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, 2017.
DR. G. NEUMARK

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: 84598
Room: Aderhold 229
Time: 12:00 – 1:15 p.m.*
Days: Monday/Wednesday**
Office Hours: Tuesday: 11:00 a.m.
to 1:00 p.m.
Wednesday 10:00 to 11:40 a.m.
Thursday: 11:00 a.m. to 1:00 p.m.

*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 week: Monday, August 21 and
Wednesday, August 23. From that point on the class will normally meet on
Wednesdays only. The last class, however, will meet on MONDAY, December 11. In
addition, there may be the possibility that a class could be shifted to a Monday as
needed.

***Please use this email 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 on the local level of government. 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. Format for the Course and Course Requirements: (Each of the following assignments will be assigned one grade unless otherwise indicated.) SEE COURSE SCHEDULE, EXAM AND ASSIGNMENT DUE DATES:

The class will meet according to the schedule included in that section of the syllabus. The first week the class will meet both Monday as well as Wednesday. Both days will include an orientation and background that will be necessary for the student to complete the course successfully. After the first week, the class will typically meet in the classroom on Wednesdays. Mondays will be included as deemed necessary. In such a case, the students will be notified well in advance. Each student is expected to participate in the service learning activity for a total of 40 hours per semester. 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 ICollege. Do not use any other form.

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. **Written work:** IMPORTANT: PLEASE READ CAREFULLY: 
All written work must be submitted in class. Only a paper copy will be accepted. You may not email 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.

3. **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 point. For every two hours above the 40, an extra class GPA point will be added up to ten extra GPA points.

4. **Semester Project:** Students will be required to observe and write a research paper on specific N.P.U. out of the twenty-five in the city of Atlanta. After researching the concept of community power, the student will take an in-depth look at one specific N.P.U. of his or her choice. The main question to be explored is does this particular N.P.U. display the best practices of community power? If so, what aspects of the N.P.U. make it work well? If not, what about the N.P.U. which keeps it from displaying best practices? 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. Chapter One: Introduction to this particular N.P.U.: which N.P.U. are you researching? Where is this N.P.U. located? What are the most important the current issues and problems of which this N.P.U. are facing? (One to two pages).
   D. Chapter Two: Theoretical basis for the study: community power and best practices of community power (two pages).
   E. Chapter Three: Integrating the theory with the actual proposal. Is the chosen N.P.U. consistent with your research in Chapter Two? (two pages)
   F. Chapter Four: Your final summary and conclusion. You may write anything that you feel is important in order to summarize your research paper. (one page)
   G. No less than five references. (Counted as + or – 23.1 percent of the grade)*****

5. **N.P.U. Attendance:** Once the student has decided upon his or her N.P.U. for the research assignment, he or she must attend a minimum of two of the meetings for no less than one and one half hours. (An additional different N.P.U. meeting is encouraged but not required.) The student must write a one and one half page report about the first meeting and a two and one half page report about the second meeting. The extra page includes a comparison of the two meetings. The required reporting form is available on iCollege. (Each report Counted as 7.96 percent of the grade)

6. **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 may not use an N.P.U. meeting for the purpose of this assignment. The student must write a one and one half age report about the first meeting and a two and one half page report about the second meeting. The extra pages include a comparison of the two meetings. The required reporting form is available on D2L. (Each of the two meetings will count as + or - 7.7 percent of the grade)

7. A one and one half page summary report of the volunteer experience: Reporting form is available on iCollege. (Counted as + or -7.7 percent of the grade)

8. Examinations: Midterm Exam (Counted as + or - 15.4 percent of the grade). Final Exam (Counted as + or -23.1 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.

*****There may be a slight rounding off error between the iCollege percentage calculation and the official gradebook calculation.

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

V. Required text:


VI. Attendance:
Attendance will be taken in class starting with the second week. Each student will be allowed two absences without grade penalty (other than being disqualified for an A+). Any additional classes missed will result in a loss of one grade point per absence. For example, if a student misses 5 classes, his or her grade point average for the class will drop from 81 to 78. If it becomes clear to the instructor that the number of absences will ultimately result in a failing grade for the class before the midpoint, the student will be advised of this information as well as of the midpoint withdraw date and time for the semester.

If a student is ten or more minutes late for the class, that student will be counted as tardy. For each two times tardy, starting the second week of class, the student will be assessed one absence. If a student enters the class thirty minutes beyond the starting time, that student will be considered absent. **Note: even if a student is marked absent because he or she entered the class after thirty minutes, he or she is well advised to enter and remain in the classroom. There may be important information missed by that student if he or she decides not to remain in class.**
Perfect attendance, including no times tardy, will result in two additional percentage points added on to the final grade for the class. For example, a student earning an 89 will be graded a 91.

If a student has a provable emergency, and contacts the professor as soon as possible before class 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. Each student will be allowed no more than two excused absences unless discussed with Dr. Neumark. The two excused absences limit does not apply to legitimate Georgia State University activities with a written note from an appropriate advisor.

Leaving a class early without prior notice to the instructor is both rude and disruptive. If a student knows that he or she must leave early, that student must let Dr. Neumark know. Under those circumstances, there will be no penalty. If a student leaves before the midpoint of the class without informing the instructor, that student will be marked absent. After the midpoint, any student leaving early will be assessed one tardy.

