Florida Atlantic University

College of Design and Social Inquiry

School of Public Administration

Capstone in Public Safety Administration (3 credits)

Syllabus for PAD 4821C

I. COURSE DESCRIPTION

The Capstone Seminar is designed to integrate and synthesize the student's entire course of study. Students will demonstrate knowledge of theory and practice and general terminology of public safety administration. The product of this seminar is a portfolio demonstrating each student’s ability to communicate in a comprehensive and knowledgeable way, both orally and in writing, about issues related to the field of public safety administration.

 II. COURSE FORMAT

The Capstone Seminar format is intended to foster reflective practice through public testing. The instructor and students provide feedback and assistance to seminar participants. Classes are working sessions in which students present work in progress and receive feedback from the instructor and their peers. In each class, students are expected to come prepared to participate in discussions and ask questions related to the readings and assignments; therefore, attendance and participation in all sessions are important. The goal is to produce critically reflective practitioners through the Seminar’s assignments and portfolios.

III. LEARNING OUTCOMES

The seminar will allow students to develop a comprehensive knowledge of theory, research, and practice in public safety administration. Upon completing this course, students should be able to: 1. Demonstrate knowledge of theory, research, and practice in public safety administration; 2. Improve their oral and written communication skills; and, 3. Demonstrate their critical thinking skills.

IV. REQUIRED TEXTS

Frederickson, G. and R. Ghere (2013). Ethics in Public Management. Armonk, New York: M.E. Sharpe, Inc.

O’Leary, R. and L. Blomgren Bingham (2009). The Collaborative Public Manager: New Ideas for the Twenty-first Century. Washington, D.C. : Georgetown University Press.

You will need to retrieve electronically case studies and articles about public safety issues and on Blackboard. It is expected that you read the materials prior to class, be sure to follow the syllabus with regard to the required readings. A great resource for APA basics along with FAQs can be found at the APA website, http://apastyle.apa.org.

V. ACADEMIC INTEGRITY

Florida Atlantic University Academic Integrity and link to FAU regulation 4.001 Code of Academic Integrity <http://www.fau.edu/regulations/chapter4/4.001_Code_of_Academic_Integrity.pdf>

 In accordance with FAU regulations:

1. Purpose: Students at Florida Atlantic University are expected to maintain the highest ethical standards. Dishonesty is considered a serious breach of these ethical standards, because it interferes with the University mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Dishonesty is also destructive of the University community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility.

VI. ACCOMODATIONS FOR SPECIAL NEEDS

In addition to contacting the FAU Office for Students with Disabilities (OSD), students who are physically challenged, learning disabled, or having language difficulties should meet with me and discuss the accommodations they would find most reasonable, discreet, and helpful. In compliance with the Americans with Disabilities Act, students who require special accommodations due to a disability to properly execute coursework must register with the Office for Students with Disabilities (OSD) and follow all procedures.

VII. COURSE EVALUATION METHOD

All students are expected to be honorable and ethical in their graded work. There is a further expectation that students know, observe, and model the highest ethical standards. All submissions must be a product of your own original individual efforts. All sources used must be cited according. Plagiarism will result in a zero for that assignment, for the class, and the initiation formal dismissal proceedings. There are many sources available for proper citation and reference format and you may choose among them. As one option, this is the link to the Purdue writing lab http://owl.english.purdue.edu/owl/resource/560/01/

Student Assessment for this course will be based on the following weighted criteria:

Portfolio 50%

Case studies 25%

Attendance and Participation 25%

Course Grading Scale: 94-100 A; 90-93 A-; 87-89 B+; 84-86 B; 80-83 B-; 77-79 C+ 74-76 C 70-73

 C-; 67-69 D+; 64-66 D; 60-63 D-; 00-59 F

1. Portfolio (50%).

The portfolio is intended to help you reflect on your undergraduate work in public safety administration and to guide you as you reflect on your career goals. One part of the portfolio is to identify three classes that made a particular impact on your evolution as a public safety administration student or professional employee, to identify what was special about the class and to submit one project from each of the three classes that represents your best work. Write a two-page essay evaluating your learning in these courses. You need to write a short essay about your career aspirations, indicating a plan for reaching your goals. Finally, you will submit an up-to-date professional resume. For those of you who do not have a job in government, you will also spend some time researching and reporting on employment opportunities available to you, including web sites and FAU’s employment services. You will present your portfolio to the class at the end of the semester.

