

PUBLIC ADMINISTRATION (PA)

Public Administration Undergraduate Courses

PA 1010 INTRODUCTION TO URBAN STUDIES (3 credits)

Introduction to history, concepts, development and literature of urbanism. An interdisciplinary examination of issues confronting contemporary urban society and how various academic disciplines relate to those issues. (Cross-listed with UBNS 1010).

PA 2000 LEADERSHIP & ADMINISTRATION (3 credits)

This course is designed to offer students the opportunity to increase their leadership skills by providing them with a series of competency-based seminars/workshops on the characteristics and tasks in which leaders are engaged.

Distribution: Social Science General Education course

PA 2170 INTRODUCTION TO PUBLIC ADMINISTRATION (3 credits)

A study of governmental administration and its involvement in the social and economic problems of American democracy. It includes but is not limited to the organizational, financial, personnel and planning problems and administrative relations with legislatures, political parties, chief executives and the courts.

Distribution: Social Science General Education course

PA 3000 APPLIED STATISTICS AND DATA PROCESSING IN PUBLIC SECTOR (3 credits)

A course on the use of data and statistical methods to explore and make inferences about society, while critically considering the influence of context and the powers and limitations of quantitative evidence. (Cross-listed with CRCJ 3000, SOWK 3000).

Prerequisite(s): MATH 1120 or MATH 1130 or MATH 1220 or MATH 1300 or MATH 1320 or an ACT of 19, or above or permission from the department.

PA 3200 PROGRAM PLANNING AND EVALUATION (3 credits)

Research, program design, and evaluation are critical functions in the non-profit sector. Leaders and managers of non-profit organizations are continually challenged to monitor community needs, select and develop services and programs that respond to those needs, and to evaluate and modify the services they provide. This recurrent process is the foundation of quality non-profit programs. This course prepares students to undertake the research, program design and evaluation process employed in non-profit organizations.

Prerequisite(s): PA 3000. Not open to non-degree graduate students.

PA 3500 NONPROFIT ORGANIZATIONS AND MANAGEMENT (3 credits)

Introduces students to the nonprofit sector, including several aspects of nonprofit management. Intended for any student who wishes to understand nonprofit organizations and/or who may wish to work in the nonprofit sector. Service learning in a nonprofit agency is an important aspect of the class.

Prerequisite(s): Junior standing or permission of instructor.

PA 3600 PERSONNEL AND VOLUNTEER MANAGEMENT IN NONPROFITS (3 credits)

This course examines the managerial practices and problems in recruiting, hiring and other staffing issues within nonprofit organizations. It also addresses issues of personnel leadership, accountability, and performance associated with working with volunteers.

Prerequisite(s): PA 2170 & PA 3500 or permission from the school. Not open to non-degree graduate students.

PA 3700 FINANCIAL MANAGEMENT FOR NONPROFITS (3 credits)

This course will prepare students to oversee the financial management of nonprofit organizations by focusing on four areas: key financial concepts, financial statements presentation, accounting and reporting, and operational issues - emphasizing the links between accounting staff, program staff, fundraising staff and board of directors.

Prerequisite(s): PA 2170 and PA 3500. Not open to non-degree graduate students.

PA 3800 CROSS-SECTOR COLLABORATIVE LEADERSHIP (3 credits)

The goal of PA 3800/MGMT 3800 is to prepare students to serve as collaborative leaders of cross-sector initiatives. Specifically, this course will prepare students for success in working collaboratively across private, nonprofit and public sector organizations while also enhancing their overall development as a leader. Examples of successful and unsuccessful cross-sector collaborations will be explored along with discussions of theories related to cross-sector collaboration. (Cross-listed with MGMT 3800).

Prerequisite(s): Permission from instructor or MGMT 3490 with a grade of C or higher or enrollment in the cross-sector collaborative leadership minor.

PA 3900 INTRODUCTION TO INTEGRATED LEADERSHIP (3 credits)

This seminar course provides a cornerstone to understanding and developing an integrative leadership practice by focusing on yourself, your life, and your leadership. Current challenges demand leadership that can integrate perspectives from a personal and collective level. The goal of the course is to identify concepts of integrated leadership, to develop frameworks for understanding the contexts of applying integrated leadership and help develop skills for practicing integrated leadership. This course will explore leading well by understanding and integrating meaning, purpose, and values within the organizations and communities you serve. Through both theory and practice, this course will cultivate self-awareness and introspection through questioning and reflective practice and applying practical leadership skills to solving problems. (Cross-listed with APLD 3900).

Prerequisite(s): ENGL 1150 (C- or better) or equivalency.

PA 4100 MARKETING IN PUBLIC, NON-PROFIT AND AVIATION ORGANIZATIONS (3 credits)

This course will focus on developing a working knowledge of marketing and its component parts as they may be applied to non-profit organizations. Emphasis will be placed on understanding the marketing process and applying marketing principles to real organizational settings. (Cross-listed with PA 8106).

PA 4210 INTRODUCTION TO HEALTH CARE SYSTEMS (3 credits)

This course is designed to familiarize students with the structure of the health services system in the United States. It addresses quality, access and cost of health services delivery, personnel and funding resources for providing health care, financing health care, traditional and alternative health services delivery settings, and forces that shape the current and future health care sector.

