

Introduction to Public Administration - POL 2246E  
Online Course Outline for 2018

Course Instructor and Location:

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Course Overview & Learning Objectives:

This course is designed to provide a comprehensive overview of public administration in our Canadian system of government. While at first blush, public administration may not seem like the most eye-popping of subjects in political science, it is the goal of this course to make students aware that how services are provided matters a great deal to people. Yes, public administration is the study of government bureaucracies, and yes that sounds pretty boring today, but you will be surprised at how there is a great contestation of ideas that span the ideological divide. Do you like state-run organizations or do you believe in private delivery of public services? Do you believe that governments should have the ability to withhold information from people, or do you believe the openness requires proper scrutiny of that information? What about corruption or other ethical dilemmas? Maybe you like issues of fiscal policy. Perhaps you are interested in expanding public services or maybe even whether austerity is something we should consider. As you can see, we have much to be interested in!

Unlike traditional, classroom-based education, this course is almost entirely self-directed. You are responsible for all assignments, class material, and announcements distributed on-line throughout the semester. The course will require more self-discipline when it comes to time management, study and writing habits than other, traditional courses. Please become well acquainted with the course website and material as early as possible and check in frequently.

By the end of the course, students will meet the following learning objectives:

- Demonstrate knowledge of diverse theories and methodological approaches in political science
- Discuss the research and knowledge in Political Science is informed by research in other Social Sciences
- Apply their understanding of qualitative and quantitative methods in political science to critically evaluate current research
- Recognize the ethical dimensions of problem identification and methodology
- Explain how theoretical approaches inform and influence the choice of research methods
- Recognize the limits of their own political knowledge, in light of exposure to information, concepts, theories and experience
- Be able to assess evidence critically
- Communicate in a variety of formats, including written and verbal (position papers, reports and research papers)
- Communicate in an analytic and clear fashion

- Communicate to a variety of relevant audiences
- Recognize the importance of listening
- Demonstrate well developed, independent information literacy and research skills (such as those articulated by the Political Science Research Competency Guidelines adopted by the Association of College and Research Libraries)
- Use organizational skills that contribute to scholarly and personal independence
- Work effectively with others, demonstrating the skills of giving feedback to peers , responding to feedback, and resolving conflict and use of active listening
- Be able to identify goals for their own professional development and further learning

## Course Format

- A. This course will be delivered in an online format. Lessons and supplementary readings will be available on OWL, and students must regularly follow and contribute to online class discussions.

## Assessment of Learning

Participation in online discussions:	30%
Online Public Administration Debate:	20%
Reflections on Debates:	20%
Final Exam:	30%

## Expectations:

Students are expected to follow lectures, read the required readings, and complete all of their assignments to the best of their ability, on time, and honestly. The principles of Western's policy on academic integrity will be strictly enforced. Students should be aware of what constitutes an academic offence, and they should also be aware of other aspects of appropriate student conduct.

Students who cannot complete any of the course requirements due to medical illness or bereavement are expected to follow university policies and notify the instructor as early as possible. Students should be aware of the rules for acceptable practices in this regard.

## Participation in online discussions:

Expectations for participation in this online course are more demanding and specific than traditional, class-based courses. For each week of the course, 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).

Expectations and rubrics will be available on the course site. This workload is heavy, and it will become a substantial portion of your learning. This is worth 30% of your course grade.

### Online Public Administration Debate:

Students will be assigned a debate topic from the Leone and Ohemeng text and are expected to develop an argument based on the chosen topic. During our first virtual course meeting, students will choose whether they would like to do this via a virtual presentation on OWL or by posting a video of their side of the argument. In the virtual presentation option, students will view the presentation in a 'live' format and can ask the presenters questions for clarification. In the video option, a narrated PowerPoint presentation or a video of the student doing the presentation will be posted on OWL. Students will be assessed on the content of their presentations, but you are also encouraged to make the presentation as creative as you wish.

Students will sign up for their topic and the topic's corresponding deadline, within the first two weeks of this course (usually after enrollment settles). This is worth 20% of your course grade.

### Debate Reflections:

For each debate, students are asked to write a 500 MAX reflection on what side of the debate they agree with and why. Students will be assessed on how well they grasp the public administration terms and the nature of the debate. This reflection will be informed by both the presentation by students and the corresponding textbook readings associated with the presentations.

This is worth 20% of your course grade. Deadlines will be posted on the OWL course site.

### Final Exam:

Final exam will be scheduled by the Registrar's Office for the university examination period. Students will be provided guidance on how to prepare for the final exam during the last day of class.

### Schedule of Lectures:

<b>Week</b>	<b>Date</b>	<b>Topic of the Week</b>
<b>Week 1</b>	May 7	Introduction to the Course
<b>Week 2</b>	May 14	What is Public Administration?
<b>Week 3</b>	May 21	The Constitution and Public Administration
<b>Week 4</b>	May 28	The political/bureaucratic divide
<b>Week 5</b>	June 4	Understanding bureaucracy
<b>Week 6</b>	June 11	Ministries and Departments
<b>Week 7</b>	June 18	Crown Corporations and Other Agencies
<b>Week 8</b>	June 25	Service Delivery and the Broader Public Sector
<b>Week 9</b>	July 2	Public Administration and Legislatures
<b>Week 10</b>	July 9	Budgets and Austerity
<b>Week 11</b>	July 16	Intergovernmental Relations and Public Administration
<b>Week 12</b>	July 23	Accountability and Transparency

### Required Textbooks:

- Christopher Dunn (ed.). *The Handbook of Canadian Public Administration*. Oxford University Press. 3rd edition, 2018.
- Roberto Leone and Frank Ohemeng. *Approaching Public Administration: Core Debates and Emerging Issues*. Emond Publications, 2011.

## **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/>*

## **PLAGARISM\***

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  
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**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**

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.