

COURSE SYLLABUS



COURSE TITLE: PADM290 -

CLASS SECTION: D01

TERM: Winter 2024

COURSE CREDITS: 003

DELIVERY METHOD(S): On-line Class

You must attend the first week of classes to secure your space, we have a waiting list and I intend to make sure those of you registered are planning to attend!

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

INSTRUCTOR DETAILS

NAME: Jason Johnson
EMAIL: johnsonj@Camosun.ca
OFFICE: Virtual (Collaborate)
PHONE: Cell-250-858-3038
HOURS: By appointment (virtual office)

Intended Learning Outcomes

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

1. Critically analyze a trend or issue affecting public administration at any level of government, including Indigenous.
2. Collaborate and consult with others to develop strategies that address trends and issues.
3. Demonstrate ethical conduct and leadership required of a public administration professional

Required Materials

Texts: Off the Cuff: A collection of writings by George B. Cuff – Volume 3

Author: Cuff

ISBN: 978-0-919779-93-8

- (a) Municipal World Canada
- (b) Readings as assigned by the instructor.

4. Course Content and Schedule (subject to change at the discretion of the instructor)

Week	Topic / Module	Assignments and Activities
Week 1 Oct 21- 27	Course & Program Introduction Teams	Form Work Groups for Online Discussions and Environmental Scan Assignment Orient to course materials Introduction Post Start preparing local materials to support the class

		***Introduction post required the first week and replies to your fellow classmates
Week 2 Oct 28-Nov 3	Ethics	Read Essay 1 and 2 from Cuff Due-***Discussion Post 1 “Ethics in Government”
Week 3 Nov 4– Nov 10	Ethics	Find Unit 2 Materials/Articles Must search and find articles on local ethical issues in Administration Ethical issues in your area-can be done individually or in pairs
Week 4 Nov 11-Nov17	Homelessness	Jason to provide relevant recent articles ***Assignment 1 due Nov 17
Week 5 Nov 18-Nov24	Homelessness	Due *** – Discussion Post 2 “Homelessness in your region”
Week 6 Nov 25-Dec 1	Sustainability	Jason to provide relevant recent articles
Week 7 Dec 2-6	ALL About YOU!	Due – *** Discussion Post 3 “What does sustainability mean in government” Due – Final Assignment - Your short, medium and long term career plan

Basis of Student Assessment (Weighting)

Assignment*	Weight
On Line Discussions - (3 x 10% posts =)	30%
Individual or Pairs Assignment	35%
Career Assignment	35%

Attendance and Team Work

It is critical that students make a commitment to attend to your teams and discussions to enable effective team work.

Assessment Overview

Online Discussions (*Questions posted online at the end of each unit*)

WEIGHT: 30%

For your on line discussions you will be placed in a group of approximately 6 of your peers. As a group, you are responsible to respond to the week's discussion questions. Your participation online will build on the readings by drawing out the details that you can apply to your own work context. Sharing your own reaction to the material with other in the class will bring multiple points of view and experiences "in the field" that will allow you to continue learning beyond the print resources. Give the level of effort expected from you in the online forum and the anticipated learning that will result, this part of the course will contribute over one-third to your final grade. Here's what you need to do each week:

1. **In the first week, by the end of the day on Wednesday, each of you should aim to have posted at least one initial response to the question.** Your initial responses must be thoughtful and thorough, between 250 – 350 words for each question posed. It is very important that your response is not just your own opinion and also that your response is not just "lifted" from other sources. You need to back up your initial response by referring to at least three cited sources, found through research (including the course materials and on line or print sources) – avoid Wikipedia and other secondary sources.
2. **Review the marking rubrics for the online discussions before you get started so you will know what is expected in terms of content, sources and engagement.** There are two rubrics. One for your self-assessment and the other that the instructor uses to compare your own evaluation to what is expected in terms of the assignment.
3. You can then begin to respond to the initial responses of other members of your group and, in so doing, start building a —thread or discussion of connected thoughts related to the topic. You can also add to your own initial response. **Having an actual DISCUSSION with your peers is how you earn marks beyond marks for your initial posting.**
4. **Individually, you should be aiming at a minimum of four postings (in addition to your initial posting) during each week,** which are substantive and contribute to the discussion. Don't just cut and paste long passages into your posts – better to summarize and give the link to the full version, in most cases.
5. By end of the day on Sunday (before the discussion closes), you can begin to wrap up your discussions.

On completion of each discussion, you are to perform a "SELF ASSESSMENT" of your discussion. This is due by Monday night. There is a self-assessment for each discussion found under the quizzes tab. Your self assessment is to be completed by the following Monday night. Your instructor will review your self-assessments and may point out any discrepancies they see in what you have assessed yourself at to what you actually produced in the discussion. Note the instructor's rubric also posted in week one.

