

**Public Administration and Nonprofit Management Career Planning - 45954 -
PANM 4750 - 0
Fall 2014**

COURSE: 45954 - PANM 4750 - 0

TITLE: Public Administration and Nonprofit Management Career Planning

CREDIT: 1

FACULTY:

Faculty Name: Dr. Irina Khmelko

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or by appointment (office hours sometimes get canceled for

meetings, etc.; emailing ahead and making appointments are always good ideas)

Office Phone: 423- 425-5755 (the best way to reach me in via e-mail, please use e-mail to communicate with me).

Response time to e-mails: all e-mails will be answered within next two business days.

PREREQUISITES AND COREQUISITES: List if applicable/necessary (from Catalog)

Corequisite: PANM 4700 or department head approval.

COURSE DESCRIPTION:

Public Administration and Nonprofit Management Career Planning guides students in their internships and assists students in obtaining positions consistent with career goals.

Co-requisite: PANM 4700 or department head approval. Standard Letter grade.

COURSE OUTCOMES:

These are to understand, explain, and draft:

- a. organizational mission
- b. organizational structure
- c. role of leadership, leadership structure and style
- d. role of program planning and evaluation
- e. personnel assessment

- f. funding
- g. resume
- h. letter of intent
- i. and understand main aspects of a successful job interview

EVALUATION/ASSESSMENT:

Standard Letter grade.

This is an online class. You will have ten (10) assignments total, eight (8) points each, you will have one bonus assignment (eight (8) points); and you will also have a final test (20 points)

To receive an A, you need to check the schedule below, follow it, and complete assignments **on time**. You must post your assignments on line to receive a full credit by the date it is assigned for.

If you fail to post your assignment by the due date, you will receive zero (0) points for that assignment. Please note, if you miss two assignments, your grade will automatically go to a 'B' and with just three missed assignments, it can be a 'C' or below (depending on the quality of your work).

If you fail to complete the final test before the deadline, again, you will receive zero (0) points and cannot have more than 'C' in class. Do both – post your final online and also e-mail it to the instructor at: Irina-Khmelko@utc.edu to make sure that you final reaches that instructor before the deadline.

If something happens and you miss an assignment, I have included a bonus assignment as an option for you and you can receive additional 8 points for completing that assignment before the deadline (you can have 108 points in class total, if you complete all assignments, but all you need is over 90 to have an in class).

All assignments and the final are available online already. You can start working on all these assignments as early in the semester as you wish and you can complete all these assignments any time before the deadline. Assignments will disappear from your screen after the deadline (11:59 pm on the date it is listed in the schedule below).

You need to check announcements on our Blackboard regularly.

Some subjects may be sensitive to your organizations, e.g. budgeting or personnel policies. Therefore, complete those assignments to the extent that you can and, and if not possible to find information on your organization, do online research on the subject and discuss in your answer what you have found by doing independent online research.

Grading Scale:

A	90 – 100 points
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59

There is no required length for your assignments. An assignment can be a brief paragraph or longer. Your final essay can be few pages long or longer. However, it is important that you answer the question and the quality of the content matters.

The assignments are designed having in mind one main goal – to prepare you for competing on the job market by helping you explore your organization. When you interview with a potential employer, it is very important that you research the organization. These assignments will point you to main areas of organization to research prior to any job interview.

You may want to use services of the UTC Placement and Student Employment Center: (<http://www.utc.edu/Administration/PlacementAndStudentEmployment/index.php>).

I strongly encourage you to do so.

Specifically, you can use their resume drop off service or consult with them in person. Resume is something that is intended to get you to the face to face interview with a potential employer, and therefore, it is very important that you give it most serious attention.

LATE ASSIGNMENT SUBMISSION/MAKE-UP POLICY:

If you fail to meet the deadline, you will receive 0 points for an assignment. There is no make up policy unless you have a documented emergency. I recommend that you work ahead and you can complete all assignments as early as you wish. If you have an emergency, please forward the instructor your documentation and request a make up.

REQUIRED TEXTBOOK/RESOURCES: *No text book required.*

COMMUNICATION: To enhance student services, the University uses your UTC email address for all communications. Please check your UTC email on a regular basis. If you have problems with accessing your UTC email account, contact the Call Center at 423/425-4000.

I will respond to your e-mails within the next two business days.

You need to check announcements on our Blackboard regularly.

