PMAP 3021: CITIZENSHIP, THE COMMUNITY AND THE PUBLIC SECTOR
GEORGIA STATE UNIVERSITY
DEPARTMENT OF PUBLIC MANAGEMENT AND POLICY
ANDREW YOUNG SCHOOL OF POLICY STUDIES
FALL SEMESTER, 2015.

PLEASE READ THIS ENTIRE SYLLABUS CAREFULLY:
THE STUDENT IS RESPONSIBLE FOR UNDERSTANDING ALL
INFORMATION PRESENTED HEREIN*

I. Course Identification:

Instructor: Dr. Gerry Neumark
Office: V58 AYSPS
Telephone: 404 413-0138
Fax: 404 413-0104
Email: gneumark@gsu.edu***

CRN: 86011
Room: Aderhold 432
Time: 12:00 – 1:15 P.M.
Days: Monday/Wednesday**
Office Hours:
Tuesday: 11:00 a.m. to 1:00 p.m.
Wednesday: 9:30 to 11:30 a.m.
Thursday: 11:00 a.m. to 1:00 p.m.
And by appointment****

*The schedule of topics in this syllabus is meant as a guideline. Variances to the
schedule will occur as deemed in the best interest of the students and instruction.
**The class will meet for the entire time on the first Monday, August 24 and
Wednesday, August 26. From that point on the class will normally meet on
Wednesdays only; however, there may be the possibility that the class will be shifted
to a Monday as needed. Your final exam will be given on
***Please use this e-mail address only.
****Dr. Neumark makes every effort to be available to the students. If you are
experiencing any difficulties, or have any concerns as well as questions, it is your
responsibility to contact him by e-mail as soon as possible. Dr. Neumark prefers face to
face contact, and you are welcome to come by his office.

II. Course Description:
Citizenship is a basic component of a democratic society. Students in this course learn the structure of the federal system as well as the responsibilities and obligations of an individual to government at all levels. Emphasis is placed on the variety of roles an individual can play in relationship to the public sector. The role of the individual as a part of the larger community is also considered. Students are expected to become active participants in public and community affairs, including 40 hours of volunteer service in a public agency or a not-for-profit organization.

III. Course Objectives:

1. Students will demonstrate an understanding of their responsibilities as citizens in a democratic society.
2. Students will understand the variety of ways they can help to shape public policy.
3. Students will explore the role of active citizens within the community.
4. Students will participate in public and community affairs.
5. Students will demonstrate writing proficiency on a junior/senior university level.
6. Students will volunteer for a minimum of 40 hours in a public agency or a not-for-profit organization.

IV. Course Requirements: (Each of the following assignments will be assigned one grade unless otherwise indicated.) SEE COURSE SCHEDULE, EXAM AND ASSIGNMENT DUE DATES:

1. General requirements: Students are expected to complete reading assignments as needed, attend all class sessions, contribute to class discussions, complete all assigned exercises, and participate in a community service-learning assignment. Students are expected to follow the Policy on Academic Honesty (Section 409) approved by the University in 1996, available online at http://www2.gsu.edu/~wwwfhb/sec400.html#409.

2. Volunteer Experience: The student must spend no less than 40 hours as a volunteer in either a public or a not-for-profit organization. For every hour below the 40 hours, the student will lose one class GPA points. For every two hours above the 40, an extra class GPA point will be added up to ten.

3. Semester Project: (Counted as 22.14 percent of grade*****) Students will be required to write a research paper on how citizens can improve the N.P.U. system in the city of Atlanta. Details concerning the report will be discussed in class. (Six to seven pages) The general form of the semester project is as follows:
   A. Title Page.
   B. Abstract (One Paragraph).
   C. Introduction to the project: what are the current issues and problems? (One page).
   D. Theoretical basis for the study (two pages).
   E. Integrating the theory with the actual proposal (two pages).
   F. Prescription for N.P.U. improvement (one page).
G. Summary and conclusion (One half pages)
H. References (No less than five).

