

# COURSE SYLLABUS



COURSE TITLE:	Foundations of Public Administration
CLASS SECTION:	PADM 112-D01
TERM:	Summer 2022
COURSE CREDITS:	3
DELIVERY METHOD(S):	Online asynchronous (7 weeks)

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

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*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME: Allison Betton (she/her/hers)  
EMAIL: [bettona@camosun.ca](mailto:bettona@camosun.ca)  
HOURS: by appointment

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

## CALENDAR DESCRIPTION

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Students will examine frameworks of Canadian governments, including Indigenous, municipal, provincial and federal governments, and explore principles of managing within governments. Students will review the internal operations and external environments in which public sector and community-based managers must operate, including the impact of politics on decision-making.

REQUISITE(S): C in Bus 210

One of: C in English 12, C in English Studies 12, C in English 12 First Peoples, C in Literary Studies 12, C in ENGL 091 and ENGL 093, C in ENGL 092 and ENGL 094, C in ENGL 092 and ENGL 096, C in ENGL 103 and ENGL 104, C in ENGL 142, C in ELD 092 and ELD 094, C in ELD 097, C in ELD 103 and ELD 104. Must be completed prior to taking this course.

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon successful completion of this course a student will be able to:

1. Describe the frameworks of governments, including the various structures (Indigenous, municipal, provincial, and federal), and how decisions are made
2. Evaluate the impact of stakeholder and community needs and desires on government decision making
3. Explain how politics impact the administration of government policies, programs, and services
4. Describe how organizational leadership styles impact governments
5. Describe the role that governments play in Canadian society

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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Craft, J. & Clarke, A. (Ed.). (2018) Issues in Canadian governance. Emond Montgomery Publications Limited.

Other: Online readings. In addition, learners should be able to access journals and other readings online through the Camosun College Library. There is access to the LibGuide for this course on the D2L site.

Barker, P., & Mau, T. (2018). Public administration in Canada (2nd ed.). Nelson Education Ltd.

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Week	Topic/Module	Readings	Activities & Assessments	Due Date
Week 1: May 2-8	Course Introduction  Foundations of Canadian Public Administration & Governance	Read online content and all readings assigned in textbook	Post your Introduction  Group discussion as assigned; initial post and then comments on other posts within group.  Complete Week 1 Assignments	Due: 9:00 a.m. May 4   May 8
Week 2: May 9-15	Foundations of Canadian Public Administration & Governance	Read online content and all readings assigned in textbook	Review feedback from Week 1 postings.  Group discussion as assigned; initial post and then comments on other posts within group.  Learning Reflections memo	Due: 11:59 p.m. May 15
Week 3: May 16-22	Multi-level Canadian Governance	Read online content and all readings assigned in textbook	Review feedback from Week 2 postings.  Group discussion as assigned; initial post and then comments on other posts within group.  Learning Reflections memo	Due: 11:59 p.m. May 22

Week 4: May 23-29	Governing in Practice	Read online content and all readings assigned in textbook	Review feedback from Week 3 postings. Group discussion as assigned; initial post and then comments on other posts within group. Learning Reflections memo	Due: 11:59 p.m. May 29
Week 5: May 30- June 5	Governing in Practice	Read online content and all readings assigned in textbook	Review feedback from Week 4 postings. Group discussion as assigned; initial post and then comments on other posts within group. Learning Reflections memo	Due: 11:59 p.m. June 5
Week 6: June 6-12	Evolving Approaches to Government	Read online content and all readings assigned in textbook	Review feedback from Week 5 postings. Group discussion as assigned; initial post and then comments on other posts within group. Complete Case Analysis	Due: 11:59 p.m. June 12
Week 7: June 13-18	Evolving Approaches to Government	Read online content and all readings assigned in textbook	Review feedback from Week 6 postings. Group discussion as assigned; initial post and then comments on other posts within group. Learning Reflections memo	Due: 11:59 p.m. June 17

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Weekly Group Discussions	50%
Individual Assignments	
<ul style="list-style-type: none"> <li>Learning Reflection Memos (5 memos @ 5% each)</li> <li>Case Analysis</li> </ul>	25%
	25%
<b>TOTAL</b>	<b>100%</b>

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information. <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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See the course D2L site for assignment instructions and grades, rubrics, course materials, and handouts for class. Important information will be posted in the course **News**; ensure you read each item. Due date reminders also appear on the course home page. If you have any questions or concerns, please ask!

### Participation

- Students are expected to participate weekly and to remain in contact with the instructor and class via D2L by participating in the discussion forums and completing assignments by the posted due dates.
- Please communicate with your instructor in the event of extenuating personal or family circumstances (illness, accident, and other uncontrollable events, medical emergencies) in a timely manner and provide applicable documentation in which case the instructor may use their discretion regarding the non-attendance/non-participation.

## SCHOOL OR DEPARTMENTAL INFORMATION

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### School of Business Academic Honesty Guidelines

The School of Business is committed to promoting competence, professionalism and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of these guidelines is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is the **student's responsibility** to become familiar with the [guidelines](#), definition, and consequences of academic dishonesty.

### [School of Business Academic Honesty Guidelines](#)

#### Acts of academic dishonesty include, but are not limited to:

- Using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.
- Duplicating a table, graph, or diagram, in whole or in part, without referencing the source.
- Paraphrasing the ideas of another person, whether written or verbal, without referencing the source.
- Providing answers to another student in any test, examination, or take-home assignment.
- Taking unauthorized materials into an examination or test.
- Submitting the same paper or portions thereof for more than one assignment in different courses without the instructor's permission.

If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor.

### Assignments & Exams

#### Assignment Formatting

The School of Business uses **APA style** for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See <https://camosun.libguides.com/apa7>

- *Submit all assignments into the D2L drop box by your last name.*
- *In text citations for quotes, paraphrasing, and references must be consistent with APA standards.*
- *Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.*
- **All submitted work must be properly referenced to sources.**

- a. Students must submit their assignments on the due date. A grade of zero will be assigned to late submissions. There are no additional assignments or make up exams of any kind if you performed poorly on an assignment, midterm or final exam.
- b. **EXAM DATES WILL NOT BE RESCHEDULED.** Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for medical reasons or extenuating circumstances which must be submitted and then accepted by the instructor. Please advise your instructor **promptly**.
  - See the [Exams and Evaluations Policy](#) for more information
- c. Students registered through the [Centre for Accessible Learning \(CfAL\)](#) should discuss timelines with their instructors **at the beginning of each semester**.
- d. Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes from RNs, chiropractors, massage therapists, etc., will not be accepted. Electronic notes will not be accepted. Medical documentation must be received no later than 1 week after the student's absence.
- e. Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the College's [Student Conduct Policy](#).

## STUDENT RESPONSIBILITY

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

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>

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Support Service	Website
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

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If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

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## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the “Attendance” section under “Registration Policies and Procedures” (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun’s Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student’s right to choose what is right for them. For more information see Camosun’s Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College’s Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College’s expectations of academic integrity and student behavioural conduct.

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College 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.