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. Late Assignments: IMPORTANT-IMPORTANT-IMPORTANT:
1. One late assignment is allowed for an emergency purpose only. A late assignment is not an option unless there is absolutely no other choice. Dr. Neumark will not take any additional late papers under any circumstances. Each student will be allowed one, and only one late assignment. The following penalties will apply to the ONE late paper each student is permitted. A late paper handed in the day the assignment is due but turned in after the ending of the class will be considered late and will lose three (3) points. Any assignment turned after the due date up to one week will lose seven (7) points per day, including the day it is handed in. Dr. Neumark will not accept any late assignment beyond one week to the class ending time to the date that the original assignment is due. In addition to all required cover pages, the student must attach the late paper form available on iCollege. Failure to hand in a late paper without the late paper form will result in a zero (0) being assigned to the late paper. IMPORTANT: each late paper must be completed in the form of a paper copy. No email copy of any assignment will be accepted without prior approval from Dr. Neumark. Any hardship affecting a student’s ability to complete an assignment on time must be discussed beforehand with the instructor, and appropriate written documentation must be provided. No late papers will be handed back in class. The student must come to Dr. Neumark’s office to pick up the late paper. Late papers will appear as a zero on iCollege until such time that the student comes to Dr. Neumark’s office to pick up the paper. At that point, the new grade will be posted on iCollege. All assignments must be completed on the dates and times scheduled.
2. If Dr. Neumark is not available at the time when the late assignment is handed in, the student must bring the paper to the third floor receptionist in the Andrew Young Building. It must be date and time stamped by the receptionist and placed in Dr.
Neumark’s mail-box. If there is no receptionist available, please look for one of the professors in his or her office to write the date and time, then sign the paper. **Do not place the paper under Dr. Neumark’s office door without his permission.** All assignments placed under his door will be considered handed in at the time when Dr. Neumark first sees the paper. It could be several days after the paper is actually handed in.

3. 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.

4. **No late papers will be allowed for the final semester research paper.**

**VIII. 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+. 
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 start of class. There will be no tolerance for side conversations which distract from the ability of any student to hear those who are speaking.

X. Texting: There is no texting allowed under any circumstances. The instructor will take off one GPA point for each time a student is caught texting.

XI. Passing Back Written Work:
Dr. Neumark makes every effort to pass back papers as soon as possible, usually within a week. Papers will be passed back in class. If a student is not present in class on the day that an assignment is passed back, the paper will not be handed back on a future date. He or she may come by Dr. Neumark’s office to pick up the paper.

XII. Volunteer Verification Reporting Forms:
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.

XIII. 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 report the last day the student attended or turned in an assignment
2. Any cases of plagiarism or cheating will be handled according to university guidelines as outlined in the student handbook.

A. IMPORTANT-IMPORTANT-IMPORTANT: 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.

F. 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.
XIV. Accommodations: 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.

XV. 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 a representative of the Department 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. 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.

XVI. Evaluations: 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.

XVII. Course Schedule:


Wednesday: August 30: Chapter Five continued.

Wednesday: September 6: Chapter Five Continued

Wednesday: September 13: Chapter Two: Local citizenship in the American federal system. FIRST N.P.U. MEETING DUE.
Wednesday: September 20: Chapter Two continued.

Wednesday: September 27: Chapter Four: Local government infrastructure: policy choices for local governments. **FIRST GOVERNMENT MEETING DUE.**

Wednesday: October 4: MIDTERM EXAMINATION: This exam will cover anything discussed in class through the end of class September 30.

Wednesday, October 11: **NOTE THE CHANGE IN DAY:** Chapter Four continued.

Wednesday: October 18: Chapter Six: Decision Making in Local Governments: Influence, power and authority.

Wednesday: October 25: Chapter Six: Continued. **SECOND N.P.U. MEETING DUE.**

Wednesday: November 1: Chapter Seven: Ethical Behavior in Local Government:

Wednesday: November 8: Chapter Seven: Continued. **SECOND GOVERNMENT MEETING DUE.**

Wednesday: November 15: Chapter Two: Citizenship and Volunteerism: N.P.U. SEMESTER RESEARCH PAPER DUE: NO LATE PAPERS WILL BE ACCEPTED.

Wednesday: November 22: No Class: Thanksgiving Reses.

Wednesday: November 29: Chapter Eight: Participating as a Citizen in your Local Community. **VOLUNTEER ESSAYS DUE.**

Monday: December 4: Last day of class: NOTE: CHANGE IN DAY TO MONDAY: Chapter 8 (Continued) SEMESTER ENDS AT MIDNIGHT: NO LATE PAPERS, IF APPLICABLE, CAN BE ACCEPTED AFTER 11:59:59 p.m. NO EXCEPTIONS!

Monday: December 11: 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.
XVIII. Problems with this class: If you are having any problems whatsoever which may keep you from earning the highest grade possible for the class, please see Dr. Neumark to work out a solution. This includes, but is not limited to understanding an assignment or trouble starting an assignment.

IF YOU FIND ANY DISCREPENCIES OR MISTAKES ON THIS SYLLABUS, PLEASE LET DR. NEUMARK KNOW IMMEDIATELY.

****** The course schedule does not necessarily follow the order of the chapters in your text book.