

# Upper Iowa University External Degree Program

## PA 440-06 Public Budgeting Process

### **COURSE DESCRIPTION:**

Areas studied include budget planning, formulation, execution, and auditing; the sharing of taxing and spending power between the executive and legislative branches; the agency role of advocacy in budget preparation; and budgets as a reflection of public policy. Three semester credits.

### **COURSE OBJECTIVES:**

After completing Public Budgeting Process, the student should have an understanding of the following:

- Recognize the political, economic, social, and cultural dimensions in public budgeting.
- Explain the cyclical nature of budget development, execution, and evaluation.
- Evaluate the effects the political process and public policy have on budgeting in the national, state, and local levels.
- Assess the public budgeting process, the major functions it performs, and variations in the process among different governmental jurisdictions at the federal, state, and local levels.
- Distinguish the patterns of stability and change in taxation and spending.
- Investigate how the Federal Reserve System operates and its impact on the U.S. economy.

### **REQUIRED COURSE MATERIALS:**

1. Text – Smith, Robert W., and Lynch, Thomas D. Public Budgeting in America. Fifth Edition. Prentice Hall, Upper Saddle River, NJ: 2004. ISBN: 0130979937.
2. Syllabus

You may purchase your textbook through MBS Direct by calling their toll free number at: 800-325-3252 or through the UIU homepage: [www.uiu.edu](http://www.uiu.edu). Click on the link called Resources for Center, External Degree and Online Program learners. Follow the link and select External Degree for your location.

### **COURSE OVERVIEW:**

#### **Unit 1 – Consists of the following:**

- Read chapters 1-5
- Complete assignments

#### **Unit 2 – Complete research paper**

## Take MID-TERM EXAM – Covering chapters 1-5

### Unit 3 – Consists of the following:

- Read chapters 6-10
- Complete assignments

### Unit 4 – Complete research paper

## Take FINAL EXAM – Covering chapters 6-10

### **STUDY UNIT INFORMATION:**

The best way to study for this course is to utilize the following plan:

- Read unit specific chapter's talking points and assignments section
- Have your unit study guide questions handy
- Read the first chapter of the unit – answering the chapter's study guide questions as you read through the chapter
- Ensure that you have answered all chapter study guide questions and the assigned end of chapter questions
- Move on to the next chapter and repeat the process
- Complete the assigned unit research paper
- E-mail me – escott6@msn.com – or call me with any questions regarding the unit or chapter

**After each unit is fully completed (please do not e-mail or mail assignments from partially completed units), submit your work to me via e-mail or regular mail.**

### **EXAMINATION INFORMATION:**

There will be two proctored exams for this course – a mid-term exam covering chapters 1-5 and a final exam covering chapters 6-10. The exams will consist of a combination of True/False questions, multiple choice questions, and short essay questions. Students will be allowed **up to four hours** to complete each exam. The exams will reinforce concepts you have learned through your work on both units. **It is recommended that you wait until you have your graded unit assignment back in your possession prior to taking each exam.** A study guide is included for the exams – located further down in this syllabus. The use of notes and your textbook are not permitted. *You must pass one of the two proctored exams to pass the course.* Remember: **The exams should be requested a minimum of 3 weeks prior to the exam date.**

### **STUDY GUIDE QUESTIONS:**

A total of 6-8 multiple choice and 2-4 true/false questions have been included at the end of each chapter within the specific unit. Each question is worth **1 point**. An answer sheet is provided for those who will be mailing their assignments. It would be a good idea if you answered the “open book” study guide questions as you read through the chapters as most questions are set-up sequentially to follow the concepts/objectives as they are laid out in the chapter. **NOTE: The study guide questions will be a useful “study guide” for you in preparing for your exams!!!**

## **END OF CHAPTER QUESTIONS:**

There are four assigned questions at the end of each chapter. Each question is worth **10 points** (partial credit will be issued for at least attempting to answer the question). These questions reinforce the concepts learned in the chapter. Your answers will average one to two paragraphs in length – focusing on the key details in answering the question.

## **RESEARCH PAPERS:**

You will complete **one** research paper which makes up Unit 2 and **one** research paper which makes up Unit 4. You will select a research topic from 5-7 choices provided to you. The research paper will be constructed as follows:

- Written and cited per APA format
- Include a cover page (see Appendix A for example)
- Include a table of contents page (see Appendix B for example)
- Body of the paper must be typed (or neatly written if you do not have access to a computer), double spaced, page number at bottom right hand corner, and be 5-8 pages in length (not including the cover page, table of contents, and reference page)
- Include a minimum of four references/sources (you can use your textbook as one reference)
- Maximum font size is 12
- Be generally free of errors (spelling, punctuation, etc.)
- Include topic specific requirements as noted under the various research topics

Each research paper is worth **150 points** broken down as follows:

- Following required format and APA style – 20% of grade
- Body of paper – 70% of grade
- Required number of references/sources and proper citation (within report and at the end) – 10%

## **SUBMISSION OF UNITS:**

As previously stated, you can submit your assignments in one of two ways:

1. By mail (it is suggested that you make a copy – or save a copy on your computer prior to mailing) to the following address:

**Randy Scott  
7201 Jonathan Avenue South  
Cottage Grove, MN 55016**

2. By e-mail to: **escott6@msn.com**. When sending via e-mail, please include the following information in the body of your e-mail:

Name: \_\_\_\_\_ ED student number or center: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Course number and title and assignment number: \_\_\_\_\_

The department and course number and unit number should always appear in the subject line of your e-mail messages (i.e. PA 440 U-1).

