have set dates to be completed and submitted. After the due dates the activities will not be available for the students. Not logging into an online course is considered absenteeism. Contact instructor immediately in case of emergency medical situation.

9. **Course Incomplete/Withdrawal/Grade Appeal:**
   All students are required to complete the course within the semester they are signed up. Incomplete grades for the course are rarely given, will only be granted if the student provides a valid, documented excuse for not being able to complete the course on time, and has contacted the instructor prior to the scheduled last class to request an extension. The student signs a contract that includes the incomplete course activities and the new due dates.

   Find information and dates regarding drops and withdrawals at [http://www.utpb.edu/services/academic-affairs/office-of-the-registrar/adds-drops](http://www.utpb.edu/services/academic-affairs/office-of-the-registrar/adds-drops)

   For grade appeal process go to [http://www.utpb.edu/campus-life/dean-of-students/grievances](http://www.utpb.edu/campus-life/dean-of-students/grievances).

   **NOTE:** The due dates and times for the activities will adhere to the Central Time Zone.

10. **Accommodation for Students with Disabilities:** Americans with Disabilities Act: Students with disabilities that are admitted to The University of Texas of the Permian Basin may request reasonable accommodations and classroom modifications as addressed under Section 504/ADA regulations. The definition of a disability for purposes of ADA is that she or he (1) has a physical or mental impairment that substantively limits a major life activity, (2) has a record of such an impairment or, (3) is regarded as having such an impairment.

   Students who have provided all documentation and are eligible for services will be advised of their rights regarding academic accommodations and responsibilities. The University is not obligated to pay for diagnosis or evaluations nor is it obligated to pay for personal services or auxiliary aids. Students needing assistance because of a disability must contact Testing Services & Academic Accommodations Department, 432-552-2630, Leticia Madrid, madrid_l@utpb.edu, no later than 30 days prior to the start of the semester.

**Computer Skills, Technical & Software Requirements**

This course requires basic proficiency in the use of Word and PowerPoint to create and edit documents, and to save and submit files. Students also need basic proficiency in receiving,
sending, and attaching files to email, and in the use of Internet search tools. In order to submit photo identification with the designated assignments, students will need access to a camera or a camera phone.

Students can use cloud version of Word, PowerPoint and other Microsoft products through use of their UTPB Outlook 365 and UTPB email address. For more information refer to Student Services below or visit: http://www.utpb.edu/services/ird/information-on-computer-accounts-email/office-365

To obtain software licensing and media for selected Microsoft titles at very low cost through a software agreement visit: http://www.utpb.edu/services/ird/information-for-students/software-distribution/microsoft-select.

**Computer Technical Requirements**: Information at http://www.utpb.edu/online/reach/technical-requirements

**Online Student Authentication**

UTPB requires that each student who registers for an online course is the same student who participates in, completes, and receives credit for the course. This course satisfies student authentication by:

- Presentation of approved photo ID* through a web cam and video recorded proctoring during assessment (Respondus Monitor)

*Approved photo identifications are: passports, government issued identification, driver’s licenses, military ID from DoD; dual credit and early college high school students use school district identifications.

**Using LockDown Browser & Respondus Monitor for Online Exams**

This course requires the use of LockDown Browser and Monitor for online exams. Watch this short video (http://www.respondus.com/products/lockdown-browser/student-movie.shtml) to get a basic understanding of LockDown Browser and Monitor.

Download and install LockDown Browser from this link: http://www.respondus.com/lockdown/download.php?id=841715130

To take an online test, open LockDown Browser which opens Canvas and navigate to the exam. (You cannot access the exam with a standard web browser.) When taking an online exam, follow these guidelines:

- Setup web cam for exams using Monitor.
- Ensure you’re in a location where you won’t be interrupted.
- Turn off all mobile devices, phones, etc.
- Clear your desk of all external materials — books, papers, other computers, or devices.
• Remain at your desk or workstation for the duration of the test.
• LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Preparation for Emergencies

Computer Crash: Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

Complete Loss of Contact: If you lose contact with course connectivity completely (i.e. you cannot contact me via Canvas or email), you need to call instructor, and leave message regarding connectivity loss and contact information.

Lost/Corrupt/Missing Files: You must keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. In the event of any kind of failure (e.g. virus infection, student’s own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, you may be required to resubmit the files.