Let the instructor know, if you need any special accommodations. In addition, please keep in touch with the instructor and communicate to the instructor your concerns or anything that is related to your internship and requires instructor's attention.

ACCOMMODATION STATEMENT

If you are a student with a disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) and think that you might need special assistance or a special accommodation in this class or any other class, call the Disability Resource Center (DRC) at 425-4006 or come by the office, 102 Frist Hall.

COUNSELING CENTER STATEMENT

If you find that personal problems, career indecision, study and time management difficulties, etc. are adversely impacting your successful progress at UTC, please contact the Counseling and Career Planning Center at 425-4438.

HONOR CODE PLEDGE (from the [UTC Student Handbook](#))

I pledge that I will neither give nor receive unauthorized aid on any test or assignment. I understand that plagiarism constitutes a serious instance of unauthorized aid. I further pledge that I exert every effort to insure that the Honor Code is upheld by others and the I will actively support the establishment and continuance of a campus-wide climate of honor and integrity.

Blackboard:

Blackboard may be accessed at <http://utconline.utc.edu>. Some of the useful links there are:

Announcements: The announcements page is the point of entry for the site. Here, the instructor will post announcements as needed throughout the course. UTC may also occasionally post announcements here as well. Students need to check announcements regularly.

Syllabus: This page includes this syllabus—the official guide to the course!

Grades: where students can check their grades.

Help: links students to information about how to use Blackboard.

Class Schedule:

Complete and submit all assignments on or before the date it is due. Go to the BB and submit your assignment under 'Assignments'

August

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Assignment 1, part 1

Do the following:

1. Read syllabus

2. Review the schedule of all assignments that you see below. You may need more time to complete some of these assignments. For example, you may want to use services of the URC Placement Center to complete your resume.

Ask an instructor any question that you may have after reading a syllabus.

3. E-mail your instructor at Irina-Khmelko@utc.edu the following information: a) the name of the organization,
b) the name of your supervisor
c) contact information for you supervisor.

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Assignment 1, part 2: Brief history of your internship organization.

Is there a mission statement; and/or objectives; and/ or goals?

What are those?

September

1

Assignment 2: Table of organization.

Describe existing span of control?

Is decision making in your organization concentrated or defused?

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Assignment 3: Board of Directors or Governing Structure.

How is the organization governed? Who makes decision in the organization?

Discuss the distribution of power in the organization and the discretion that you see at each level.

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Assignment 4: Resume.

Use services of the UTC Placement and Student Employment Center

(<http://www.utc.edu/Administration/PlacementAndStudentEmployment/index.php>)

Specifically, use their resume critique service.

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Assignment 5: Funding.

Determine sources, but not necessarily amounts, of operating revenues

Is there an annual report? What does it discuss?

Budgets may be sensitive, therefore, answer the question with information either about your organization or do a research on the internet.

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Assignment 6: Management/ Leadership style.

What are your observations from staff meetings or from what the staff tells you about management? What is management style? Does it work?

[September 29-October 3 (Monday-Friday) Faculty notify undergraduate students of mid-term grades]

October

6

Assignment 7: Informal Structure.

Does it exist, is it important?

Look for staff not high on the chain of command who might be part of power centers

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Assignment 8: Planning.

Future of the organization

Long range plans

October 20-21 (Monday-Tuesday)

Fall Break (no classes)

NO ASSIGNMENT

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Assignment 9: Program Evaluation.

Are services systematically evaluated?

Are computers used? For what purposes?

November

4

Assignment 10: Personnel Assessment.

Complete an evaluation of yourself using the agency form (if the form exists). If not, how is staff evaluated, are there procedures in place? Determine staff attitudes towards personnel assessments. Is it seen as real? Is it used for rewarding performance?

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Bonus Assignment:

Are there policies for Sexual Harassment or any other personnel policies?

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Begin Working on the Final Exam:

Write an essay about your internship experiences. Write about what you expected, similarities and differences between what you expected and what it actually was, and what you learned as a result of it. You may conclude with telling me about your plans for the future and if you would want to work for this or some similar organization in the future.

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Continue Working on the Final Exam.

Note: You can send a draft or questions to the Instructor

[December 3-8 (Wednesday-Monday)

Final Examinations]

Final Exam:

1. Submit your final exam online by December 3, 2014
2. E-mail a copy of the final test to the instructor at Irina-Khmelko@utc.edu

[December 11 (Thursday)

Grades due from faculty by 3:00 pm]