

University of Waterloo
Department of Political Science
PSCI 434/634
Comparative Public Administration
Winter 2014
Wednesday 9:30-12:20

Instructor Information

Instructor: John (Ivan) Jaworsky

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Office Phone: 519-888-4567, x36566

Office Hours: 1:30-3:00, Tuesdays and Thursdays

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Please note that I am often available outside of my regular office hours. Drop by if my door is open, or send me an email message to set up an appointment. If you have course-related inquiries, feel free to send emails and I will try to respond as soon as possible. However, if you have a question that requires more than a brief (2-3 sentence) response, you should come by to see me.

Course Description

A comparative survey of significant and controversial issues in public administration. The course will focus on the rise and development of the administrative state in a variety of regional, cultural and political contexts, the challenges of controlling the “bureaucratization” of the state, and issues related to bureaucratic ethics and morality.

Required Text

- B. Guy Peters, *The Politics of Bureaucracy: An Introduction to Comparative Public Administration* (Routledge, 2010).

The course text is available at the university bookstore. Other course readings will be available as e-readings

Course Requirements and Assessment

Information on course requirements and assessments.

Assessment	Date of Evaluation (if known)	Weighting
Seminar essay outline	February 26	10%
Seminar presentation	TBA	30%
Course essay	April 2	40%
Seminar participation	Throughout semester	20%

Assessment	Date of Evaluation (if known)	Weighting
Total		100%
Notes on the various class assessments		

Essay outline

Students are required to prepare an essay outline so that I can monitor your progress with the essay. You must discuss and confirm your essay topic with the instructor before preparing the outline. The outline (approximately 2 pages) must include: a brief (one paragraph) statement of your thesis/argument; a breakdown of how you plan to construct (structure) the essay (headings/subheadings); and a preliminary bibliography of useful sources.

Seminar presentation

Seminar presentations should last approximately one hour (including questions and discussion) and they should be carefully prepared well in advance of the session to which the presenter has been assigned. The purpose of the presentation is not to simply summarize the literature on a given topic. Rather, presenters should do their best to put forward, in the most effective fashion possible, controversial and provocative ideas, concerning their topic, which will make their fellow students think about the topic, and stimulate discussion. Keep in mind that the purpose of your presentation is to help educate and stimulate your fellow students, not impress the instructor.

You can, if you wish, make use of various audio-visual aids, but remember that too much emphasis on audio-visual gimmicks may detract attention from the content of your presentation. In addition to your presentation briefing materials (see below), you can prepare materials to be handed out to fellow students on the day of your presentation.

On the Thursday prior to your presentation, you should provide the instructor with a reading list and briefing materials relevant to your presentation topic. The reading list should include several items (journal articles, chapters in books, links to youtube video clips, etc.) that you wish your fellow students to read or watch prior to your presentation, and the instructor will decide which of these items will be required reading/watching for your presentation. The briefing materials can include some of the following: a brief outline of your presentation; some questions you wish your fellow students to think about prior to your presentation; one or more brief articles, cartoons, etc. (e.g., from newspapers) relevant to your presentation; background materials for any simulation you wish to conduct during your presentation; tables, figures, statistical information, etc. relevant to your presentation; etc. Be as creative as possible in preparing your briefing materials. Once the instructor receives your briefing materials, they will be circulated to your fellow students. An evaluation of your briefing materials will enter into the calculation of the grade for your presentation.

Seminar essay

Each student is responsible for selecting the topic for his/her seminar essay, subject to the following guidelines:

a) The research essay must avoid simple historical narrative: for example, an essay on "The Evolution of the Indian Civil Service" which is no more than a chronological description of events, is unacceptable. The essays must have some theoretical or conceptual content, and they must not simply describe events or the operation of institutions; rather, they should pose and answer a specific question, or develop a line of argument.

b) Research essays must be organized around a theme relevant to the course, such as administrative reform, the bureaucracy as an agency of national integration, the growth of transnational bureaucratic structures, etc.

c) The research paper must be 15-20 pages (double-spaced) in length. I recommend the use of headings and sub-headings throughout the body of the research paper. Your material must be properly documented with full references (footnotes or endnotes) to the literature you have used in preparing the essay. See any recognized style manual for examples of proper references and bibliographic form. Make sure that you make or save a copy of your essay before handing it in to the instructor.

d) Your research paper can be linked to your seminar presentation, and can elaborate on a theme (or themes) raised in your presentation. However, remember that the purpose and audience of the presentation and essay are substantially different. The presentation is aimed at your fellow students, and has a general focus. It should aim at presenting issues related to a major theme in the literature on comparative public administration, in the most effective fashion possible, to your peers. The essay represents specialized research on a more narrow issue, and the audience is the course instructor.