PA 4300 SEMINAR IN PUBLIC POLICY (3 credits)

A study of the economic, social and political determinants of public policy in terms of administration and decision-making and of measuring and evaluating policy impact. The course includes both study of general policy processes, and, to a lesser extent, particular policy topics.

Prerequisite(s): PA 2170

PA 4390 PUBLIC BUDGETING (3 credits)

A study of the processes, procedures and politics of public sector budgeting.

PA 4410 PUBLIC PERSONNEL MANAGEMENT (3 credits)

A study of the personnel process in American governmental administration. The processes and problems of recruiting, structuring and operating public bureaucracies are examined as well as problems in personnel leadership, neutrality, accountability and performance.

Prerequisite(s): PA 2170, junior.

PA 4430 MUNICIPAL ADMINISTRATION (3 credits)

The administrative structure and administrative practices of American cities covering such areas as finance, personnel, public works, public safety, health, utilities and planning. (Cross-listed with PA 8436).

Prerequisite(s): Junior. Not open to non-degree graduate students.

PA 4440 ORGANIZATIONAL DEVELOPMENT AND CHANGE (3 credits)

The ability to lead and manage organizational change is a required competency for individuals working public sector related fields. Civic leaders, public administrators and non-profit managers must diagnose and respond to the dynamic and interconnected environment in which they work. This course prepares students to conduct the forms of analysis that organizational development and change requires.

PA 4500 NONPROFIT FUNDRAISING (3 credits)

Introduces students to issues and techniques for resource development within nonprofit organizations, including fundraising, program planning and budgeting, and marketing. Intended for students who wish to understand resource development within nonprofit organizations. Service learning with a nonprofit agency is an important aspect of the class.

Prerequisite(s): PA 2170 and PA 3500

PA 4510 LONG-TERM CARE ADMINISTRATION (3 credits)

An investigation of the broad range of policy issues, theoretical concerns and practical management strategies influencing the design, organization and delivery of long-term care services. (Cross-listed with GERO 4510, GERO 8516 and PA 8516).

Prerequisite(s): PA 2170

PA 4530 STRATEGIC PLANNING (3 credits)

The ability to lead and manage a strategic planning process is a required competency for individuals working public sector related fields. Civic leaders, public administrators and non-profit managers must diagnose and respond to the dynamic and interconnected environment in which they work. This course prepares students to conduct the forms of analysis that strategic planning requires.

Prerequisite(s): Not open to non-degree graduate students.

PA 4560 INTERGOVERNMENTAL MANAGEMENT (3 credits)

This course is for students wanting to improve their knowledge and understanding of intergovernmental relations as they impact policy and administration in the United States. (Cross-listed with PA 8566).

PA 4590 TECHNIQUES TOPICS IN NONPROFIT MANAGEMENT (1-3 credits)

A variable content course emphasizing nonprofit management techniques and topics. Topics include nonprofit leadership, board executive staff roles and relationships, personnel and volunteer management, financial management, proposal and grant writing community resources, special events planning and administration, needs assessments and legal ethical aspects. (Cross-listed with PA 8596).

Prerequisite(s): Permission of instructor. Not open to non-degree graduate students.

PA 4820 INTRODUCTION TO ENVIRONMENTAL LAW & REGULATIONS (3 credits)

Seminar on environmental law and regulations. Addresses federal regulations, implementing instructions, legal principles, and requirements. The major federal environmental laws, air and water quality, solid and hazardous waste, and pollution prevention and remediation are discussed. Usually offered Fall semesters.

Prerequisite(s): Junior-senior and permission.

PA 4890 SPECIAL TOPICS PUBLIC ADMIN (3 credits)

A course with the purpose of acquainting the student with key issues and topics of special concern to public and non-profit management that they otherwise would not receive elsewhere. (Cross-listed with PA 8896).

PA 4900 SPECIAL TOPICS IN PUBLIC ADMINISTRATION (3 credits)

A variable content course with public administration and urban studies topics selected in accordance with student and faculty interests. Possible topics include urban homesteading, administrative federalism and economic development and the public sector.

Prerequisite(s): PA 2170 and permission of instructor.

PA 4950 INTERNSHIP (3 credits)

A course designed to link theoretical concepts learned in the classroom to the practical application of "real world" situations and to familiarize students with attitudes, operations and programs of governmental units.

Prerequisite(s): PA 2170 and permission of the School.

PA 4960 CROSS-SECTOR COLLABORATIVE LEADERSHIP CAPSTONE (3 credits)

This is a capstone course that prepares students to be effective leaders in the 21st century. This course is the final leadership course in the Cross-Sector Collaborative Leadership minor. This minor requires a capstone project that encompasses the student's knowledge and training. It is designed to provide an applied service-learning opportunity for students. (Cross-listed with MGMT 4960).

Prerequisite(s): Must be completing either the Cross-Sector Collaborative Leadership Minor or the Cross-Sector Collaborative Leadership Concentration. Must have completed PA 3800/MGMT 3800. Not open to non-degree graduate students.