

DEPARTMENT OF PUBLIC ADMINISTRATION

The Department of Public Administration offers a Bachelor of Arts in Public Administration and Policy degree which provides the opportunity for the comprehensive study of public administration, a Minor in Civic Engagement, a Minor in Public Administration and Policy, and a Minor in Nonprofit Management. Students completing the Bachelor of Arts in Public Administration and Policy degree may pursue professional careers in government, the nonprofit sector, or the private sector, as well as apply for admission to law or graduate schools.

The mission of the Department of Public Administration is to prepare students for careers and leadership roles in public and nonprofit organizations and to nurture their commitment to ethical public service in a diverse society.

- Bachelor of Arts Degree in Public Administration and Policy (p. 1)
- Accelerated Master of Public Administration (p. 3)

Bachelor of Arts Degree in Public Administration and Policy

A Bachelor of Arts in Public Administration and Policy degree is designed to prepare students for employment in the public and nonprofit sector by giving them a broad background in the basics of administration, combined with a contemporary focus on urban management, the nonprofit sector, tools of analysis, and the role of ethics.

The minimum number of semester credit hours required for the degree, including the Core Curriculum requirements, is 120. Thirty-nine of the total semester credit hours required for the degree must be at the upper-division level.

All required and prescribed (elective) public administration (PAD) courses must be completed with a grade of "C-" or better.

All candidates seeking this degree must fulfill the Core Curriculum requirements and the degree requirements, which are listed below.

Core Curriculum Requirements (42 semester credit hours)

Students seeking the Bachelor of Arts in Public Administration and Policy must fulfill University Core Curriculum requirements. If courses are taken to satisfy both degree requirements and Core Curriculum requirements, then students may need to take additional courses in order to meet the minimum number of semester credit hours required for this degree.

Core Curriculum Component Area Requirements (<http://catalog.utsa.edu/undergraduate/bachelorsdegreeregulations/degreerequirements/corecurriculumcomponentarearequirements/>)

| | |
|-----------------------------------|---|
| First Year Experience Requirement | 3 |
| Communication | 6 |
| Mathematics | 3 |
| Life and Physical Sciences | 6 |
| Language, Philosophy and Culture | 3 |
| Creative Arts | 3 |
| American History | 6 |
| Government-Political Science | 6 |

| | |
|--------------------------------|-----------|
| Social and Behavioral Sciences | 3 |
| Component Area Option | 3 |
| Total Credit Hours | 42 |

Gateway Course

Students pursuing the Bachelor of Arts in Public Administration and Policy degree must successfully complete the following Gateway course with a grade of "C-" or better in no more than two attempts. A student who is unable to successfully complete this course within two attempts, including dropping the course with a grade of "W" or taking an equivalent course at another institution, will be required to change their major.

| Code | Title | Credit Hours |
|----------|--|--------------|
| PAD 1113 | Public Administration and Policy in American Society | |

Degree Requirements

| Code | Title | Credit Hours |
|------|-------|--------------|
|------|-------|--------------|

A. Core Public Administration & Policy coursework

18 semester credit hours of core Public Administration & Policy coursework: 18

| | |
|----------|---|
| PAD 1113 | Public Administration and Policy in American Society |
| PAD 2013 | Introduction to Public Policy |
| PAD 2073 | Foundations of Civic Engagement |
| PAD 3163 | Quantitative Analysis for Public Administration and Policy |
| PAD 4853 | Essential Skills for a Career in Public Service (Research Capstone) |
| DEM 4963 | Social Demography and Public Policy |

B. Prescribed courses

18 semester credit hours selected from the courses listed below: 18

| | |
|----------|---|
| DEM 4013 | Geographic Information Systems for Population Analysis and Policy |
| GES 3334 | Advanced Geographic Information Systems |
| GES 3314 | Introduction to Geographic Information Systems |
| ECO 2013 | Introductory Macroeconomics |
| PAD 3003 | Fundraising in Nonprofit Agencies |
| PAD 3023 | Introduction to Urban Management and Policy |
| PAD 3033 | Introduction to Nonprofit Agencies |
| PAD 3043 | Public and Nonprofit Financial Management |
| PAD 3053 | Urban Economic Development |
| PAD 3063 | Public Sector Economics |
| PAD 3073 | Civic Leadership Seminar |
| PAD 3083 | Project Management for the Public Sector |
| PAD 3113 | Managing Nonprofit Organizations |
| PAD 3133 | Politics and Policies of San Antonio and South Texas |
| PAD 3153 | Administrative Law and Policy |
| URP 4123 | Sustainable Community Development |

| | |
|----------|--|
| URP 3123 | Introduction to Community and Regional Planning and Urban Design |
| URP 4213 | Urban Planning and Public Health |
| PAD 4843 | Study Abroad: International Public Administration |
| MGT 3613 | Managing Human Resources |
| PAD 4911 | Independent Study (prior approval required) |
| PAD 4913 | Independent Study (prior approval required) |
| PAD 4933 | Internship in Public Administration (prior approval required) |
| PAD 4936 | Internship in Public Administration (prior approval required) |
| PAD 4963 | Special Topics in Public Administration |
| PAD 4993 | Honors Thesis (prior approval required) |
| PAD 5003 | Introduction to Public Service Leadership and Management (Prerequisite: Undergraduate students must be enrolled in the accelerated MPA program to take this course.) |
| PAD 5303 | Ethics and Leadership (Prerequisite: Undergraduate students must be enrolled in the accelerated MPA program to take this course.) |
| PAD 5323 | Public Policy Process (Prerequisite: Undergraduate students must be enrolled in the accelerated MPA program to take this course.) |

