

PPAS-POLS 3190 6.00 (A)
Public Administration
2020-2021

Professor Daniel Cohn, Ph.D.
The School of Public Policy and Administration

Attention All Potential Students: This Class Will Be Conducted Remotely.

Instructor	Telephone	Email	WWW	One-on-One Help
Daniel Cohn	(416)736-2100 x77276 This is my campus office Voice Mail, I check it once a day Monday to Friday	dcohn@yorku.ca	dcohn.info.yorku.ca	By Appointment via the Telephone during my office hours: Thurs 10:30 – 12:30
To make an appointment for the Thursday Telephone Office Hours (One-on-One Help): Email the Instructor a request including your name, your student number, a brief explanation (e.g. “problem accessing readings for week 2”, “I want to discuss my grade on my book review”, “I need help with my essay”, etc.), as well as the telephone number to call you at. The instructor is guaranteed to be able to talk during these office hours. If you need to speak at a different time, he will do his best to accommodate you, but cannot promise to do so.				

Teaching Components	Time	Method of Delivery
Lectures	Pre-recorded and available at the start of each week.	Available via a link placed on the course Moodle site
Optional Drop in Sessions	Friday 11:30 – 2:30	Live via Zoom

Several platforms will be used in this course (e.g., Moodle, Zoom, etc.) through which students will interact with the course materials, the professor, as well as with one another. Please review this syllabus to determine how the class meets (in whole or in part), and how office hours and presentations will be conducted.

Rather than the traditional lecture format, this course employs pre-recorded lectures. These will be made available no later than the Monday morning at the start of each week. The professor will then use the scheduled course time (Friday 11:30am – 2:30pm) to conduct live online drop-in sessions. As it is unlikely anyone will want to drop in for the entire three hours, the three hours will be divided into blocks. These sessions are optional. You can drop-in every week, only when you have something you wish to discuss or ask about, or never at all. You are also under no obligation to stay online for an entire block you log in for. As noted above, one-on-one help will be available during office hours. However, given the current circumstances, you will have to book an appointment so that the professor can call you on the telephone.

Students should note the following:

- Zoom is hosted on servers in the U.S. This includes recordings done through Zoom.
- If you have privacy concerns about your data, provide only your first name or a nickname when you join a session.

- The system is configured in a way that all participants are automatically notified when a session is being recorded. In other words, a session cannot be recorded without you knowing about it.

If you enroll in this class, you are agreeing to participate in it remotely, including:

- Watching each week's pre-recorded lecture available through the Moodle course site. These lectures will be made available to you no later than at the start of each week (Monday morning).
- Participating (if you wish to and when you wish to) in optional live online question and answer sessions led by the instructor, also via Zoom.
- Submitting all assignments electronically

As a result, participation in this class requires students to have access to a computer, tablet or decent smart-phone with broadband internet connection, equipped with a microphone and a web-camera, both on a regular basis and specifically at the scheduled weekly time of the drop in sessions. Further, beyond the various York University policies and regulations that already govern your conduct in this class and while you complete your assignments, you will also be required to agree to Zoom's own user agreement <https://zoom.us/terms>.

The Faculty of Liberal Arts and Professional Studies has prepared the following document: ["Student Rights and Responsibilities"](#) to help you better understand these topics.

The University has prepared the following document: ["Important Course Information"](#), which you should also be familiar with.

Accessibility:

If you require accommodation due to a disability, please advise the instructor as soon as possible or arrange to have the appropriate office on campus send him an "accommodation letter" or "notice of needed accommodation form", etc. The instructor is happy to make adjustments needed so that you can achieve your full potential as a student in the course.

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 and Due Dates:

Assignment	Date	Grades
Term 1 Critical Book Review	November 20	25
Term 1 Take Home Exam	Assigned December 11 / Due December 18	25
Term 2 Critical Book Review	March 26	25
Term 2 Take Home Exam	Assigned April 16 / Due April 23	25
Total		100

Grading Policies:

All students in the course are strongly encouraged to familiarize themselves with the seven modules of The Academic Integrity Tutorial. 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. The professor 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. Yes it is. However, over the years we 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, you will be taking a big step towards ensuring you do not inadvertently get yourself into trouble.

All assignment and take home exams are to be submitted electronically. Further details will be provided as to how this will be done at the start of the term. A note about "take-home exams". A take-home exam is a hybrid of a traditional assignment with the short time limits of an exam. In the case of this class, you will be given a list of questions and be expected to answer one of those questions with a well-written and well-reasoned essay and have one week to complete the essay. You will get further instructions and advice on how to successfully complete all of the

written assignments, including how to write an award-winning take-home exam, during the course.

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. Requests for extensions or for the waiving of late penalties must be appropriately documented with medical notes, etc. Please let the professor know as soon as possible if you cannot make a deadline and are going to be late.

The class consists of a series of weekly, pre-recorded lectures. Ideally, you will have done your assigned weekly readings before watching the lectures and to have done both before Friday morning of each week. That way, if you have any questions or wish to discuss something, you can log on for the weekly online drop-in sessions with the instructor which will take place during our regularly scheduled class time-slot. As noted previously, these sessions will be divided into blocks (as no one will want to take part for three hours) and are optional. You may participate every week if you like, only when you have a problem or question you wish to discuss in a group setting, or not at all, if that is your preference.

YOU MUST COMPLETE ALL ASSIGNMENTS AND EXAMS TO RECEIVE A GRADE FOR THIS COURSE. EXTENSIONS TO YEAR-END DEADLINES WILL BE GRANTED TO STUDENTS WHO HAVE A LEGITIMATE REASON FOR HAVING WORK OUTSTANDING AT THE END OF THE COURSE. HOWEVER, THE REQUIREMENT TO COMPLETE ALL WORK WILL ONLY BE WAIVED IN EXTREME SITUATIONS.

Required Textbooks:

To save money, wherever possible the professor has asked the bookstore to order electronic copies of the required books we will be using. In most cases, you will have to install a small program in your computer to read the book in the format you acquired it in (Amazon uses the Kindle reader; Indigo's reader is Kobo and Ebooks.com has their own reader too). Note: a lot of publishers use a format for Ebook's called EPUB. Books in this format can be read using a free piece of software from ADOBE called Adobe Digital Editions.

Howlett, Michael, M. Ramesh and Anthony Perl. 2020. *Studying Public Policy: Principles and Processes*, Fourth Edition. Don Mills, ON: Oxford University Press. **SAVINGS OPPORTUNITY!** This is a relatively expensive book. However, you can rent an electronic copy for six months and save a lot of money. The York University book store has been instructed to order this book as a rental, or you can rent it yourself from the Oxford University Press Canada website. **AS WE WILL NOT USE THIS BOOK UNTIL THE WINTER TERM, MAKE SURE YOU DO NOT RENT IT BEFORE JANUARY 1! THAT WAY YOU ONLY NEED TO RENT IT FOR SIX MONTHS, NOT AN ENTIRE YEAR.**

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

Clarke, Amanda. 2019. *Opening the Government of Canada: The Federal Bureaucracy in the Digital Age*. University of British Columbia Press. Electronic (PDF) Version, ISBN: 9780774836944 Electronic (EPUB) Version, ISBN: 9780774836951. **SAVINGS OPPORTUNITY!** I have asked the bookstore to order an electronic version of this book. You might be able to get it at lower price on this book by buying your E copy from AMAZON, INDIGO or EBOOKS. We are reading this book for the fall critical book review assignment.

Forget, Evelyn, L. 2018. *Basic Income for Canadians: The Key to a Healthier, Happier, More Secure Life for All*. Lorimer. Available in EPUB format with ISBN: 9781459413511.

SAVINGS OPPORTUNITY! You might be able to get a lower price on this book by buying your E copy from AMAZON, INDIGO or EBOOKS. We are reading this book for the winter critical book review assignment.

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

Please Note: The assumption made in drawing up the course syllabus is that each of you has already taken PPAS 2110 (Canadian Government) or POLS 2100 (Canadian Politics) and you have 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 (51 pages) book that is available free of charge from the website of The Library of The Parliament of Canada: [How Canadians Govern Themselves](#) .

Weekly Schedule of Topics and Readings:

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|---------------|---|
| September 11: | Introduction to the Course <ul style="list-style-type: none">• No Readings |
| September 18: | What Is Public Administration and Why Study It? <ul style="list-style-type: none">• Inwood Chapter 1 |
| September 25: | Is Administration in a Democracy Different from Administration and Management in other Social Organizations? <ul style="list-style-type: none">• Inwood Chapter 2 |
| October 2: | Thinking Theoretically about Organizations <ul style="list-style-type: none">• Inwood Chapter 3 |
| October 9: | Thinking about Canadian Public Administration from the Perspective of Organizational Theory <ul style="list-style-type: none">• Inwood Chapter 4 |
| October 16: | READING BREAK NO CLASS |
| October 23: | Public Administration and the Machinery of Canadian Government |

- 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 30: Public Administration and the Canadian Constitution and Law
- Inwood Chapter 6
- November 6: Human Resources in the Public Sector
- Inwood Chapter 8
- November 13: 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 20: Ethics in the Public Service (Fall Critical Book Review is Due)
- Inwood Chapter 10
- November 27: 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
- December 4: Thinking Seriously about Accountability
- Inwood Chapter 11

Winter Break

- January 15: Introduction to Public Policy
- Inwood Chapter 7
 - Howlett et al. Chapter 1
- January 22: Theory and Public Policy
- Howlett et al. Chapter 2
- January 29: Situating Public Policy in Context
- Howlett et al. Chapter 3
- February 5: Agenda Setting: Which Policy Problems Get Debated?
- Howlett et al. Chapter 4
- February 12: Formulating Public Policy
- Howlett et al. Chapter 5
- February 19: **Reading Break – No Class**
- February 26: Public Policy Decision-Making
- Howlett et al. Chapter 6
- March 5: Public Policy Implementation
- Howlett et al. Chapter 7
- March 12: Public Policy Evaluation
- Howlett et al. Chapter 8
- March 19: Patterns of Public Policy Change Pulling Everything Together and one Example
- Howlett et al. Chapter 9
- March 26: Pulling a Lot of Things Together: Examples (Winter Critical Book Review is Due)
- 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>

April 2:

Good Friday Holiday: No Class

April 9:

An Alternative Idea or a Warning? Public Policy and Complexity Theory

- 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>