

Course Outline: AP/PPAS 3190 6.0 Public Administration (Section D)

(Cross-listed as AP/POLS 3190 6.0)

2019-2020 Fall/Winter

Tuesdays, 4 – 7 PM, Beginning September 10, 2019

Lecture Room DB 1016

| Instructor |  |
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| Professor Fausto NatarelliCell (416) 803-9092Natarel1@yorku.caOffice hours: by appointment only |  |

Professor Natarelli is an Adjunct Professor with the York University School of Public Policy and Administration. Prior to joining York University, he was a distinguished provincial, regional municipal senior public servant. Over the course of his public service career he held progressively responsible roles in policy development, executive support, strategic planning, communications/issues management, operational policy and coordination. Professor Natarelli concluded his public service career leading the development and delivery of large transportation capital projects, and in addition to teaching, he is currently active in private consulting.

# Course Description

Examines the theory and practice of policy making and public administration as well as the machinery of government, with reference to Canada. It discusses who makes policy, how policy is developed and implemented, and how the system is controlled and evaluated. Course credit exclusion: GL/POLS 2500 6.00

# Course Learning Outcomes

At the end of the course, the student should:

* Understand Canadian public administration institutions and processes;
* Have a general understanding of the public policy cycle in the Canadian setting;
* Be able to find, evaluate and use information related to public policy and administration from different sources of information, including scholarly articles, newspapers and government publications;
* Be familiar with the structures, organizations and processes within the public service;
* Understand the conceptual and theoretical foundations of public policy, public management and administration; and,
* Understand how the public service formulates, adopts, implements and evaluates public policies and programs.

# Organization of the Course

The course is divided into two main sections. The first section focuses on public policy, while the second focuses on public administration. Please see the schedule of topics for further details.

# Teaching Methodology

Classes will comprise various formats: lecture, class discussion and workshops/simulations. Lectures will provide the context for the readings, which should be completed before the date listed. Discussions will build on the readings and lecture material and all students are expected to actively participate. In several instances, workshops will be conducted where students will be charged with working together in groups to produce results/answers to questions/challenges presented in class. These workshops will focus on how to conduct/prepare various analyses and government documents

*Students are strongly encouraged to prepare for class by completing the readings, participate in the discussion and take an active role in the workshops.*

# Evaluation

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| **Assignment** | **Value** | **Due Date** |
| Research Essay Thesis Proposal | 5% | **Via Moodle – October 8, 2019** |
| Discussion Paper | 20% | **Via Moodle – October 22, 2019** |
| Test #1 Public Policy | 20% | In class – November 26, 2019 |
| Research Essay | 25% | **Via Moodle – March 24, 2020**  |
| Test #2 Public Administration | 20% | In class – March 31, 2020 |
| Class Participation | 10% | Throughout |

**Note:** For the purpose of averaging grades on written assignments (Essay Thesis Proposal/Discussion Paper and Research Essay) to arrive at final course grade, the York University grade scale will apply (see grade scale below). *All assignments are expected to be submitted on time*. If you expect to have difficulty in completing an assignment on time, please discuss this with the instructor. ***Late written assignments will lose 2% of its total grade for each calendar day that it is late and will not be accepted after April 6, 2020. Exceptional circumstances may be accommodated with prior consent from Prof. Natarelli.***

**Research Essay Thesis Proposal (October 8, 2019) Due via Moodle**

The Research Essay Thesis Proposal is worth 5% of the final grade for the course and it is to be submitted via Moodle no later than the end of the calendar day October 8, 2019. The Research Essay Thesis Proposal is the thesis statement or central question of the research paper that is to be subsequently completed and submitted at the end of the second term (see Research Essay below for additional details). The Research Essay Thesis Proposal must be **two pages in length (double spaced, 12-point font)** and describe the topic of the essay with a focus on the thesis statement or central argument for the essay. Included within the two pages should be at least three references (using the American Psychological Association (APA) style – see Research Essay for additional details) the Research Essay will rely upon. The references may change as research progresses; however, the initial references are required to demonstrate that acceptable sources can be found. The Research Essay Thesis Proposal will be reviewed and graded by the November 5, 2019 class.

**Discussion Paper (October 22, 2019) Due via Moodle**

The Discussion Paper is worth 20% of the final grade for the course and it is to be submitted to Prof. Natarelli via Moodle no later than the end of the calendar day October 22, 2019. Drawing the content from the course readings assigned prior to the fall reading week, students will be asked to apply a concept and discuss how that concept relates to a topic, current issue or case study. Professor Natarelli will provide additional details, instructions and materials for the Discussion Paper at the start of the fall term.