C. Upper-division support work
 18 semester credit hours of upper-division support work, chosen in consultation with an academic advisor 18

D. Free electives
 24 semester hours of free electives (some may need to be upper division in order to meet the 39 hour University requirement) 24

Total Credit Hours 78

Course Sequence Guide for Bachelor of Arts in Public Administration and Policy Degree

This course sequence guide is designed to assist students in completing their UTSA undergraduate Public Administration and Policy degree requirements. *This is merely a guide, and students must satisfy other requirements of this catalog and meet with their academic advisor for individualized degree plans.* Progress within this guide depends upon such factors as course availability, individual student academic preparation, student time management, work obligations, and individual financial considerations. Students may choose to take courses during Summer terms to reduce course loads during long semesters.

Bachelor of Arts in Public Administration and Policy – Recommended Four-Year Academic Plan

First Year

| Fall | | Credit Hours |
|--|---|--------------|
| AIS 1273 | AIS: Social Sciences and Public Policy | 3 |
| HIS 1043 or HIS 1053 or HIS 2053 | United States History: Pre-Columbus to Civil War Era (core) or United States History: Civil War Era to Present or Texas History | 3 |

| | | |
|----------|--|---|
| PAD 1113 | Public Administration and Policy in American Society | 3 |
| POL 1013 | Introduction to American Politics (core) | 3 |
| WRC 1013 | Freshman Composition I (core) | 3 |

Credit Hours 15

Spring

| | | |
|--|---|---|
| HIS 1043 or HIS 1053 or HIS 2053 | United States History: Pre-Columbus to Civil War Era (core) or United States History: Civil War Era to Present or Texas History | 3 |
|--|---|---|

| | | |
|----------|---------------------------------|---|
| PAD 2073 | Foundations of Civic Engagement | 3 |
|----------|---------------------------------|---|

| | | |
|----------|--------------------------------|---|
| WRC 1023 | Freshman Composition II (core) | 3 |
|----------|--------------------------------|---|

| | | |
|--------------------|--|---|
| Mathematics (core) | | 3 |
|--------------------|--|---|

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|----------------------|--|---|
| Creative Arts (core) | | 3 |
|----------------------|--|---|

Credit Hours 15

Second Year

Fall

| | | |
|----------|--|---|
| PAD 3163 | Quantitative Analysis for Public Administration and Policy | 3 |
|----------|--|---|

| | | |
|----------|--|---|
| Elective | | 3 |
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| | | |
|----------|--|---|
| Elective | | 3 |
|----------|--|---|

| | | |
|---------------------------------------|--|---|
| Language, Philosophy & Culture (core) | | 3 |
|---------------------------------------|--|---|

| | | |
|---------------------------------|--|---|
| Life & Physical Sciences (core) | | 3 |
|---------------------------------|--|---|

Credit Hours 15

Spring

| | | |
|----------|-------------------------------|---|
| PAD 2013 | Introduction to Public Policy | 3 |
|----------|-------------------------------|---|

| | | |
|-------------------------|--|---|
| POL 1133 or POL 1213 | Texas Politics and Society (core) or Civil Rights in Texas and America | 3 |
|-------------------------|--|---|

| | | |
|---------------------------------|--|---|
| Life & Physical Sciences (core) | | 3 |
|---------------------------------|--|---|

| | | |
|-------------------------------------|--|---|
| Social & Behavioral Sciences (core) | | 3 |
|-------------------------------------|--|---|

| | | |
|--|--|---|
| Prescribed course (see degree requirement B) | | 3 |
|--|--|---|

Credit Hours 15

Third Year

Fall

| | | |
|------------------------------|--|---|
| Component Area Option (core) | | 3 |
|------------------------------|--|---|

| | | |
|--|--|---|
| Prescribed course (see degree requirement B) | | 3 |
|--|--|---|

| | | |
|--|--|---|
| Prescribed course (see degree requirement B) | | 3 |
|--|--|---|

| | | |
|--|--|---|
| Prescribed course (see degree requirement B) | | 3 |
|--|--|---|

| | | |
|-----------------------------|--|---|
| Upper-division support work | | 3 |
|-----------------------------|--|---|

