

Western University  
Department of Political Science  
**Public Administration**  
Political Science 2246e  
2016-2017

Lectures: Thursdays 3:30-5:30pm  
University Community Centre, Room 37  
Tutorials: Wednesdays 12:30-1:30pm and 4:30-5:30pm, and Thursdays 12:30-1:30pm

Instructor: Dr. Joseph Lyons  
Office: SSC 4162  
Office hours: Tuesdays 10am-12pm, or by appointment  
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### **Course Information**

**Calendar Description:** This course explores the basic principles of public administration in the modern state, including organization, procedures and the relation of administration to policy making.

**Course Objectives:** This is an introductory course in Canadian public administration and public policy. Students will be exposed to the inner workings of government. We will cover such topics as the politics-administration dichotomy, intergovernmental relations, representative bureaucracy, citizen engagement, and the policy process, among others. The policy issues covered during the course's final weeks will be chosen by the students from a list of options to be distributed by the instructor.

**Learning Outcomes:** By the end of this course, students will have developed a good understanding of the basic theories and concepts in public administration and public policy, and be able to apply them to the Canadian context. They will be equipped with tools to help make them informed observers of government.

**Course Organization:** The course will consist of a combination of lectures and tutorials. Lectures will be held on Thursdays from 3:30-5:30 pm in UCC 37. There are three tutorial groups: Wednesdays from 12:30-1:30 pm in SSC 3028, Wednesdays from 4:30-5:30 in SSC 3024, and Thursdays from 12:30-1:30 in KB K208. Students must sign up for one of these tutorial groups.

### **Tutorials**

Tutorials begin on September 21. The topics and schedule for first term will be distributed at the first session. The topics and schedule for second-term tutorials will be distributed in January. Each student will be expected to make at least one brief oral presentation per term. Tutorial attendance is mandatory and will be monitored.

### Tests

In-class tests will be held on **November 10, 2016** and **February 2, 2017**. There will also be a final exam, held during the final examination period in April. Tests will consist of short- and long-answer questions, for which there will be some choice. The tests and exam will be non-cumulative, but general knowledge of material covered beforehand will be assumed.

### Essay

Students must write and submit an essay of approximately 3000 words on a subject relating to content covered during the first term. A list of approved essay topics will be distributed in October. Students may also develop their own topic in consultation with the course instructor or teaching assistant. The essay will be worth 20 percent of the course grade, and is due at the beginning of class on **December 1, 2016**. Students are required to submit a hard copy to the instructor and an electronic copy to Turnitin.com through the course's OWL site.

### Policy Brief

Students must write and submit a policy brief of approximately 2000 words. The policy brief will be worth 15% of the final grade, and is due at the beginning of class on **March 16, 2017**. Students are required to submit a hard copy to the instructor and an electronic copy to Turnitin.com through the course's OWL site. More information will be provided early in the second term.

### Evaluation

First Test	November 10	15%
First Term Tutorials		10%
Essay	Due *In Class* December 1	20%
Second Test	February 2	15%
Second Term Tutorials		10%
Policy Brief	Due *In Class* March 16	15%
Final Exam	As Scheduled	15%

**Note:** Overdue submissions will be penalized by 2% per day and 5% over weekends. No assignment will be graded if it is submitted more than two weeks late. Extensions will only be granted for documented medical and other emergencies in accordance with university policy.

### **Readings and Materials**

The following texts should be purchased from the UWO bookstore:

Inwood, Gregory J. 2012. *Understanding Canadian Public Administration: An Introduction to Theory and Practice*, **4th ed.** Toronto: Pearson Canada.

Dunn, Christopher. 2010. *The Handbook of Public Administration: Western University Custom Edition*. Toronto: Oxford University Press.

**Note:** The Dunn book may not be available until late September. In the meantime, a copy of the original textbook has been placed on two-hour reserve at Weldon Library. The chapter numbers will be different, so match titles and authors when using this copy.

All other assigned readings will be available through the library or the course's OWL site.

