



Syllabus for Political Science 5053: Public Administration Dynamics

Course Information

College: Liberal Arts
Department: Political Science
Course title: Research Methods
Semester: Spring 2018
Course number: POL 5053
CRN: 27474
Building and Classroom: OKC Carnegie Center (Downtown Campus) – Room 6
Meeting Day/Time: Thursday, 6-8:45 PM

Instructor Information

Instructor name: Dr. Alyssa L. Provencio
Office location: Liberal Arts (LAR) 206
Office hours: By appointment or anytime during regular business hours (M-F, 9 AM-5 PM) via Skype or Google Hangout by request.
Email (*BEST way to get ahold of me!*): aprovencio@uco.edu

I will respond as soon as possible, within 24 hours, as long as it during regular business hours (M-F, 9 AM-5 PM); I cannot guarantee any responses outside of those hours.

Campus telephone: (405) 974-5537

Personal Google Voice phone number: (405) 896-0906 – This number forwards to my personal cell phone; I cannot receive text messages at this number.

Course Description and Objectives

Course Description

The course introduces the study of public administration by reviewing the discipline's history, exploring the role of bureaucracy in a democracy, applying management and organizational theory to the public setting, and illustrating the work life of a public administrator through various simulations and case studies. Particular focus will be on the concepts and problems of public administration with emphasis on the development of organizations, management of human resources, ethical practice, emerging professionalism, and oversights of governmental budgeting and finance.

Prerequisites

None

Course Objectives

- Explain the role of public administration in modern democratic governance
- Compare/contrast diverse definitions of public administration offered by practitioners and theorists Explain the role of conflicting values in public administration
- Accurately diagnose bureaucratic dysfunctions and offer possible solutions
- Appreciate the complexity and significance of intergovernmental relations in a federalist system Understand the tension existing between professionals and a democratic society
- Identify the competing values in ethical dilemmas and prepare appropriate resolutions
- Differentiate among the major organizational theories
- List and explain the core functions of public management (e.g. human resources, finance and budgeting, policy analysis, program implementation, etc.)
- List and describe the major administrative reform efforts in American government
- Diagram the public policy making process
- Explain the process of administrative rule making
- Apply basic methods of inquiry and the concepts of public administration to a major research project

Transformational Learning Objectives

This course supports the following tenets of transformative learning:

- Discipline Knowledge—students explore, discuss, and practice the techniques, conventions, and processes that

- produce researched written arguments.
- Leadership—students learn how to present claims and evidence fairly and civilly, to consider thoroughly and respond ethically to counterevidence and counterarguments, and to develop a clear, well-informed stance about ongoing issues or problems.
- Global and Cultural Competency—students read and write arguments about global and cultural issues and direct writing to diverse audiences.
- Problem Solving (Research, Scholarly, and Creative Activities)—students learn to analyze complex arguments, to produce arguments informed by careful research, and to document sources following academic conventions.
- Service Learning and Civic Engagement—in service learning sections, students research and write about a significant service learning experience; in other sections, students learn how the public use of argument has the potential to affect an audience and to effect a change in their communities.
- Health and Wellness—students read arguments about, write arguments about, and discuss those intellectual, emotional, and spiritual issues that give human existence vitality and meaning.

Course Outline, Requirements & Assignment Weights, and Grading

Course Outline - See Appendix A

Course Requirements & Assignment Weights

More information about the following assignments will be provided in class and via D2L.

Participation – 15%

Attendance has its privileges. Class attendance is an important part of succeeding in this class and is expected of all students. Class time provides an opportunity for you to ask questions, clarify issues, and deepen your understanding of the concepts covered in the text. If you are absent, you are responsible for getting any notes, assignments, and schedule changes made on that day. If you come in late, you are responsible for seeing that the attendance record is correct. Above and beyond the expected class attendance, students are required to complete the readings as assigned (see course schedule) prior to the beginning of the class period. Demonstrated mastery of the assigned readings through class discussion is necessary to earn full participation points. Class attendance represents a significant but not exclusive portion of the participation points grading component.

Reading Reflection – 15%

Students should prepare a one-page (1/2 page-1 page is fine), **single-spaced** memo on each week's readings. The memo should respond to issues or questions raised by the readings or based on the students' own reflections. At the bottom of every memo each person should include one relevant question **per reading**. These should be posted to D2L by 8 AM each Wednesday morning before the class session.