Course Outline

Notes on readings.

Week	Date	Topic	Readings Due
1	January 8	Introduction to course	No readings
2	January 15	Public administration, governing, and political culture	Text, Ch. 1-2; Peters, "Democracy and Bureaucracy"; Andelman, "Coda: Snared in Bureaucracy"
3	January 22	Recruiting public personnel; problems of administrative structure	Text, Ch. 3-4; du Gay, "In defence of Mandarins"
4	January 29	The politics of bureaucracy; the bureaucracy and political institutions	Text, Ch. 5-6; Page, Policy Without Politicians, Ch. 1, 8
5	February 5	Administrative reform; the politics of public management	Text, Ch. 9-10
6	February 12	The politics of administrative accountability	Text, Ch. 8; Farazmand, "The Future of Public Administration"
7	February 26	Presentations	Briefing notes, and

Week	Date	Topic	Readings Due
			accompanying readings
8	March 5	Presentations	Briefing notes, and accompanying readings
9	March 12	Presentations	Briefing notes, and accompanying readings
10	March 19	Presentations	Briefing notes, and accompanying readings
11	March 26	Presentations	Briefing notes, and accompanying readings
12	April 2	Presentations	Briefing notes, and accompanying readings

N.B. 1-2 items will be added to the reading list during the semester.

The graduate students enrolled in PSCI 634 will be provided with separate instructions concerning their seminar presentations.

Late Work

The course essay is due on Wednesday April 2. Late essays will receive a 3% grade reduction per day, unless they are submitted with appropriate medical documentation. See Accommodation for illness form at: http://www.registrar.uwaterloo.ca/students/accom_illness.html

If you are submitting a late essay, hand it in person to me, or leave a hard copy in the instructor's dropbox (3rd floor, Hagey Hall) and send an electronic copy, on the same day, to the instructor's email address.

Information on Plagiarism Detection

Turnitin will not be used in this course. Students should be aware, however, that the course instructor has a good record of detecting student plagiarism.

Attendance Policy

N.B. Seminar attendance is not optional, and students should miss seminar sessions only if they have a valid reason (e.g., illness). You should inform the instructor if you are unable to attend a particular seminar session.

Institutional-required statements for undergraduate course outlines approved by Senate Undergraduate Council, April 14, 2009

Academic Integrity

In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. See the [UWaterloo Academic Integrity Webpage \(https://uwaterloo.ca/academic-integrity/\)](https://uwaterloo.ca/academic-integrity/) and the [Arts Academic Integrity Office Webpage \(http://arts.uwaterloo.ca/current-undergraduates/academic-responsibility\)](http://arts.uwaterloo.ca/current-undergraduates/academic-responsibility) for more information.

Grievance

A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70, Student Petitions and Grievances, Section 4 \(https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70\)](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70). When in doubt please be certain to contact the department's administrative assistant who will provide further assistance.

Discipline

A student is expected to know what constitutes academic integrity to avoid committing academic offenses and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offense, or who needs help in learning how to avoid offenses (e.g., plagiarism, cheating) or about "rules" for group work/collaboration should seek guidance from the course professor, academic advisor, or the undergraduate associate dean. For information on categories of offenses and types of penalties, students should refer to [Policy 71, Student Discipline \(http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm\)](http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm). For typical penalties check [Guidelines for the Assessment of Penalties \(http://www.adm.uwaterloo.ca/infosec/guidelines/penaltyguidelines.htm\)](http://www.adm.uwaterloo.ca/infosec/guidelines/penaltyguidelines.htm).

Appeals

A decision made or penalty imposed under Policy 70, Student Petitions and Grievances (other than a petition) or Policy 71, Student Discipline may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to [Policy 72, Student Appeals \(http://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm\)](http://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm).

Note for Students with Disabilities

The Office for Persons with Disabilities (OPD), located in Needles Hall, Room 1132, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the OPD at the beginning of each academic term.