Instructor: Janay Tieken  
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Office Hours: by appointment

Classes meet: September 1st and December 1st

12 – 2:50p; WH 216

**COURSE DESCRIPTION:**

**PADM 5800** prepares pre-career MPA students for an internship with information and research on public administration careers, resume preparation, interview skills, and discussions of professional conduct and ethics. The experience also helps students gain a clearer sense of what they still need to learn and provides an opportunity to build professional networks. Students will receive three hours of credit for successfully completing both the preparatory phase and internship practicum.

**GRADING:**

**PADM 5800** will receive a letter grade, standard scale: 90 – 100% = A; 80 – 89% = B; 70 – 79% = C; 60 – 69% = D; 59% and below = F. You will receive an incomplete (I) until you fulfill the academic requirements of your internship. Failure to successfully progress in the preparation portion of the course may delay beginning the practicum phase of the course, result in re-taking 5800, and/or cause the student to be ineligible for participation in an internship.

**Internship Preparation (5800)**

- Class attendance and Blackboard Discussion Boards  
  25 points
- Resumes/cover letters/job description – due 11/3/17  
  25 points
- Mock interview participation- due 11/17/17  
  25 points
- MPA career paper – due 12/1/17  
  25 points

**100 Points**

**Internship Practicum**

- Interim Supervisor Evaluation and meeting w/ Internship Coordinator  
  Due at completion of 220 hours  
  20 points
- Final Supervisor Evaluation and meeting with Internship Coordinator  
  Due at completion of 440 hours  
  20 points
- Activity Logs – Due at completion of 220 and 440 hours  
  20 points
- Final Presentation  
  30 points
- Intern Evaluation of host organization  
  10 points

**100 Points**
5800 INTERNSHIP PREPARATION ASSIGNMENTS:

Blackboard Classroom:
Blackboard is the site for the classroom exercises for this class. Course information and assignments can be found there, and your completed assignments should be submitted there. Forms that require a signature must be scanned, mailed or hand-delivered (ie: Internship Agreements)

Create a professional resume and cover letter that is accurate of your experience and incorporates principles discussed in class. Select an actual position in your public service area of interest along with a job description. This will be used during the mock interview. Be sure to bring your resume and cover letter to the meeting. Make changes as suggested and submit your resume, cover letter, and job description to me via Blackboard in Word format by November 10, 2017. Late submissions will not be accepted.

Mock Interview:
Mock interviews must be completed no later than November 17, 2017. Schedule an appointment with Jeff Strowe at the Career Center at 940-565-2105 or by email at Jeffrey.strowe@unt.edu. Do not wait until the last minute to schedule the mock interview as space may not be available and non-completion will result in a grade of zero for this portion of the class. The purpose of the mock interview is to expose students to interviews in a realistic setting. Students are instructed to dress professionally for the interviews. PARTICIPATION IS MANDATORY

Career Paper (5 – 8 pages): Due December 1, 2017
Research three careers in the field of public administration that are of interest to you. What are typical job duties of each career? How do these match up with your previous jobs, volunteer or school experiences, likes and dislikes? Where do you intend to live and what is the job market in that area for chosen careers? What are the experience, education and certification requirements for each career?
- Choose the career you are most interested in and chart how you will get there. Set one year, three year and five year goals.
- Interview one PADM professional in a career area of your choice.
- References: Cite three references per career. Any standard citation format and non-academic sources are acceptable. Please list interview on the works cited page.
- Your paper must include: a cover page, five to eight page report (double-spaced max. 12 point font), and a works cited/reference page.