Article Presentation and Analysis – 15%

Each student will choose one of the chapters of the Guy & Rubin book or use the library database to select a peer-reviewed article relevant to public administration. **The student will then prepare a 2-3 page written analytical response to the contents for their selected chapter or article due on the scheduled day of presentation.** Students should also draw upon class readings and concepts covered in class as well as external sources/outside readings in preparing their analytical responses. The student will present his or her chapter/article review to the class using PowerPoint, Prezi, or similar presentation software according to the schedule as arranged with the instructor. The presentation may be supplemented by online video clips. The presentation should carefully summarize and explain the chapter/article in terms of its research question and methodologies as well as place the reading in the wider context of public administration as a discipline. The student should also include 2-3 thought provoking questions to be posed to the rest of the class in order to stimulate class discussion. Students will have 30 minutes to present and moderate class discussion. Grades are based on quality of presentation, summary of relevant points, critical analysis, questions, and resulting class discussion.

Mid-Term Exam – 15%

There will be one mid-term exam during the semester. This exam will be essay-based and cover major concepts from the first part of the semester. Make up examinations will not be offered except for documented emergencies. Even then, an alternate form of the examination will likely be substituted. In case of school cancellation due to weather or other reasons during the scheduled time for the final exam, university policy will be followed in the assigning of grades, which in the past has included the professor's best judgment to what the student has earned up until that point.

Guest Speaker Reaction Paper – 5%

There will be more information about this assignment on a later date.

Research Proposal (10%) and Research Paper (25%) – 35%

Each student will write a 15 page, double-spaced research paper for this course. You will choose as your topic some issue that directly relates to contemporary public administration in either a government or nonprofit setting. While you must cite sufficient references to make your paper convincing, this assignment requires a minimum of ten (10) references from outside sources including refereed (peer-reviewed) journals. Students should follow the APA style convention. Papers will be graded on topic selection, format, grammar, writing style, citation convention, content delivery, analysis, policy

recommendations, and research quality. Please refer to discussion of plagiarism in the Academic Integrity Statement in this syllabus as well as the Student Information Sheet and Syllabus Attachment. **More information about this paper will be provided.**

Grade Scale

A 90-100

B 80-89.9

C 70-79.9

D 60-69.9

F 0-59.9

Class Policies

Missing Class & Make-Up Assignments

You are all adults and should make decisions accordingly. It is your responsibility to obtain the information you missed in class and to keep up with any changes in the course outline. That being said, in-class activities cannot be made up. If you need to miss a class due to illness (with doctor's note), family emergency, death in your immediate family, or any other grave matters, please e-mail, phone, or talk to me in person before with justification, if possible. If one of the above circumstances affects your ability to turn in an assignment, please e-mail/phone/talk to me in person before with justification, if possible, PRIOR to the due date. If it is not possible to contact me before the missed class or due date, please contact me as soon as you can.

Contesting Grades

If you have received a grade on an assignment that you see as unfair, you have the right to contest the grade with a written explanation sent to me by email. I will consider it, but I reserve the right to give the grade initially given with an explanation of why your request was denied.

Final grades will NOT be changed. You will have had ample opportunity to contest your grades on assignments and/or exams. For example, while figuring final grades, if I find you are one point away from the next highest grade, you will receive the lower grade. If you are .1 point from the next highest grade, you will receive the lower grade. I will NOT raise your grade at the end of the semester if you are one or two points away from the next higher grade. What you earned is what you get. If I do it for one person, I will have to do it for all.

Classroom Expectations

Participation

The success of a student's performance is directly related to the quantity and quality of preparation for and participation in classes. I fully expect participation and active engagement during class sessions.

Behavior

I expect appropriate class behavior. The classroom is a learning environment and a preparation for your entry into the workforce, continuation up the workforce ladder, and/or additional higher education. I want you to come to class, exchange ideas, think, have fun, and challenge other students and me intellectually. Arriving to class late, leaving class early, talking during the lecture, sleeping in class, reading newspapers, laying your head on the desk, listening to music, and displaying other inappropriate behavior are not conducive to a learning environment. If you do not want to be in my class, please don't come.

As this class is participatory, I expect that we will be sharing our own ideas/opinions. These ideas/opinions may not always be that of your colleagues. Please be respectful! I take discrimination very seriously. Racist or sexist remarks will be considered a violation of classroom expectations and I reserve the right to refer the offender to the Office of Student Conduct.

If you are being disruptive, I will ask you to leave. If this occurs twice during the semester, you will not be allowed to return to class, and you will be referred to the Office of Student Conduct.