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## **Course Schedule and Required Readings**

- Sept. 8            **Introduction and Overview**
- Sept. 15          **What is Public Administration?**  
Readings:        Inwood, ch. 1.
- Sept. 22          **Democracy and Public Institutions**  
Readings:        Inwood, ch. 2.  
Dunn, ch. 1: Departments and Other Institutions (Gregory Tardi).
- Sept. 29          **Theories of Bureaucracy I: Foundational Theories**  
Readings:        Inwood, ch. 3.  
Dahl, Robert. 1947. The Science of Public Administration: Three Problems.  
*Public Administration Review* 7 (1): 1-11.
- Oct. 6            **Theories of Bureaucracy II: Contemporary Theories and Practice**  
Readings:        Inwood, ch. 4.  
Dunn, ch. 9: East Block and Westminster (Kenneth Kernaghan).  
Denhardt, Robert and Janet Denhardt. 2000. The New Public Service:  
Steering Rather than Rowing. *Public Administration Review* 60 (6): 549-  
59.
- Oct. 13          **The Machinery of Government**  
Readings:        Inwood, ch. 5.  
Dunn, ch. 2: The Public Service of Canada (Henry Molot).
- Oct. 20          **The Three Branches of Government I: The Central Executive, Parliament,  
and the Judiciary**  
Readings:        Dunn, chs. 3: The Central Executive (Dunn), 4: Parliament (Paul Thomas), and 5:  
Judicial (Carl Baar and Ian Greene).  
Inwood, ch. 6 (overlap with Dunn, ch. 5).
- Oct. 27          **No Class – Fall Study Break**
- Nov. 3            **Federalism and Intergovernmental Relations**  
Readings:        Dunn, chs. 14: Federalism (Richard Simeon), 15: Spending Power (Dunn), and  
16: Provincial and Local (Andrew Sancton and Scott Sams).

- Nov. 10           **\*In-Class Test 1\***
- Nov. 17           **Public Sector Management I: The Public Service**  
 Readings:       Inwood, ch. 8.  
                   Dunn, ch. 6: Compensation (Morley Gunderson).
- Nov. 24           **Public Sector Management II: Senior Managers**  
 Readings:       Dunn, ch. 28.  
                   Siegel, David. 2010. The Leadership Role of the Municipal Chief Administrative Officer. *Canadian Public Administration* 53 (2): 139-61.
- Dec. 1            **Public Sector Management III: Street-Level Bureaucrats**  
 Readings:       Lipsky, Michael. 1980. The Critical Role of Street-Level Bureaucrats. In *Street Level Bureaucracy: Dilemmas of the Individual in Public Services*, 3-12. New York: Russell Sage Foundation.  
                   Dunn, chs. 8: Democratic Administration (Lorne Sossin) and 10: Women (Caroline Andrew).
- \*Winter Break\***
- Jan. 5            **Issues in Public Administration: Financial Management**  
 Readings:       Inwood, pp. 314-332.  
                   Dunn, chs. 17: Budgets (Andrew Graham) and 7: Alternative Service Delivery (David Zussman).
- Jan. 12           **Issues in Public Administration: Accountability**  
 Readings:       Inwood, ch. 11.  
                   Dunn, ch. 11: First Nations (Robert Shepard).
- Jan. 19           **Issues in Public Administration: Ethical Dilemmas**  
 Readings:       Inwood, ch. 10.  
                   Schwartz, Robert. 2013. Public Service Morals and Ethics: Thin and Thick Dilemmas in Routine and Critical Situations. In H. George Frederickson and Richard Ghere, ed. *Ethics in Public Management*, 42-58. 2nd ed. Armonk, NY: M.E. Sharpe, Inc.
- Jan. 26           **Issues in Public Administration: Citizen Engagement**  
 Readings:       Timney, Mary. 2011. Models of Citizen Participation: Measuring Engagement and Collaboration. In Cheryl Simrell King, ed. *Government is US 2.0*, 86-100. Armonk, NY: M.E. Sharpe.  
                   Irvin, Renée and John Stansbury. 2004. Citizen Participation in Decision Making: Is it Worth the Effort? *Public Administration Review* 64 (1): 55-65
- Feb. 2            **\*In-Class Test 2\***
- Feb. 9            **Public Policy**

