



DEPARTMENT OF POLITICAL SCIENCE
FACULTY OF ARTS

POLI 451-02
PUBLIC ADMINISTRATION WINTER 2020

INSTRUCTOR: Pitima Boonyarak, MPA, PhD
TELEPHONE: 403-220-3069
OFFICE: SS721
EMAIL: pboonyar@ucalgary.ca
OFFICE HOURS: T 5:00 -5:45 PM
Alternate to office hours: Email, Zoom appt or phone appt
COURSE DAY/TIME: T: 6:00-8:45 PM
COURSE LOCATION: SB105
COURSE PRE-REQUISITES: POLI321

COURSE DESCRIPTION: Public administration is a unique field of study. It is both an academic field and an occupational field. This course will introduce students to the dual nature of public administration. First, the course will explore the intellectual origins and foundations of public administration as an academic discipline. Students will learn concepts, theories, and debate within the field among public administration scholars on classical and contemporary issues such as politics and administration dichotomy, internal vs. external administrative accountability, and administrative reform.

Second, the course will provide an overview of public service delivery. Students will learn how government is run and the complexity of the administrative machinery. Examples of topics include public policy making, public budgeting, human resource management, and intergovernmental relations.

COURSE OBJECTIVES & LEARNING OUTCOMES

Upon completion of this course, students will be able to:

- describe and explain administrative theories and related management concepts using supporting examples;
- assess administrative situations using relevant theories, provide options, and final recommendations;
- explain the characteristics of administrative/bureaucratic agencies, describe contexts which they operate and discuss trends and contemporary issues which affect public administrators.

REQUIRED TEXTBOOK(S):

- Holzner, Marc and Richard W. Schweser. (2019) *Public Administration: An Introduction*. 3rd edition. Routledge; New York.
- Extra reading assignments will be available via electronic reserve.

COURSE COMPONENT WEIGHTS AND DUE DATES:

COMPONENT	WEIGHTING	DUE DATES
Weekly class quizzes	10%	weekly
Administrative case analysis	10%	February 15
Midterm examination	25%	February 25
Policy analysis report	25%	April 7
Final examination	30%	April 18-April 22
Total	100%	

D2L Course Delivery

In place of face-to-face class room delivery, a weekly class lecture will be delivered via D2L.

Instructor will post a Power Point presentation relevant to topics for each week. Speaking notes will be available to explain ideas and details of each PP slide.

Web-board discussion will be set up and questions will be posted to generate virtual class room discussion.

Group projects will be ongoing. Students will use project discussion room on D2L to keep track of project progress.

COURSE SCHEDULE & TOPICS: The schedule is tentative and may change as the need arises.

DATE	TOPIC	READINGS/ASSIGNMENT DUE
January 14	Introduction to class	<ul style="list-style-type: none"> • Bring a copy of course syllabus
January 21	Defining public administration Origins of the field of public administration	<ul style="list-style-type: none"> • H&S chapter 1 • Reserve reading # 1 Woodrow Wilson's article
Contexts of Public Administration		
January 28	Politics and public administration	<ul style="list-style-type: none"> • H&S chapter 3 • Reserve reading # 2 Frank Goodnow's article Paul Appleby's article
February 4	Intergovernmental relations	<ul style="list-style-type: none"> • H&S chapter 4
February 11	Public policy making & Public decision making	<ul style="list-style-type: none"> • H&S chapter 7 • Reserve reading # 3 Michael Howlette chapter 14

		Charles Linblom's article
February 15		<ul style="list-style-type: none"> • Administrative case analysis due
February 18	Winter term break	<ul style="list-style-type: none"> • No class
February 25	Midterm examination	
Internal Management of Public Administration/Organizations		
March 3	Bureaucracy and policy implementation	Reserve reading # 4 <ul style="list-style-type: none"> • Max Weber's article • Robert Merton's article • Michael Lipsky's article
March 10	Organization theory and management	<ul style="list-style-type: none"> • H&S chapter 2 Reserve reading # 5 Frederick W. Taylor's article
March 17	Managing human resources Organizational behaviour Organizational leadership	<ul style="list-style-type: none"> • H&S chapter 6 & 8 • Reserve reading # 6 • Anthony Down's article
March 24	Public budgeting & Program assessment	H&S chapter 9
March 31	Improving public performance, administrative reform, and evaluation Technology and data	<ul style="list-style-type: none"> • H&S chapter 10,11 & 13
April 7	Ethics, accountability and public administration	<ul style="list-style-type: none"> • H&S chapter 5 Reserve reading # 7 The case of the Challenger <ul style="list-style-type: none"> • Policy analysis report due
April 14	The Future of public administration - conclusion	<ul style="list-style-type: none"> • H&S chapter 14 • Final class presentation
April 18-April 22	Final examination	

ASSIGNMENT(S)

CLASS QUIZZES

There will be a weekly quiz at the beginning of each class (first 10 minutes). Each quiz will be based on assigned readings, lecture, and discussion of the previous week. A missed quiz cannot be made up if you arrive late or do not attend class.