End-of-Course Evaluation & Instructor Evaluation

Every student is encouraged to complete an end-of-course evaluation/survey provided by UTPB. During the last few weeks of class, you will receive an announcement through email notifying you that the Course/Instructor Survey is available. You may follow the link in the email to complete the survey using the same credentials to access your courses here. When entering the emailed Survey link you will see a list of surveys for you to complete. Another way to find End-of-Course Evaluations is through you my.utpb.edu account > My Surveys & Evaluations are on the first page after you login.

The survey is anonymous and you responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.
### Student Support Services

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<th>SERVICE</th>
<th>CONTACT</th>
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<tr>
<td>ADA Accommodation/Support</td>
<td>Testing Services &amp; Academic Accommodations Department (432) 552-2630</td>
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<tr>
<td></td>
<td><a href="http://www.utpb.edu/academics/undergraduate-success/TSAAD">http://www.utpb.edu/academics/undergraduate-success/TSAAD</a></td>
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<tr>
<td>Advising</td>
<td>UTPB E-Advisor at <a href="http://cas.utpb.edu/academic-advising-center/e-advisor/">http://cas.utpb.edu/academic-advising-center/e-advisor/</a></td>
</tr>
<tr>
<td>Bookstore</td>
<td>(432) 552-0220</td>
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<tr>
<td>Email, Outlook 365, my.utpb.edu</td>
<td>Information Resources Service <a href="http://www.utpb.edu/services/ird">http://www.utpb.edu/services/ird</a></td>
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<tr>
<td>Financial Aid and Scholarship</td>
<td>(432) 552-2620</td>
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<tr>
<td>Library</td>
<td>(432) 552-2370</td>
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<td></td>
<td>The J. Conrad Dunagan Library Online at <a href="http://library.utpb.edu/">http://library.utpb.edu/</a></td>
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<tr>
<td>Registrar</td>
<td>(432) 552-2635</td>
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<td><a href="http://www.utpb.edu/services/academic-affairs/office-of-the-registrar">http://www.utpb.edu/services/academic-affairs/office-of-the-registrar</a></td>
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<td>Student Services</td>
<td><a href="http://www.utpb.edu/campus-life/dean-of-students">http://www.utpb.edu/campus-life/dean-of-students</a></td>
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<tr>
<td>Technical Support</td>
<td>Canvas 1-866-437-0867</td>
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<td><a href="https://guides.instructure.com/">https://guides.instructure.com/</a></td>
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<tr>
<td>Tutoring &amp; Learning Resources</td>
<td>If you are taking courses through UTPB the following links provide services: Smarthinking Online Tutoring (provides tutoring services), SmarterMeasure (measures learner readiness for online course).</td>
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<td><a href="http://www.utpb.edu/online/reach/smarthinking-online-tutoring">http://www.utpb.edu/online/reach/smarthinking-online-tutoring</a></td>
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### Disclaimer & Rights
Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.
Copyright Statement
Many of the materials that are posted within UTPB courses are protected by copyright law. These materials are only for the use of students enrolled in the course and only for the purpose of the course. They may not be further retained or disseminated.

Course Schedule

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<th>DATES</th>
<th>COURSE OVERVIEW</th>
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| Module 1<br>October 18- November 14 | **Readings:** Class notes and corresponding essays  
Unit 1: Introduction to the course and each other  
Unit 2: Early Voices in Public Administration  
Unit 3: Bureaucratic Theory  
Unit 4: Administrative Principles  
Unit 5: Critiques of Early Theories  
Unit 6: Postwar Discussions  
Unit 7: The 1960’s  
**Activities**  
Introduce yourself  
Online Student Authentication  
Discussion 1 – Due October 31 by 11:59 pm  
Assignment 1 – Due November 14 by 11:59 pm  
Test 1 (Units 1, 2, 3, 4, 5, 6 & 7) – Due November 14 by 11:59 pm |
| Module 2<br>November 15-December 12 | **Readings:** Class notes and corresponding essays  
Unit 8: The 1960’s -1970’s  
Unit 9: The 1970’s  
Unit 10: The 1980’s-1990’s  
Unit 11: The 1990’s continued  
Unit 12: The Modern Era  
Unit 13: More Contemporary Issues  
**Activities**  
Assignment 2 – Due November 28 by 11:59 pm  
Assignment 3 – Due December 12 by 11:59 pm  
Discussion 2 – Due December 12 by 11:59 pm  
Test 2 (Units 8, 9, 10, 11,12 & 13) – Due December 12 by 11:59 pm |

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.