Technology

Bringing a laptop or iPad type of device to class is fine – in fact, I encourage it. I may even ask you to bring it for an in-class assignment. Use it well! If I catch anyone not using it properly, then I reserve the right to take away this privilege. PLEASE, NO texting during class. Period. If you have a need to have a cell phone on (e.g. if you are an emergency responder, expecting an important call, and/or going through a family emergency), please set your phone on vibrate and inform me in advance.

D2L

You all will have access to the online-based instruction program Desire2Learn (D2L). I will use D2L a number of ways, including e-mailing the whole class on updates and information, posting course documents (including any updates to the course outline), using it as an assignment submission tool, to post grades, and other activities. We will discuss the use D2L more in class. It is vital that you understand how to use D2L as it is essential to your success in class. If you have questions, please see me for help.

E-mail

All course e-mails will be sent to your UCO e-mail address; check your e-mails regularly! In addition, when e-mailing me, I ask that you please include POL 5053 and your name in the subject line.

Fine Print

Illness

If you are ill/contagious, out of respect for your classmates and me, I request that you do not come to class. If this is the case, please let me know via e-mail. Please refer to “Missing Class & Make-Up Assignments” for further details on how sick days will be handled.

Incompletes

All students are expected to complete course requirements by the end of the semester. In those rare circumstances in which completion by semester’s end is not possible, I may decide either to submit a final grade based on the work completed or submit a grade of “I” along with a default grade based on work completed. In no case will an “I” grade be submitted unless at least 50% of the required work has been completed by the end of the semester. If an “I” grade is submitted, the student will be allowed no more than one year from the end of the semester to complete course requirements; else, the “I” grade will convert to the default grade.

Academic Integrity

I seek to uphold equity and fairness in my classroom. Cheating of any kind will not be tolerated in consideration of your fellow students. I abide by UCO’s Academic Dishonesty Policy, which is available in the syllabus attachment. If you are caught violating this policy, I will prosecute to the fullest extent possible.

ADA Statement Regarding Special Accommodations

The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations must make their requests by contacting Disability Support Services, at (405) 974-2516. The DSS Office is located in the Nigh University Center, Room 305. Students should also notify the instructor of special accommodation needs as soon as possible. Per Title IX of the Education Amendments of 1972 (“Title IX”), pregnant and parenting students may request adjustments by contacting the Title IX Coordinator, at (405) 974-3377 or TitleIX@uco.edu. The Title IX Office is located in the Lillard Administration Building, Room 114D.

UCO Policies

Any topic not covered here is covered by university policies.

Appendix A – Course Outline

Week	Date	Themes	Readings	Due before class by 6 PM (on D2L Dropbox)
Week 1	1/11/18	Definitions of Public Administration/ Welcome to UCO MPA/Syllabus Review/ Course Orientation/Introductions		
Week 2	1/18/18	Paradigms/Public Policy/Admin. Culture	Shafritz – 1-2 Guy and Rubin – Foreward	
Week 3	1/25/18	Administrative Reform/Collaboration Managing Nonprofit Organizations	Shafritz – 3 Guy and Rubin – 1	
Week 4	2/1/18	Federalism/Intergovernmental Relations	Shafritz – 4 Guy and Rubin – 2	
Week 5	2/8/18	Ethics and Accountability/Administrative Functions/Legislative Oversight/ Research & Writing for PA	Shafritz – 5 Guy and Rubin – 4, 12	
Week 6	2/15/18	Performance Measurement	Shafritz – 6 Guy and Rubin – 7	
Week 7	2/22/18	Public Organizational Theory/Motivating Employees and Volunteers	Shafritz – 7 Guy and Rubin – 5-6	Research Proposal Due
Week 8	3/1/18	Midterm Examination		
Week 9	3/8/18	Productivity Improvement/TQM/ E-Government/Govt. as Platform/ Administrative Law/Governmental Regulations/ Strategic Management	Shafritz – 8-9 Guy and Rubin – 8	
Week 10	3/15/18	Leadership/Crisis Management/Public Participation/Media Relations/Motivation	Shafritz – 10	
Week 11 - SB	3/22/18	Spring Break – NO CLASS		
Week 12	3/29/18	Decision Making & Analysis	Guy and Rubin – 11	
Week 13	4/5/18	Heuristics/Policy Analysis/Research Design/ Grant- writing/Program Evaluation	Shafritz – 14	
Week 14	4/12/18	HR Management/ Social Equity/Labor Relations/ Diversity Management/Risk Management	Shafritz – 11-12 Guy and Rubin – 9-10	
Week 15	4/19/18	Public Finance & Budgeting/Economic Policy	Shafritz – 13 Guy and Rubin – 3	
Week 16	4/26/18	Urban Planning/Trends in Public Administration/Course Wrap-Up	Guy and Rubin – 13	
Final	5/3/18	Research Paper due on D2L Dropbox by 11:59 PM		

