

THE UNIVERSITY OF ARIZONA
School of Public Administration and Policy
PA 206 - PUBLIC POLICY AND ADMINISTRATION
Fall Semester 2008

Professor: Paul Melendez (pmelendez@eller.arizona.edu).

Teaching Assistants: Kathleen Kuczynski (kuczynsk@email.arizona.edu), Kala Siciliano, Nate Hockins, and Lindsey Salaz..

Class Meetings: Tuesday and Thursday; 11:00am-12:15pm; CHVEZ 111 (*See “Semester Calendar” attachment*)

Text: Berkley, G., & Rouse, J. (2004). *The craft of public administration*. (9th ed.). New York: McGraw-Hill.

Blackboard: Is an electronic course management system that will be used to house all course information and student grades.

Turnitin.com: All memo assignments will be submitted electronically to the Turnitin.com portal for anti-plagiarism scanning. (*See “Turnitin.com” attachment*)

Office Hours: By appointment and available in McClelland Hall, Room 204.

Course description

Theory and practice of executive agencies, including policy making and other functions, processes, personnel and fiscal management, and administrative law.

Attendance/Student Code of Conduct

Attendance is essential. *There will be no make-up exams or opportunities to make-up for missed assignments unless prior notice is given and documentation of extenuating circumstances is provided.* All students are expected to abide by the University of Arizona’s Student Code of Conduct. Any form of academic dishonesty or academic misconduct will not be tolerated. (*See “Code of Conduct” attachment*)

Grades

Grades will be based on four exams and four memo assignments. All exams will have both objective and subjective components. The memo assignments will be based on student assessment of four guest speakers. *In order to submit the memos students must be in attendance for the guest speakers.* (*See “Sample Memo” attachment*)

Grading Breakdown:

Exam I	12.5%
Exam II	12.5%
Exam III	25.0%
Exam IV	25.0%
Memo Assignments	25.0%

Final Grades:

360 – 400 points: A
320 – 359 points: B
280 – 319 points: C
240 – 279 points: D
< 239 points: E