Class quizzes will continue via D2L.

CLASS LECTURE

Class lectures will be posted on D2L weekly. Web board discussion will be utilized more for class discussion. If anyone has comments or questions about class readings, post them on a discussion board that is relevant to each lecture.

ESSAYS/RESEARCH PAPER(S)

1. Administrative case analysis

Students will write a 3-page case analysis examining hypothetical situations facing public administrators in various roles. Students must identify situations and challenges facing public administrators, and they must also identify who the stakeholders are (why do they care and what do they have to gain or lose). What are the relevant theories that are applicable to understanding the case, and what solutions can be proposed? Can the students provide a risk assessment (social, political, and economic) from the recommended solution?

2. Group policy analysis report

A group of 5-6 students will be formed at the beginning of class. Each group will receive a hypothetical notice of motion that is put forward by a member of City Council. Together they are a team of policy analysts who are responsible for researching, analysing, and developing a 10-12-page policy report to present to the Community and Protective Service Committee or Transit Committee. The report must include background/context (to identify the issue), findings (describe information discovered), analysis, options and recommendation, and risks and benefits.

Instead of using class time to have face-to-face meeting, students will be using a project room to collaborate and post questions to team members and instructor.

Students will present their report in class at the end of the semester (15 minutes).

Class time will be set-aside for students to collaborate on the project. Attendance and participation are mandatory and will contribute to your final grade of the project.

As an adjustment, students will not be required to have in-class presentation.

MID-TERM EXAMINATION

The midterm examination will be an in-class exam (25%) and will cover reading requirements, discussions, activities, and lecture materials from January 14 to February 11. The exam format will be true/false, multiple choice, term identifications, and essay questions.

FINAL EXAMINATION

The final examination will be worth 30%. It will include materials covered after the midterm examination period. The format will be the same as the midterm examination. The exam duration will be 2 hours. The date will be set by the Registrar between April 18th-29th, 2019

Final examination will be conducted via D2L. The format will include long and short essay questions as well as term identifications. Study guide will be provided.

Exam duration: April 18 (8 am) -April 22 (5 pm) to access and complete online exam.

Student will be 3 hours to complete the exam.

GRADE SCALE: The following grading scale will be used:

A+ (95-100)	B+ (80-84)	C+ (66-69)	D+ (54-57)
A (90-94)	B (75-79)	C (62-65)	D (50-53)

A- (85-89)	B- (70-74)	C- (58-61)	F (0-49)
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LATE PENALTIES

Without acceptable excuses, a late submission of assignments will receive 1% deduction for each day.

CLASS GUIDELINES

Students requiring assistance are encouraged to speak to the instructor during class or their office hours. Should you wish to meet outside of office hours, please telephone or email to make an appointment. It is to the student's advantage to keep such appointments.

Email is a common form of communication, but it is not always the most effective way of answering student questions. If you cannot make office hours, please request a one-on-one meeting outside of these hours.

Email will be used as a primary form of communication. If required a one-on-one meeting, a Zoom appointment may be scheduled.

Students are welcome to use laptops and other electronic note-taking devices in this course. Please be considerate of others and switch off all cell phones when you enter the classroom. Sending/receiving texts and browsing the Web is extremely disruptive to others and will not be tolerated.

IMPORTANT POLICIES AND INFORMATION

Supporting Documentation and the Use of a Statutory Declaration

As stated in the University Calendar:

Students may be asked to provide supporting documentation for an exemption/special request. This may include, but is not limited to, a prolonged absence from a course where participation is required, a missed course assessment, a deferred examination, or an appeal. Students are encouraged to submit documentation that will support their situation. Supporting documentation may be dependent on the reason noted in their personal statement/explanation provided to explain their situation. This could be medical certificate/documentation, references, police reports, invitation letter, third party letter of support or a statutory declaration etc. The decision to provide supporting documentation that best suits the situation is at the discretion of the student. Students cannot be required to provide specific supporting documentation, such as a medical note.

Students can make a Statutory Declaration as their supporting documentation (available at ucalgary.ca/registrar). This requires students to make a declaration in the presence of a Commissioner for Oaths. It demonstrates the importance of honest and accurate information provided and is a legally binding declaration. Several registered Commissioners for Oaths are available to students at no charge, on campus. For a list of locations to access a Commissioners for Oaths, visit ucalgary.ca/registrar).

Falsification of any supporting documentation will be taken very seriously and may result in disciplinary action through the Academic Discipline regulations or the Student Non-Academic Misconduct policy.