UNIVERSITY OF CENTRAL OKLAHOMA STUDENT INFORMATION SHEET AND SYLLABUS ATTACHMENT

UCO MISSION

The University of Central Oklahoma (UCO) exists to help students learn by providing transformative education experiences to students so that they may become productive, creative, ethical and engaged citizens and leaders serving our global community. UCO contributes to the intellectual, cultural, economic and social advancement of the communities and individuals it serves.

UCO VISION

The University of Central Oklahoma, as Oklahoma's metropolitan university committed to helping students learn, embraces its role as a collaborative partner and leader to meet the educational, business and community aspirations of the Greater Oklahoma City Metropolitan Area. Our dynamic metropolitan region shapes the university even as the university contributes to the cultural, social, economic, and intellectual life of the region to realize our shared future. Metropolitan engagement informs every dimension of the university's activities in cultivating learning, discovery of new knowledge, and encouraging shared leadership to the extent that this synergy will inspire others to recognize UCO as one of the nation's leading metropolitan universities.

ACADEMIC INTEGRITY STATEMENT

Each student is expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom.

ACADEMIC DISHONESTY POLICY

Academic dishonesty includes plagiarizing, cheating, turning in counterfeit papers, stealing academic materials, knowingly falsifying academic documents, accessing confidential academic records without authorization, disclosing confidential academic information without authorization, and turning in the same work to more than one class without the expressed permission of the instructors involved. Any student deemed to have engaged in academic dishonesty will be subject to disciplinary action up to and/or including expulsion from the University. To help ensure academic integrity, faculty may employ a variety of tools, including, but not limited to, university-sanctioned [Turnitin.com](https://www.turnitin.com). More information concerning this policy can be found on page four of the UCO Student Code of Conduct located at: <https://www.uco.edu/student-affairs/conduct/forms-and-publications/index.asp>.

UCONNECT STATEMENT

The University of Central Oklahoma News and Networking Educational Communication Tool (UCONNECT) is a secure web site providing UCO student, faculty, and administrative staff with up-to-the minute campus communications, single log-on connections to check grades, check schedules, add or drop classes, and access online course information. In a nutshell, UCONNECT is UCO's campus portal. As the official communication tool of the university, students are expected to access their UCONNECT accounts regularly to remain current of campus information and activities and to receive e-mail communication from faculty and administrative offices. In conjunction with UCONNECT, UCO provides Learn@UCO, a learning management system (LMS) for academic use. Learn@UCO can be accessed through UCONNECT and will be used for many course-related functions, including but not limited to, course communications, lecture material, turnitin.com assignments, group discussions, course assessments, and assignment submission. Learn@UCO use is at the discretion of each faculty member. Contact the Service Desk at support@uco.edu or (405)-974-2255 for additional information.

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Support Services, at (405) 974-2516 (V/TTY). The DSS Office is located in the Nigh University Center, Room 305. Students should also notify the instructor of special accommodation needs as soon as possible. Per Title IX of the Education Amendments of 1972 ("Title IX"), pregnant and parenting students may request adjustments by contacting the Title IX Coordinator, at (405) 974-3377 or TitleIX@uco.edu. The Title IX Office is located in the Lillard Administration Building, Room 114D.

INCOMPLETE GRADE

The grade "I" may only be given for work not completed *because of circumstances beyond the student's control* and in which further class attendance is not required. The student must have satisfactorily completed a substantial portion of the required course work for the semester. An "I" may only be changed to a letter grade by the instructor when work has been successfully completed outside the classroom and no longer than one year after the "I" was assigned as determined by the instructor. An "I" is not given simply because a student wants extra time to complete assignments or wants to earn a higher grade. A formal written agreement must be signed by the instructor and the student and filed in the department/school office, clearly identifying what work is to be completed and the timeline within which the work is to be completed.

