

1211

DEPARTMENT OF PUBLIC ADMINISTRATION
 SPRING 2021
 January 11-May 1
 PADM MPA Courses

PADM 5010-PUBLIC ADMINISTRATION AND SOCIETY				
Cre3	001		REMOTE	Collins
PADM 5020-LEADING AND MANAGING PUBLIC ORGANIZATIONS				
Cre3	001	R 6:00-8:50pm	REMOTE	Shi
PADM 5035-PROFESSIONAL PRACTICE FOR PUBLIC MANAGERS				
Cre3	001	S 9:00-11:50am	REMOTE	Simmons
PADM 5100-LOCAL GOVERNMENT MANAGEMENT				
Cre3	001	T 6:00-8:50pm	ESSC 255	Benavides
PADM 5420-REVENUE POLICY AND ADMINISTRATION				
Cre3	001	M 6:00-8:50pm	ESSC 255	Bland
PADM 5500-ADMINISTRATIVE RESEARCH METHODS I				
Cre3	001	T 6:00-8:50pm	REMOTE	Andrew
PADM 5560-PERFORM MEASUREMENT IN PUBLIC/NONPROFIT SECT.				
Cre3	001	R 6:00-8:50pm	REMOTE	Krueger
PADM 5700-FUND DEVELOPMENT				
Cre3	007		REMOTE	Dolch
PADM 5700-PROFIT/NONPROFIT PARTNERSHIPS				
Cre3	003	W 6:00-8:50pm	ESSC 255	Jang
PADM 5700-NEGOTIATION & DISPUTE RESOLUTION				
Cre3	900	In State Online Class	INET-TX	Roberts
	950	Out of State Online Class	INET-OS	Roberts
PADM 5700-LOCAL GOV'T LEADERSHIP & MGMT			3W1 December 14-January 8	
Cre3	010		REMOTE	Benavides
PADM 5800-PUBLIC MANAGEMENT INTERNSHIP				
Cre1	001	S 9:00am-12:00pm	REMOTE	Simmon

Department of Public Administration

MPA 2 year Plan

Specialization	Spring Classes	Fall Classes	Spring Classes	Fall Classes
Local Government	5010 5020 5100 5035**	5030 5400 5500	5420 5560 _____	5300 5700.001 _____
Financial Management	5010 5020 5500 5035**	5030 5400 5510	5420 5560 _____	5430 5700.002 _____
Human Resource Management	5010 5020 5700.900/950 5035**	5030 5400 5500	5420 5560 5700.901/951	5210 _____ _____
Nonprofit Management	5010 5020 5420 5035**	5030 5400 5500	5700.003 5700.007 _____	5040 5700.002 _____
Emergency Management	5010 5020 5420 5035**	5030 5400 5500	5700.003 5700.005* EM1	EM2 _____ _____

- 5700.001 Regionalism
- 5700.002 Nonprofit Financial Management
- 5700.003 Profit/Nonprofit Partnerships
- 5700.004 Capacity Building
- 5700.005*** Economic Development and Disasters (**Only offered in the summer at instructors discretion**)
- 5700.006*** Public Works Management (**Only offered in the summer at instructors discretion**)
- 5700.007 Fund Development for Nonprofits
- 5700.010*** Washington DC Seminar (**Only offered in the summer at instructors discretion**)
- 5700.011*** State Government & Local Management in Austin (**Only offered in the summer at instructors discretion**)
- 5700.900/950 Dispute Resolution in a Workplace
- 5700.901/951 Negotiation
- 5035.001**** **Pre Career students will take this their first semester**
- Recommended Electives

Department of Public Administration

PADM 5700 Class Descriptions

PADM 5700.001 - Regionalism

Many public problems at the local level are not easily solved by a single local government. Many policy issues -- from pollution, to watersheds, to emergency management, to public transportation -- are regional in nature, and not easily or appropriately confined to a single governmental unit. Because of this, local governments often must achieve policy objectives jointly. This has implications for policymaking, management, and finance in local governments. By the end of the semester, students are able to critically assess regional problems and solutions that have been utilized in the public and nonprofit sector and are able to identify barriers to collaborative efforts between public and nonprofit organizations, and be able to discuss mechanisms for overcoming those barriers.

PADM 5700.002 - Nonprofit Financial Management

This course covers the subject of nonprofit financial management from a practical perspective. It is designed to provide current and prospective nonprofit leaders and other interested students with an understanding of the concepts, issues and information in financial management and accounting for nonprofit organizations. The emphasis will be on the skills necessary to use financial information. Students will be introduced to a full range of financial management topics, including budgeting, financial statement and reporting, financial condition analysis, cash management and liquidity, as well as internal control and accountability.