This statement is accessible at: <https://www.ucalgary.ca/pubs/calendar/current/m-1.html>

Please note that while the form of supporting documentation provided is at the discretion of the student, the instructor has the discretion not to accept the supporting documentation if it does not corroborate the reason(s) given for the exemption/special request.

Absence From a Mid-term Examination:

Students who are absent from a scheduled term test or quiz for legitimate reasons are responsible for contacting the instructor via email within 48 hours of the missed test to discuss alternative arrangements. A copy of this email may be requested as proof of the attempt to contact the instructor. Any student who fails to do so forfeits the right to a makeup test.

Deferral of a Final Examination:

Deferral of a final examination can be granted for reasons of illness, domestic affliction, and unforeseen circumstances, as well as to those with three (3) final exams scheduled within a 24-hour period. Deferred final exams will not be granted to those who sit the exam, who have made travel arrangements that conflict with their exam, or who have misread the examination timetable. The decision to allow a deferred final exam rests not with the instructor but with Enrolment Services. Instructors should, however, be notified if you will be absent during the examination. The Application for Deferred Final Exam, deadlines, requirements and submission instructions can be found on the Enrolment Services website at <https://www.ucalgary.ca/registrar/exams/deferred-exams>.

Appeals:

If a student has a concern about the course or a grade they have been assigned, they must first discuss their concerns with the instructor. If this does not resolve the matter, the student then proceed with an academic appeal. The first step in an academic appeal is to set up a meeting with the Department Head. Appeals must be requested within 15 days of receipt of the graded assignment.

Writing Statement:

Written assignments are often required in Political Science courses, including this one, and the quality of writing skills, including but not limited to such elements as grammar, punctuation, sentence structure, clarity, citation, and organization, will be taken into account in the determination of grades. Students are encouraged to make use of the services offered through Writing Support Services in the Student Success Centre (3 rd floor of the Taylor Family Digital Library) or at <http://www.ucalgary.ca/ssc/writing-support>.

University Regulations:

Students are responsible for familiarizing themselves with the University policies found in the Academic Regulations sections of the Calendar at www.ucalgary.ca/pubs/calendar/current/academic-regs.html.

Student Accommodations:

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/.

Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor.

The full policy on Student Accommodations is available at <http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf>.

Plagiarism And Other Forms Of Academic Misconduct:

Academic misconduct in any form (e.g. cheating, plagiarism) is a serious academic offence that can lead to disciplinary probation, suspension or expulsion from the University. Students are expected to be familiar with the standards surrounding academic honesty; these can be found in the University of Calgary calendar at <http://www.ucalgary.ca/pubs/calendar/current/k.html>. Such offences will be taken seriously and reported immediately, as required by Faculty of Arts policy.

Copyright Legislation:

As stated in the University of Calgary Calendar, Academic Regulations, “students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright and requirements of the copyright act to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.”

<https://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf> and <https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>

Freedom of Information and Protection of Privacy (FOIP):

FOIP legislation requires that instructors maintain the confidentiality of student information. In practice, this means that student assignment and tests cannot be left for collection in any public place without the consent of the student. It also means that grades cannot be distributed via email. Final exams are kept by instructors but can be viewed by contacting them or the main office in the Department of Political Science. Any uncollected assignments and tests meant to be returned will be destroyed after six months from the end of term; final examinations are destroyed after one year.

Evacuation Assembly Points:

In the event of an emergency evacuation from class, students are required to gather in designated assembly points. Please check the list found at www.ucalgary.ca/emergencyplan/assemblypoints and note the assembly point nearest to your classroom.

Faculty of Arts Program Advising and Student Information Resources:

For program planning and advice, visit the Arts Students’ Centre in Social Sciences 102, call 403-220-3580 or email artsads@ucalgary.ca. You can also visit arts.ucalgary.ca/advising for program assistance.

For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at (403) 210-ROCK [7625] or visit their office in the Tower KM 116.

Important Contact Information:

Campus Security and Safewalk (24 hours a day/7 days a week/365 days a year)
Phone: 403-220-5333

Faculty of Arts Undergraduate Students' Union Representatives
Phone: 403-220-6551
Email: arts1@su.ucalgary.ca, arts2@su.ucalgary.ca, arts3@su.ucalgary.ca,
arts4@su.ucalgary.ca
Students' Union URL: www.su.ucalgary.ca

Graduate Students' Association
Phone: 403-220-5997
Email: askgsa@ucalgary.ca
URL: www.ucalgary.ca/gsa

Student Ombudsman
Phone: 403-220-6420
Email: ombuds@ucalgary.ca

Campus Mental Health Resources:

SU Wellness Centre: <http://www.ucalgary.ca/wellnesscentre/>
Campus Mental Health Strategy: <https://www.ucalgary.ca/mentalhealth/>