The Discussion Paper must be a minimum of 5 pages in length (not including cover page and references) **using double-spacing and 12-point font**. Use APA style for citation of references.

**Term Test #1 (November 26, 2019)**

Term Test #1 is worth 20% of the final grade for the course and will be held in-class. Term Test #1 will include all materials (readings, discussions and handouts) covered to that date and focuses on the public policy material of this course. Details on the format of the Term Test will be presented in class well in advance of the Term Test.

**Term Test #2 (March 24, 2020)**

Term Test #2 is worth 20% of the final grade for the course. Term Test #2 will include all materials (readings, discussions and handouts) covered from the Term Test #1 period and focuses on the Public Administration material of this course. Details on the format of Term test #2 will be presented in class well in advance of the Term Test #2 date.

**Research Essay (Due March 31, 2020) Due via Moodle**

The Research Essay is the major assignment for our course and is worth 25% of the final grade and is due before the end of the calendar day via Moodle. It must be a minimum of 25 pages in length (not including cover page and references) using double-spacing, 12-point font and standard margins. You must have page numbers. The research essay must be a holistic work that demonstrates considerable research, writing and thinking. The research paper must be professional in all aspects and should include the following:

* Title page (title of paper, author’s name and student number, professor’s name, course number and date);
* Introduction;
* Thesis statement;
* Body of the essay (includes literature review);
* Conclusion(s);
* References (books, journals, government documents/reports); **minimum 5 sources**.

Grades will be deducted for typos and other grammatical errors. You must have the paper read (edited) by others before submitting it. You must cite the sources using APA style.

***Late papers will lose 2% of its total grade for each calendar day that it is late and will not be accepted after April 6, 2020. Exceptional circumstances may be accommodated with prior consent from Prof. Natarelli.***

**Class Participation**

For this course to work, students must participate in class discussion. Individual student participation is worth 10% of the final grade. In a class of this size it is impossible for all students to participate all the time. Students should, however, strive to attend class in its entirety, listen actively, ask questions, involve themselves in group discussions and demonstrate that they have read and thought about the assigned readings so that they are able to contribute to an engaging classroom discussion. Students will be expected to communicate in a respectful and thoughtful manner engendering a safe and secure environment. For each of the classes, participation grades will be assigned on the basis of attendance, preparation, participation and contribution to class learning.

**Re-Grading Policy and Procedure**

If, after looking over the written comments of the course director, and the marks you have received, you feel that your work deserves re-consideration, you must observe the following procedures:

* Create a typed note containing the following: (i) Your name, (ii) Your Student Number, (iii) The criteria against which you believe you have been graded incorrectly, and (iv) An explanation of why the course director has overlooked or misunderstood your exam's merits, or as re-acted too severely to your exam answers' shortcomings.
* Handwritten submissions will not be considered, it shows a lack of serious intent.
* Re-grading will be based only on what you submit in writing, not what you might tell your Professor in person.
* Staple your typed note to your graded answer booklet and give it to your Professor in class the following week.
* If you are unable to attend the following week's class for any reason, ask a classmate to deliver your re-grading request to the Professor.
* Your Professor will re-grade the entire written material. Re-grading means that your answers will be re-evaluated, and a new grade may be assigned. This means that it is possible to lose marks as well as to gain marks through re-grading.
* Please do not submit your materials for re-grading unless you are confident that a grading error has occurred. Re-graded materials should be available to you the following week, although occasionally a response may take two weeks.

**Addition Errors**

If there is an error in the arithmetic calculation of your mark, you may write this on the cover of your written material. Indicate what you think the total should be. Return this within two weeks from the class period during which you received the original grade. Addition errors will not be considered after two weeks.