PADM 5700.003 Public and Nonprofit Partnerships

This course is designed for nonprofit organizations and public agencies to address the increasingly important topic of partnerships. This course provides an understanding of public-nonprofit partnership theories, management functions, ethical dilemmas and leadership skills that are necessary for successful collaboration initiatives. Case studies, experiential exercises, and other projects are used to help expose students to theoretical and common practices. Upon successful completion of this course, students should demonstrate a range of knowledge and skill competencies. The course will be conducted as a seminar, though there will be some lecturing by the professor. Class participation is important; each student should come to class prepared to participate in discussions.

PADM 5700.004 - Nonprofit Capacity Building

Definitions of capacity building differ but in general, capacity building includes “anything that helps a nonprofit organization reach its mission.” The course content narrows this broad description to focus on four major areas of organizational capacities including, 1) Governance and board development; 2) Communications and outreach including the use of social media, 3) Human Resources management and engaging volunteers and paid staff, and 4) Strategies for securing financial resources including grants and business plans.

PADM 5700.006 - Public Works Management

This is a significant local government function. Local governments are the level of government closest to the people and most entwined with the concerns of their daily lives. The quality of life in every community is determined to a great extent by the abilities of its local governments to provide adequate services. Local government responsibilities include education, elections, emergency ambulance service, land use control, local streets and highways, traffic control, parks

and recreation, police and fire protection, building safety, water supply and waste-water disposal, recycling, and the collection and disposal of trash and garbage. The list goes on, but the services mentioned above show the close relationship between local government and the people.

This course prepares the student to better understand the various public works responsibilities that local governments are involved with. For instance, an understanding of municipal solid waste helps students comprehend and appreciate the importance for the disposal of solid waste materials in a manner that is protective of human health and the environment. Students will explore the context and structure of local government landfills, the elements of modern sanitary landfill design, techniques for disposing of waste, and local politics in different ways. The course will also look at potable water, electric utilities, roads, and various government facilities. Through course readings, lectures, guest speakers, field research, field trips, group exercises, videos, and tours students will gain a better understanding of these areas. At the end of the course each student should be able to:

- Understand the background, history, and evolution of local government public works in the U.S.
- Understand the political and social context of landfills, water plants, electric utilities, roads and some of the challenges they face
- Understand the various forms for waste disposal including the concept of zero waste
- Further skills in critical thinking, analysis, and interpersonal communication skills through class participation and various group assignments throughout the semester
- Complement theories of local government management with knowledge of government in operation

PADM 5700.007 - Fund Development for Nonprofits

Nonprofit organizations are not all alike yet they share one commonality, the need for obtaining adequate funds to carry out and sustain their activities. This course provides an introduction to nonprofit fund development and provides students with information and opportunities to develop the skills necessary to carry out activities associated with this area of nonprofit management. Topics include private donations, fees for services, grants and contracts, planned giving and special event fundraising.

PADM 5700.011 - The Austin Seminar

This is a field study of Texas state government. The purpose is to provide the student with both an intellectual understanding of, and actual experience with, the basic public organizations and institutions of state government. In addition, the diligent student should learn to integrate experience with knowledge as well as acquire information about the unique relationship between local and state government.

The course provides an overview of American government and the role of the various branches and organizations. The primary concern, however, is with how contemporary Texas state government affects local municipalities. Experientially, the class meets selected public officials from a variety of state agencies. When the state legislature is in session, the class attends committee meetings, hearings, and sessions. The course is by its very nature far from comprehensive; however, students will become acquainted with the significant types of public agencies and government related organizations in Texas. This course assumes a basic familiarity

with American political values, processes and institutions learned through an introductory American government course.

In this course we will explore the context and structure of local government and local politics in different ways. The course will include course readings, lectures, guest speakers, field research, group exercises, videos, tours, and role-playing. At the end of the course each student should be able to:

- Understand the background and evolution of local government institutions in the U.S. & Texas
- Understand the political and social context of contemporary local governments and some of the challenges they face in relation to their state governments
- Understand the various forms and functions of local governments including cities, counties, school districts, special districts, etc.

PADM 5700.900/950 Negotiation and Dispute Resolution focuses first on students' individual approaches to negotiation and challenges them to use and become proficient in using other approaches given a variety of scenarios public administration professionals face. Students benefit from individual assignments and team work in order to refine their skills when negotiating with one party or with a team in a multi-party scenario. Students learn by watching video demonstrations, demonstrating and their skills, and writing and speaking about their perceptions of their own proficiency. Students are required to participate throughout the course in several live online discussions with the instructor and peers.

PADM 5700.901/951 Dispute Resolution in the Workplace focuses on a variety of conflicts in the workplace and processes and approaches we can use to manage them more effectively. The approaches take into account our intrapersonal challenges relating to conflict, whereas the processes include negotiation, mediation and arbitration, which are good options to use to resolve workplace disputes of many types. Students are required to participate throughout the course in several live online discussions with the instructor and peers.