INTERNSHIP PRACTICUM ASSIGNMENTS:
- 220 Activity Logs/ Supervisor Evaluation/contact Internship Coordination – Due at 220 hours
- 440 Activity Logs/ Final Supervisor Evaluation/contact Internship Coordinator - Due at 440 hours
- Activity Logs maintained weekly and signed by supervisor
- Intern evaluation of host organization

Internship Presentation: December 1, 2017; 12 - 2:50 pm, WH 216
Please discuss: Background information about the host agency (length of existence, organization, number of staff, operating budget, goals and agencies with whom it interacts). Your responsibilities and the factors that empowered or inhibited you from completing tasks; what you liked/disliked about the experience; difficulty in filling assignments or getting along with others and how you dealt with problems; how could experience have been improved: things you or others could have done; what you applied from your learning in the classroom

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Weekly Discussion Boards

Topics and exercises will be posted in the Discussion section of Blackboard each week. Login to Blackboard via Discussions and follow the steps as directed. **Topics for the week will be posted on Monday. Due dates for each post are Fridays at 11:59 pm.**

9/1/17: 
**Class Meets**
- Introductions: introductory paperwork, syllabus and grading
- Class content overview

9/8/17 **Week 1**: Discussion Board Due: Personal and Professional Development Plan


9/22/17 **Week 3**: Discussion Board Due: Learning Objectives for Your Internship?

9/29/17 **Week 4**: Discussion Board Due: Job research

10/6/17: **Week 5**: Discussion Board Due: Personal branding. Review your social media and internet presences. What does your social media presence say about you? Does it paint an accurate picture of you? Strengths and weaknesses of your public presence? What do you want to change?

10/13/17: **Week 6**: Update/revise your social media presence: Facebook, Twitter, Linked-In. Create a Linked-In Account if you do not have one. Send your social media account links to me via Blackboard

10/20/17 **Week 7**: Discussion Board Due: Answer “Mock Interview” Questions. Review Interview Skills Powerpoint. Reminder: sign up for interview time at Career Center with Jeff Strowe; 940-565-2105 or by email at Jeffrey.strowe@unt.edu.

10/27/17 **Week 8**: Review Resume Powerpoint on Blackboard. Post current Resume and Cover Letter on Blackboard. Please review and comment on fellow student’s resumes and cover letters for their “ideal” entry-level public administration job.

11/3/17 **Week 9**: Final Resume, Cover Letter, Job Description due to Janay Tieken via Blackboard

11/10/17 **Week 10**: Discussion Board Due: Networking and Successful Job Search/Professional, Alumni and Community Networks.

11/17/17 **Week 11**: Discussion Board Due: ICMA Code of Ethics: What would you do?
**Deadline to participate in Mock Interview with Career Center**

11/24/17: **HAPPY THANKSGIVING!!**

12/1/17: **Final Class Meeting**
- Internship Presentations – Internship Practicum Students
- Career Paper Due – Internship Preparation Students

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UNIVERSITY AND DEPARTMENT POLICIES

Disability Accommodation
The Department of Public Administration, in cooperation with the Office of Disability Accommodation, complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request during regular office hours before the 12th class day of regular semesters (4th class day of summer sessions).

Cheating and Plagiarism
Definitions
The UNT Code of Student Conduct and Discipline defines cheating and plagiarism “as the use of unauthorized books, notes, or otherwise securing help in a test; copying other’s tests, assignments, reports, or term papers; representing the work of another as one’s own; collaborating without authority with another student during an examination or in preparing academic work; or otherwise practicing scholastic dishonesty.”

Penalties
Normally, the minimum penalty for cheating or plagiarism is a grade of “F” in the course. In the case of graduate departmental exams, the minimum penalty shall be failure of all fields of the exam. Determination of cheating or plagiarism shall be made by the instructor in the course, or by the departmental faculty in the case of departmental exams.

Cases of cheating or plagiarism on graduate departmental exams, papers, theses, or dissertations shall automatically be referred to the departmental Curriculum and Degree Programs Committee. Cases of cheating or plagiarism in ordinary course work may, at the discretion of the instructor, be referred to the Curriculum and Degree Programs Committee in the case of either graduate or undergraduate students. This committee, acting as an agent of the Department, shall impose further penalties, or recommend further penalties to the Dean of Students, if they determine that the case warrants it. In all cases, the Dean of Students shall be informed in writing of the case.

Appeals
Students may appeal any decision under this policy by following the procedure laid down in the UNT Code of Student Conduct and Discipline.

Acceptable Student Behavior
Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr.