

**York University**  
**COURSE OUTLINE PPAS 4995 6.0 A (ON-LINE)**  
**Fall/Winter 2020-2021**  
**PRACTICUM IN PUBLIC ADMINISTRATION**

**Mondays 4:00pm-7:00pm (ON-LINE, Synchronous delivery)**

**Course Directors:** Dr. Peter P. Constantinou and Professor Fausto Natarelli

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**Office hrs:** Flexible – please make an appointment via email

**Purpose of Course:**

Public Policy and Administration (PPA) Students in their fourth year may take an independent, individually supervised reading and research course which combines virtual/on-line volunteer work experience in a government department/agency, or a non-governmental organization interacting extensively with government, with an academic analysis of that experience. Students work as a volunteer in an agency approved by the Course Director the equivalent of a full day per week (about 7.5 hours) over a period of September/October to March/April. Enrolment is subject to agreement with the placement agency and the Course Director. Prerequisite: AP/PPAS 3190 6.00. **Note: Enrolment in this course is on a competitive basis and by permission only. Students should bring their resume and be prepared to be interviewed by the course directors during first class.**

**Learning Outcomes:**

- Explore public sector career alternatives prior to graduation.
- Integrate theory and practice in real work experiences.
- Assess interests and abilities in their field of study.
- Learn to appreciate public sector work and its role in society and in the economy.
- Develop an understanding of public sector work expectations, habits and attitudes necessary for public sector job success.
- Develop communication, interpersonal and other critical public sector job skills.
- Build a record of work experience.
- Foster positive relationships with colleagues and supervisor(s).

**Work Placement:**

The Course Directors will present students will a wide-ranging selection of virtual/on-line work placement opportunities in the government and broader public sector. While students are encouraged to select from this list, where significant interest lies in another area or organization, the Course Director will make every effort possible to accommodate the student's interest in securing a placement opportunity.

**Entrance to the Course**

Because of the limited number of placement opportunities, entrance to the course is on a competitive basis. Priority is given to students in the PPA Program with honours-level grade point averages. Contact the PPA office and arrange to be placed on the waiting list. Students who qualify will be invited to an interview with the course directors which will take place during the first class in week 1. Candidates will be asked to submit a resume prior to the interview.

**Teaching Methodology:**

The instructors maintain an ongoing dialogue with students throughout the placement process and because of the specific nature of discussions, conversations about individual placements are managed one-on-one via phone/Zoom, and email as appropriate/necessary.

Classes meet on-line twice per term at a time agreed to by the class and instructor. Meetings are intended to be a forum to discuss the placement experience and ideas/research for the major paper. Each student is expected to participate fully in these discussions, in hopes that bringing individual experiences and the work of their particular placement agency forward, others will gain a sense for the work of the government and broader public sector and the issues that these organizations face. It is fully expected that the Course Instructor will work one-on-one with students in support of their major paper expectations and any specific placement issues that arise.

**About Moodle and Zoom**

Moodle is the learning platform used by York University to allow us to have a personalized learning platform/environment for our course. The free site allows us to access all the materials, such as slide decks, assignments, and videos, as well as a secure site for us to upload student work for assessment.

- Zoom is a free video conferencing software app that allows us to engage virtually for video, presentations, group work and chat rooms. More detail about these systems will be shared at the beginning of the course. Students shall 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.

Technology requirements and FAQs for Moodle can be found here - <http://www.yorku.ca/moodle/students/faq/index.html>

**Evaluation:**

Assignment	Value	Due Date
Paper proposal, thesis statement and bibliography	15%	November 16, 2020 (10pm Toronto time)
Research Paper	40%	January 18, 2021 (10pm Toronto time)
Evaluation by work-site supervisor	40%	April 2, 2021
Reflective summary	5%	March 29, 2021 (10pm Toronto time)

**Note:** For the purpose of averaging grades on assignments to arrive at final course grade, the York University grade scale will apply. *All assignments are expected to be handed in on time.* If you expect to have difficulty in completing an assignment on time, please discuss this with the instructor. Otherwise, a late penalty of 10% per day will be strictly applied – no exceptions.

**Paper Proposal, Thesis Statement and Bibliography**

It is important to pick a topic for your final paper. The purpose of this assignment is to have you pick a topic and think about your thesis statement – what you will argue in your paper. You are welcome to pick any topic related to Canadian public administration (**NOT Canadian public policy**). The assignment should include the following:

1. An introduction that tells the reader something about the topic, why it is a problem or relevant today.
2. A clear research question that your final research paper will attempt to answer in a persuasive way.
3. Your thesis. What the paper will argue. I would like to see the following phrase “This paper will argue that ...” in your paper.
4. An outline of the principal sections of your paper and the arguments that you will likely present in each section.
5. Bibliography – List of at least 10 academic sources – peer reviewed journal articles and books and government documents. You should not be using newspaper or magazine articles or websites.

The bibliography section should include - at a minimum - 10 sources of information related to your selected topic. These sources can only be academic journal articles, academic books, government documents that include reports, position papers, policy statements, and so on. You cannot use non-peer reviewed sources. The paper proposal, thesis statement and bibliography assignment should no more than five pages long, single spaced. Be sure to use APA Style for all referencing. **The topic must be approved by the instructors in advance of starting the assignment.**

**Research Paper *(Please note late papers will not be accepted)***

The research essay must be a minimum of 20 pages in length (not including cover page and bibliography) using double-spacing and 12-point font.