Credit Hours 15

Spring

| | | |
|----------|--|---|
| Elective | | 3 |
|----------|--|---|

| | | |
|----------|--|---|
| Elective | | 3 |
|----------|--|---|

| | | |
|--|--|---|
| Prescribed course (see degree requirement B) | | 3 |
|--|--|---|

| | | |
|-----------------------------|--|---|
| Upper-division support work | | 3 |
|-----------------------------|--|---|

| | | |
|-----------------------------|--|---|
| Upper-division support work | | 3 |
|-----------------------------|--|---|

Credit Hours 15

Fourth Year

Fall

| | | |
|----------|--|---|
| Elective | | 3 |
|----------|--|---|

| | | |
|--|---|------------|
| Elective | | 3 |
| Prescribed course (see degree requirement B) | | 3 |
| Upper-division support work | | 3 |
| Upper-division support work | | 3 |
| Credit Hours | | 15 |
| Spring | | |
| PAD 4853 | Essential Skills for a Career in Public Service (Research Capstone) | 3 |
| Elective | | 3 |
| Elective | | 3 |
| Prescribed course (see degree requirement B) | | 3 |
| Upper-division support work | | 3 |
| Credit Hours | | 15 |
| Total Credit Hours | | 120 |

- Minor in Civic Engagement (p. 3)
- Minor in Nonprofit Management (p. 4)
- Minor in Public Administration and Policy (p. 5)

Minor in Civic Engagement

Through the Minor in Civic Engagement students learn about community challenges and prepare to play a leadership role in effecting social change. In the required courses students actively participate in the local community through service learning projects. The elective courses allow students to explore the diversity of our communities and the systems that affect communities. This interdisciplinary minor is open to all majors in the University.

All students seeking the Minor in Civic Engagement must complete 18 semester credit hours.

| Code | Title | Credit Hours |
|---|--|--------------|
| A. Required courses: | | 6 |
| PAD 2073 | Foundations of Civic Engagement | |
| PAD 3073 | Civic Leadership Seminar | |
| B. Electives: | | |
| Students must complete 12 hours of electives. | | 12 |
| Students may choose from the list below or take any service-learning designated course. | | |
| AAS 3013 | Black Communities and Culture | |
| AAS 3113 | Doing Black Studies Research | |
| AAS 3123 | Civil Rights Movement and African American Education | |
| AAS 3133 | African Americans in Higher Education | |
| AMS 3343 | Studies in Race and Ethnicity | |
| AMS 3443 | Studies in Gender and Sexuality | |
| ANT 3223 | Anthropology and the Environment | |
| ANT 3603 | Sex, Gender, and Culture | |
| ANT 3733 | Political and Legal Anthropology | |
| ANT 3823 | Applied Anthropology | |
| ANT 3873 | Food, Culture, and Society | |
| ARC 4183 | Environmental Systems | |
| ASC 3013 | Air Force Leadership and Communication Studies I | |
| ASC 3023 | Air Force Leadership and Communication Studies II | |
| BBL 3033 | Mexican Americans in the Southwest | |
| BBL 3123 | Mexican American Culture | |
| BIO 3283 | Ecology | |
| BIO 3333 | Plants and Society | |
| BIO 4033 | Conservation Biology | |
| BIO 4053 | Wildlife Ecology | |
| CE 4633 | Water and Wastewater Treatment | |
| COM 3293 | Introduction to Health Communication | |
| COM 3493 | Global Health Communication | |
| COM 3553 | Intercultural Communication | |
| COM 3593 | Health Communication Campaigns | |
| COM 4893 | Health Communication Practicum | |
| CRJ 3213 | Managing Criminal Justice Organizations | |

Accelerated Master of Public Administration

The Accelerated Master of Public Administration (AMPA) Program is an alternate path to the MPA degree. It allows students who successfully complete MPA courses in the Public Administration Department as undergraduates to earn the MPA degree with 30 credit hours instead of the normal 39 credit hours.

In order to apply, and be considered for admission to the AMPA upon completion of the undergraduate degree, current UTSA undergraduate students must first be accepted as an AMPA candidate. This requires the submission of a packet to the UTSA Public Administration Department Chair that includes:

- A letter of intent to the Public Administration Department Chair, stating why you are interested in this pathway to the AMPA program. This must include your name, major, expected graduation date, and Banner ID.
- A letter of support for your candidacy from a UTSA professor with whom you have taken an upper-division class in any Department.

To be eligible for consideration as a candidate, students must meet the following criteria:

- Completed 60-90 hours of undergraduate coursework at the time the packet is submitted.
- GPA of 3.0 or above.
- Candidacy status is open to all UTSA majors, but students are responsible for ensuring that the MPA courses taken as an undergraduate will be accepted into their undergraduate program of study. For Bachelor of Public Administration and Policy students, the three MPA courses will count in section B., Prescribed Courses, of the degree requirements.

If accepted as a candidate, the student will enroll in these three MPA courses during their final year in their undergraduate program: PAD 5003, PAD 5303, and PAD 5323.

