

PPAS-POLS 3190 6.00 (A)
Public Administration
2019-2020

This course employs a Moodle Course Website

	Time	Room
Class Time and Location	Friday 11:30 – 2:30	ACW 204

Professor	Office	Telephone	Email	WWW	Office Hours
Daniel Cohn	McLaughlin 128	416-736-2100 ext.77276	dcohn@yorku.ca	www.yorku.ca/dcohn	TBA

Summary Description:

This course examines the theory and practice of policy-making and public administration as well as the machinery of government, with particular 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. PRIOR TO FALL 2009: Course credit exclusions: AK/PPAS 3190 6.00, AK/PPAS 3410 6.00, AK/POLS 3410 6.00, GL/POLS 3240 6.00.

The Aims of this Course Are:

- 1.) Give students the opportunity to become familiar with the key institutions of the Canadian state and their roles in Canadian public administration
- 2.) Give students the opportunity to familiarize themselves with, to understand and to apply major theories that seek to explain the behavior and actions of Canadian public servants, and to a lesser extent the public servants of other countries.
- 3.) Give students the opportunity to become familiar with the key institutions of the Canadian state and civil society and to understand their roles in the policy-making process.
- 4.) Give students the opportunity to familiarize themselves with, to understand and to apply major theories of policy-making and policy analysis as they pertain to Canada and to a lesser extent other countries.
- 5.) Give students the opportunity to become proficient in social science research
- 6.) Give students the opportunity to practice and improve their oral and written communications skills
- 7.) Give students the opportunity to learn and improve the skills needed to participate in working groups and other collaborative efforts.

Assignments, Grading Scheme, Due Dates:

Assignment	Date	Grades
Term 1 Essay Proposal	October 11	10
Term 1 Essay	November 29	25
Term 2 Group Policy Memo (<i>Electronically Submitted</i>)	March 27	15
Term 2 Group Policy Presentation	April 3	15
Term 2 Group Evaluation (<i>May Submit Electronically</i>)	April 13	5
Final Exam	Official Final Exam Period	30
Total		100

The essay proposal and essay assignments will be posted on the class Moodle Site by the second class of the fall term. Students will be assigned to groups and the group assignment will be distributed in the second class of the winter term.

Grading Policies:

All students in the course are required to familiarize themselves with the seven modules of [The Academic Integrity Tutorial](#) and to submit a signed copy of [The Academic Integrity Checklist](#) with both their Essay Proposal and Essay assignments in the fall term. Please note: It is your responsibility to be aware of [The University's Academic Honesty Policy](#), as well as its other policies governing student conduct and to ensure that your work is done in conformity with the best standards of academic behaviour. I am required by the regulations of the University to report ALL suspected violations of the Academic Honesty Policy. I will be happy to answer any questions you might have about academic integrity and to assist you, but it is up to you to make sure you do not cheat. Sounds silly, I know. However, over the years I have found that most violations of these policies are simply accidental and not deliberate. By taking the time to review the modules of the tutorial and fill in the checklist before you submit your fall assignments, you will be taking a big step towards ensuring you do not inadvertently get in trouble.

Please try your best to deliver your essay proposal and essay assignments to me during class. If you absolutely cannot deliver your assignment to me in person, during the class it is due, take it to the main School of Public Policy and Administration office (Room 119 McLaughlin College). The staff there will accept your assignment during their normal business hours, date stamp it and record the arrival of your assignment in their log book. If you arrive after office hours, there is a night drop box. Anything placed in the drop box will be stamped as received at 8:30 the next morning. Sorry, other than the Group Policy Memo and your Group Assignment Evaluation, I cannot normally accept electronic submissions as I don't have the necessary budget to print out assignments for a large undergraduate class.

A word or two about the group assignments. It is recognized that some students may not be able to participate fully or at all in the spring group assignment (which will be a policy simulation) due to the need for academic accommodation due to a disability or serious illness. In those cases an alternative assignment will be provided. Second, there are three separate pieces of work that are required for the group policy simulation. A policy memo (that will be written by each group), a presentation that will be given by each group, and finally a group assignment evaluation that you will write individually. The purpose of this evaluation is to find out how things went in your group. You will evaluate your group members and they will evaluate you. If it becomes clear that some people in some groups may not have been pulling their weight, I will ask to speak with those people individually in my office and ask them to explain what happened. If I am not satisfied by their explanations I may choose to award them less than the full amount of the mark earned by the group. So for example, if the group earned 100% on both the policy memo and presentation (15 + 15 = 30/30), I may choose to give this person less than 30/30. In no circumstances, will such penalties exceed 50% of the marks awarded to the group.

Late assignments will be assessed a penalty of 1/10th the marks available per day (Weekends count as one day). This penalty will be waived if you have a compelling reason for being late, such as a serious illness or the need to care for a sick dependent that is appropriately documented. Please let me know as soon as possible if you cannot make a deadline and are going to be late.

YOU MUST ATTEND THE SCHEDULED YEAR-END EXAM. ONLY VERY SERIOUS REASONS FOR NOT ATTENDING WILL BE ACCEPTED AND EVIDENCE OF THE PROBLEM MUST BE PROVIDED. EXAMPLES OF SUCH REASONS INCLUDE: A DOCUMENTED MEDICAL CONDITION; THE NEED TO CARE FOR SOMEONE SUCH AS A CHILD WITH A DOCUMENTED MEDICAL CONDITION; OR A SCHEDULING CONFLICT WITH THE EXAM FOR A DIFFERENT CLASS.

YOU MUST COMPLETE ALL ASSIGNMENTS AND EXAMS TO RECEIVE A GRADE FOR THIS COURSE. WHERE WARRANTED, I WILL GIVE EXTENSIONS, DEFERALS, ETC. IF YOU HAVE A LEGITIMATE REASON FOR HAVING WORK OUTSTANDING AT THE END OF THE TERM. HOWEVER, THE REQUIREMENT TO COMPLETE ALL WORK WILL ONLY BE WAIVED IN RESPONSE TO STUDENTS WHO FIND THEMSELVES IN EXTREME SITUATIONS.

Accessibility:

If you require accommodation to be made in the structure, delivery of the course, or the assignments due to a disability, please advise me of this as soon as possible or arrange to have the appropriate office on campus send me an “accommodation letter” or “notice of needed accommodation form”, etc. I am happy to make any adjustments needed so that you can achieve your full potential as a student in the course.

Required Textbooks:

Howlett, Michael, M. Ramesh and Anthony Perl. 2009. *Studying Public Policy: Policy Cycles and Policy Subsystems, Third Edition*. Don Mills, ON: Oxford University Press.

Inwood, Gregory J. 2012. *Understanding Canadian Public Administration: An Introduction to Theory and Practice, Fourth Edition*. Toronto: Pearson. 978-013-511997-6.

Other readings required will be made available electronically via the York University Library, the internet, or the class Moodle Website.

Please Note: The assumption I made in drawing up the course syllabus is that each of you has a basic understanding of Canadian politics and government. If this is not the case for you, or you just want a refresher, there is a very easy to read and short (only 51 pages) book that is available free of charge from the website of The Library of The Parliament of Canada: [How Canadians Govern Themselves](#) .

Class by Class Schedule:

- September 6: Introduction to the Course
- No Readings
- September 13: What Is Public Administration and Why Study It?
- Inwood Chapter 1
- September 20: Is Administration in a Democracy Different from Administration and Management in other Social Organizations?
- Inwood Chapter 2
- September 27: Thinking Theoretically about Organizations
- Inwood Chapter 3
- October 4: Thinking about Canadian Public Administration from the Perspective of Organizational Theory
- Inwood Chapter 4
- October 11: Public Administration and the Machinery of Canadian Government (Fall Essay Proposals are Due)
- Inwood Chapter 5
 - (For those who are new to Canada, international exchange students, etc.) Forsey, Eugene *How Canadians Govern Themselves*. Available electronically from The Library of The Parliament of Canada: https://lop.parl.ca/About/Parliament/SenatorEugeneForsey/book/assets/pdf/How_Canadians_Govern_Themselves9.pdf
- October 18: **READING BREAK NO CLASS**
- October 25: Public Administration and the Canadian Constitution and Law
- Inwood Chapter 6

