

Western University
Department of Political Science
Public Administration and Policy
Political Science 2246e
2017-18

Thursdays 2:30-5:30 pm
University Community Centre, Room 37

Instructor: Dr. Joseph Lyons
Office: SSC 4162
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Course Information

Course Description: This course explores many of the inner workings of government. Students will be introduced to selected research and issues in public administration and public policy in the context of Canada's federal system. Topics include the politics-administration interface, intergovernmental relations, representative bureaucracy, the policy process, and citizen engagement, among others.

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 is divided into a Public Administration section (September to January) and a Public Policy section (February to April). Weekly meetings occur on Thursdays from 2:30-5:30 pm. Most weeks will consist of a two-hour lecture (2:30-4:30 pm) and a one-hour tutorial (4:30-5:30 pm).

Tutorials

Tutorials begin on September 14. The topics and schedule for the Public Administration section tutorials will be distributed at the first session. The tutorials for this section will consist of structured team debates. The topics and schedule for the Public Policy tutorials will be determined in January. Tutorial attendance is mandatory and will be monitored.

Tests

In-class tests will be held on **November 2, 2017** and **January 25, 2018**. There will also be a final exam, held during the April examination period. Tests will consist of multiple choice and short- and long-answer questions, for which there will be some choice. Tests will be non-cumulative, but general knowledge of material covered beforehand will be assumed.

Essay

Students must write and submit an essay of approximately 2500 words, using one of the assigned debate topics as their central research question. Students may also develop their own topic in consultation with the course instructor or teaching assistant. The essay will be worth 15 percent of the course grade, and is due at the beginning of class on **December 7, 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.

Policy Brief

Students must write and submit a policy brief of approximately 2500 words. The policy brief will be worth 15% of the final grade, and is due at the beginning of class on **March 15, 2018**. 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 2	15%
Essay	Due *In Class* December 7	15%
Second Test	January 25	15%
Policy Brief	Due *In Class* March 15	15%
Tutorials		20%
Final Exam	As Scheduled	20%

Note: Overdue submissions will be penalized by 2% per day, weekends included. 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 are required. They are available, as a discounted package, from the UWO bookstore.

Barker, Paul and Tim A. Mau. 2017. *Public Administration in Canada*, 2nd ed. Toronto: Nelson.

Pal, Leslie A. 2014. *Beyond Policy Analysis: Public Issues Management in Turbulent Times*, 5th ed. Toronto: Nelson.

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

Course Schedule and Required Readings

Sept. 7 **Introduction and Overview**

- Sept. 14 **What is Public Administration?**
Readings: Barker and Mau, ch. 1.
- Sept. 21 **Theories of Bureaucracy I: Foundational Theories**
Readings: Barker and Mau, chs. 3 and 4.
- Sept. 28 **Theories of Bureaucracy II: Contemporary Theories and Practice**
Readings: Barker and Mau, ch. 5.
 Pal, ch. 2.
 Denhardt, Robert and Janet Denhardt. 2000. The New Public Service:
 Steering Rather than Rowing. *Public Administration Review* 60 (6): 549-
 59.
- Oct. 5 **The Executive and the Bureaucracy**
Readings: Barker and Mau, chs. 9 and 6.
- Oct. 12 **Fall Reading Week**
- Oct. 19 **The Legislature, the Judiciary, and the Bureaucracy**
Readings: Barker and Mau, chs. 11 and 12.
- Oct. 26 **Intergovernmental, Interdepartmental, and Intradepartmental Relations**
Readings: Barker and Mau, chs. 13 and 10.
- Nov. 2 ***First Test***
- Nov. 9 **Public Finance: Budgeting and Financial Management**
Readings: Barker and Mau, chs. 17 and 18.
- Nov. 16 **Alternative Service Delivery**
Readings: Barker and Mau, chs. 8 and 7.
- Nov. 23 **Public Sector Management I: Human Resources Management and Senior Leadership**
Readings: Barker and Mau, ch. 15.
 Siegel, David. 2010. The Leadership Role of the Municipal Chief Administrative
 Officer. *Canadian Public Administration* 53 (2): 139-61.
- Nov. 30 **Public Sector Management II: Representative Bureaucracy and Street-Level Bureaucrats**
Readings: Barker and Mau, ch. 16.
 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.

**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

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 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

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

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.