



COURSE OUTLINE

2015/2016

COURSE NAME: Public Administration

COURSE CODE: MGMT3313

COURSE DESCRIPTION

This course focuses on the practical implications of public administration and emphasizes the differences between the private sector and public sector management regimes. Public administration is examined at the federal, provincial, and local levels with particular focus on how government functions. Through historical, contextual, and theoretical perspectives an overview of public administration is given that includes policy activities and decision-making, governmental processes and structures, human relation issues, and performance measurement.

Course Credits: 3.00

Pre-requisites: COMM1101, MGMT1120

LEARNING OUTCOMES

OUTCOME	Upon successful completion of this course, you will be able to
1	<p>Compare and contrast public and private management fundamentals.</p> <p>The following concepts, skills, and issues are used to support this Outcome:</p> <ul style="list-style-type: none">• Relate existing government systems to historical and theoretical underpinnings.• Distinguish public administration from other organizational structures.• Categorize theories of organization related to public sector evolution including organizational humanism and new public management.• Differentiate management techniques, constraints, and functioning between the private and the public sector.
2	<p>Examine policy activities and decision-making.</p> <p>The following concepts, skills, and issues are used to support this Outcome:</p> <ul style="list-style-type: none">• Analyze political processes and policy decision-making.• Explain the relationship between the bureaucracy and non-government actors.• Clarify “public goods” concepts and “equity and efficiency “ issues.

3	<p>Interpret governmental processes and structures including government services delivery mechanisms.</p> <p>The following concepts, skills, and issues are used to support this Outcome:</p> <ul style="list-style-type: none"> • Examine the relationship between the executive and the bureaucracy. • Contrast and compare departments, central agencies, crown corporations, and independent regulatory agencies. • Contrast interdepartmental and intradepartmental relations. • Critique intergovernmental administration relations. • Explain the budgetary process of government. • Critique alternative service delivery models.
4	<p>Categorize human relation issues unique to the public sector.</p> <p>The following concepts, skills, and issues are used to support this Outcome:</p> <ul style="list-style-type: none"> • Appraise the merit principle. • Analyze how managers use persuasion techniques in situations of varying authority directions. • Assess the career system perspectives in the public sector.
5	<p>Appraise the governmental performance measurement system.</p> <p>The following concepts, skills, and issues are used to support this Outcome:</p> <ul style="list-style-type: none"> • Evaluate accountability issues including the use of performance measures. • Explain the government's "bottom line" considerations. • Design a cost-benefit analysis.

STUDENT EVALUATION

OUTCOME	ACTIVITY DESCRIPTION	MARK DISTRIBUTION
1, 2, 3, 4 and 5	Discussions, professionalism, minor assignments	15%
2, 3, 4 and 5	Major Assignments	40%
1, 2 and 3	Midterm Written Assessment	20%
3, 4 and 5	Final Written Assessment	25%
TOTAL		100%

COMPLETION REQUIREMENTS

The minimum passing grade for this course is 50% (D). Please note, however, that minimum grades or Grade Point Averages (GPAs) – term or cumulative - required for transfer, good standing in a program, eligibility for graduation, or requirements for professional designation or professional examination exemption may be higher. Students are strongly encouraged to consult with their academic advisor for more details.

REQUIRED LEARNING RESOURCES

Paul Barker. (2008). Public administration in Canada. (Brief edition.). Toronto : Thomson Nelson. ISBN: 0176251375.

STUDENT EQUIPMENT AND SUPPLIES

None

DELIVERY METHOD

This course will be taught using a variety of delivery methods which may include face-to-face, online, or blended teaching platforms. Activities such as collaborative exercises/assignments, seminars, labs, discussion, audio/visual presentations, case studies, and practicums may be used to support learning.

STUDENT RESPONSIBILITY

Enrolment at NAIT assumes that the student will become a responsible citizen of the Institute. As such, each student will display a positive work ethic, assist in the preservation of Institute property, and assume responsibility for his/her education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

EQUITY STATEMENT

NAIT is committed to providing an environment of equality and respect for all people within the learning community, and to educating faculty, staff, and students in developing inclusive teaching and learning contexts that are welcoming to all.

Leadership Review Date: January 30, 2015

Curriculum Committee Review Date: January 04, 2013

Changes to This Course Outline: Every effort has been made to ensure that information in this course outline is accurate at the time of publication. The Institute reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.

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ADDENDUM to NAIT Course Outline for MGMT3313, Public Administration

Instructor Name	Gerri Rondot
Office Location	S113E
Contact	780-791-4978
Office Hours	Monday 5:00 pm – 6:30 pm Wednesday 4:00 pm – 6:30 pm
Hours of Instruction	Monday 3:00 pm – 4:50 pm Thursday 2:00 pm – 3:50 pm

Required Resources

Paul Barker. (2008). Public administration in Canada. (Brief edition.). Toronto : Thomson Nelson. ISBN: 0176251375.

Performance Requirements

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College 2015-2016 credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Specialized Supports

Counselling and Disability Services

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.

Exam Guidelines

PLEASE NOTE that the following Deferred Examination Policy is from NAIT. NAIT does NOT allow Supplemental Exams.



JR Shaw School of Business

DEFINITIONS

Accommodation Exams: Typically are scheduled for students with approved disabilities with the Services for Students with Disabilities (SSD).

Deferred Exam: Students unable to write an exam on the scheduled date and/or time due to illness or another serious reason (*documented circumstance*), a deferred exam may be scheduled for the student, upon approval as outlined below.

Immediate Family: Grandparents, parents, siblings, daughters/sons

Deferred Examination Policy

These guidelines apply to all deferred exams for daytime, evening, or online classes. **Students requesting an exam deferral should notify the JRSSB Business Information Centre as soon as possible in T300 or phone 780.471.8998**

1. Exams Rescheduled for Approved Documented Reasons

A. Students may be permitted to re-schedule exams for the following reasons, provided both the instructor and the Associate Chair/Chair are notified in advance of the scheduled exam AND appropriate “third party” documentation is provided to the appropriate Chair/Associate Chair within 3 business days of the start of the scheduled exam (e.g. a Monday exam would require documentation by Thursday, a Wednesday exam would require documentation by the following Monday). Weekend days and statutory holidays are **not** considered as business days.

Documented Reason	Appropriate Documentation
Personal medical/illness situations	A completed <u>physician statement form</u> , which is located in the T300 Business Information Centre. (Medical notes must be provided by a doctor. Prescription pad doctor's notes indicating you were seen in the office are NOT considered appropriate documentation.)
Death in immediate family	Obituary and death certificate of the deceased family member, evidence that the deceased is immediate family, address and contact information of the funeral home/church handling the service, and travel itinerary as appropriate.
Wedding in immediate family	Original wedding invitation, evidence that immediate family is being married, and travel itinerary as appropriate.
Documented accident	Third party documentation that clearly indicates the specific date and time of the accident, as well as provides evidence that the nature of the accident prevented the student from taking the exam, as originally scheduled.

Circumstances approved by the Program Chair/Associate Chair	As deemed appropriate by the Chair/Associate Chair
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NOTE: Work is NOT an acceptable reason to re-schedule an exam.

- B. The missed exam is to be re-scheduled to the earliest possible alternate day and time. Online students writing externally have within 72 calendar hours of the scheduled on-campus writing to write the exam. Requests to write beyond this 72-hour period fall within the criteria in A.
- C. **Students will pay a fee of \$150.00 for ALL deferred exams.**

2. Students Arriving Late to Exams

If an exam is written late (outside of the scheduled exam period) but on the same day the exam was scheduled, a minimum 20% penalty will be assessed. If the exam is written late due to a reasonable unforeseen event such as a documented accident or poor weather conditions, the Program Chair/Associate Chair may waive the late penalty.

3. Exams Not Written Due to Approved Reasons

If it is not possible for a missed exam to be rescheduled, the Program Chair/Associate Chair in consultation with the course coordinator/instructor will decide on the appropriate action to take to make up for the missed marks.

4. Quizzes Missed or Written Late

Students may be permitted to re-schedule quizzes or have their missed grade reallocated to subsequent assessments, provided the appropriate "third party" documentation (as shown in the table above) is provided to the instructor with reasonable notice. The course instructor will make the decision regarding the approval/disapproval of the quiz deferral, as well as the method in which the student will make up the marks missed.

Topic Outline

<p>Week 1 Course introduction / Definitions of Public Administration, Issues, Themes, and Impact Barker Chapter 1</p>
<p>Week 2 Organizational Theory - Structural Foundation Assignment 1 Research Project (20%) Barker Chapter 2</p>
<p>Week 3 Organizational Theory - Humanistic Response Current Events Barker Chapter 3</p>
<p>Week 4 New Public Management (Pt. 1) Current Events Tom Peters' video / Handouts</p>
<p>Week 5 New Public Management (Pt. 2) Current Events</p>

Barker Chapter 4 / Handouts
Week 6 Alternative Services Delivery Research Presentations (3%) Barker Chapter 8
Week 7 Budgetary Process Handouts Barker Chapter 19
Week 8 Midterm Exam (20%)
Week 9 Departments and Central Agencies Assignment 2 Debate (20%) Barker Chapter 5
Week 10 Crown Corporations / Regulatory Agencies Current Events Barker Chapters 6 and 7
Week 11 HR and Employment Equity Current Events Barker Chapters 17 and 18
Week 12 Bureaucratic Power / Executive and Bureaucracy Current Events Barker Chapters 9 and 11
Week 13 Debates
Week 14 Nongovernmental Actors Barker Chapter 16
Week 15 Final Exam (25%)

Authorization

This course outline has been reviewed and approved by the Program Chair.

Gerri Rondot, Instructor

Gina Jackson, Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor

Registrar's Office