- November 1: Human Resources in the Public Sector
- Inwood Chapter 8
- November 8: Management Reform and Financial Management in the Public Sector: Implementing a New Public Management or Just Scrambling for Cash?
- Inwood Chapter 9
 - Cohn, Daniel, Lorne Foster and Ian Green. 2011. Learning from History: Program Reviews and Public Safety. *Policy Options* (February): 64-68. Available electronically from the Institute for Research on Public Policy:
<http://policyoptions.irpp.org/magazines/from-climate-change-to-clean-energy/learning-from-history-program-reviews-and-public-safety/>
- November 15: Ethics in the Public Service
- Inwood Chapter 10
- November 22: Ethics in Academic Research for Public Administration and Public Policy
- The Panel on Research Ethics. 2014. Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (Introduction, Chapters 1 – 2). Available electronically from the Panel’s website:
http://www.pre.ethics.gc.ca/pdf/eng/tcps2-2014/TCPS_2_FINAL_Web.pdf
- November 29: Thinking Seriously about Accountability (Essays Due)
- Inwood Chapter 11

Winter Break

- January 10: Introduction to Public Policy
- Inwood Chapter 7
 - Howlett et al. Chapter 1
- January 17: Theory and Public Policy
- Howlett et al. Chapter 2
- January 24: Situating Public Policy in Context
- Howlett et al. Chapter 3
- January 31: Agenda Setting: Which Policy Problems Get Debated?
- Howlett et al. Chapter 4
- February 7: Formulating Public Policy
- Howlett et al. Chapter 5

- February 14: Public Policy Decision-Making
- Howlett et al. Chapter 6
- February 21: **Reading Break – No Class**
- February 28: Public Policy Implementation
- Howlett et al. Chapter 7
- March 6: Public Policy Evaluation
- Howlett et al. Chapter 8
- March 13: Patterns of Public Policy Change Pulling Everything Together and one Example
- Howlett et al. Chapter 9
- March 20: Pulling A Lot of Things Together: Examples
- Peterson St-Laurent, Guillaume, Shannon Hagerman and George Hoberg. 2017. Emergence and Influence of a New Policy Regime: The Case of Forest Carbon Offsets in British Columbia. *Land Use Policy* 60 (January): 169-180. Available electronically from the York University Library:
<http://www.sciencedirect.com.ezproxy.library.yorku.ca/science/article/pii/S0264837716306160>
 - Cohn, Daniel. 2007. Chapter 23: Academics and Public Policy: Informing Policy Analysis and Policy Making. In *Policy Analysis in Canada*. Edited by Laurent Dobuzinskis, Michael Howlett and David Laycock. Toronto: University of Toronto Press. Available electronically from the York University Library:
<https://books-scholarsportal-info.ezproxy.library.yorku.ca/en/read?id=/ebooks/ebooks2/utpress/2013-08-26/1/9781442685529>
- March 27: An Alternative Idea or a Warning? Public Policy and Complexity Theory (Group Policy Memo Due, submit electronically via email: dcohn@yorku.ca)
- J.C. Scott (1998) *Seeing Like a State: How Certain Schemes to Improve the Human Condition have Failed*. New Haven, CN: Yale University Press. Chapter 9: Thin Simplifications and Practical Knowledge: Metis. Available electronically from the York University Library:
<http://site.ebrary.com.ezproxy.library.yorku.ca/lib/oculyork/docDetail.action?docID=10210235>
 - Glouberman, Shlomo and Brenda Zimmerman. 2002. *Complicated and Complex Systems: What Would Successful Reform of Medicare Look Like? Discussion Paper No. 8 for the Commission on the Future of*

Health Care in Canada. Ottawa: H.M. The Queen in Right of Canada.
Available electronically from the Government of Canada.
<http://publications.gc.ca/collections/Collection/CP32-79-8-2002E.pdf>

April 3: Group Policy Simulation Exercise Meeting.

April 13: No Class (Group Evaluations are due, submit electronically via email:
dcohn@yorku.ca)