

WESTERN UNIVERSITY

POLISCI 2246E 650 SUMMER 2016

Course Title:	POLISCI 2246E 650 Introduction to Public Administration (Summer 2016)
Day/Time/Location	Online

Instructor:	Dr. Ted Glenn
Office Hours:	By appointment only
Office Location:	Not available to meet in person - please email to arrange teleconference meeting.
Contact:	tglen3@uwo.ca

Course Outcomes

At the end of this course, you should be able to:

1. define and explain what public administration is;
2. explain the role played by the constitution in Canadian public administration;
3. explain the role of central agencies and cabinets in public administration and government decision-making processes;
4. describe how government departments are organized and who the key players are;
5. identify and explain the roles played by agencies, boards, commissions and public enterprises in Canadian public administration;
6. explain how bills become law in Canada;
7. explain how and for what legislatures holds executives accountable in Canada's Westminster-based system of governance;
8. analyze the role of intergovernmental relations in Canadian public administration today;
9. contrast the structures and functions municipal public administration with those of provincial and federal public administrations in Canada;
10. identify the roles played by the "third sector" in Canadian public administration; and
11. identify some of the challenges and responses in Canadian public administration today.

Students are strongly encouraged to consult the course website for details on course expectations and requirements.

Course Content

This course is organized into twelve lessons to support student achievement of the learning outcomes noted above:

LESSON	WEEK
What is Public Administration?	1
Constitutional Foundation of Public Admin	2
The Symbolic and Political Executives	3
The Permanent Executive: The Public Service	4
The Permanent Executive: Departments	5
The Permanent Executive: ABCs, Crown Corporations	6
The Broader Public and Non-profit Sectors	7
The Legislature and Public Administration	8
Financing Public Administration	9
Intergovernmental Relations & Public Administration	10
Provincial & Local Public Administration	11
Public Administration & Democratic Accountability	12
Changing Expectations	13 (optional)

Course Materials

The following texts are required materials:

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

Christopher Dunn (ed.). The Handbook of Canadian Public Administration. Oxford University Press. 2nd edition, 2010.

These books are also available in e-book format at www.CourseSmart.com.

Additional, supplementary materials are available on the course website.

Methods of Evaluation

Your performance in this course will be evaluated in three ways:

- participation, as measured by the quality of journal entries and discussion posts (worth 25% of your overall grade);
- essay assignment (worth 35%, due July 9 @ 23:00); and
- performance on the final exam (worth 40%; to be scheduled by the Registrar between Aug 2-5).

Please note that expectations for participation in this online course are more demanding and specific than traditional, class-based courses. For each week of the course (twelve weeks in total, beginning May 9 and ending July 25) you are responsible for the following:

- one discussion board post (150 words in length, due Wednesdays by noon – 12 in total);
- at least two responses to other students' discussion board posts (100 words in length, due Fridays – at least 24 in total); and
- one journal entry on an assigned topics (500 words in length MAX, due Fridays by 23:00 – 12 in total).

Details of performance expectations and requirements (including grading rubrics and essay topics) can be found on the course website.

Policies

Pre-requisites/Anti-requisites

You are responsible for ensuring that you have successfully completed all course prerequisites, and that you have not taken an anti-requisite course. Lack of prerequisites may not be used as a basis for an appeal. If you are found to be ineligible for a course, you may be removed from it at any time and you will receive no adjustment to your fees. This decision cannot be appealed. If you find that you do not have the course prerequisites, it is in your best interest to drop the course well before the end of the add/drop period. Your prompt attention to this matter will not only help protect your academic record, but will ensure that spaces become available for students who require the course in question for graduation. Office of the Dean, Faculty of Social Science

Accommodation for Medical Illness

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. In order to ensure fairness and consistency for all students, academic accommodation shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities. Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. For further information please refer to the Academic Handbook, Policy on Accommodation for Medical Illness (<http://studentservices.uwo.ca/secure/index/cfm>).

Late Assignments/Essays

Late discussion board postings or journal entries will not be accepted. To improve the participation score, students may choose to complete optional Lesson 13 discussion posts and journal entries by July 29 @ 23:00.

If there is a medical reason for a late submission, University Policy as outlined in the Handbook will be followed. In cases requesting non-medical accommodation, documentation must be provided by the student directly to the appropriate Faculty Dean's Office and NOT to the Professor. In cases where accommodation has not been requested, or has been denied, a penalty of **ten percentage points per day (including weekends)** will be applied for submissions after the deadline.

Please note as well:

- Out of fairness to the other students the late penalty will be applied strictly. No Exceptions.
- Essays more than 10 days late will not be accepted.

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/scholastic_discipline_undergrad.pdf .

OWL

If you experience technical (i.e., non-academic) problems with OWL, please contact the ITS Help Desk at 519.661.3800. For hours and additional contact information please visit www.uwo.ca/its/helpdesk. Troubleshooting and help information is also available on the OWL Documentation site.

**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.

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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.

*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 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.

Mental Health at Western: If you or someone you know is experiencing distress, there are several resources here at Western to assist you. Please visit <http://www.uwo.ca/uwocom/mentalhealth/> for more information on these resources and on mental health.