If those courses are successfully completed with a grade of B or better, students may then apply to the AMPA program, per the instructions in the UTSA Graduate Catalog (<http://catalog.utsa.edu/graduate/healthcommunitypolicy/publicadministration/#degreestext>).

| | | | |
|----------|--|---------------------------|---|
| CRJ 3533 | Community Corrections | PAD 3033 | Introduction to Nonprofit Agencies |
| CRJ 3563 | Juvenile Justice | PAD 3053 | Urban Economic Development |
| CRJ 3573 | Restorative Justice | PAD 3113 | Managing Nonprofit Organizations |
| CRJ 4403 | Race, Ethnicity, and Criminal Justice | PAD 3133 | Politics and Policies of San Antonio and South Texas |
| DEM 4963 | Social Demography and Public Policy | PAD 3513 | Archer: Policy-Making Process |
| ECO 3233 | Health Economics and Policy | PAD 3523 | Archer: Politics of National Memory |
| ECO 3253 | Economics of Public and Social Issues | PAD 3533 | Archer: Advocacy and Politics |
| ECO 4303 | Development Economics | PAD 4853 | Essential Skills for a Career in Public Service (Research Capstone) |
| ES 3053 | Environmental Remediation | PAD 4933 | Internship in Public Administration |
| ES 3143 | Watershed Processes | PAD 4936 | Internship in Public Administration |
| ES 3203 | Environmental Law | PAL 3113 | Minorities and the Law |
| ES 3213 | Wildflower Identification | PAL 4013 | Issues in Law and Society |
| ES 4133 | Natural Resource Policy and Administration | POL 3183 | Women in Politics |
| ES 4153 | Introduction to Sustainability | POL 3293 | Political Movements |
| ES 4163 | Renewable Energy | POL 3413 | Urban Development: Politics Planning, and Power |
| ES 4233 | Restoration Ecology | PSY 3053 | Multicultural Psychology |
| ES 4243 | Wildlife Management | PSY 4103 | Social Psychology of Prejudice |
| GES 3153 | Geography of Texas | SOC 3013 | Social Stratification |
| GES 3213 | Cultural Geography | SOC 3043 | Race and Ethnic Relations |
| GES 3314 | Introduction to Geographic Information Systems | SOC 3083 | Social Change and Development |
| GES 3453 | Population Geography | SOC 3093 | Religion and Society |
| GES 3513 | Urban Geography | SOC 3163 | Families in Society |
| GES 3533 | Geography of Local Economic Activity | SOC 3203 | Gerontology |
| GES 3613 | Conservation of Resources | SOC 3223 | Population Dynamics and Demographic Techniques |
| GES 3643 | Political Geography | SOC 3263 | Latinas in U.S. Society |
| GES 3653 | Gender and Cities: An Introduction to Feminist Geography | SOC 3293 | Sociology of Gender |
| GES 3753 | Climate Change | SOC 3413 | Sociology of the Mexican American Community |
| HIS 3493 | History of San Antonio | SOC 4433 | Culture and Society |
| HIS 3623 | History of the Civil Rights Movement | SOC 4683 | Health Disparities |
| HON 3103 | Honors Service | URP 3123 | Introduction to Community and Regional Planning and Urban Design |
| HON 3233 | Honors Seminar in Arts & Humanities | URP 3153 | Comparative Urban and Regional Development |
| HON 3263 | Honors Professional Development | URP 4123 | Sustainable Community Development |
| HON 3401 | Honors Cultural Exploration | URP 4213 | Urban Planning and Public Health |
| HON 3403 | Honors Cultural Exploration | WGSS 4623 | Feminist Theories |
| HON 4403 | Citymester: City Sites | WGSS 4863 | Transnational Feminisms |
| HTH 3003 | Survey of Drugs and Health | | |
| HTH 3503 | Theories of Health Behavior | | |
| HTH 3513 | Community Health | | |
| IDS 3013 | Diversity, Equity, and the Social Sciences | | |
| MAS 3013 | Chicana/x Queer Communities, Identities and Theories | | |
| MAS 3033 | Mexican Americans in the Southwest | | |
| MSC 3013 | Training Management and the Warfighting Functions | | |
| MSC 3023 | Applied Leadership in Small Unit Operations | | |
| PAD 2013 | Introduction to Public Policy | | |
| PAD 3003 | Fundraising in Nonprofit Agencies | | |
| PAD 3023 | Introduction to Urban Management and Policy | | |
| | | Total Credit Hours | 18 |

To declare a Minor in Civic Engagement, obtain advice, obtain lists of relevant courses, or seek approval of substitutions for course requirements, students should consult with their academic advisor.

Minor in Nonprofit Management

The Minor in Nonprofit Management is open to students in any discipline. The Minor in Nonprofit Management provides the opportunity for students to learn the characteristics of the nonprofit sector, the purpose of the nonprofit sector in American society, and basic management and fundraising techniques. Students will be provided the opportunity to

prepare themselves for leadership positions in social service, youth, environmental, health, arts, senior, and other nonprofit organizations.

