

# COURSE SYLLABUS

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

COURSE TITLE: Foundations of Public Admin  
CLASS SECTION: PADM 112 D01 TERM: Winter 2025  
COURSE CREDITS: 3  
DELIVERY METHOD(S): online asynchronous



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## INSTRUCTOR DETAILS

NAME: Odette Coccola EMAIL: [cocolao@camosun.ca](mailto:cocolao@camosun.ca) HOURS: email for meeting

*As your course instructor, I endeavor 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

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.

Requisites:

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

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

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* (2<sup>nd</sup> ed.). Nelson Education Ltd.

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

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

<b>SCHEDULE—PADM 112—FOUNDATIONS OF PUBLIC ADMIN.</b> You need to familiarize yourself with the weekly routine and stay on top of (or ahead in) your weekly work.		
Time block/ start date	Topic / Module	Activities and Assignments
<b>Week 1</b> <b>January 6</b>	<b>On-line—Week 1</b> Foundations of Canadian Public Administration & Governance	<b>Jan 6-12</b> (Mon to Sun) - Post Introductions by Wednesday January 11th; Read on-line content and all readings assigned in course text; group discussion as assigned; initial post and then comments on other posts within group. <b>Jan 12 (Sun)</b> –Complete Week 1.
<b>Week 2</b> <b>January 13</b>	<b>On-line – Week 2</b> Foundations of Canadian Public Administration & Governance	<b>Jan 13-19</b> (Mon to Sun) - Read on-line content and all readings assigned in course text; group discussion as assigned; initial post and then comments on other posts within group. <b>Jan 19 (Sun)</b> – Learning Reflections memo to drop box <b>by 11:59 pm</b>
<b>Week 3</b> <b>January 20</b>	<b>On-line – Week 3</b> Multi-level Canadian Governance	<b>Jan 20-26</b> (Mon to Sun) - Read on-line content and all readings assigned in course text; group discussion as assigned; initial post and then comments on other posts within group. <b>Jan 26 (Sun)</b> – Learning Reflections memo to drop box <b>by 11:59 pm</b>
<b>Week 4</b> <b>January 27</b>	<b>On-line – Week 4</b> Multi-level Canadian Governance	<b>Jan 27 - Feb 2</b> (Mon to Sun) - Read on-line content and all readings assigned in course text; group discussion as assigned; initial post and then comments on other posts within group. <b>Feb 2 (Sun)</b> – Learning Reflections memo to drop box <b>by 11:59 pm</b>

<b>Week 5 February 3</b>	<b>On-line – Week 5</b> Governing in Practice	<b>Feb 3-9</b> (Mon to Sun) - Read on-line content and all readings assigned in course text; group discussion as assigned; initial post and then comments on other posts within group. <b>Feb 9 (Sun)</b> Learning Reflections memo to drop box <b>by 11:59 pm</b>
<b>Week 6 February 10</b>	<b>On-line – Week 6</b> Governing in Practice	<b>Feb 10-16</b> (Mon to Sun) - Read on-line content and all readings assigned in course text; group discussion as assigned; initial post and then comments on other posts within group. <b>Feb 16 (Sun)</b> – Complete Briefing Note <b>by 11:59 pm</b>
<b>Week 7 February 17</b>	<b>On-line – Week 7</b> Evolving Approaches to Government	<b>Feb 17-21</b> (Mon to Fri) - Read on-line content and all readings assigned in course text; group discussion as assigned; initial post and then comments on other posts within group.  <b>Feb 21 (Fri)</b> – Learning Reflections memo to drop box <b>by 11:59 pm</b> .
<b>February 21</b>	<b>PADM 112 ends</b>	By February 26 Grades posted to course site and MyCamosun

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 notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessiblelearning/exams.html).

<http://camosun.ca/services/accessiblelearning/exams.html>

## EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Weekly Group Discussions	50%
Individual Learning Reflection Memos	25%
Individual Briefing Note	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

### 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, completing assignments by the posted due dates.
- Please communicate with me, 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

**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 Camosun College Library Citation Guides retrieved from: <https://camosun.libguides.com/apa7>. Camosun uses a variation of legal citation guides and you will find these on the course site and on the PADM Library Welcome page: <https://camosun.libguides.com/publicadmin>

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

## SCHOOL OR DEPARTMENTAL INFORMATION

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School of Business, Management and Human Resource Leadership  
Department Centre for Business and Access Building  
[Business@camosun.ca](mailto:Business@camosun.ca)

## 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>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
<b>Support Service</b>	<b>Website</b>
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>

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.

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

### Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

### 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](http://camosun.ca/services/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 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/e2.2.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.

### 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-servicesand-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.

### Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

**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.