2. Case studies (25%).

During the semester students are required to analyze three case studies about issues in public safety administration: Practice and Discipline of Public Safety Administration; Ethics in Public Safety Administration; and Human Resource Management in Public Safety.

3. Attendance and Participation (25%).

As in any seminar, participation is critical. Students are expected to come prepared, having read and completed all of the assigned material, and to engage in thoughtful discussions and to raise relevant questions. Attendance and participation will both count toward this portion of your grade.

VIII. POLICY ON LATE WORK

No late work will be accepted. However, students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. Examples of University-approved reasons for absences can be found at: http://www.fau.edu/academic/registrar/FAUcatalog/academics.php/ If a student must miss a seminar meeting to observe a religious holiday, please let me know during the first week of class to reschedule accordingly.

IX. COURSE WEBPAGES, COMMUNICATION AND AVAILABLE DATA

A course website is available at FAU Blackboard (http://blackboard.fau.edu/). All course documents, assignments and announcements will be post on Blackboard and you are expected to be aware of all postings. Time sensitive additions to Blackboard may be accompanied by an e‐mail alerting you to new postings. I will use my FAU address to communicate with you; therefore, check your FAU email regularly. Do not hesitate to contact me if you need assistance with any aspect of the course content or assignments. You are responsible for being informed, and if you cannot attend a session, please contact your group members.

X. CELLPHONES AND COMPUTERS

During the class period, please turn off your cellular phones. In addition, you can only use laptops in class for taking notes and/or following the Power point slides. Email, chat, and surfing on the web are strictly prohibited during the class period.

XI. FLEXIBILITY CLAUSE

Generally, and particularly in the case of Florida, it is best to be prepared for the unexpected. Due to the possibility of hurricanes or other untimely events or emergencies, the course schedule is subject to alterations. A change in schedule is also possible in event that we progress faster or slower than anticipated. In the event that adjustments must be made to the schedule, students will be notified as expediently as possible.

XII. GRIEVANCE PROCEDURE

FAU provides avenues for students to address academic grievances. Details on FAU Student Academic Grievance Procedures (regulation 4.002) can be found on FAU’s website, in the university handbook, or through the student union. The link for regulation 4.002 is http://www.fau.edu/regulations/chapter4/4.002\_Student\_Academic\_Grievance\_Procedure s\_for\_Grade\_Reviews.pdf

XIII. COURSE SCHEDULE

1st Week – Introduction to the Capstone Seminar

2nd Week– Overview of Public Safety Administration

Reading: Chapter 1 of both textbooks

3rd Week – The Practice of Public Safety Administration

Reading: Chapter 2 of both textbooks

4th Week – Ethical Foundations in Public Safety Administration

Reading: Chapters 3-4 of Ethics in Public Management

5th Week – Ethical Decision-making in Public Safety Administration

 Reading: Chapter 5 of Ethics in Public Management

6th Week – Ethical Decision-making in Practice

 Reading: Case Study #1

7th Week – Collaboration in Public Safety Administration

 Reading: Chapter 3 of The Collaborative Public Manager

8th Week – Collaboration in Public Safety Administration

 Reading: Chapter 4 of The Collaborative Public Manager

9th Week – Collaboration in Practice

 Reading: Case Study #2

10th Week–Human Resource Management in Public Safety

Reading: 2 Articles on Blackboard

11th Week–Human Resource Management in Public Safety

Reading: Article on Blackboard

12th Week–Human Resource Management in Practice

 Reading: Case Study #3

13th Week– Public Safety Administration in Action

 Complete the your final public service statement for your portfolio and post it on BB

14th Week– Portfolio Presentations

15th Week – Portfolio Presentations

16th Week – Portfolio Presentations