All required and prescribed (elective) public administration (PAD) courses must be completed with a grade of "C-" or better.

All students seeking the Minor in Nonprofit Management must complete 18 semester credit hours.

| Code | Title | Credit Hours |
|--|---|--------------|
| A. Required courses: | | 6 |
| PAD 3003 | Fundraising in Nonprofit Agencies | |
| PAD 3033 | Introduction to Nonprofit Agencies | |
| B. 12 semester credit hours selected from the courses listed below: | | 12 |
| PAD 2013 | Introduction to Public Policy | |
| PAD 2073 | Foundations of Civic Engagement | |
| MGT 3013 | Introduction to Organization Theory, Behavior, and Management | |
| PAD 3023 | Introduction to Urban Management and Policy | |
| PAD 3043 | Public and Nonprofit Financial Management | |
| PAD 3053 | Urban Economic Development | |
| PAD 3083 | Project Management for the Public Sector | |
| PAD 3073 | Civic Leadership Seminar | |
| PAD 3133 | Politics and Policies of San Antonio and South Texas | |
| PAD 3153 | Administrative Law and Policy | |
| MGT 3613 | Managing Human Resources | |
| ENT 4623 | Tools and Objectives of the Social Enterprise | |
| SOC 4683 | Health Disparities | |
| PAD 4843 | Study Abroad: International Public Administration | |
| PAD 4933 | Internship in Public Administration (prior approval required) | |
| PAD 4936 | Internship in Public Administration (prior approval required) | |
| PAD 4963 | Special Topics in Public Administration | |
| PAD 4853 | Essential Skills for a Career in Public Service (Research Capstone) | |
| Total Credit Hours | | 18 |

Students should not take PAD 4933 Internship in Public Administration or PAD 4936 Internship in Public Administration until they have completed 9 hours in the minor. To declare a Minor in Nonprofit Management, obtain advice, obtain lists of relevant courses, or seek approval of substitutions for course requirements, students should consult with their academic advisor.

Minor in Public Administration and Policy

The Minor in Public Administration and Policy is open to students in any discipline. The minor provides undergraduate students with foundational knowledge of the public sector. This includes fundamentals of public leadership and management, the meaning of public service in a diverse society, ethical decision-making, and the practice of policy formation and

implementation. All students seeking the Minor in Public Administration and Policy must complete 18 semester credit hours.

All required and prescribed (elective) public administration (PAD) courses must be completed with a grade of "C-" or better.

| Code | Title | Credit Hours |
|--|---|--------------|
| A. Required courses: | | 9 |
| PAD 1113 | Public Administration and Policy in American Society | |
| PAD 2013 | Introduction to Public Policy | |
| PAD 2073 | Foundations of Civic Engagement | |
| B. 9 upper-division semester credit hours selected from the courses listed below: | | 9 |
| PAD 3003 | Fundraising in Nonprofit Agencies | |
| PAD 3023 | Introduction to Urban Management and Policy | |
| PAD 3033 | Introduction to Nonprofit Agencies | |
| PAD 3043 | Public and Nonprofit Financial Management | |
| PAD 3053 | Urban Economic Development | |
| PAD 3063 | Public Sector Economics | |
| PAD 3073 | Civic Leadership Seminar | |
| PAD 3083 | Project Management for the Public Sector | |
| PAD 3113 | Managing Nonprofit Organizations | |
| PAD 3133 | Politics and Policies of San Antonio and South Texas | |
| PAD 3153 | Administrative Law and Policy | |
| PAD 3163 | Quantitative Analysis for Public Administration and Policy | |
| PAD 3513 | Archer: Policy-Making Process | |
| PAD 3533 | Archer: Advocacy and Politics | |
| PAD 4843 | Study Abroad: International Public Administration | |
| PAD 4911 | Independent Study (prior approval required) | |
| PAD 4913 | Independent Study (prior approval required) | |
| PAD 4933 | Internship in Public Administration (prior approval required) | |
| PAD 4936 | Internship in Public Administration (prior approval required) | |
| PAD 4963 | Special Topics in Public Administration | |
| PAD 4993 | Honors Thesis (prior approval required) | |
| DEM 4963 | Social Demography and Public Policy | |
| PAD 4853 | Essential Skills for a Career in Public Service (Research Capstone) | |
| Total Credit Hours | | 18 |

To declare a Minor in Public Administration and Policy, obtain advice, obtain lists of relevant courses, or seek approval of substitutions for course requirements, students should consult with their academic advisor.

Certificate in Public Policy and Data Analysis

This certificate program prepares students to address policy challenges and to lead in data-driven decision-making in the private, public and nonprofit sectors. Sound public policy requires a thorough analysis of the root causes of problems and the drivers of meaningful change. Students in this certificate program will learn to use data to define, understand, and solve problems in our community. Students will be able to effectively communicate and influence decision-making using evidence-based policy proposals. By learning evaluation techniques, students will be better equipped to improve program and service delivery.