WITHDRAWING FROM ALL CLASSES

When withdrawing from the first day of the term forward, obtain a Withdrawal Form from the Center for Undergraduate Academic Advisement, obtain the required signature approvals from Financial Aid (even if you are not receiving financial aid) and the Bursar's office. Then take the form to Enrollment Services (Registration). You are not withdrawn until you receive a new printout from Enrollment Services (Registration) that shows the withdrawal has been processed. Do not leave the withdrawal form in any other office. Withdrawal prior to the first day of the term can be done on the web or at the Enrollment Services office. **International Students** with an F-1 and/or J-1 student visa status must also check with the International Office before attempting to withdraw.

WITHDRAWING FROM ALL CLASSES –FEDERAL AID RECIPIENTS

All federal aid recipients who completely withdraw from school prior to completing at least sixty percent of the semester will have to repay some portion of the federal funds received. UCO will determine the unearned portion of the funds received. This refund policy may require the student and/or the university, on behalf of the student, to immediately pay funds disbursed for the purpose of paying educational cost. **The student will be held responsible for any funds the university is required to return on the student's behalf to the federal program.** Payment arrangements will be made through the Bursar's Office only.

EMERGENCY INDIVIDUAL CLASS DROP OR COMPLETE WITHDRAWAL

A student unable to complete a drop or withdrawal by the published deadlines may submit a written petition (with supporting documentation) to Office of Undergraduate Admissions, room 124 in the Nigh University Center, for an exception. Permission may be granted if proper evidence exists to show that the drop or withdrawal could not be completed during the required time and the instructor confirms the absence. Poor academic performance will not be a consideration. Regardless of the circumstances, withdrawals after the deadline will be reflected on the student's transcript as "W" if passing or "F" if failing. Drop and withdrawal deadlines are determined by the length of the individual class (generally, 11/16th of the length of the class). Deadlines for irregular classes meeting less than the full semester are proportional.

IMPORTANT DATES

Each semester the links below reflect the deadlines for that semester. These are persistent links that will not change only the dates on the page will change to reflect the current semester.

<http://www.uco.edu/em/registrar/deadlines-fall.asp>
<http://www.uco.edu/em/registrar/deadlines-spring.asp>
<http://www.uco.edu/em/registrar/deadlines-summer.asp>

SEE FINAL EXAM SCHEDULE ON THE WEB AT:

<http://www.uco.edu/registrar/sched/>

HOLIDAYS

The UCO Master Calendar lists all times the University is closed for Holidays. <http://calendar.uco.edu/MasterCalendar.aspx>

LIBRARY HOURS

The Max Chambers Library hours can be found at

<http://library.uco.edu/>

WEATHER RELATED INFORMATION

Students, faculty, and staff may call the UCO Closing Line at (405) 974-2002 or check the UCO Home Page at www.uco.edu. You may also check with local media. Classes that are scheduled to begin when the campus is closed are canceled. Any activity (classes, meetings, events, etc.) that is going on at the time of University closure will terminate at that time. When daytime classes are canceled or a late starting time is announced, local media are called by 6:30 a.m. If evening classes are canceled, calls to the media are made beginning at 4:00 p.m., in time for the 5 o'clock news.

EMERGENCIES DURING FINALS STATEMENT

If a university emergency occurs that prevents the administration of a final examination, the student's final course grade will be calculated based on the work in the course completed to that point in time. Final exams will not be rescheduled, and a grade of "I" will not be given as a result of the canceled exam.

FINAL EXAM DAILY LIMITS

A student is not required to take more than two final examinations on the same day. When three or more final examinations are scheduled on the same day, as listed in the official examination schedule, rescheduling of the excess examinations will start with the lowest course (not CRN) number(s). Online courses are excluded.

To reschedule a final examination:

1. the student must petition the appropriate dean(s) using the Petition for Rescheduling Final Exams form which is available from any dean's office or online at:
2. <http://www.uco.edu/academic-affairs/files/policiesandguidelines/4academicstandards/4.4FinalExamsOFFICIAL.pdf>;
3. the petition must be made no later than five calendar days prior to the beginning of exam week for the semester or term in question;
4. the approval will be delivered to the faculty member by the student;
5. dean(s) will send a copy of approved form to AVP/Student Affairs, (Box 151);
6. the faculty member shall reschedule, with the student, a day and time agreeable to both;
7. the exam must be administered only during the official final examination week;
8. the new exam date must not interfere with the timely submission of grades for the entire class.

HOW TO CONTACT A FACULTY MEMBER

If you have questions regarding your class, speak with your instructor. Faculty include their office hours and/or phone number in the class syllabus.