4. N.P.U. Attendance: Each student will be required to attend a minimum of two City of Atlanta Neighborhood Planning Unit (N.P.U.) meeting for no less than one and one half hours. The student must write a one and one half page report about the meeting. The required reporting form is available on Desire 2 Learn (D2L). (Each report Counted as 7.96 percent of the grade)

5. City Council or County Commission Attendance: Each student will be required to attend two city council or county commission meetings, the first of which must be within the jurisdiction in which he or she lives for no less than one and one half hours. The student must write a one and one half age report about the first meeting and a two page report about the second meeting. The extra half page includes a comparison of the two meetings. The required reporting form is available on D2L. (Each of the two meetings will count as 7.96 percent of the grade)

6. Summary report of the volunteer experience: Reporting form is available on D2L. (Counted as 7.96 percent of the grade)

7. Examinations: Midterm Exam (Counted as 15.92 percent of the grade). Final Exam (Counted as 22.14 percent of the grade). Make-up examinations will be administered under two circumstances only: 1. The student has a provable, bonafide emergency. The student notifies the instructor either before or within twelve hours after the scheduled exam of the emergency.

NOTE: If there are any conflicts regarding the assignment due dates, the class schedule (XVI) will take precedence in all cases.

V. Required text:


*****There will be a slight rounding off error between the Desire 2 Learn percentage calculation and the official gradebook calculation.
VI. ATTENDANCE: **IMPORTANT: READ THOROUGHLY!!!**

Attendance will be taken in every class. Each student will be allowed to be absent for 2 class sessions, without penalty. Any additional absences will result in the loss of 1 percentage point for each additional class missed. For example, if the student missed 3 classes for the entire semester, 1 point will be taken off of the final grade for that student. If it becomes clear to the instructor that the number of absences will ultimately result in a failing grade for the course before the midpoint, the student will be advised of this information as well of the midpoint withdraw date and time for that semester.

If a student is ten or more minutes late for the class, that student will be counted as tardy. For each 2 times tardy, the student will be assed one absence. If a student enters the classroom beyond thirty minutes of the class starting time, he or she will be considered absent, not tardy. **Note: even if the student will be marked absent, he or she is well advised to enter and remain in class. There may be information missed by that student if he or she decides not to be in class at all.**

Perfect attendance, including no times tardy, will result in two additional percentage points added on to the final grade for the class. If a student has a **provable** emergency, and contacts the professor as soon as possible concerning the emergency, that student will be given an excused absence. Such an absence will not count against the student. If circumstances are such that it is impossible for the student of someone connected to the student to contact the instructor, the student must discuss this matter with Dr. Neumark at the soonest appropriate time with proof of the circumstances in order to receive the excused absence.

**A student can neither be absent nor tardy (not including an excused absence) if he or she wishes to receive an A+ in this class.**

VII. Grading:

Grades will be based on 100 percent. Points earned on each of the assignments are totaled and prorated. A letter grade will be assigned as follows:

<table>
<thead>
<tr>
<th>Total Percent:</th>
<th>Letter Grade for the Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>98-100</td>
<td>A+</td>
</tr>
<tr>
<td>93-97</td>
<td>A</td>
</tr>
<tr>
<td>90-92</td>
<td>A-</td>
</tr>
<tr>
<td>88-89</td>
<td>B+</td>
</tr>
<tr>
<td>83-87</td>
<td>B</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
</tr>
<tr>
<td>78-79</td>
<td>C+</td>
</tr>
<tr>
<td>73-77</td>
<td>C</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>Less than 60</td>
<td>F</td>
</tr>
</tbody>
</table>
Grades are not rounded upward. For example, an average of 89.9 percent is a grade of B+.

VIII. Format for the Course:

The class will meet according to the Schedule included in that section of the syllabus. The week will be orientation and background that will be necessary for you to complete the course. After the initial two weeks, we will typically meet in the classroom on Tuesdays. You are expected to participate in your service learning activity three to four hours per week, for a total of 40 hours per semester, in lieu of the time you would have devoted to preparing for and attending class on Thursdays. IMPORTANT: For every hour short of a total of 40, one point will be deducted from your class G.P.A. Students must only use the verification report which can be downloaded from Brightspace. Do not use any other form.