This is an interdisciplinary program administered by the Department of Public Administration. The certificate includes courses currently offered in Public Administration, Criminology and Criminal Justice, Demography, Political Science, Public Health, and Sociology.

This certificate program is open to all majors in the University. Courses taken in the certificate program may be applied to a B.S. or B.A. degree, depending on program requirements and with approval of the undergraduate advisor of record of the degree program. Students not currently enrolled in any UTSA degree program can apply as a non-degree-seeking special student at the undergraduate level to pursue this certificate.

Students pursuing the Certificate in Public Policy and Data Analysis must complete 15 semester credit hours as follows:

| Code | Title | Credit Hours |
|---|---|--------------|
| A. Required courses: | | 6 |
| PAD 2013 | Introduction to Public Policy | |
| PAD 3163 | Quantitative Analysis for Public Administration and Policy ¹ | |
| B. Public Policy courses: | | 3 |
| Select one course from the following list: | | |
| PAD 3023 | Introduction to Urban Management and Policy | |
| PAD 3133 | Politics and Policies of San Antonio and South Texas | |
| PAD 3153 | Administrative Law and Policy | |
| POL 3173 | Justice and Social Policy | |
| POL 3373 | The Legislative Process | |
| PAD 3513 | Archer: Policy-Making Process | |
| PAD 3533 | Archer: Advocacy and Politics | |
| C. Data Analysis courses: | | 6 |
| Select two courses from the following list: | | |
| DEM 4013 | Geographic Information Systems for Population Analysis and Policy | |
| DEM 4963 | Social Demography and Public Policy | |
| GES 3314 | Introduction to Geographic Information Systems | |
| GES 3334 | Advanced Geographic Information Systems | |
| HTH 2623 | Database Management in Community and Public Health | |
| SOC 3223 | Population Dynamics and Demographic Techniques | |

SOC 3373

Qualitative Research Methods

Total Credit Hours

15

¹ Advising Note: Students may substitute an upper-division Quantitative Research Methods course from their degree program for PAD 3163.

Public Administration (PAD) Courses

PAD 1113. Public Administration and Policy in American Society. (3-0) 3 Credit Hours.

This functions as the general introductory course in public administration. The management of government bureaucracies including organization, human resources, career systems, and financing is discussed. There is a discussion of the role of bureaucracies in modern society in the formulation and implementation of public policy. May be applied toward Core Curriculum requirement in the Component Area Option. (Formerly Public Administration in American Society.) Generally offered: Fall, Spring. Course Fees: LRC1 \$12; LRHC \$10; STHC \$18; DL01 \$75.

PAD 2013. Introduction to Public Policy. (3-0) 3 Credit Hours.

The course introduces students to the different aspects of public policy in the U.S. political context. Topics may include agenda setting, policy formulation, implementation, analysis, and evaluation. (Formerly PAD 3013. Credit cannot be earned for both PAD 3013 and PAD 2013.) Generally offered: Fall, Spring. Course Fee: STHC \$18; DL01 \$75; LRHC \$10.

PAD 2073. Foundations of Civic Engagement. (3-0) 3 Credit Hours.

This foundational course provides students with an understanding of civic participation, civic literacy and the necessary skill set for completion of the minor. It is designed to guide students in making links between their major area of study and the communities in which they work and live in order to help prepare students for a lifetime of responsible citizenship and civic engagement. Course Fee: STHC \$18; DL01 \$75; LRHC \$10.

PAD 3003. Fundraising in Nonprofit Agencies. (3-0) 3 Credit Hours.

Examines methods, techniques, and directed experience in fundraising for nonprofit agencies. Explores relationships with umbrella organizations, government funding, grantsmanship, budget control, and accountability. (Formerly NPO 3003. Credit cannot be earned for both PAD 3003 and NPO 3003.) Course Fee: STHC \$18; DL01 \$75; LRHC \$10.

PAD 3023. Introduction to Urban Management and Policy. (3-0) 3 Credit Hours.

This course will introduce students to the basic concepts of the management of urban municipalities. Topics to be covered may include leadership in urban settings; organizational structure and change; delivery of urban services, particularly in a diverse urban environment; and policy issues in urban settings. Generally offered: Fall, Spring. Course Fee: STHC \$18; DL01 \$75; LRHC \$10.

PAD 3033. Introduction to Nonprofit Agencies. (3-0) 3 Credit Hours.

This survey course introduces the nonprofit sector and core competencies required by nonprofit leaders. The role of nonprofit organizations in civil society frames the course, in particular, how the nonprofit sector is different from the public and private sectors. The state of the sector, and fundamental principles and practices required by nonprofit managers are explored, including creating a nonprofit, basics of fundraising, marketing, volunteer management, program development, and evaluation. Group and individual projects, service learning, research conducted for specific nonprofit agencies, oral presentations, networking, and construction of a portfolio of nonprofit work experiences and deliverables may be utilized. (Same as NPO 3013. Credit cannot be earned for both PAD 3033 and NPO 3013.) Generally offered: Fall, Spring. Course Fee: STHC \$18; DL01 \$75; LRHC \$10.