- Readings: Inwood, ch. 7.  
Dunn, ch. 13: The Policy Process (Michael Howlett).
- Feb. 16 **Agenda-Setting, Policy Formulation, and Decision Making**  
Readings: Henstra, Dan. 2010. Explaining Local Policy Choices: A Multiple Streams Analysis of Municipal Emergency Management. *Canadian Public Administration* 53 (2): 241-58.  
Shipan, Charles and Craig Volden. 2012. Policy Diffusion: Seven Lessons for Scholars and Practitioners. *Public Administration Review* 72 (6): 789-96.
- Feb. 23 **No Class – Reading Week**
- Mar. 2 **Implementation, and Evaluation**  
Readings: Hood, Christopher and Helen Margetts. 2007. Exploring Government’s Toolshed. In *The Tools of Government in the Digital Age*, 1-20. Houndmills, UK: Palgrave Macmillan.  
Sabatier, Paul and Daniel Mazmanian. 1981. The Implementation of Public Policy. In Mazmanian and Sabatier, ed. *Effective Policy Implementation*, 3-35. Lexington, MA: Lexington Books.
- Mar. 9 **Selected Policy Issues**  
Readings: TBD
- Mar. 16 **Selected Policy Issues**  
Readings: TBD
- Mar. 23 **Selected Policy Issues**  
Readings: TBD
- Mar. 30 **Selected Policy Issues**  
Readings: TBD
- Apr. 6 **Exam Review**

**APPENDIX TO UNDERGRADUATE COURSE OUTLINES  
DEPARTMENT OF POLITICAL SCIENCE**

**Prerequisite checking - the student's responsibility**

"Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites."

**Essay course requirements**

With the exception of 1000-level courses, most courses in the Department of Political Science are essay courses. Total written assignments (excluding examinations) will be at least 3,000 words in Politics 1020E, at least 5,000 words in a full course numbered 2000 or above, and at least 2,500 words in a half course numbered 2000 or above.

**Use of Personal Response Systems ("Clickers")**

"Personal Response Systems ("clickers") may be used in some classes. If clickers are to be used in a class, it is the responsibility of the student to ensure that the device is activated and functional. Students must see their instructor if they have any concerns about whether the clicker is malfunctioning.

Students must use only their own clicker. If clicker records are used to compute a portion of the course grade:

- the use of somebody else's clicker in class constitutes a scholastic offence,
- the possession of a clicker belonging to another student will be interpreted as an attempt to commit a scholastic offence."

**Security and Confidentiality of Student Work** (refer to current *Western Academic Calendar* (<http://www.westerncalendar.uwo.ca/>))

"**Submitting or Returning Student Assignments, Tests and Exams** - All student assignments, tests and exams will be handled in a secure and confidential manner. Particularly in this respect, leaving student work unattended in public areas for pickup is not permitted."

**Duplication of work**

Undergraduate students who submit similar assignments on closely related topics in two different courses must obtain the consent of both instructors prior to the submission of the assignment. If prior approval is not obtained, each instructor reserves the right not to accept the assignment.

**Grade adjustments**

In order to ensure that comparable standards are applied in political science courses, the Department may require instructors to adjust final marks to conform to Departmental guidelines.

**Academic Offences**

"Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)

## **Submission of Course Requirements**

**ESSAYS, ASSIGNMENTS, TAKE-HOME EXAMS MUST BE SUBMITTED ACCORDING TO PROCEDURES SPECIFIED BY YOUR INSTRUCTOR (I.E., IN CLASS, DURING OFFICE HOURS, TA'S OFFICE HOURS) OR UNDER THE INSTRUCTOR'S OFFICE DOOR.**

**THE MAIN OFFICE DOES NOT DATE-STAMP OR ACCEPT ANY OF THE ABOVE.**

## **Attendance Regulations for Examinations**

EXAMINATIONS/ATTENDANCE (Sen. Min. Feb.4/49, May 23/58, S.94, S.3538, S.3632, S.04-097) A student is entitled to be examined in courses in which registration is maintained, subject to the following limitations: 1) A student may be debarred from writing the final examination for failure to maintain satisfactory academic standing throughout the year. 2) Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Dean of the Faculty offering the course will communicate that decision to the Dean of the Faculty of registration.

