AP/PPAS 3190 (Section D) 6.0: Public Administration – Course Outline
(Cross-listed as AP/POLS 3190 6.0)

2021-2022 Fall/Winter
Tuesdays, 4:00 PM to 7:00 PM, Beginning September 14, 2021

Instructor Professor Natarelli

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.

Office Hours

Office hours will be by appointment only and will occur via video conferencing or telephone. Professor Natarelli can be reached by email at natarel1@yorku.ca or by cell phone at (416) 803-9092.

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, successful students should:
1) Understand Canadian public policy and administration institutions and processes.
2) Have a general understanding of the public policy cycle in the Canadian setting.
3) 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.
4) Be familiar with the structures, organizations, and processes within the public service.
5) Understand the conceptual and theoretical foundations of public policy, public management, and administration; and,
6) Understand how the public service formulates, adopts, implements, and evaluates public policies and programs.

Structure 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. For additional details please see the Course Meeting Schedule.

Teaching Methodology

The course will be delivered through online channels by way of a synchronous learning format including full class and/or group discussions, workshops and other remote/distance learning techniques using video conferencing tools and eClass. Lecture materials will provide the context for the readings, which should be completed before each session and are listed below in the Course Meeting Schedule. 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 asked to work together in groups to produce results/answers to questions/challenges the outcomes of which will be reported back to the entire class. These 'virtual' workshops will focus on a range of topics to reinforce course concepts and

themes. Students are strongly encouraged to prepare for each session by completing the readings, participate in the discussions and take an active role in the workshops.

Several platforms will be used in this course (e.g., eClass, Zoom, etc.) through which students will interact with the course materials, the Professor as well as with one another. Please review the Course Meeting Schedule to determine how and when the class meets, either whole, or in part.

Synchronous Video Conferencing

Students will be <u>required</u> to participate in this course through video conferencing and they will also appear on video (e.g., for discussion sessions either with the whole class or in groups). To participate reliably, students will need a stable, higher-speed Internet connection, a computer with webcam and microphone, and/or a smart device with these features. Below are some useful links for student computing information, resources, and help: Here are some useful links for student computing information, resources, and help:

- Zoom@YorkU Best Practices (https://yorku.zoom.us/)
- Student Guide to eLearning at York University (https://elearning.laps.yorku.ca/)

To determine Internet connection and speed, there are online tests, such as <u>Speedtest</u>, that can be run.

Audio-visual recordings of live synchronous meetings will be posted on the course page on eClass. Please note:

- The recordings are to be used for educational purposes only and as a means for enhancing accessibility.
- Students do not have permission to duplicate, copy and/or distribute the recordings outside of the class (these acts can violate not only copyright laws but also Freedom of Information and Protection of Privacy Act (<u>FIPPA</u>); and
- <u>All recordings will be destroyed after the end of the 2021-2022 Fall/Winter term.</u>

Students shall note the following:

- Zoom is hosted on servers in the U.S. This includes recordings captured through Zoom.
- 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.

Privacy

Students should note that the name you use with Zoom and metadata about how you use the application will be stored on servers outside of Canada. <u>If you have privacy concerns, you can disable both audio and video.</u> You can also provide only your first name or a nickname when you join a session. If you choose to rename yourself, please let your professor know immediately and especially in advance of the first session.

Evaluation

Assignment	Value	Due Date
Discussion Paper	15%	October 22, 2021
Test #1 Public Policy	20%	November 30, 2021
Critical Analysis Proposal	10%	January 21, 2022
Critical Analysis Paper	25%	March 25, 2022

Test #2 Public Administration	20%	April 5, 2022
Student Engagement and Participation	10%	Throughout

Discussion Paper (Due Date/Time: October 22, 2021, at 5:00 PM) via eClass and *Turnitin*
The Discussion Paper is worth 15% of the overall course grade and it is to be submitted via eClass and the imbedded *Turnitin* application. Drawing on the content from the course readings assigned prior to the fall term Reading Week, each student will be asked to select course concepts and discuss how they relate to a Canadian public policy topic, current issue, journal article 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 and standard margins. Also, the American Psychological Association (APA) style is to be used for citation of references and sources. Grades will be deducted for typos and other grammatical errors. It is recommended the paper be read and edited by someone else before it is submitted for evaluation.

Test #1 (November 30, 2021, 4:00 – 7:00 PM) Via eClass and *Turnitin*
Term Test #1 is worth 20% of the overall course grade. Test #1 will include all readings, discussions and supplemental information covered prior to the test date. Additional details on the format of Test #1 will be provided at the start of the Fall Term. Test #1 will be administered using eClass and the imbedded *Turnitin* application.