IX. Classroom Courtesy:

It must be stressed that all students are expected to arrive on time for this class. Everyone must turn off all cell phones and other electronic equipment before the class begins. If you must text, take it outside. There will be no tolerance for side conversations which distract from the ability of any student to hear those who are speaking.

X. Late Assignments: PLEASE READ CAREFULLY

All assignments must be completed on the dates and times scheduled.
1. Each student will be allowed one and only one late paper only during the entire semester. Students who fail to turn in their exercises at the end of class on the date scheduled will receive a deduction of 2 points until Midnight of the due date. After Midnight students will lose 4 points per day. After the ending time of class exactly one week later, the assignment will not be accepted. No late assignments will be returned in class. The student will have to go to Dr. Neumark’s office to retrieve the late assignment.
2. Students must take the Midterm and Final Examinations on the assigned dates. Make-ups will be given for significant and provable (in writing) emergencies only. The make-up exam must be completed within one day after the missed exam. From the second day until one week from the exam starting time, the student will lose four points per day. No make-up exams will be given beyond one week after the starting time of the missed exam. No points will be taken off the examination if the emergency is discussed with the professor before the start time of the original exam, and a specific time and place for a make-up exam is agreed upon by the student and professor.
3. Examinations are expected to be done individually. Once you begin an exam, you are not allowed to discuss the contents of the test with another person.
4. Your forty hour verification report must be handed in by the time you leave the final exam. **IT CANNOT BE LATE.** For every late hour, students will lose one full point from the final grade.

**XI. Other Necessary Information**

It is required that instructors must:

1. Give a WF to all those students who are on their rolls after the midpoint of the semester, but no longer taking the class and
2. Report the last day the student attended or turned in an assignment
3. Any cases of plagiarism or cheating will be handled according to university guidelines as outlined in the student handbook.

**A. Plagiarism:** Plagiarism is presenting another person's work as one's own. Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student's work as one's own. Any time a writer uses eight or more words either directly or indirectly from another source, that source must be referenced. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of the paragraphs, sentences, or even a few phrases written or spoken by someone else. The submission of research or completed papers or projects by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else when that use is specifically forbidden by the faculty member. Failure to indicate the extent and nature of one's reliance on other sources is also a form of plagiarism. Any work, in whole or in part, taken from the Internet or other computer-based resource without properly referencing the source (for example, the URL) is considered plagiarism. A complete reference is required in order that all parties may locate and view the original source. Finally, there may be forms of plagiarism that are unique to an individual discipline or course, examples of which should be provided in advance by the faculty member. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly or creative indebtedness, and the consequences of violating this responsibility.

**B. Cheating on Examinations:** Cheating on examinations involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include the use of notes, computer based resources, texts, or "crib sheets" during an examination (unless specifically approved by the faculty member), or sharing information with another student during an examination (unless specifically approved by the faculty member). Other examples include intentionally allowing another student to view one's own examination and collaboration before or after an examination if such collaboration is specifically forbidden by the faculty member.
C. Unauthorized Collaboration: Submission for academic credit of a work product, or a part thereof, represented as its being one's own effort, which has been developed in substantial collaboration with another person or source, or computer-based resource, is a violation of academic honesty. It is also a violation of academic honesty knowingly to provide such assistance. Collaborative work specifically authorized by a faculty member is allowed.

D. Falsification: It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise, assignment or proceeding (e.g., false or misleading citation of sources, the falsification of the results of experiments or of computer data, false or misleading information in an academic context in order to gain an unfair advantage).

E. Multiple Submissions: It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the faculty member(s) to whom the material is submitted for additional credit. In cases in which there is a natural development of research or knowledge in a sequence of courses, use of prior work may be desirable, even required; however the student is responsible for indicating in writing, as a part of such use, that the current work submitted for credit is cumulative in nature.

Any instances of violations of Academic Honesty policies will result in a zero on the assignment and the possibility of a failing grade for the entire course. Any student guilty of violating policies on Academic Honesty may also be subject to the University’s student discipline procedures.