The research paper must be professional in all aspects. The essay should include the following:

- Title page (title of paper, author's name and student number, professors name, course number and date)
- Introduction
- Research question
- Thesis statement
- Body of the essay – arguments supported by evidence and research from the literature
- Conclusion(s)
- References

You must have page numbers. The research essay must be a holistic work that demonstrates considerable research, writing and thinking. 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 that you have used, using APA Style.**

**Required Texts:**

There are no required texts or reading kits for this course. Students are expected to collect research appropriate to their major paper topic and in consultation with the instructor, via approval of the annotated bibliography.

**Recommended readings:**

- Eddy, S., and Gossett, C. (Fall 2016). Millennials and public service renewal: Introduction on millennials and public sector motivation. *Public Administration Quarterly*. Vol. 40(3), p. 412-428.
- Fedorko, J. (2006). *The Intern Files: How to Get, Keep, and Make the Most of your Internship*. Simon & Schuster
- Glenn, T. (2012). The state of talent management in Canada's public sector. *Canadian Public Administration*. March, Vol. 55(1), p. 25(27).
- Gower, R. and Mulvaney, M. (2012). *Making the most of your internship: A strategic approach*. Sagamore Publishing.
- Harvard Business Review. (2013). *Guide to Managing up and Across*. Boston: Harvard Business Review Press.
- Hobby, P. (2007). Managing in the public sector: how do public sector challenges differ from those in the Private sector, and what professional skill sets are needed to provide effective solutions? *The Public Manager*, Winter, Vol. 36(4), p. 78(5).
- Sweitzer, H. and King, M. (2019). *The Successful Internship: Personal, Professional and Civic Development in Experiential Learning*. Fifth Edition. Cengage Learning.

## **Making the Most of Your Placement or Internship**

Practicum placements are an opportunity to learn and gain new skills. You should set goals and milestones in order to assess your progress and achievements. Discuss these goals with your supervisor and discuss areas of improvement, and learning outcomes. You are encouraged to approach your supervisor if you have particular interests or want to learn more about a role or function. This is an opportunity to test a potential career option and the more you expose yourself to, the better assessment you can make.

Keep an inventory of everything you learn and undertake, this way you will have new skills and qualifications to add to your resume and discuss in future interviews. This will also assist with the preparation of your reflective assignment.

## **On-line/Virtual placements**

The COVID-19 pandemic has meant that increasingly work in all sectors in the economy may at times be done virtually. This placement may be fully or partially on-line. The highest standards of behaviour in representing your program and university must be maintained at all times and in all formats.

## **Orientation Checklist for Students**

Some practicum supervisors will provide some formal orientation and other will be more informal. By the end of your first day, or after your orientation session, you should know most of the following:

- Your supervisor's name, title, phone number, and email address
- Start and end times
- Lunch and break policies
- Who to contact if you will be late or absent
- Which equipment you may use
- Any codes or username/passwords you will need in order to perform your role or access equipment
- Eating areas (Are you allowed to eat and drink at your desk or in a public space?)
- The organization's office address, mailing address, phone number
- Reference materials, libraries, manuals which you are allowed to use
- Employee access to the facility (times, keys, etc.)
- Parking facility for your car (if driving)
- Phone policies
- How to request assistance and from whom
- How to access supplies
- Confidentiality policies
- Punctuality & Attendance expectations

Students are expected to treat their placement and internship as a regular job. You should be aware of schedules and your supervisor's attendance expectations. Report any absences to your direct supervisor as soon as possible – remember – they are expecting you to work that day and they need to know if you are unavailable because of illness, etc. Makeup days should be scheduled to ensure all required hours are completed before semester deadlines.

### *Professional Dress*

Before reporting for your first day of employment, be aware of the dress code of the organization. Practicum students must follow the same expectations of regular staff.

### *Accountability & Conduct*

- Be productive and meet deadlines.
- Collaborate rather than compete.

- Be encouraging and helpful to others, always offering to go the extra mile.
- Be flexible, versatile, and able to adapt to change.
- Make good decisions and ask for advice if unsure.
- Be attentive and confident in yourself, but ask your supervisor to clarify instructions if you are unsure of how to follow through on an assignment.
- Demonstrate enthusiasm.
- Above all, utilize this as a learning experience. Take notes, listen actively, and show a willingness to learn and eagerness to excel.

### *Confidentiality*

You are expected to share relevant and appropriate information about your placement and internship experience in a classroom setting. You should maintain confidentiality at all times and be sensitive with private organizational information. You may sign a confidentiality agreement as a condition of your placement.

### *Communication*

Be very aware of how you communicate with others in a professional setting. Avoid every inclination to use short forms or lingo in professional communication forms; such as emails and letters. Always address the person in writing with Hello or Dear, and always sign an email or letter with Best Regards, Sincerely, or Thank you. When communicating in person, remember that you are speaking to a professional, and you should conduct yourself accordingly.

### *Conflict Resolution*

Always maintain professionalism. If you cannot resolve the conflict on your own, follow these guidelines:

1. Speak to your supervisor in a professional and calm way.
2. Have a clear sense of the problem and present a possible solution.
3. If you are uncomfortable approaching your supervisor, do not hesitate to contact the Practicum instructor at any time for advice.

### *Expectations at the End of Placement & Internship*

Students are expected to meet with their supervisor as the term comes to an end. You are to provide your supervisor with required documentation (i.e. Record of Hours, Evaluation, etc.). Advise your supervisor of all the relevant information including, but not limited to:

- The number of hours you have completed.
- The date you require the forms back (it is suggested you collect the forms at least 2 business days prior to the due date).

Submit the required documentation to your employer well in advance of your exit meeting. Your supervisor should review their evaluation with you and provide you with the documents.

Be sure to thank your supervisor for the opportunity. If you think you would be a candidate for opportunities within the organization, be sure to express your interest and ask to be informed should any opportunities arise. Above all else, be sure to leave on a positive note.

August 10, 2020