

# PUBLIC ADMINISTRATION AND PUBLIC POLICY (PAPP)

## Course Descriptions

### **PAPP 405 Intro to Public Admin 4 Credit Hours**

This introductory course provides an overview of topics encountered in government or nonprofit administrator positions. Topics emphasized in the seminar include decision making, finance, human resource, leadership, performance, accountability, organizational responsiveness, and strategic management. (F, YR).

### **PAPP 427 Pub Relations for Govt/Nonprof 4 Credit Hours**

This seminar explores the interaction of government and nonprofit organizations with the public. It is particularly concerned with the way these organizations communicate with citizens and organizations and engage them in their operations and decision-making. (S, AY).

### **PAPP 445 Grant Writing & Management 4 Credit Hours**

This course prepares students planning careers in public and nonprofit organizations to win and manage grants for their organization. Students will learn how to research and identify strong grant prospects, build relationships with foundation program officers, draft letters of intent and full proposals, and manage grant funds once they are received. Students will also become familiar with public sector risk management associated with grant stewardship. (S, YR).

### **PAPP 448 Fundraising 4 Credit Hours**

The course provides a thorough grounding in the principles and practice of fundraising. It examines the lifecycle of fundraising from planning your fundraising strategy to reporting to donors about the impact of their support. Broad topics, such as the history of fundraising, ethics of fundraising, and donor behavior will, as well as specific practices, such as developing a case for support and developing relationships with donors will be covered. (W, AY).

### **PAPP 455 Network Collaboration 4 Credit Hours**

This course focuses on collaboration as a form of service delivery by government and nonprofits. It examines different types of collaboration across sectors, focusing on collaborative governance. Emphasis is placed on practical skills such as designing, managing, and evaluating collaborations, but critical conceptual aspects of network collaboration are also addressed. NOTE: The online course may require some synchronous participation in simulations and group exercises; dates and time will be determined by student groups. (S, AY).

### **PAPP 461 Organization Develop & Theory 4 Credit Hours**

This course focuses on organizational change. Students will learn why and how organizations pursue planned change to improve outcomes. They will explore topics of organization theory, such as organization culture, structure, power, and environmental influences on organizations, as well as behavioral science theories on individual and group behavior. Students will apply this knowledge in examining specific techniques used to stimulate and guide organizational change. (F, AY).

### **PAPP 481 Strategic Mgt for Pub Admin 4 Credit Hours**

This course examines concepts, tools, and actions used by administrators to ensure that their organizational resources are continually devoted to accomplishing the organization's mission. Crafting and communicating effective missions and visions, developing and implementing strategic plans, measuring & assessing performance, monitoring environmental influences, conducting needs assessments, and incorporating mission-oriented criteria into financial and human resources management are examples of the topics covered. (F, OC).

### **PAPP 483 Program Evaluation 4 Credit Hours**

This class will examine procedures for evaluating programs in public, education and nonprofit settings. The concern will be to examine the various techniques available to determine whether a program is doing what it was intended to do. Students will utilize various techniques in examining a variety of case situations. (W, AY).

### **PAPP 485 Admin Tech in Organizations 4 Credit Hours**

We examine strategies and practices used by government and nonprofit administrators to plan for and manage technology effectively within their organizations. (F, OC).

### **PAPP 486 Ethics of Admin & Public Pol 4 Credit Hours**

This course critically examines ethical issues encountered by public administrators and policymakers. It examines ethical considerations related to managing people and other organizational resources and designing and implementing public policy. It seeks to help students identify, understand, and deal effectively with the ethical dimensions of leadership in the public and nonprofit sectors. (F).

### **PAPP 495 Research Administration Internship 1 to 8 Credit Hours**

This internship affords the student the opportunity to apply tools learned in Research Administration (RA) courses to real-world work situations that RA professionals face. The student has 8-20 hours of internship (depending on the number of credits taken) work per week under the guidance of the site supervisor, either in-person or remotely, in an assigned Office of Research or a similar site. In addition, the student is expected to complete the academic part of the internship and submit the assignments listed below to the faculty instructor of this course. Only 4 credit hours of this course may be applied to meeting the RA Major requirement; up to 8 credit hours of this course may be applied toward graduation credit. (F, W, S).

\*An asterisk denotes that a course may be taken concurrently.

### Frequency of Offering

The following abbreviations are used to denote the frequency of offering: (F) fall term; (W) winter term; (S) summer term; (F, W) fall and winter terms; (YR) once a year; (AY) alternating years; (OC) offered occasionally