

Introduction to Public Administration: Bureaucracy and Western Liberal Capitalist Democracy

AP/PPAS 1110 3.00
Fall 2026

Course Information

Course Instructor: Jennifer Servos Jones

E-mail: jservos@yorku.ca

Office Hours & Location: By appointment,
119 McLaughlin College or via Zoom

Course Time & Days: Wednesdays
11:30am- 1:20pm

Class Location: SLH B

Course eClass site:

<https://eclass.yorku.ca/course/view.php?id=156245>

Tutorials and TA Contact Information

	Location	Time	TA	Contact
Tutorial 1	VC 108	Wed 10:30am-11:20am	TBD	@yorku.ca
Tutorial 3	TBD?	Wed 1:30pm-2:20pm	TBD	@yorku.ca
Tutorial 4	ACW 303	Wed 1:30pm-2:20pm	TBD	@yorku.ca

Land Acknowledgment

First Nations peoples have lived on this part of Turtle Island for millennia, stewarding the land, the water and all that contributes to life in this region. Today, the culture and presence of First Nations, Inuit and Métis peoples enrich the lands and people of this territory.

More than two centuries ago, the Mississauga people welcomed settlers to this territory, providing sustenance and engaging in trade and commerce. Between 1781 and 1820, eight treaties were signed between the Crown and the Mississaugas of the Credit First Nation, who opened their territory to settlement. Today, York University's Keele Campus is located on Toronto Purchase Treaty, No. 13 lands and is situated on the traditional territory of the Huron-Wendat and Haudenosaunee.

Treaty history is foundational, and it is our collective responsibility to honour the land, as we honour and respect those who have gone before us, those who are here and those who have

yet to come. We are grateful for the opportunity to be learning, working and thriving on this land, and we commit to learn the truth and be active in the process of reconciliation.

Course Overview

Course Description

This course provides a comparative introduction to public administration, which explores the ways in which the key institutions of western civilization impact on the work of public servants and the ways in which these institutions are, in turn, reshaped by their interaction with the primary institution of the public service, bureaucracy.

Pre-Requisites: none

Course Credit Exclusions (CCE): none

Course Learning Objectives

By the end of this course, students will be able to:

- Explain the foundational concepts, structures, and functions of public administration in Canada.
- Understand the relationship between democracy, political power, legitimacy, authority, and public administration.
- Compare major theoretical approaches and organizational models in public administration and assess their influence on the Canadian public sector.
- Examine the roles and relationships of politicians, bureaucrats, central agencies, departments, regulatory agencies, and Crown corporations.
- Evaluate the impact of the Canadian Constitution, administrative law, federalism, and the judiciary on public administration and governance.
- Describe the stages of the public policy process, including policy formulation, implementation, and evaluation.
- Assess contemporary challenges and reforms in public sector human resource management and organizational governance.
- Explain the principles and processes of public sector budgeting, financial management, accountability, and resource allocation.
- Analyze the concepts of public accountability, ethics, and responsible governance in the federal public service.
- Examine the theory and practice of federalism and intergovernmental relations in Canada, including fiscal federalism and cross-jurisdictional policy coordination.

Course Organization

One weekly lecture in person; one weekly tutorial in person with attendance taken

Instructor Office Hours and Communication Guidelines

Office hours are by appointment and can be arranged in person or virtual via Zoom. Please contact the instructor or your TA using the email addresses provided above.

Required Course Materials

Course Learning Material	Cost	Availability
Required Text: Inwood, G. J. (2025). Understanding Canadian Public Administration: An Introduction to Theory and Practice, <u>5th Edition</u>. Toronto: University of Toronto Press.	\$120 paperback or \$90 ebook. Prices may be subject to change.	Available for purchase through the YorkU bookstore. Students must ensure their text is 5th edition.

Technical Requirements

Several platforms will be used in this course (e.g., eClass, Zoom, etc.) where students will interact with course materials, the course director/TA, as well as with each other.

Need technical help? Check out the following helpful links for information resources and support:

- [Student Guide to eClass](#)
- [Zoom@YorkU Best Practices](#)
- [Zoom@YorkU User Reference Guide](#)
- [eLearning Getting Started](#) (LA&PS eServices)
- [Student Guide to Remote and Online Learning](#)

To determine Internet connection and speed, there are online tests, such as [Speedtest](#), that can be run. If you need technical assistance, please consult the [University Information Technology \(UIT\) Student Services](#) webpage or write to askit@yorku.ca.

Course Evaluations

Assessment	Due Date	Weight %	Description
Mid term test	October 21	30%	In person during lecture. Covering course materials from weeks 1-5.
Position Paper	November 11	20%	5-6 page paper. See 'assignment' document posted on eClass for full description of requirements.
Final Exam	TBD- Official Exam Period	30%	In person during the official exam period. Covering course materials from weeks 7-12.
Attendance and Participation	Throughout the term	20%	Assessed weekly during tutorials as follows: 1.5 for attendance 0.5 for participation in discussions Total possible marks: 2 points per week x 10 weeks of tutorials= 20
		100%	

How to Submit Assessments

Position Papers are to be submitted through the Turnitin submission link on the course eClass site. Students are required to save all work and may be asked to resubmit papers if any difficulties in submission arise.

The mid-term test and final exam will be conducted in-person and will be handed in to the instructor at the end of the allotted test/exam time.

Late Work Policy

Position Papers must be submitted by 11:59pm on the due date. The submission link on eClass will automatically close at this time and no late submissions will be accepted. Exceptions to this for valid reasons such as illness or emergencies will be considered on a case-by-case basis. You must email your tutorial leader and the course instructor **before** the

due date/submission closing time to request an extension due to extenuating circumstances. Please see the [Senate Policy on Academic Consideration for Missed Coursework](#).

Missed Assessments, Tests and Exams

The only acceptable reasons for missing the mid-term test or final exam is due to immediate illness (yourself or someone you must care for) or some other unavoidable emergency. If you miss the mid-term test or the final exam you will be expected to provide documentation to substantiate that you had a legitimate reason to be absent. You will be required to write a make-up test or exam at a date and time determined by the course instructor. The need to travel is **not** an acceptable reason for missing a test or exam. Do not book a vacation for your December break until after the University publishes the final exam schedule. Please do not ask your Tutorial Leader for permission to miss an exam or to schedule make-ups. Only the course instructor can grant permission for this.

How to Use Citations in this Course

All sources must be properly cited in your reflection papers. Citations promote academic accountability, gives credit to the original authors, and helps to avoid plagiarism. For this course students are asked to use APA style formatting. Resources to help with citations:

- [I need to cite and reference](#), Learning Commons
- [Drop-in Research Support](#), York U Libraries
- [Writing Centre](#)
- [Student Papers & Academic Research Kit \(SPARK\)](#)

Grading

The grading scheme for this course conforms to the 9-point system used in undergraduate programs at York University. For a full description of the York grading system, visit the York University [Academic Calendar](#).

Grade	Grade Point	Percent Range	Description
A+	9	90–100	Exceptional
A	8	80–89	Excellent
B+	7	75–79	Very Good
B	6	70–74	Good
C+	5	65–69	Competent

Grade	Grade Point	Percent Range	Description
C	4	60–64	Fairly Competent
D+	3	55–59	Passing
D	2	50–54	Marginally Passing
E	1	40–49	Marginally Failing
F	0	0–39	Failing

Course Schedule

Important Dates

Explore York University's [Registrar's Office](#) to find a list of important dates, such as class start/end dates, drop deadlines, holidays and more.

Weekly Course Schedule

Week	Readings and Activities	Assessment Due Dates
Week 1 Sept. 9	Topic: Introduction to course, the nature of public administration Required Readings: Inwood, G. (2025), Chapter 1 *No tutorials*	
Week 2 Sept. 16	Topic: Public administration and democracy Required Readings: Inwood, G. (2025), Chapter 2 National Post article on SNC Lavalin Affair (available on eClass) *Tutorials begin*	

