

University of Western Ontario

Political Science 2246E – 650 Public Administration

Course Outline Fall/Winter 2014-15

Instructor: Robert W. Waterman

Contact Information

I am not located in London/UWO, so the fastest way to reach me is by e-mail.

E-mail: rwaterm@uwo.ca Monday through Friday 9:00am through 12:00pm (please indicate course name or number in subject line)

Skype: Available by appointment.

Course Announcements

You should check for announcements in OWL weekly—if there is information I need to convey to everyone enrolled in the course, this will be the venue.

Course Objectives

The course will introduce students to the study of public administration as a sub-field of political science. The course has three broad objectives: 1) to survey the basic principles and problems of public administration in the contemporary state with particular reference to Canadian federalism; 2) to provide students with an understanding of the major concepts and theories of public administration; 3) to investigate the practical problems of public administration.

Current Events

To help you get the most from the course, students are also encouraged to follow current Canadian or international political events. Consume articles from daily news sources (for example the Globe and Mail or the National Post) or major daily newscast (for example CBC Radio or BBC News Canada).

Required Texts

Inwood, Gregory J., *Understanding Canadian Public Administration: An Introduction to Theory and Practice*. Pearson Canada. 4th edition 2012. This book is also available as an E-book at: www.CourseSmart.com

Assignments

<u>Assignments</u>	<u>Percentage</u>	<u>Due</u>
Online Discussion/Participation	10%	Ongoing
News Article Analysis 1 (1000 words)	10%	Nov 10 th 5:00pm
Research Essay Progress Report	5%	Jan 12 th 5:00pm
Research Essay (3000 words)	35%	Jan 30 th 5:00pm
News Article Analysis 2 (1000 words)	10%	Mar 9 th 5:00pm
Final Exam	30%	TBA

Online Discussion/Participation (10%)

At the beginning of each Unit a discussion question will be announced in OWL. Each student is expected to respond to the discussion question and comment on the responses of their classmates. I will also post comments and questions to encourage discussion or highlight important aspects of the course material. As with classroom discussions, all posts must show respect for your colleagues and differences of opinion. I will be reading and contributing to group discussion **at least twice per week** and I expect the same from each of you. **Comments can be added to a forum for the duration of each unit.** For example, Unit 2 begins on Sep 15 and ends on Sep 26 you will be able make post for the duration of that time period.

Trouble with OWL

If you are experiencing problems with OWL contact the ITS Help Desk at (519) 661-3800. For hours and additional contact information please visit <http://www.uwo.ca/its/helpdesk/> Troubleshooting and help information is available for students in the OWL Documentation Site.

News Article Analysis (10% each)

Students are required to select a creditable news article available online (possible news sites include www.CBC.ca or www.bbc.co.uk) that is related to the course's subject matter. Using concepts found in the course material, write a 1000-word paper (double spaced 12pt. Times New Roman) summarizing and analyzing the article. When writing the paper, the summary should be brief, papers that summarize but do not analyse will be graded C+ or lower. The analysis should focus on either how the concepts found in the course material are related to the argument in the article **OR** how a specific development reported in the article will affect the bureaucracy, given your understanding of course concepts.

The news article and textbook must be properly cited throughout the paper. A bibliography must be included at the end of the paper from which I can find the article online.

Research Essay Progress Report (5%)

Students are required to submit a brief update on the progress they are making on their essay. The updates are to be in point form and include the following:

- Thesis statement
- List of main arguments (one sentence per argument)
- List of references to date (minimum of four academic references)

The progress report will be returned to you by the 16th, giving you two weeks to incorporate feedback into your research essay.

Research Essay (35%)

Students are required to write a research essay on one of the provided topics. The essay must contain a clear thesis statement and the arguments should be based on your research of secondary sources. The essay is required to be 3000 words (double spaced 12pt. Times New Roman), and utilize at least six academic sources.

Academic sources include books, articles from professional and academic journals, and other peer-reviewed publications. Government documents are great primary sources and will make great additions to your paper, but are not academic sources. News magazines, such as Maclean's, newspapers, and news websites are not considered academic sources, but may be used in addition to your six academic sources. Your essay must also include a bibliography.

Essays are due Jan 30th at 5:00pm and must be submitted electronically through OWL.

Research Essay Topics: To be Announced

Spelling and Typing Errors

Excessive spelling or typing errors in the research essay or news article analyses (for example greater than 20) will result in a penalty of 10%.

Style Guide

Research essays and news article analyses are to be written using Chicago Style. An online manual is provided by King's University College Library and can be accessed at <https://www.lib.uwo.ca/services/styleguides.html>.

Late Research Essay/News Article Analysis

Assignments will be subject to a penalty of 2% of the paper grade/day (including weekends).

Assignments more than 14 (fourteen) days late will not be accepted. Extensions will only be granted for valid medical or personal reasons. Documentation must be submitted by the student directly to the appropriate Faculty Dean's office, and it will be the Dean's office that will make the determination whether accommodation is warranted. Given the University's Official Student Record Information Privacy Policy, **instructors may not collect medical documentation.**

Final Exam

The final exam for this course will be administered during the scheduled exam period at the end of the Term (April 11th to 13th, 2015) and will cover the material from the entire course. Exam details will be provided in OWL when they become available.

