

PADM 682 – Practicum/Internship (Class #5904) – Spring 2023
University of Louisville

Instructor: Dr. Patrick C. Exmeyer
Office: 111 Urban Studies Institute
Class Times: N/A
Class Location: N/A

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Phone: (502) 852-1588
Office Hours: 10:00am - 2:30pm M/W/F
[Additional Times by Appointment]

Course Description:

This course includes Community-Based Learning (CBL). Students will engage in a community experience or project with an external partner in order to enhance understanding and application of academic content.

Course Prerequisites/Co-requisites:

Admission into the MPA Program, confirmation of faculty supervisor, and submission of MPA Internship/Practicum Memorandum of Understanding (MOA).

Course Goals:

- Integrate skills and knowledge accumulated during the program of study within a professional work environment;
- Acquire valuable work experience and build professional networking capacity;
- Facilitate avenues critical toward career placement and career advancement; and
- Explore dynamics of the public sector through professional experience.

NASPAA Competencies:

PADM 6682 seeks to address each of the five universal required competencies as outlined by the Network of Schools of Public Policy, Affairs, and Administration [NASPAA]:

- (i) Lead and manage in public governance;
- (ii) Participate in and contribute to the policy process;
- (iii) Analyze, synthesize, critically think, solve programs and make decisions;
- (iv) Articulate and apply a public service perspective; and
- (v) Communicate and interact productively with a diverse and changing workforce and citizenry.

UPA Mission Statement:

The University of Louisville Master of Public Administration (MPA) program is a dynamic, collaborative interdisciplinary degree program committed to preparing students for career success in the public and nonprofit sectors. The program content reflects the urban/metropolitan settings of the University as well as the focus of the Department of Urban and Public Affairs. We are committed to:

- Providing our pre-service and in-service students with a flexible program of study emphasizing critical thinking, evidence-based problem-solving and engaged service learning;
- Encouraging diversity and inclusiveness in the curriculum, in the classroom, and by engaging with the community we serve; and
- Advancing scholarship, competence, and professionalism in the program and through public service activities.

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Instructional Method and Course Delivery:

PADM 682 for Spring 2023 will utilize scheduled ‘Summit Sessions’. Attendance for these scheduled sessions is [voluntary](#) and seek to provide a platform for robust discussion focusing on experience(s) and insights stemming from internships/practicums. Supplemental course content is provided via the PADM 682 page on Blackboard. If you are unfamiliar with Blackboard or have difficulty accessing course content, you are encouraged to contact UofL Information Technology Services:

Belknap Campus: Miller Information Technology Center, Rm. 109

Phone: (502) 852.7997

Online Assistance: [ITS Online Live Chat](#)

Suggested Materials: (can be purchased at the UofL bookstore or online)

Mosher, F.C. (1982) *Democracy and the Public Service*. New York, NY: Oxford University Press. ISBN-10: 0195030184.

Ostrom, V. (2008). *The Intellectual Crisis in Public Administration*. Tuscaloosa, AL: University of Alabama Press. ISBN-13: 978-0817354626

Selznik, P. (1984). *Leadership in Administration: A Sociological Interpretation*. Berkley, CA: University of California Press. ISBN-10: 0520049942.

Supplemental readings and materials will be posted online and available through Blackboard throughout the course. These materials will be provided online as part of the course, and the instructor will notify all students of their availability and application in the scope of the course.

Additionally, as writing assignments are part of the course requirements, all students are strongly encouraged to use an APA Manual (7th Ed.) for assignment formatting, course citation, and literary style. The APA Manual is available through most bookstores (including online retailers), as well as through online sources.

Evaluation and Grade Assignment:

Final grades are assigned based on internship/practicum term paper submitted upon the final day of class for the applicable semester. A rubric for the term paper is provided in the Internship/Practicum Handbook available on Blackboard:

A+ : 100-97 pts. A: 96 – 93 pts. A-: 92 – 90 pts. B+: 89 – 87 pts.
B: 86-83 pts. B-: 82-80 pts. C+: 79-77 pts. C: 76-73 pts. C-: 72-70 pts.

When you submit an assignment, your attached files should be in the **.doc or .docx** format (Microsoft Word). Submitting assignments in formats other than Word requires exporting the file into Word, which can be tedious. Please submit all assignments to me via e-mail at patrick.exmeyer@louisville.edu using your UofL email account **only**. **Pro-Tip:** Ask for a read receipt for emails with attachments! If you do not have this capability, you should blind copy the email to yourself. You are required to cite all of the information used in your assignments using APA format and following the basic tenets of grammar, proper writing, syntax, and spelling.