## **Medical Policy, Late Assignments, etc.**

Students registered in Social Science should refer to

[http://counselling.ssc.uwo.ca/procedures/having\\_problems/index.html](http://counselling.ssc.uwo.ca/procedures/having_problems/index.html) for information on Medical Policy, Term Tests, Final Examinations, Late Assignments, Short Absences, Extended Absences, Documentation and other Academic Concerns. Non-Social Science students should refer to their home faculty's academic counselling office.

## **University Policy on Cheating and Academic Misconduct**

**Plagiarism:** Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence." (see Scholastic Offence Policy in the Western Academic Calendar).

**Plagiarism Checking:** "All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com> )."

**Multiple-choice tests/exams:** "Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating."

Note: Information excerpted and quoted above are Senate regulations from the Handbook of Scholarship and Academic Policy. [http://www.uwo.ca/univsec/academic\\_policies/index.html](http://www.uwo.ca/univsec/academic_policies/index.html)

## PLAGIARISM\*

In writing scholarly papers, you must keep firmly in mind the need to avoid plagiarism. Plagiarism is the unacknowledged borrowing of another writer's words or ideas. Different forms of writing require different types of acknowledgement. The following rules pertain to the acknowledgements necessary in academic papers.

**A. In using another writer's words, you must both place the words in quotation marks and acknowledge that the words are those of another writer.**

You are plagiarizing if you use a sequence of words, a sentence or a paragraph taken from other writers without acknowledging them to be theirs. Acknowledgement is indicated either by (1) mentioning the author and work from which the words are borrowed in the text of your paper; or by (2) placing a footnote number at the end of the quotation in your text, and including a correspondingly numbered footnote at the bottom of the page (or in a separate reference section at the end of your essay). This footnote should indicate author, title of the work, place and date of publication, and page number.

Method (2) given above is usually preferable for academic essays because it provides the reader with more information about your sources and leaves your text uncluttered with parenthetical and tangential references. In either case words taken from another author must be enclosed in quotation marks or set off from your text by single spacing and indentation in such a way that they cannot be mistaken for your own words. Note that you cannot avoid indicating quotation simply by changing a word or phrase in a sentence or paragraph which is not your own.

**B. In adopting other writers' ideas, you must acknowledge that they are theirs.**

You are plagiarizing if you adopt, summarize, or paraphrase other writers' trains of argument, ideas or sequences of ideas without acknowledging their authorship according to the method of acknowledgement given in 'A' above. Since the words are your own, they need not be enclosed in quotation marks. Be certain, however, that the words you use are entirely your own; where you must use words or phrases from your source, these should be enclosed in quotation marks, as in 'A' above.

Clearly, it is possible for you to formulate arguments or ideas independently of another writer who has expounded the same ideas, and whom you have not read. Where you got your ideas is the important consideration here. Do not be afraid to present an argument or idea without acknowledgement to another writer, if you have arrived at it entirely independently. Acknowledge it if you have derived it from a source outside your own thinking on the subject.

In short, use of acknowledgements and, when necessary, quotation marks is necessary to distinguish clearly between what is yours and what is not. Since the rules have been explained to you, if you fail to make this distinction your instructor very likely will do so for you, and they will be forced to regard your omission as intentional literary theft. Plagiarism is a serious offence which may result in a student's receiving an 'F' in a course or, in extreme cases in their suspension from the University.

\*Reprinted by permission of the Department of History

Adopted by the council of the Faculty of Social Science, October, 1970; approved by the Dept. of History August 13, 1991

**Accessibility at Western:** Please contact [poliscie@uwo.ca](mailto:poliscie@uwo.ca) if you require any information in plain text format, or if any other accommodation can make the course material and/or physical space accessible to you.

## **SUPPORT SERVICES**

The Registrar's office can be accessed for Student Support Services at <http://www.registrar.uwo.ca>

Student Support Services (including the services provided by the USC listed here) can be reached at:  
<http://westernusc.ca/services/>

Student Development Services can be reached at: <http://www.sdc.uwo.ca/>

Students who are in emotional/mental distress should refer to Mental Health@Western  
<http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.