# Add/Drop Deadlines

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|  | **YEAR(Y)** |
| Last date to add a course **without permission** of instructor  | Sept. 17 |
| Last date to add a course **with permission** of instructor  | Oct. 22 |
| Drop deadline: Last date to drop a course without receiving a grade  | Feb. 3 |
| Course Withdrawal Period (withdraw from a course and receive a grade of “W” on transcript – see note below) | Feb. 4 - April 5 |

***Note:*** You may withdraw from a course using the registration and enrolment system after the drop deadline until the last day of class for the term associated with the course. When you withdraw from a course, the course remains on your transcript without a grade and is notated as "W". The withdrawal will not affect your grade point average or count towards the credits required for your degree. ***Policy and Guidelines on Withdrawn from Course:***

<http://secretariat-policies.info.yorku.ca/policies/withdrawn-from-course-w-policy-and-guidelines/>

# Course Materials and Weekly Lecture Schedule

**Required Texts**

* Inwood, Gregory, J. 2011 (4th Edition). *Understanding Canadian Public Administration: An Introduction to Theory and Practice*, 4th edition. Toronto: Pearson. ISBN-10: 0135119979 or ISBN-13:  9780135119976
* Howlett Michael, Ramesh M., and Perl, Anthony. 2009. *Studying Public Policy. Policy Cycles and Policy Subsystems*. Don Mills: Oxford University Press, 3rd Edition. ISBN 978-0-19-542802-5

**Weekly Lecture Schedule and Required Readings**

The lectures in this course do not summarize the required readings rather they build on the readings and introduce new ideas. Class attendance and completing the readings prior to class are critical for this course.

| **Class** | **Topic**  | **Reading** |
| --- | --- | --- |
| September 10 | Course Introduction/Overview  |
| September 17 | PART I – Public PolicySetting the ContextWhat is Public Policy? | Howlett, Ramesh and Anthony, *Studying Public Policy* (3rd Edition, 2009), Chapter 1  |
| September 24 | Policy Actors and Institutions | Howlett, Ramesh and Anthony, *Studying Public Policy* (3rd Edition, 2009), Chapter 3 |
| October 1 | Problem Definition and Agenda Setting  | Howlett, Ramesh and Anthony, *Studying Public Policy* (3rd Edition, 2009), Chapter 4 |
| October 8 | Policy Formulation: Policy Instruments and Design**Submission of Research Essay Thesis Proposal (Via Moodle)** | Howlett, Ramesh and Anthony, *Studying Public Policy* (3rd Edition, 2009), Chapter 5 |
| October 12 - 18: Fall Reading Week – no classes, University open |
| October 22 | How to Write an Essay **Submission of Discussion Paper (Via Moodle)** | Lecture and related materials provided by instructor |
| October 29 | Public Policy Decision-Making | Howlett, Ramesh and Anthony, *Studying Public Policy* (3rd Edition, 2009), Chapter 6 |
| November 5 | How to Write a Briefing Note | Lecture and related materials provided by instructor |
| November 12 | Guest Speaker |
| November 19 | Policy Implementation | Howlett, Ramesh and Anthony, *Studying Public Policy* (3rd Edition, 2009), Chapter 7 |
| November 26 | Policy Evaluation | Howlett, Ramesh and Anthony, *Studying Public Policy* (3rd Edition, 2009), Chapter 8 |
| December 3 | **Test #1: In Class** |
| December 3 – Fall Classes End |
| January 7 | Briefing Note Workshop | Lecture and related materials provided by instructor |
| January 14 | Patterns of Policy Change | Howlett, Ramesh and Anthony, *Studying Public Policy* (3rd Edition, 2009), Chapter 9 |
| January 21 | PART II – Public Administration Setting the ContextWhat is Public Administration? | Inwood, Gregory, J., *Understanding Canadian Public Administration* (4th Edition, 2011), Chapter 1 |
| January 28 | Public Administration and Democracy  | Inwood, Gregory, J., *Understanding Canadian Public Administration* (4th Edition, 2011), Chapter 2 |
| February 4 | Theories of Organization | Inwood, Gregory, J., *Understanding Canadian Public Administration* (4th Edition, 2011), Chapter 3  |
| February 11 | Organization Theory and Canadian Public Administration | Inwood, Gregory, J., *Understanding Canadian Public Administration* (4th Edition, 2011), Chapter 4 |
| February 15 - 21: Winter Reading Week – no classes |
| February 18 | Guest Speaker |
| February 25 | Public Administration and Institutions: The Real World of Organizations and the Machinery of Government | Inwood, Gregory, J., *Understanding Canadian Public Administration* (4th Edition, 2011), Chapter 5 |
| March 3 | Public Administration and Public Policy | Inwood, Gregory, J., *Understanding Canadian Public Administration* (4th Edition, 2011), Chapter 7 |
| March 10 | Public Administration and the Management of Human Resources | Inwood, Gregory, J., *Understanding Canadian Public Administration* (4th Edition, 2011), Chapter 8 |
| March 17 | Public Administration, Management Reform and Financial Management | Inwood, Gregory, J., *Understanding Canadian Public Administration* (4th Edition, 2011), Chapter 9 |
| March 24 | Public Administration and Ethics/Public Administration and Accountability**Submission of Research Essay: Via Moodle** | Inwood, Gregory, J., *Understanding Canadian Public Administration* (4th Edition, 2011), Chapter 10 and 11 |
| March 31 | **Test #2: In Class** |
| April 5: Winter classes end |