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Formatting:

All assignments for this class will require APA formatting for submission across all assignments:

- Times New Roman Font – Size 12
- Double Spaced
- 1” Margins
- Cover Sheet containing:
 - Assignment Title
 - Your Name
 - UofL ID Email Address
 - Due Date of Assignment
 - Course Name (PADM 682 Practicum/Internship)
 - Instructor Name (Dr. Exmeyer)
- In-text citations and Reference Page listings using proper APA format.
- Charts, graphs, and figures should be included in appendices and do not count toward your page total for the assignment.

Graduate School Policies:

In accordance with graduate school policy, you must earn a C or better to pass this course. Additional information concerning Graduate School Eligibility, student Withdraw from courses, and other topics concerning UofL Graduate School policies can be found in Article 6.6 of the UofL *Redbook*: (<https://louisville.edu/provost/redbook/contents.html>).

Course Withdrawal Spring Semester 2023:

The last day to add/drop the course or withdraw from the course without a course grade is January 13th, 2023. The final day for course withdrawal noted ‘W’ is March 8th, 2023. Key Dates of the 2023 Spring Semester Academic Calendar are listed below:

Key Dates for Spring Semester 2023:

- Classes Begin: Monday, January 8th, 2023
- Last Day to Drop/Add Courses: Friday, January 13th, 2023
- Martin Luther King, Jr. Holiday: Monday, January 16th, 2023
- Last Day to Withdraw from the University: Wednesday, March 8th, 2023
- Spring Break: Monday, March 13th thru Sunday, March 19th, 2023
- Last Day of Scheduled Classes: Monday, April 24th, 2023
- Reading Day: Tuesday, April 25th, 2023
- Final Exams: Wednesday, April 26th thru Tuesday, May 2nd, 2023
- Commencement: Saturday, May 13th, 2023

Lateness on Assignments:

As a proponent of timeliness, I encourage you to adopt the same habit. Assignments should be submitted by the day and time indicated either to me via e-mail or through SafeAssign on Blackboard. That said, I understand life happens! If you have an emergency and can’t submit the assignment on time, I strongly encourage you to contact me by e-mail to advise of this.

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Academic Integrity:

Integrity is paramount in both the workplace *and* classroom. As students accepted into a remarkable graduate program at an R1 Carnegie High-Research institution, you are asked to not only produce your best work, but also to do so in accordance with integrity. Academic Dishonesty (broadly referred to as “cheating” or “plagiarism”) is strictly prohibited. Students found guilty may receive a failing grade in the course and possible dismissal from their academic program. Expectations for student academic behavior are outlined in the UofL Code of Student Rights and Responsibilities, accessible through the Dean of Students website: <http://louisville.edu/dos/students/studentrightsandresponsibilities>.

Students with Disabilities:

The University of Louisville is committed to equal opportunity and challenge for all academically qualified students and does not discriminate on the basis of disability. If you are a student with a disability and require accommodation to participate and complete requirements for this class, notify me immediately and contact the Disability Resource Center (Stevenson Hall, 852-6938) for verification of eligibility and determination of specific accommodations.

Title IX/Clery Act Notification:

Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain confidential support from the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).

Disclosure to University faculty or instructors of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is not confidential under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University’s Title IX officer. For more information, see the Sexual Misconduct Resource Guide <http://louisville.edu/hr/employeerelations/sexual-misconduct-brochure>.

Sexual Harassment:

The University of Louisville strives to maintain the campus free of all forms of illegal discrimination as a place of work and study for faculty, staff, and students. Sexual harassment is unacceptable and unlawful conduct and will not be tolerated in the workplace and the educational environment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment, even when carried out through computers or other electronic communications systems. Students and Instructors are protected from Sexual Harassment according to the Affirmative Action policy, the Student Code of Conduct, and the UofL Computer Account Usage Agreement. Anyone experiencing sexual harassment should refer to the links above and/or contact the PEACC Program at 852.2663 and an advocate will explain your choices. This is a free and confidential service.

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Statement on Diversity:

The University of Louisville strives to foster and sustain an environment of inclusiveness that empowers us all to achieve our highest potential without fear of prejudice or bias. We commit ourselves to building an exemplary educational community that offers a nurturing and challenging intellectual climate, a respect for the spectrum of human diversity, and a genuine understanding of the many differences-including race, ethnicity, gender, gender identity/expression, sexual orientation, age, socioeconomic status, disability, religion, national origin or military status-that enrich a vibrant metropolitan research university. We expect every member of our academic family to embrace the underlying values of this vision and to demonstrate a strong commitment to attracting, retaining, and supporting students, faculty and staff who reflect the diversity of our larger society.

