

# Mr. Morin

## *Public Management and Administration*

CALL (832) 844-0317

REMIND @PublicAdmin

EMAIL [Joseph.morin@houstonisd.org](mailto:Joseph.morin@houstonisd.org)

MEET Rm 113

WELCOME  
BACK!

*Welcome to Public Management and Administration! Public Management and Administration reviews actions and activities that governments and nonprofit administrations commonly use and that resemble private-sector management. Students will be introduced to management tools that maximize the effectiveness of different types and styles of administrators and affect the quality of life of citizens in the community.*

### TEXT ALERTS

Text your class code below to 81010  
receive course updates and reminders.

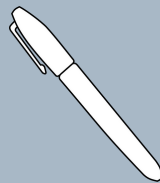


@haismorin2

### MATERIALS



Notebook  
and  
Planner

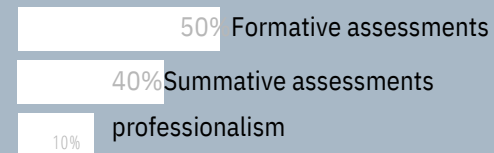


Writing  
utensil



Laptop

### GRADES\*



\*Students and parents are encouraged to check HISD Connect weekly. Missing assignments will be updated each Monday with the orange square designation

## SEMESTER AT A GLANCE

### CYCLE 1 *Professional Standards and Employee Expectations*

*We'll visit the ideas around professionalism and employees expectation and begin to explore different careers as well as craft our own expectations and standards in a project scenario.*

### CYCLE 2 *Management Theories*

*We'll learn about major management theories and how they relate to government and public administration*

### CYCLE 3 *Vision, Goals and Mission*

*Students will analyze an assigned or self-selected public agency's mission, goals, and vision statements*

### FINAL EXAM *Create your own Handbook: Part 1*

*Using the previous units, we will start creating our own Employee Handbook.*

# Public Management and Admin

2023-2024

## POLICIES & PROCEDURES

ATTENDANCE	<p>State law requires students to be present for 90% of course time to receive credit (no more than 4 absences). An absent student is responsible for submitting work due that day ON TIME in the appropriate manner or communicate with Mr. Morin. Absent students are also expected to ask Mr. Morin for missed notes/work</p>	HONESTY	<ul style="list-style-type: none"><li>• Students are expected to understand, and adhere to, the school's academic integrity policy.</li><li>• Penalties for violating the policy can include failure of the assignment, failure of the course, or other penalties as determined by the school.</li><li>• For more information about academic integrity please consult the HAIS Student Handbook.</li></ul>
LATE WORK	<ul style="list-style-type: none"><li>• <b>1 week late:</b> Max score of 80%</li><li>• <b>2 weeks late:</b> Max score of 30%</li><li>• No assignment will be accepted more than two weeks after the original deadline</li><li>• No late assignment will be accepted the last week of the cycle</li><li>• Late work must be submitted in the original location <b>AND an email must be sent</b> to Mr. Morin in order to get the grade</li></ul> <p><b>NO EMAIL, NO GRADE</b></p>	RE-TAKES	<p><b>Formative assessments and written assignments:</b></p> <p>Re-takes must be submitted one week before the end of the cycle and an email must be sent to Mr. Morin in order to take advantage of this opportunity. Due to the nature of simulations and projects being collaborative, these grades cannot be changed nor be re-taken. Students may schedule an appointment with Mr. Morin during tutorials to learn how they could improve in the next simulation and/or project.</p>
EXTRA CREDIT	<p>Extra credit opportunities will be posted on the Hub when they arise. <b>DO NOT</b> ask for it</p>		

## AIGLENRMTESNTS EXPLAINED

- 1

**Formative Assessment:**  
Assess ONE skill or concept to see knowledge being FORMed
- 2

**Summative Assessment:** Assess MULTIPLE skills or concepts to SUMMarize knowledge learned.
- 3

**Professionalism:**  
Reflects student's mastery of soft skills needed for future careers.

## Grading Policy

1. Not all assignments will be graded for accuracy. Some will be used for student learning, practice, and opportunities for growth.
2. Students will have two graded assignments each week - these can be in any grading category.



The instructor reserves the right to make changes to this syllabus throughout the course

## **Acknowledgement**

**By signing below, I acknowledge that I have read in its entirety, and fully comprehend the expectations, policies, and procedures of this Class Syllabus. I am completely aware that as a student and/or parent/guardian, I will be held accountable for the actions as outlined in this document.**

\_\_\_\_\_  
**Student's Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Parent/Guardian's Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian's Signature**