**Writing and Related Resources**

For students in the Faculty of Liberal Arts and Professional Studies’, the Writing Department offers individual tutoring and other practical instruction in all aspects of writing. More information at: <http://writing-centre.writ.laps.yorku.ca>

Students for whom English is not the first language can obtain free assistance at the English as a Second Language Open Learning Centre. The web address for the Centre is: <http://eslolc.laps.yorku.ca>

**Students with Disabilities**

The York University Senate has adopted a Policy Regarding Academic Accommodation for Students with Disabilities, which can be found at: <http://secretariat-policies.info.yorku.ca/policies/academic-accommodation-for-students-with-disabilities-policy/>

Students who require accommodation in a course need to be registered with Student Accessibility Services and Alternate Exams. The Letter of Accommodation should be provided to the course director as soon as possible. More information at:

<https://accessibility.students.yorku.ca>

<http://altexams.students.yorku.ca/>

# General Academic Policies

**Course Grades**

Course grades conform to the 9-point system used in undergraduate programs at York University.

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| **Percentage Mark** | **Letter Grade** | **Grade Point** |
| 90 – 100% | A+ | 9 |
| 80 – 89% | A | 8 |
| 75 – 79% | B+ | 7 |
| 70 – 74% | B | 6 |
| 65 – 69% | C+ | 5 |
| 60 – 64% | C | 4 |
| 55 – 59% | D+ | 3 |
| 50 – 54% | D | 2 |
| 40 – 49% | E | 1 |
| 0 – 39% | F | 0 |

**Academic Integrity**

Honesty is fundamental to the integrity of university education and degree programs and applies in every course offered. Cheating and plagiarism are extremely serious academic offences that can result in severe sanctions. Quoting material without citing its source or using others’ arguments without acknowledging the author is dishonest and subject to penalties that affect your grade and your university standing.

Rules regarding academic honesty apply to all academic materials submitted for credit in this course. Students are deemed to have read and have full knowledge of all such regulations and enforcement mechanisms. All work submitted for academic credit may be verified by the University as to origin and creativity, and all appropriate steps may be taken where necessary if problems are found to exist. Assignments and papers submitted in this course will be subject to review by Turnitin.

York’s policy on Academic Honesty can be found at:

<http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on>

Other resources and guidelines related to academic integrity can be found at:

<https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/>

**Accommodation of Religious Observances**

York University is committed to respecting the religious beliefs and practices of all members of the community and to accommodating observances of special significance to adherents. Should any of the dates specified in this syllabus for an in-class presentation or the due date for an assignment pose such a conflict for you, please let the course director know in writing within the first three weeks of classes. Further guidance is available at: <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs>

**Attendance Policy and Deferred Course Work**

Students are expected to attend all classes.  Course instructors are under no obligation to re-teach material that has already been taught during a regularly scheduled class.

Students seeking adjustments to scheduled class activities and evaluations by way of medical, religious, compassionate, work-related, military service, and other *bona fide* reasons must give appropriate notice to the course director. Other related information and forms can be found at:

<http://council.laps.yorku.ca/academic-petitions/>

**Ethics Review Process**

Students are subject to the York University Senate Policy on Research Involving Human Participants available at: <http://www.yorku.ca/secretariat/policies/document.php?document=94>. Those proposing to undertake research involving human participants (e.g., interviewing the head of an organization or the staff of a government agency, board, or commission; conducting a public survey or focus group; having students complete a questionnaire) are required to submit the relevant forms for at least one month before you plan to begin the research. Please note that you must specify for each assignment whether your research will involve human participants. If you are in doubt as to whether this requirement applies to you, please contact your course director immediately.

**University Policies and Additional Resources**

A supplementary source of university policies and student resources can found at: <https://course-outlines.laps.yorku.ca/outlines/2019y-apppas3190d-06/>