Week	Readings and Activities	Assessment Due Dates
Week 3 Sept. 23	Topic: Public administration and theories of organization Required Readings: Inwood, G. (2025), Chapter 3 CTV News Article on Freedom Convoy Protests (available on eClass)	
Week 4 Sept. 30	Topic: Canadian public administration and institutions Required Readings: Inwood, G. (2025), Chapter 4 CBC News Articles on Pheonix Pay System (available on eClass)	
Week 5 Oct. 7	Topic: Canadian public administration, the constitution, and law Required Readings: Inwood, G. (2025), Chapter 5	
Oct. 14	*Fall Reading Week- No class*	
Week 6 Oct. 21	Mid-term test during scheduled lecture period *No Tutorials*	Mid-term test 11:30am-1:20pm Covering course materials from weeks 1-5
Week 7 Oct. 28	Topic: Public policy Required Readings: Inwood, G. (2025), Chapter 6 CBC News Article on Auditor General Report on transition from Phoenix to Dayforce pay system (available on eClass)	

Week	Readings and Activities	Assessment Due Dates
Week 8 Nov. 4	Topic: Public sector human resources management Required Readings: Inwood, G. (2025), Chapter 7	
Week 9 Nov. 11	Topic: Public sector financial management Required Readings: Inwood, G. (2025), Chapters 8	Position paper due by 11:59pm on November 11, 2026 Submit via Turnitin on course eClass
Week 10 Nov. 18	Topic: Accountability, ethics, and values in public administration Required Readings: Inwood, G. (2025), Chapter 9	
Week 11 Nov. 25	Topic: Intergovernmental administrative relations Required Readings: Inwood, G. (2025), Chapter 10	
Week 12 Dec. 2	Exam Review (Final exam to take place during official exam period- date TBD)	

Course Policies

Please review the course policies in this section. All students are expected to familiarize themselves with the following information:

- [Student Rights & Responsibilities](#)
- [Academic Accommodation for Students with Disabilities](#)

Academic Integrity and Conduct

Academic integrity is a fundamental and important value of York University. To maintain a fair and honest learning environment, you are responsible for understanding and upholding academic integrity in all courses and academic activities. You are encouraged to connect with reliable [on-campus resources](#) that support your coursework and academic honesty. To better

understand the serious consequences of breaching academic honesty policies, familiarize yourself with the [Senate Policy on Academic Conduct](#). You can learn more about upholding academic integrity in your courses by exploring [SPARK: Academic Integrity Module](#), [LA&PS Academic Honesty](#) and [Academic Integrity for Students](#).

Generative Artificial Intelligence (GenAI)

Students are not permitted to use generative artificial intelligence (AI) in this course. Submitting any work created (in whole or part) through the use of generative AI tools will be considered a violation of York University's [Senate Policy on Academic Conduct](#). Using AI apps such as Microsoft Copilot, ChatGPT, DALL-E, translation software among others to complete academic work **without your instructor's knowledge or permission**, is considered a breach under York's Academic Conduct Policy. For more information, please review [AI Technology & Academic Integrity: Information for Students](#).

If you're not sure whether using an AI app for your academic work is acceptable, it is recommended that you:

- Carefully review the guidelines for your assessments
- Check for any messages from your instructor on eClass
- Ask your instructor or TA if they are permitting the use of these tools

Turnitin

To promote academic integrity in this course, you will normally be required to submit your written assignments to Turnitin (on the course's eClass site) for a review of textual similarities and the detection of possible plagiarism. In doing so, you are allowing your material to be included as source documents in the Turnitin.com 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.com website](#). York students may opt out of using Turnitin. If you wish to opt out, you should contact your instructor as soon as possible.

Accessibility

York University is committed to creating a learning environment which provides equal opportunity to all members of its community. If you anticipate or experience any barriers to learning in this course, please discuss your concerns with your instructor as early as possible. For students with disabilities, contact [Student Accessibility Services](#) to coordinate academic accommodations and services. Accommodations will be communicated to Course Directors through a Letter of Accommodation (LOA). Accommodations for tests/exams normally require three (3) weeks (or 21 days) before the scheduled test/exam to arrange. To learn more, please visit [Accommodated Exam/Test Scheduling](#).

Religious Observance Accommodation

York University is committed to respecting the religious beliefs and practices of all members of the community and making reasonable and appropriate [accommodations to adherents for observances of days of religious significance](#). Should any of the dates specified in this syllabus for course assignments, tests, or deadlines conflict with a date of religious significance, please contact the instructor not less than two (2) weeks (or 14 days) prior to the date for which accommodation is sought. If the requested accommodation is for an exam or falls within the formal examination periods, you must complete and submit a [Religious Accommodation Agreement \(PDF\)](#) at least three (3) weeks (or 21 days) before the start of the exam period.