Critical Analysis Proposal (Due Date/Time: January 21, 2022, at 5:00 PM) Due via eClass and *Turnitin*
The Critical Analysis Proposal is worth 10% of the overall course grade and it is to be submitted via eClass. The Proposal is the initial step to a more substantive effort. The Proposal will introduce a Canadian public policy topic and articulate a thesis statement or central argument for further analysis. In the winter term, students will rely on the Proposal to guide the preparation of the Critical Analysis Paper. The Proposal must be three pages in length (double spaced, 12-point font, using standard margins); excluding cover. The third page of the Proposal must contain a minimum of five academic/scholarly references (using the APA style). It is expected the Critical Analysis Paper will rely on these references, so students should be mindful of the relationship between these two assignments. The references may change as research progresses; however, the initial references are required to demonstrate that you have conducted some research and that acceptable sources are available. The Proposal will be reviewed and graded expeditiously by Professor Natarelli affording students the feedback they need to advance their research and complete the Critical Analysis Paper in a timely manner. Grades will be deducted for typos and other grammatical errors. It is recommended the paper be read and edited by someone else before it is submitted for evaluation.

Critical Analysis Paper (Due Date/Time: March 25, 2022, at 5:00 PM) Due via eClass and *Turnitin*
The Critical Analysis Paper is the major assignment for our course and is worth 25% of the overall course grade. It must be a minimum of fifteen (15) pages in length (not including cover page, table of contents, charts, tables, images, and references) using double-spacing, twelve-point font and standard margins. The Critical Analysis Paper will rely on the previously completed and submitted Proposal which can be repurposed and serve as the initial introductory pages of the Critical Analysis Paper. The Critical Analysis Paper must be a holistic work that demonstrates considerable research, writing and thinking on a substantive Canadian public policy topic. The Critical Analysis Paper must be professional in all aspects and should include the following:

- Title page (title of paper, student's name and student number, professor's name, course number and date).
- Introduction.
- Thesis statement or central argument.
- Body of the essay.
- Recommendations and/or conclusion(s).
- References, minimum 5 sources (of which at 3 must be academic or scholarly texts books, journals, and government documents/reports in nature) using the APA style.
- Page numbers.

Grades will be deducted for typos and other grammatical errors. It is recommended the paper be read and edited by someone else before it is submitted for evaluation.

Test #2 (April 6, 2022, between 4:00 and 7:00 PM) Via eClass and *Turnitin*
Test #2 is worth 20% of the final grade for the course. Test #2 will include readings, discussions and supplemental information covered throughout the Winter term and focuses on the public administration themes and concepts of the course. Details on the format of Test #2 will be provided in advance of the test date. Test #2 will be administered using eClass and the imbedded *Turnitin* application.

Penalty for Late Submission
As indicated above, all written assignments are expected to be submitted by the stated deadline. A deduction of 5% of the assignment total grade will be made for each calendar day an assignment is submitted beyond the due date. Further, the assignment will not be accepted 10 calendar days after the submission date. Exceptional circumstances may be accommodated with written consent from the Professor prior to the submission date.

Student Engagement and Participation
Each student's attendance and participation in the sessions is essential to optimize the learning experience for all students in the course. Your comments and personal and professional insights related to course topics are valued, welcomed, and indeed expected! Students should strive to engage through the online and distance learning methods that will be used, 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 engaging interactions. Students will be expected to communicate in a respectful and thoughtful manner engendering a safe and secure environment. Student engagement and participation grades will be assigned based on preparation, engagement/participation and contribution to discussion and interactions with other students in the course.

Student Engagement and Participation will be evaluated and based on the following, in this cascading order of weighted value:
- Timeliness, quality, and quantity of contributions to discussion;
- Responsiveness to discussion topics and demonstration of knowledge and understanding from assigned readings, other course materials and lectures;
- Contribution to sustaining a discussion or moving it forward;
- Attendance.

Grade Scale
To arrive at the overall 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 prior to the submission deadline for the respective assignment.

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.
- Submit your note via email to your professor. Handwritten submissions will not be considered.
- Re-grading will be based only on what you submit in writing.
- 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 written request for re-grading to your professor unless you are confident that a grading error has occurred. Re-graded materials will be made available to you as expeditiously as possible and no later than two weeks from receipt of the written request.

Addition Errors
If there is an error in the arithmetic calculation of your mark advise your professor by email immediately. Indicate what you think the total should be. Return this within two weeks of receiving the original grade. Addition errors will not be considered after two weeks.

Course Materials
Required Texts
- Howlett Michael, Ramesh M., and Perl, Anthony. 2020. *Studying Public Policy: Principles and Processes,* Fourth Edition, Oxford University Press, ISBN 9780199026142
- Inwood, Gregory, J. 2011 (4th Edition). *Understanding Canadian Public Administration: An Introduction to Theory and Practice*, Edition No. 04, Pearson, ISBN 9780135119976

Course Meeting Schedule
Please note that this is a course that depends on remote teaching and learning. There will be no in-person interactions or activities on campus. A combination of remote teaching approaches and communication tools will be used.