The self-assessment is an opportunity for you to reflect on your work and assess your own efforts in terms of substance and analysis. I offer this form of evaluation in some of my classes as a form of student centered, reflective and more empowering means of self and academic development. This approach is more in line with my own Indigenous worldview and its application to teaching and learning. I do review each of your contributions and will compare my review with your own assessments and if a correction is needed will make suggestions and an adjustment. You may choose not to complete

the self-assessment, in which case I will complete it for you. Not to penalize but to help guide your good work.

B) Assignment 1– Individual or Pairs Assignment

Note you may work individually or with someone who is assigned to your small discussion group for this assignment.

Purpose: To investigate a local ethical issue that you've identified in your region (based on what we have learned in class).

Background:

Before you begin this assignment, please make sure you have checked in with me on the topic for approval before starting.

Assignment:

- Write a paper on an ethical challenge for either one of the federal, provincial, local, or First Nation levels of government.
 - Target audience – you are a civil servant presenting the ethical paper to the political decision makers in the organization.
- The assignment should be approximately 8 pages (no longer) not including references, or you will lose marks.
- Format –prepare the paper as a professional document suitable to present to a Director or Manager.
- Include a minimum of five credible sources to support your analysis.
- Use APA formatting, citation and referencing style.
- The level of writing should be geared toward someone who is intelligent but does not have specialized expertise. Concepts should be explained in simple language and avoid using jargon.
- Focus on identifying trends, not necessarily issues. This is a difficult task. Focus on what might stay the same, increase, decrease, improve, or get worse.
- It is important to identify a trend and then address how the trend will likely impact the organization.
- If you have any questions, please let me know.

Assignment Grading Rubric:

The ethical issue is balanced	6
Each section is strategic and substantive	12
The submission is well organized/organization of ideas	4
Adequate references are made in the correct format	2
The paper is prepared professionally and has correct grammar, spelling, and punctuation /apa formatting	6
Total Marks =	30

C) Assignment 2 – Your Career

Purpose: With this being the capstone course for Public Administration you have completed your studies with Camosun College. Your instructor would like you to map out your career and I will provide you with substantive feedback on how you plan to reach your goals.

Focus:

This paper should be a road map for your future. It is important that you convey to your instructor, your background and desires for the future are and how you plan to achieve this. Given you are now completed your studies with Camosun, this final paper is meant to give you feedback on how you plan to achieve your career objectives.

Format:

- The following sections are typically included in your career brief: executive summary, introduction, the background, importance and analysis of your career, proposed or possible solutions, and recommendations for action.
- Length – the assignment should be approximately 8 pages (no longer) not including references. The reference page is in addition to the eight page maximum requirement.
- Format – you may use intros, headings, bullets, etc.
- Include a minimum of five credible sources to support your analysis.
- Use APA formatting citation and referencing style.
- The level of writing should be geared toward someone who is intelligent but does not have specialized expertise. Concepts should be explained in simple language and avoid using jargon.

Evaluation: The brief will be evaluated on clarity, conciseness, accuracy, relevance, writing style, organization, citation style, and strategic assessment of the issue.

Assignment Grading Rubric:

Your submission addresses your career-short, medium and long term	5
Your submission puts forward practical solutions for how you are going to achieve your career goals	10
Each recommendation is strategic and substantive	10
The submission is well organized/organization of ideas	5
Adequate references are made to readings and class discussion	4
The paper has correct grammar, spelling, and punctuation	6
Total Marks =	40

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 scan be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

Assessment	% of Final Grade	Total %
a) Assignments		35
Case Analysis:	10	
Team Project – Organizational Analysis	25	
b) Exams		50
Midterm 1 (Chapters 1-4)	15	
Midterm 2 (Chapters 5, 6, 8, & 14)	15	
Final Exam (Chapters 7, 10, 11, 12, 13 & 15)	20	
c) Participation		15
Attendance in - class activities – discussion Quizzes	15	
Total Assessments		100

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 (2018) Library Citation Guides retrieved from: <http://camosun.ca.libguides.com/apa>.

- Where required by your instructor, 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, 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.
- 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. See Camosun College (2003) Student Conduct Policy from: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf>.

Deadlines and exams. You must submit your assignments on the due date or as announced. 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.

- a) **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 that must be submitted and then accepted by the instructor. Please advise your instructor promptly.
- b) Students registered through the **Centre for Accessible Learning (CfAL)** should discuss timelines with their instructors at the beginning of each semester.

Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes are accepted from Physician (GP or medical specialist), Nurse Practitioner, Psychiatrist, Psychologist, Counsellor and Aboriginal Elder. Electronic notes will not be accepted. Medical documentation must be received as soon as reasonably possible.

STUDENT RESPONSIBILITY

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

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 camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

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.

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

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines:

<https://camosun.ca/cal>

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/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 <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/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 (see [policy](#)). Please visit <https://camosun.ca/services/forms#medical> 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: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

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 <https://camosun.ca/sites/default/files/2021-05/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.