

# 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

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/degerequirements/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
<b>Total Credit Hours</b>	<b>42</b>

### 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 his or her major.

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

### Degree Requirements

Code	Title	Credit Hours
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#### 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 3153	Comparative Urban and Regional Development	
URP 4123	Sustainable Community Development	

URP 4213	Urban Planning and Public Health	
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)	

**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 1203	Academic Inquiry and Scholarship (core)	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
<b>Credit Hours</b>		<b>15</b>

##### 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

Creative Arts (core)		3
<b>Credit Hours</b>		<b>15</b>

##### Second Year

###### Fall

PAD 3163	Quantitative Analysis for Public Administration and Policy	3
Elective		3
Elective		3
Language, Philosophy & Culture (core)		3
Life & Physical Sciences (core)		3
<b>Credit Hours</b>		<b>15</b>

###### 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
<b>Credit Hours</b>		<b>15</b>

##### 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
<b>Credit Hours</b>		<b>15</b>

###### Spring

Elective		3
Elective		3
Prescribed course (see degree requirement B)		3
Upper-division support work		3
Upper-division support work		3
<b>Credit Hours</b>		<b>15</b>

##### Fourth Year

###### Fall

Elective		3
Elective		3
Prescribed course (see degree requirement B)		3
Upper-division support work		3
Upper-division support work		3
<b>Credit Hours</b>		<b>15</b>

###### 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
<b>Credit Hours</b>		<b>15</b>
<b>Total Credit Hours</b>		<b>120</b>

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

## Minor in Civic Engagement

Through the Minor in Civic Engagement students learn about community challenges and prepare to play a leadership role in affecting 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
<b>A. Required courses:</b>		<b>6</b>
PAD 2073	Foundations of Civic Engagement	
PAD 3073	Civic Leadership Seminar	
<b>B. Electives:</b>		
Students must complete 12 hours of electives.		12
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 Studies I	
ASC 3023	Air Force Leadership Studies II	
BBL 3033	Mexican Americans in the Southwest	
BBL 3123	Mexican American Culture	
BIO 3283	Principles of 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	
CRJ 3533	Community Corrections	
CRJ 3563	Juvenile Justice	
CRJ 3573	Restorative Justice	
CRJ 4403	Race, Ethnicity, and Criminal Justice	

DEM 4963	Social Demography and Public Policy
ECO 3233	Health Economics and Policy
ECO 3253	Economics of Public and Social Issues
ECO 4303	Development Economics
ES 3053	Environmental Remediation
ES 3143	Watershed Processes
ES 3203	Environmental Law
ES 3213	Biology of Flowering Plants
ES 4133	Natural Resource Policy and Administration
ES 4153	Introduction to Sustainability
ES 4163	Renewable Energy
ES 4233	Restoration Ecology
ES 4243	Wildlife Management
GES 3153	Geography of Texas
GES 3213	Cultural Geography
GES 3314	Introduction to Geographic Information Systems
GES 3453	Population Geography
GES 3513	Urban Geography
GES 3533	Geography of Local Economic Activity
GES 3613	Conservation of Resources
GES 3643	Political Geography
GES 3653	Gender and Cities: An Introduction to Feminist Geography
GES 3753	Climate Change
HIS 3493	History of San Antonio
HIS 3623	History of the Civil Rights Movement
HON 3103	Honors Service
HON 3233	Honors Seminar in Arts & Humanities
HON 3263	Honors Professional Development
HON 3401	Honors Cultural Exploration
HON 3403	Honors Cultural Exploration
HON 3513	Archer: Policy-Making Process
HON 3523	Archer: Politics of National Memory
HON 3533	Archer: Advocacy and Politics
HON 4403	Citymester: City Sites
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/o Queer Communities, Identities and Theories
MAS 3033	Mexican Americans in the Southwest
MAS 3413	Mexican American Family
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 3033	Introduction to Nonprofit Agencies
PAD 3053	Urban Economic Development

PAD 3113	Managing Nonprofit Organizations
PAD 3133	Politics and Policies of San Antonio and South Texas
PAD 3023	Introduction to Urban Management and Policy
PAD 4933	Internship in Public Administration
PAD 4936	Internship in Public Administration
PAL 3113	Minorities and the Law
PAL 4013	Issues in Law and Society
POL 3183	Women in Politics
POL 3293	Political Movements
POL 3413	Urban Development: Politics Planning, and Power
PSY 3053	Multicultural Psychology
PSY 4103	Social Psychology of Prejudice
SOC 3013	Social Stratification
SOC 3043	Race and Ethnic Relations
SOC 3083	Social Change and Development
SOC 3093	Religion and Society
SOC 3163	Families in Society
SOC 3203	Gerontology
SOC 3223	Population Dynamics and Demographic Techniques
SOC 3263	Latinas in U.S. Society
SOC 3293	Sociology of Gender
SOC 3413	Sociology of the Mexican American Community
SOC 4433	Culture and Society
SOC 4683	Health Disparities
URP 3123	Introduction to Community and Regional Planning and Urban Design
URP 3153	Comparative Urban and Regional Development
URP 4123	Sustainable Community Development
URP 4213	Urban Planning and Public Health
WGSS 4623	Feminist Theories
WGSS 4863	Transnational Feminisms

**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
<b>A. Required courses:</b>		<b>6</b>
PAD 3003	Fundraising in Nonprofit Agencies	
PAD 3033	Introduction to Nonprofit Agencies	
<b>B. 12 semester credit hours selected from the courses listed below:</b>		<b>12</b>
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 3113	Managing Nonprofit Organizations	
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	
<b>Total Credit Hours</b>		<b>18</b>

Students should not take PAD 4933 Internship in Public Administration, 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
<b>A. Required courses:</b>		<b>9</b>
PAD 1113	Public Administration and Policy in American Society	
PAD 2013	Introduction to Public Policy	
PAD 2073	Foundations of Civic Engagement	
<b>B. 9 upper-division semester credit hours selected from the courses listed below:</b>		<b>9</b>
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 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)	
HON 3513	Archer: Policy-Making Process	
HON 3533	Archer: Advocacy and Politics	
DEM 4963	Social Demography and Public Policy	
<b>Total Credit Hours</b>		<b>18</b>

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
<b>A. Required courses:</b>		<b>6</b>
PAD 2013	Introduction to Public Policy	
PAD 3163	Quantitative Analysis for Public Administration and Policy	
<b>B. Public Policy courses:</b>		<b>3</b>
Select one course from the following list:		
HON 3513	Archer: Policy-Making Process	
HON 3533	Archer: Advocacy and Politics	
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	
<b>C. Data Analysis courses:</b>		<b>6</b>
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	
<b>Total Credit Hours</b>		<b>15</b>



## 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; 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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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: 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: 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.

**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.

**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: 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.

**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: 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: STHC \$18.

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

Prerequisites: PAD 1113, PAD 3163, and either PAD 3023 or PAD 3033; Prior approval of Public Administration Internship Coordinator is required. 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 when agency setting varies, 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.**

Prerequisites: PAD 1113, PAD 3163, and either PAD 3023 or PAD 3033; Prior approval of Public Administration Internship Coordinator is required. 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 when agency setting varies, but not 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: STHC \$18.