Meeting	Topic/Theme	Reading
September 14 Session #1	Course Overview	Lecture and related materials provided by Professor.
PART I – Fall Term - Public Policy		
September 21 Session #2	Studying Public Policy: Why and How	Chapter 1: Howlett et al, *Studying Public Policy*
September 28 Session #3	Understanding Public Policy: Theoretical Approaches	Chapter 2: Howlett et al, *Studying Public Policy*
October 5 Session #4	The Policy Context: States and Societies	Chapter 3: Howlett et al, *Studying Public Policy*

October 9 to 15: Fall Reading Week		
October 19 Session #5	Agenda Setting: Definitions and Problematics	Chapter 4: Howlett et al, *Studying Public Policy*
October 26 Session #6	Policy Formulation: Identifying and Assessing Policy Alternatives	Chapter 5: Howlett et al, *Studying Public Policy*
October 22	Submission of Discussion Paper (Via eClass and *Turnitin*)	
November 2 Session #7	Decision-Making in Public Policy: Policy Selection and Choice	Chapter 6: Howlett et al, *Studying Public Policy*
November 9 Session #8	Policy Implementation: Putting Policies into Effect	Chapter 7: Howlett et al, *Studying Public Policy*
November 16 Session #9	Policy Evaluation: Policy-Making as Learning	Chapter 8: Howlett et al, *Studying Public Policy*
November 23 Session #10	Patterns of Policy Change: Between Punctuations and Increments	Chapter 9: Howlett et al, *Studying Public Policy*
November 30 Session #11	Term Test #1: (Via eClass and *Turnitin)*	
December 7 Session #12	Writing an Essay	Lecture and related materials provided by the Professor.
December 7 – Fall Term Ends		
PART II – Winter Term - Public Administration		
January 4 Session #13	Setting the Context What is Public Administration?	Chapter 1: Inwood, Gregory, J., *Understanding Canadian Public Administration*
January 11 Session #14	Public Administration and Democracy	Chapter 2: Inwood, Gregory, J., *Understanding Canadian Public Administration*
January 21	Submission of Critical Analysis Proposal (Via eClass and *Turnitin*)	
January 25 Session #15	Theories of Organization	Chapter 3: Inwood, Gregory, J., *Understanding Canadian Public Administration*
February 1 Session #16	Organization Theory and Canadian Public Administration	Chapter 4: Inwood, Gregory, J., *Understanding Canadian Public Administration*
February 8 Session #17	Public Administration and Institutions: The Real World of Organizations and the Machinery of Government	Chapter 5: Inwood, Gregory, J., *Understanding Canadian Public Administration*
February 15 Session #18	Public Administration, the Constitution, and Law	Chapter 6: Inwood, Gregory, J., *Understanding Canadian Public Administration*
February 19 to 25: Winter Reading Week		
March 1 Session #19	Public Administration and Public Policy	Chapter 7: Inwood, Gregory, J., *Understanding Canadian Public Administration*

March 8 Session #20	Public Administration and the Management of Human Resources	Chapter 8: Inwood, Gregory, J., *Understanding Canadian Public Administration*
March 15 Session #21	Public Administration, Management Reform and Financial Management	Chapter 9: Inwood, Gregory, J., *Understanding Canadian Public Administration*
March 22 Session #22	Public Administration and Ethics	Chapter 10: Inwood, Gregory, J., *Understanding Canadian Public Administration*
March 25	Submission of Critical Analysis Paper (Via eClass and *Turnitin)*	
March 29 Session #23	Public Administration and Accountability	Chapter 11: Inwood, Gregory, J., *Understanding Canadian Public Administration*
April 5 Session #24	Term Test #2: Via eClass and *Turnitin*	
April 10: Winter Term Ends		

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/

Add/Drop Deadlines

Last date to add a course without permission of instructor	September 21, 2021
Last date to add a course with permission of instructor	October 5, 2021
Drop deadline: Last date to drop a course without receiving a grade	February 11, 2022
Course Withdrawal Period (withdraw from a course and receive a grade of "W" on transcript – see note below)	February 12 to April 10, 2022

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. Additional information is contained within the *Policy and Guidelines on Withdrawing from Course:* http://secretariat-policies.info.yorku.ca/policies/withdrawn-from-course-w-policy-and-guidelines/

<div style="background-color:#c0392b;color:white;font-weight:bold;padding:2px 6px;">General Academic Policies</div>

Grade Scale

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

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 Honesty and Integrity

In this course, we strive to maintain academic integrity to the highest extent possible. Please familiarize yourself with the meaning of academic integrity by completing SPARK's Academic Integrity Module (https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/) at the beginning of the course. Breaches of academic integrity range from cheating to plagiarism (i.e., the improper crediting of another's work, the representation of another's ideas as your own, etc.). All instances of academic dishonesty in this course will be reported to the appropriate university authorities, and can be punishable according to the Senate Policy on Academic Honesty at http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on

Turnitin Application

To promote academic integrity in this course, students will be normally required to submit their written assignments via eClass and the *Turnitin* application for a review of textual similarity and the detection of possible plagiarism. In so doing, students will allow their material to be included as source documents in the *Turnitin* reference database, where they will be used only for the purpose of detecting plagiarism. The terms that apply to the University's use of the *Turnitin* service are described on the *Turnitin* website.

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 meetings/sessions. Course instructors are under no obligation to re-teach material that has already been taught during a regularly scheduled meeting/session. Students seeking adjustments to scheduled meeting/session 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 be found at: https://course-outlines.laps.yorku.ca/outlines/2021y-apppas3190d-06/