Academic Consideration for Missed Course Work

This policy applies to course assessments worth 20% or less of your overall course grade and does not apply to exams held during the final examination period. Students may self-declare two (2) 7-day consideration periods each 12-week term and one (1) 7-day consideration period per six-week term. An Attending Physician's Statement (APS) is not required for these self-declared absences. However, an instructor may request a signed APS for the final examination period, coursework worth more than 20% of the course grade and missed work outside of the self-declared academic consideration period(s).

Students can submit their self-declaration(s) for academic consideration [using eClass](#). Students are then responsible for contacting the instructor no later than two (2) business days after the end of the consideration period(s) to arrange details of any accommodation for missed coursework. If you do not do this, you may get a zero (0) on the missed work. Where courses have built-in accommodations already established, the instructor may decline providing additional accommodations under this policy. For further details, please review the [Policy on Academic Consideration for Missed Course Work](#).

Final Examination Identification Policy

For final exams in this course, you must present a valid York University official photo identification card ([YU-card](#)) to verify your identity. Also, you will need to sign the exam's attendance roster. Learn more about preparing for your exams by reviewing York's Policies on [Conduct of Examinations](#) as well as the Registrar's Office [Examination Tip Sheet](#).

Intellectual Property

Course materials are designed for use as part of this particular course at York University and are the intellectual property of the instructor unless otherwise stated. Third-party copyrighted materials (such as book chapters, journal articles, music, videos, etc.) have either been licensed for use in this course or fall under an exception or limitation in Canadian copyright law. Students may not publish, post on an Internet site, sell, or otherwise distribute any course materials or work without the instructor's express permission. Course materials should only be used by students enrolled in this course.

Copying this material for distribution (e.g., uploading material to a commercial third-party website) may lead to a charge of misconduct according to York's [Code of Student Rights and Responsibilities](#), the [Senate Policy on Academic Conduct](#), and/or legal consequences for copyright violations.

Student Support and Resources

York University offers a wide range of student supports resources and services, including everything from writing workshops and peer mentorship to wellness support and career guidance. Explore the links below to access these on-campus resources:

- [Academic Advising](#) is available to provide students support and guidance in making academic decisions and goals.
- [Student Accessibility Services](#) are available for support and accessibility accommodation when required.
- [Student Counselling, Health & Wellbeing](#) offers workshops, resources and counselling to support your personal wellness and academic success.
- [Peer-Assisted Study Sessions \(PASS\) Program](#) provides free study sessions where students collaborate and enhance their understanding of course content in select courses.
- [Student Numeracy Assistance Centre at Keele \(SNACK\)](#) supports students in courses involving math, statistics, coding and Excel.
- [The Writing Centre](#) provides multiple avenues of writing-based support including drop-in sessions, one-to-one appointments, a Multilingual Studio and an Accessibility Specialist.
- [Centre for Indigenous Student Services](#) offers a community space with academic, spiritual, cultural and physical support, including writing and learning skills programs.
- [ESL Open Learning Centre \(OLC\)](#) supports students with building proficiency in reading, writing and speaking English.
- [Learning Skills Services](#) offers workshops, resources and tips on learning-related topics like time management, note-taking, studying and exam prep.
- [Learning Commons](#) links to supports for writing, learning skills, career development, exam preparation and other learning-related resources.
- [Roadmap to Student Success](#) is a collection of timely and targeted resources to help students achieve academic, personal and professional success at different stages of their university journey.
- [Office of Student Community Relations \(OSCR\)](#) is responsible for administering the [Code of Student Rights & Responsibilities](#) and provides critical incident and conflict resolution support.
- [Peer Mentorship](#) helps students transition through their first year by connecting them with upper-year students. The mentors can help students find supports and resources. They also lead a community hub on campus.

- [goSAFE](#) is staffed by York students and can accompany York community members to and from any on-campus location, such as the Village Shuttle pick-up hub, parking lots, bus stops or residences.

For a full list of academic, wellness and campus resources visit [Student Support & Resources](#).