- I **will** accept file attachments such as Word files, Excel files, or a combination (I would ask that you complete a virus scan before sending me attachments). Please save the file as “Your **first and last name** – PA **440** and the specific **Unit number**.”
- **Clearly identify** the chapter number and question number next to your answer.
- **Make sure your first and last name, along with the Unit number, is included at the top of the attached files (utilize the “header” function if you know how)**. As an example, “Randy Scott – Unit 1.”

**Reminder: Do not submit partial units for grading – wait until you have completed all assignments in the entire unit before submitting for grading.**

**COMPOSITION OF GRADE:**

**Unit 1 consists of the following:**

<b>Assignment</b>	<b>Quantity</b>	<b>Points Possible</b>
Study guide questions	50	<b>50</b>
End of chapter questions	20	<b>200*</b>
<b>TOTAL</b>		<b>250</b>

\*Partial credit will be given if you answer parts of the assigned questions correctly

**Unit 2 Research Paper: 150 points possible**

**MID-TERM EXAM: 280 points possible**

**Unit 3 consists of the following:**

<b>Assignment</b>	<b>Quantity</b>	<b>Points Possible</b>
Study guide questions	50	<b>50</b>
End of chapter questions	20	<b>200*</b>
<b>TOTAL</b>		<b>250</b>

\*Partial credit will be given if you answer parts of the assigned questions correctly

**Unit 4 Research Paper: 150 points possible**

**FINAL EXAM: 290 points possible**

**Grading:**

Unit 1:	250 points
Unit 2:	150 points
Mid-term Exam:	280 points
Unit 3:	250 points
Unit 4:	150 points
<u>Final Exam:</u>	<u>290 points</u>
<b>TOTAL</b>	<b>1,370 points</b>

**Points Allocation:**

Activity	Total Points	Percent of Total
Study Guide Questions	100	7.3%
Chapter questions	400	29.2%
Research papers	300	21.9%
Exams	570	41.6%
<b>TOTAL</b>	<b>1,370</b>	<b>100%</b>

Upper Iowa University uses a standard grading system: A, B, C, D, and F will be followed.

Percent/Grade	Total Points Earned
90 – 100% = A	1,233 – 1,370
80 – 89% = B	1,096 – 1,232
70 – 79% = C	959 – 1,095
60 – 69% = D	822 – 958
≤59% = F	≤821

**A** = All work is excellent, shows exceptional understanding of materials; logical, clear, and insightful written and oral work, incorporates knowledge from other sources and moves easily to the next level of understanding, works well beyond minimum requirements.

**B** = Understanding of material is good to very good, demonstrates good grasp of material, good oral and written skills, produces more than the minimum requirements, quality of all work is high.

**C** = Satisfactory understanding of the material, submits only the minimum requirements, communicates adequately in oral and written formats, displays an adequate understanding of all basic concepts.

**D** = Quality and quantity written and oral work is below average and barely acceptable.

**F** = Quality and quantity written and oral work is unacceptable.

**COURSE SKILLS:**

Learners who successfully complete PA 440 will be expected to:

- Demonstrate an understanding of the political, economic, social and cultural dimensions of public budget development, execution and evaluation.
- Demonstrate an understanding of political, economic, social and cultural effects of government action on individual, local, state, and national levels.

**CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM:**

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender’s own integrity, they will not be tolerated. Cheating includes but is not limited to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments,
- the copying of other students’ work or allowing others to copy your work,
- the submission of work that is not your own or allowing others to submit your work as theirs,
- the submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- sharing academic materials knowing they will be used inappropriately,
- having access to another person's work without permission,
- providing false or incomplete information on an academic document,
- changing student records without approval.

Plagiarism includes, but is not limited to:

- the presentation of another's published or unpublished work as one's own,
- taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- using charts, graphs, statistics or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the Senior Vice President for the Extended University, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the University. Upper Iowa University may make use of various plagiarism detection services. Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service.

### **ATTENDANCE:**

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular timely schedule if possible to complete and send in units. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and get them in by deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

### **LIBRARY RESOURCES:**

As a student of Upper Iowa University, you have access to the resources of the Henderson-Wilder Library on the Fayette campus. If travel to the campus is not feasible, you can access the library through the University's website. For InfoTrac access information, please contact the library at [library@uiu.edu](mailto:library@uiu.edu).

### **OTHER HELPFUL WEBSITES:**

**Research and Writing:** [www.ipl.org/teen/aplus](http://www.ipl.org/teen/aplus). Contains tips on how to write a research paper.

**Bartleby.com:** [www.bartleby.com/reference](http://www.bartleby.com/reference). This site has excellent references, such as *American Heritage Dictionary*, *Roget's Thesaurus*, *Elements of Style* and *Bartlett's Quotations*.

**Britannica.com:** [www.britannica.com](http://www.britannica.com). Plug in any subject, get articles and related Web sites.

**Google:** [www.google.com](http://www.google.com). This site is a great all-purpose search engine on the Web.

**The Internet Public Library:** [www.ipl.org](http://www.ipl.org). A great site to start research and has reference, newspaper, and magazine links. Also contains archives of academic papers and tutorials on how to improve writing.

**The Blue Book of Grammar and Punctuation:** <http://www.grammarbook.com/>. A great site to utilize when you are not sure about proper grammar and/or punctuation.

**WITHDRAWAL:**

If you wish to withdraw prior to the last day of the enrollment period you must contact the External Degree office by phone or in writing. After your original six month enrollment period you no longer have the option to withdraw from the course. You must finish the course or have a final grade assigned based on the coursework submitted.

**SPECIAL NEEDS:**

If you require accommodation for special needs, please provide documentation to: Director of External Degree.

**This syllabus is tentative and subject to change.**