Weekly Reading Guide

A guide to each week's readings will be posted in OWL. It is recommended that you read the guide prior to the readings.

Unit 1: Introduction to Public Administration

Required Readings – Sep 4th to Sep 12th

- Inwood, Chapter 1, "Introduction: The Nature of Public Administration" pp. 1-25.

Unit 2: Public Administration and Democracy

Required Readings – Sep 15th to Sep 19th

- Inwood, Chapter 2, "Public Administration and Democracy" pp 26-59.

Required Readings – Sep 22nd to Sep 26th

- Peters, G., 2010. "Bureaucracy and Democracy," Public Organization Review. 10.3 209-222. (Available on-line from uwo library)

Unit 3: Organizational Theories

Required Readings – Sep 29th to Oct 3rd

- Inwood, Chapter 3, “Theories of Organization” pp. 60-73.

Required Readings – Oct 6th to Oct 10th

- Inwood, Chapter 3, “Theories of Organization” pp. 74-98.

Required Readings – Oct 14th to Oct 17th

- Inwood, Chapter 4, “Organizational Theory and Canadian Public Administration” pp. 99-118.

Unit 4: Machinery of Government

Required Readings – Oct 20th to Oct 24th

- Inwood, Chapter 5, “Public Administration and Institutions: The Real World of Organizations and the Machinery of Government” pp. 119-166.

Required Readings – Oct 27th to Nov 7th

- D’Ombrain, N., 2007. “Ministerial Responsibility and the Machinery of Government,” Canadian Public Administration 50.2 195-217. (Available on-line from the UWO library)

Unit 5: The Constitution and Law

Required Readings – Nov 10th to Nov 14th

- Inwood, Chapter 6, “Public Administration and Institutions, the Constitution, and Law” pp. 167-194.

Required Readings – Nov 17th to Nov 21st

- Inwood, Chapter 6, “Public Administration and Institutions, the Constitution, and Law” pp. 194-209

Required Readings – Nov 24th to Nov 28th

- *Bartman v University of Prince Edward Island*, 2011 CanLII 90864 (PE HRC).
<http://www.canlii.org/en/pe/peihrc/doc/2011/2011canlii90864/2011canlii90864.html>

Unit 6: Accountability

Required Readings – Jan 5th to Jan 9th

- Inwood, Chapter 11, “Public Administration and Accountability” pp. 363-395.

Required Readings – Jan 12th to Jan 16th

- Aucoin, P. and R. Heintzman, 2000. “The dialectics of accountability and performance in public management reform,” International Review of Administrative Sciences 66.1 45-55.

Unit 7: Ethics

Required Readings – Jan 19th to Jan 23rd

- Inwood, Chapter 10, “Public Administration and Ethics” pp. 338-362.

Required Readings – Jan 26th to Jan 30th

- Treasury Board of Canada Secretariat, Values and Ethics Code for the Public Sector.
<http://www.tbs-sct.gc.ca/pol-cont/25049-eng.pdf>

Unit 8: Public Policy

Required Readings – Feb 3rd to Feb 6th

- Inwood, Chapter 7, “Public Administration and Public Policy” pp. 210-222.

Required Readings – Feb 9th to Feb 13th

- Inwood, Chapter 7, “Public Administration and Public Policy” pp. 222-257.

Required Readings – Feb 23rd to Feb 27th

- Peter A. Hall, 1993. “Policy Paradigms, Social Learning and the State: The Case of Economic Policy-Making in Britain” Comparative Politics. 25:3 275-297. (Available on-line from the UWO library)

Unit 9: Fiscal Management

Required Readings – Mar 2nd to 6th

- Inwood, Chapter 9 “Public Administration, Management Reform, and Fiscal Management” pp. 302-314.

Required Readings – Mar 9th to 13th

- Inwood, Chapter 9 “Public Administration, Management Reform, and Fiscal Management” pp. 315-337.

Unit 10: Human Resource Management

Required Readings – Mar 16th to Mar 20th

- Inwood, Chapter 8, “Public Administration and the Management of Human Resources” pp. 258-269.

Required Readings – Mar 23rd to 27th

- Inwood, Chapter 8, “Public Administration and the Management of Human Resources” pp. 269-301.

Required Readings – Mar 30th to Apr 2nd

- Evans, B., J. Lum and J. Shields, 2007. “Profiling of the public-service elite: A demographic and career trajectory survey of deputy and assistant deputy ministers in Canada,” Canadian Public Administration. 50.4 609-634. (Available on-line from the UWO library)

Exam Review:

Available on OWL

**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/handbook/appeals/scholoff.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.

Note: Information excerpted and quoted above are Senate regulations from the Handbook of Scholarship and Academic Policy. <http://www.uwo.ca/univsec/handbook/>

Students registered in Social Science should refer to <http://counselling.ssc.uwo.ca/> <http://counselling.ssc.uwo.ca/procedures/havingproblems.asp> 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.

Plagiarism

"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/handbook/>

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.

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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 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

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.