PAD 3043. Public and Nonprofit Financial Management. (3-0) 3 Credit Hours.

This course introduces students to the principles of financial management for public and nonprofit organizations. The public financial management component of the course will cover issues at the federal, state, and local levels of government. Topics will include budgeting, financial reporting, revenue streams, tax equity, stakeholder relations, and accountability. Generally offered: Spring. Course Fee: STHC \$18; DL01 \$75; LRHC \$10.

PAD 3053. Urban Economic Development. (3-0) 3 Credit Hours.

This course examines the factors contributing to the economic growth or decline of U.S. cities or regions and the role of local government in shaping economic development policies and economic change. Students will analyze the social impact of economic development, including quality of life for residents and community well-being. It reviews the impact of public sector incentives and the outcomes of collaborative efforts between government agencies, corporations, and nonprofit organizations through case studies of a variety of urban areas. Course Fee: STHC \$18; DL01 \$75; LRHC \$10.

PAD 3063. Public Sector Economics. (3-0) 3 Credit Hours.

This course examines the role that government plays in the economy and its effects on the welfare of its citizens. The efficiency and equity of government expenditures and tax policies are examined by looking at their impact on individual behavior and the distribution of income. Among the topics covered are public goods, externalities, social security, health care reform, public assistance programs, and taxation. Course fees: LRHC \$10; STHC \$18.

PAD 3073. Civic Leadership Seminar. (3-0) 3 Credit Hours.

Prerequisite: PAD 2073. This course is the capstone course for the Minor in Civic Engagement. It will engage students, actively in the San Antonio community through a service-learning experience. Course Fee: STHC \$18; DL01 \$75; LRHC \$10.

PAD 3083. Project Management for the Public Sector. (3-0) 3 Credit Hours.

This course will introduce key concepts of project management from the perspective of public agencies and institutions that contract with those agencies. This course will cover project management methodology and tools to successfully manage large-scale projects. Students will learn how to meet project goals on time and within the allocated budget. The course will cover how to effectively engage stakeholders to maximize project success. Topics may also include risk management, oversight, problem-solving, and government procurement and contracting. Students will learn about the role of a project manager and related public service careers. Course fees: LRHC \$10; STHC \$18.

PAD 3113. Managing Nonprofit Organizations. (3-0) 3 Credit Hours.

This course focuses on leading nonprofit organizations. Students will consider organizational performance and client/community engagement in order to maximize the public value of nonprofit organizations. In light of efforts to foster inclusion and representation, students will learn about recruiting staff and volunteers and strategically composing board memberships. Topics will include organizational goal setting, program management/evaluation, community awareness/advocacy, and decision-making through collaborative models. Course Fee: LRHC \$10; STHC \$18.

PAD 3133. Politics and Policies of San Antonio and South Texas. (3-0) 3 Credit Hours.

The San Antonio area has been shaped and built by an array of decisions, public and private. This course will examine the history and development of the area and the political, social, and economic forces that have defined the local policymaking process by city, county, and special purpose governments. Topics may include fiscal policy, public investment policies, urban revitalization, and transportation. Course Fee: LRHC \$10; STHC \$18.

PAD 3153. Administrative Law and Policy. (3-0) 3 Credit Hours.

This course covers the legal framework for creating and implementing public policy, at all governmental levels. It includes an overview of the authority of legislative bodies to formulate laws and policies, as well as the rules that govern the implementation of these laws and policies by administrative bodies. The course will also cover the authority of courts to review and/or overturn laws and policies. (Formerly titled Introduction to Public Law.) Course Fee: STHC \$18; DL01 \$75; LRHC \$10.

PAD 3163. Quantitative Analysis for Public Administration and Policy. (3-0) 3 Credit Hours.

Prerequisite: Any 3-semester-credit-hour Mathematics core course. This course will introduce students to the nature and practice of evaluation in the public and nonprofit sectors, and to the basic skills necessary to understand and conduct such evaluations. This course covers collecting, organizing, analyzing, and presenting information. (Formerly PAD 2153. Credit cannot be earned for both PAD 3163 and PAD 2153.) Generally offered: Spring. Course Fee: STHC \$18; DL01 \$75; LRHC \$10.

PAD 3513. Archer: Policy-Making Process. (3-0) 3 Credit Hours.

Prerequisite: Enrollment in the UT System Archer Fellows Program. This course will focus on the role of Congress and the President in the policy-making process. The course will use a variety of sources (academic texts, newspaper and journal articles, Web sites, blogs, and advocacy papers) to compare textbook and "real world" versions of how policy is made in Washington, D.C. Formerly HON 3513. Credit cannot be earned for both HON 3513 and PAD 3513. Generally offered: Fall, Spring.