UofL COVID-19 Protocols for Spring 2023:

While in-person (e.g. traditional course delivery) is being implemented for the Spring 2023 semester, this mode of course delivery is subject to University policy and contingent upon health and safety conditions both on campus and within the greater Louisville community. Please visit the UofL Novel Coronavirus response website to learn more: <https://louisville.edu/coronavirus>

Technology Considerations and Course Delivery Contingency Plans:

In accordance with UofL COVID-19 protocols and College of Arts & Sciences recommendations, students are strongly encouraged to familiarize themselves with technology applications for online and/or hybrid learning formats in the event of course delivery method changes during the Spring 2023 semester. Should students require alternative arrangements due to exigent circumstances (e.g. required quarantine, illness, and/or family-related matters such as child care issues), I strongly encourage you to contact me via email (patrick.exmeyer@louisville.edu) as soon as possible to make necessary changes or arrangements to ensure continuation of your course experience.

UofL Student Support Services:

Basic Needs Support: Doing well in classes (and in life, for that matter) means getting a good night's sleep, having enough to eat, and being able to get to where you need to go. If you are having any difficulties with these basic necessities, remember that UofL has resources to assist you. These challenges are unfortunately more common than we would wish. Please reach out to me or to one of these great resources if you find yourself in need at any time during this course or after:

- Food (fresh and non-perishable), household and toiletry items: [Cardinal Cupboard](#) (SAC W312)
- Clothing, shoes, household items and office/art supplies: [UofL Free Store](#) (SAC W303C)
- If you're experiencing any academic, financial, or personal difficulties, a [Student Success Coordinator](#) in UofL's Student Success Center can work with you individually to provide guidance and support as well as connect you to relevant resources.
- The UofL Concern Center can help you find and connect with relevant resources: <https://louisville.concerncenter.com/>.

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Counseling Center: If you notice you are having a difficult time or generally feel stuck, it may be helpful to work with a trained therapist at the Counseling Center in an individual or group setting. People come into the Counseling Center to discuss a range of topics, including relationships, family, identities, grief and loss, depression, stress, and many more experiences and concerns. The Counseling Center provides short term individual, group, and couples counseling, crisis intervention, and psychological testing. Clients seek services for a variety of areas of concern, including psychological, personal/social, academic, and career issues. To schedule an appointment, please contact the Counseling Center at 502-852-6585 or stop by the office in the Student Activities Center Room W-204. More info: <http://louisville.edu/counseling/>

Additional Counseling Resources:

- [24/7 Adult Crisis Line](#): 502-589-4313 or 800-221-0446 (available 24/7)
- [The National Suicide Prevention Lifeline](#): 988 or 1-800-273-TALK (8255) (available 24/7)
- [Crisis Text Line](#): Text HOME to 741741 (available 24/7)
- [The Trevor Project](#): 1-866-488-7386 (available 24/7 for individuals ages 13-24 who identify as LGBTQ)

Course Evaluation:

Students are *strongly encouraged* to complete the online course evaluation once the course evaluation module becomes available. Not only do honest and authentic evaluations reflect upon faculty capacity, but they also likewise provide critical information for refining, retaining, and improving the quality of the course!

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Schedule of Summits, Due Dates, and Recommended Reading(s):

| Date | Event | Location | Suggested Reading(s) |
|---|---|------------------------|--|
| Monday, January 30 th , 2023 6:00-7:30pm | PADM 682 Summit Session #1 | UPA 302 Student Lounge | *Behn (1995): The Big Questions of Public Management |
| Monday, February 20 th , 2023 6:00-7:30pm | PADM 682 Summit Session #2 | UPA 302 Student Lounge | *Kettl (2000): The Transformation of Governance – Globalization, Devolution, and the Role of Government |
| Monday, March 20 th , 2023 6:00-7:30pm | PADM 682 Summit Session #3 | UPA 302 Student Lounge | Selznik: Leadership in Administration <i>or</i> |
| Monday, April 10 th , 2023 6:00-7:30pm | PADM 682 Summit Session #4 | UPA 302 Student Lounge | Mosher: Democracy and the Public Service <i>or</i> V. Ostrom: The Intellectual Crisis in Public Administration |
| Monday, April 24 th , 2023 | Practicum/Internship Research Paper due by 11:55pm EST via email to Dr. Exmeyer (patrick.exmeyer@louisville.edu) [Guidelines Available on Blackboard via Practicum/Internship Handbook] | | |

*Denotes reading is available on PADM 682 Blackboard Course Module