XII. Handing in written work: IMPORTANT: PLEASE READ CAREFULLY:

All written work must be submitted in Microsoft WORD in class. Only a paper copy will be accepted. You may not e-mail any paper. If the instructor is not available, late papers may be brought to the third floor receptionist. These papers must be stamped in by the receptionist. The official style manual of the Department of Public Management and Policy is Kate L. Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations, Sixth Edition. While this is the official style manual of the Department of Public Management and Policy, other style manuals may be used if followed correctly.

XIII. Students who wish to request accommodation for a disability may do so by registering with the Office of Disability Services. Students may only be accommodated upon issuance by the Office of Disability Services of a signed Accommodation Plan and are responsible for providing a copy of that plan to instructors of all classes in which accommodations are sought. Unless a specific
accommodation is clearly listed in an accommodation letter, each such request must be discussed in person with the instructor.

XIV. PMAP Career Services Office and PMAP Community Network:
The Department of Public Management and Policy (PMAP) provides career support services to all current PMAP students and alumni. Students are invited to meet with Dr. Maggie Tolan, the Director of Academic Programs and Alumni Affairs, to discuss resume writing, interviewing, job searching, internship development, and networking. To see what career panels, career fairs, and events are available this semester, please visit: http://aysps.gsu.edu/paus/career.html. Make the most of your education by utilizing these great resources. Students are encouraged to arrange an individualized appointment with the Maggie by emailing: mtolan@gsu.edu.
The PMAP Community Network student organization aims to connect Public Management & Policy (PMAP) students, faculty and alumni through social functions, speakers and other events while enhancing the academic and social experiences of students in Public Management and Policy. The student organization is open undergraduate and graduate students.

XV. Your constructive assessment of this course plays an indispensable role in shaping education at Georgia State University. Upon completing the course, please take the time to fill out the online course evaluation.

XVI. Course Schedule:********

Monday: August 24: Course overview and urban citizenship. Chapter One: Citizenship in your local community: where do you live? What is a local government? What do local governments do?

Wednesday: August 26: Overview of the Atlanta N.P.U. system. Chapter Five: The Skeleton of Power: Who Runs This Town? The breakdown of American cities. How is local government organized?

Wednesday: September 2: Chapter Five continued.

Wednesday: September 9: Chapter Five Continued

Wednesday: September 16: Chapter Two: Local citizenship in the American federal system. FIRST N.P.U. MEETING DUE.

Monday: September 21:* Chapter Two continued.
Wednesday: September 30: Chapter Four: Local government infrastructure: policy choices for local governments. **FIRST GOVERNMENT MEETING DUE.**

Wednesday: October 7: **MIDTERM EXAMINATION:** This exam will cover anything discussed in class through the end of class September 30.

Wednesday, October 14: Chapter Four continued.

Wednesday: October 21: Chapter Six: Decision Making in Local Governments: Influence, power and authority.

Wednesday: October 28: Chapter Six: Continued. **SECOND N.P.U. MEETING DUE.**

Wednesday: November 4: Chapter Seven: Ethical Behavior in Local Government:

Wednesday: November 11: Chapter Seven: Continued. **SECOND GOVERNMENT MEETING DUE.**

Wednesday: November 18: Chapter Two: Citizenship and Volunteerism: **VOLUNTEER ESSAYS DUE.**

Wednesday: November 25: Chapter Eight: Participating as a Citizen in your Local Community. **N.P.U. SEMESTER RESEARCH PAPER DUE: NO LATE PAPERS WILL BE ACCEPTED.**

Wednesday: December 2: Tying up loose ends.

Monday: December 7: **SEMESTER ENDS AT MIDNIGHT: NO LATE PAPERS, IF APPLICABLE, CAN BE ACCEPTED AFTER 11:59:59 p.m. NO EXCEPTIONS!**

Monday: December 14: 10:45 a.m. to 1:15 p.m.:* **FINAL EXAMINATION. IMPORTANT: VOLUNTEER VARIFICATION REPORTS ARE DUE WHEN YOU LEAVE THE TEST. THEY CANNOT BE LATE. STUDENTS WILL LOSE ONE FINAL GRADE FOR EACH HOUR LATE.**

*NOTE: the change in starting time.
*NOTE THE CHANGE IN DAY AND DATE*

*******Guest speakers will be scheduled as available.