PAD 3523. Archer: Politics of National Memory. (3-0) 3 Credit Hours.

Prerequisite: Enrollment in the UT System Archer Fellows Program. This course is designed to help students understand power in our nation's capital and, especially, power that lies outside Congress and the White House. Students will study Washington, D.C., by making visits to local sites as they examine complex issues, such as the use of DDT to combat malaria, the relationship between democracy and war, and the future of the Internet. (Formerly HON 3523. Credit cannot be earned for both HON 3523 and PAD 3523.) Generally offered: Fall, Spring.

PAD 3533. Archer: Advocacy and Politics. (3-0) 3 Credit Hours.

Prerequisite: Enrollment in the UT System Archer Fellows Program. This course will provide an introduction to the issues individuals face when placed in the role of being advocates for an issue, idea, or even themselves. The goal of the course is for students to learn about advocacy in ways they can apply to their internship settings. Formerly HON 3533. Credit cannot be earned for both HON 3533 and PAD 3533. Generally offered: Fall, Spring.

PAD 4843. Study Abroad: International Public Administration. (3-0) 3 Credit Hours.

Prerequisite: Permission of instructor. A lecture/seminar course associated with a study abroad program related to the study and practice of comparative governance. Involves international travel and field trips. May be repeated for credit when the destination country varies. Course Fee: LRHC \$10; STHC \$18.

PAD 4853. Essential Skills for a Career in Public Service (Research Capstone). (3-0) 3 Credit Hours.

Prerequisite: Should be taken in the senior year or with consent of instructor. The course provides an opportunity for students to develop essential skills for careers in public service. Students consider their career and educational plans after graduation, and gain tools to prepare them for a successful job search. Students then strengthen the following skills: research, writing, critical analysis of contemporary policy issues, and communicating research findings. This is the capstone course for the Bachelor of Arts in Public Administration and Policy degree but is also open to students in other majors. Generally offered: Fall, Spring. Course Fee: STHC \$18; DL01 \$75; LRHC \$10.

PAD 4911. Independent Study. (0-0) 1 Credit Hour.

Prerequisite: Prior approval required, Independent Study Course Form (available in the department or college advising center) signed by the instructor, the student's undergraduate advisor, Department Chair, and Dean of the College for Health, Community and Policy. Independent reading, research, discussion, and/or writing under the direction of a faculty member. May be repeated once for credit, but not more than 6 semester credit hours of independent study, regardless of discipline, will apply to a bachelor's degree. Course Fee: LRHC \$10; STHC \$6.

PAD 4913. Independent Study. (0-0) 3 Credit Hours.

Prerequisite: Prior approval required; Independent Study Course Form (available in the department or college advising center) signed by the instructor, the student's undergraduate advisor, Department Chair, and Dean of the College for Health, Community and Policy. Independent reading, research, discussion, and/or writing under the direction of a faculty member. May be repeated once for credit, but not more than 6 semester credit hours of independent study, regardless of discipline, will apply to a bachelor's degree. Course Fee: LRHC \$10; STHC \$18.

PAD 4933. Internship in Public Administration. (0-0) 3 Credit Hours.

Prerequisite: PAD 1113 and PAD 2013; Students must secure an internship placement and seek approval of the Internship Coordinator prior to registering for this course; Contact the Internship Coordinator for support with placements. Supervised experience in an administrative setting that provides the opportunity to integrate theory and practice in public or nonprofit-related agencies. May be repeated for credit in a subsequent semester, but not more than 6 semester credit hours will apply to a bachelor's degree. Generally offered: Fall, Spring, Summer. Course Fee: STHC \$18.

PAD 4936. Internship in Public Administration. (0-0) 6 Credit Hours.

Prerequisite: PAD 1113 and PAD 2013; students must secure an internship placement and seek approval of the Internship Coordinator prior to registering for this course; contact the Internship Coordinator for support with placements. Supervised experience in an administrative setting that provides the opportunity to integrate theory and practice in public or nonprofit-related agencies. No more than 6 semester credit hours will apply to a bachelor's degree. Course Fee: STHC \$36.

PAD 4963. Special Topics in Public Administration. (3-0) 3 Credit Hours.

An organized course offering the opportunity for specialized study not normally or not often available as part of regular course offerings. Special Topics may be repeated for credit when topics vary, but not more than 6 semester credit hours, regardless of discipline, will apply to a bachelor's degree. (Formerly titled "Special Topics in Urban Management Policy.") Course Fee: STHC \$18.

PAD 4993. Honors Thesis. (0-0) 3 Credit Hours.

Prerequisite: Enrollment limited to candidates for Honors in Public Administration during the last two semesters; completion of honors examination and approval by the honors program coordinator. Supervised research and preparation of an honors thesis. May be repeated once with advisor's approval. Course Fee: LRHC \$10; STHC \$18.