CLASS ATTENDANCE IS IMPORTANT

Talk with your instructor about any absences. SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES so your grade may be affected by your absence. Check your course syllabus or ask your instructor for this information.

EXPECTATION OF WORK

Full-time college students are expected to spend approximately 40

hours each week in class attendance and study outside of class. According to Regents' policy, for each hour in class a student is expected to spend two (2) to three (3) hours studying for the class (OSRHE II-2-34)

WE'RE HERE FOR YOU!

The administration, faculty, and staff want you to be successful in your learning experience here at UCO! If you have questions or concerns, seek help EARLY.

TAKING CARE OF YOUR EMOTIONAL HEALTH:

The Professional Staff of the Center for Counseling and Well-Being help UCO students to resolve emotional difficulties, improve personal skills, overcome the effects of trauma or grief, decrease substance use, and achieve their intellectual, personal and creative potential. Services are confidential and private. Please see <http://www.uco.edu/student-affairs/scc/> for contact information, to make an appointment, or to complete an anonymous screening at the Student Counseling Center. Services are free to UCO students.

CALL SAM

UCO also participates in Call SAM (Student Assistance by Mercy), a free mental health services call center dedicated to helping students. The 24/7, toll-free helpline service can be reached by calling 855-225-2SAM (2627). Call SAM is managed by behavioral health and medical providers trained in mental health. Students can call for help with depression, anxiety, unhealthy eating, substance abuse, social issues, or any other stressors.

HELPFUL NUMBERS

Admissions Office, 974-2727
Advisement Center, 974-2391
Bookstore, 974-2736
Campus Activities and Events, 974-2363
Career Services, 974-3346
Center for eLearning and Connected Environments, 974-2420
College of Business, 974-2426
College of Education and Professional Studies, 974-5701
College of Fine Arts and Design, 974-3770
College of Liberal Arts, 974-5540
College of Mathematics and Science, 974-2461
Counseling Center, 974-2215
Financial Aid Office, 974-2727
Fraternity and Sorority Life, 974-2580
Global Affairs, 974-2390
Graduate College, 974-3341
Housing and Dining Office, 974-2746
Off-Campus Life, 974-3654
Office of Diversity and Inclusion, 974-3588
Police Services, 974-2345 non-emergency, 9-1-1 emergency
Student Life, 974-2364
Testing Center, 974-2388
Transportation and Parking, 974-2780
Volunteer and Service Learning Center, 974-2621

EMERGENCY EVACUATION AND DRILLS:

The purpose of an Emergency Evacuation and Relocation Drill is to educate the participants in the fire safety features, shelter locations, exit routes available, and procedures to be followed in the event of a real emergency. All drills shall be treated as real events. All students will be asked to sign an attendance sheet once you are at the designated relocation point. **In the event of Severe Weather:** Primary Shelter Location are - Library Basement, Liberal Arts Basement, Murdaugh Hall Basement, Thatcher Hall Basement, NUC floor north, Howell Hall Suite 118, and Central Plaza Basement. In the event you cannot reach a designated shelter area in a timely and safe manner, it is recommended that you "**shelter in place**" by moving to the **lowest level and smallest room located in the center** of the structure. An interior closet or bathroom is generally a good location. Use what you have to shield your hands and face from flying debris. Put as much space between you and exterior walls as possible and stay away from windows. **Never** take shelter in a hall

that opens to the south or the west. Do not leave your shelter in place location until you are sure the danger has passed. A basement is considered the safest location in severe weather and locations on campus with accessible basements are limited.

<https://www.uco.edu/administration/safety-transportation/transportation-parking-services/files/uco-primary-secondary-shelters.pdf>

MAP OF EMERGENCY SHELTERS ON CAMPUS:

<http://www.uco.edu/administration/safety-transportation/emergency-management/EM%20Shelters.pdf>

UCO COPYRIGHT POLICY:

Copyright law information is provided to you per the TEACH Act through the following websites:

- UCO Office of Information Technology web page on Copyright Law
<http://www.uco.edu/technology/student/copyright-law.asp>.
- UCO directs students to Legal Downloads
<http://www.uco.edu/technology/catalog/downloads.asp>.
- UCO Policy for use of Copyrighted Materials
<http://www.uco.edu/academic-affairs/faculty-staff/policy-for-copyrighted-materials.asp>

Have a successful semester!

The University of Central Oklahoma Student Information Sheet and Syllabus Attachment has been developed through a cooperative effort between the Faculty Handbook Editorial Board and the Office of Academic Affairs.