

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



**COURSE OUTLINE**

**COURSE TITLE:** Canadian Political Structure and Public Administration

**CODE NO. :** PFP211 **SEMESTER:** 2

**PROGRAM:** Law & Security Administration, Police Foundations

**AUTHOR:** Social Sciences Department

**DATE:** Jan. 2009 **PREVIOUS OUTLINE DATED:** Jan. 2008

**APPROVED:** "Angelique Lemay"

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**CHAIR, COMMUNITY SERVICES**

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**DATE**

**TOTAL CREDITS:** 3

**PREREQUISITE(S):** None

**HOURS/WEEK:** 4

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*For additional information, please contact the Chair, Community Services*  
*School of Health and Community Services*  
*(705) 759-2554, Ext. 2603*

**I. COURSE DESCRIPTION:**

The aim of this course is to introduce the students to the concepts of both political science and public administration and to determine how these areas relate to law enforcement. The students will examine the history of politics in Canada, as well as the functions and organization of responsible government. This will be enhanced by further study into areas of public administration and the bureaucracy and its effect on law enforcement. Students will become cognizant of theories of bureaucracy, the history of the public service in Canada, and the art of making public policy.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

**A. Learning Outcomes:**

1. Express the introductory concepts of politics and public administration.
2. Explain the history of government in Canada.
3. Discuss the Constitution along with its Charter of Rights and Freedoms.
4. Describe the concept of responsible government at municipal, provincial, and federal levels.
5. Relate the roles of government and the resultant influences on law enforcement.
6. Determine the theories of bureaucracy and the contributions to law enforcement.
7. Describe the history of public administration in Canada.
8. Discuss the role of public policy.
9. Explain the functions of government ministries.
10. Describe federal and provincial agencies and their operations.
11. Discuss the importance of understanding the Canadian political process.

**B. Learning Outcomes and Elements of the Performance:**

Upon successful completion of this course, students will demonstrate the ability to:

1. Express the introductory concepts of politics and public administration.

**Potential Elements of the Performance:**

- Determine the role of government and that of public administration
- Define why knowledge of these roles will enhance the functioning of law enforcement procedures

2. Explain the history of government in Canada.

**Potential Elements of the Performance:**

- Cite the beginnings of Confederation in Canada
- Explain how Canada actually became a nation
- Examine the post-Confederation period and the early Constitution (British North American Act)

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE  
(Continued):**

3. Discuss the Constitution along with the Charter of Rights and Freedoms.

**Potential Elements of the Performance:**

- Discuss Canada's Constitution
- Examine the sections of the Charter of Rights and Freedoms which were added to the Constitution in 1982

4. Describe the concept of responsible government at the federal, provincial, and municipal levels.

**Potential Elements of the Performance:**

- Note the differences between representative and responsible government
- Examine the structure of government in Canada at all three levels
- Discuss the role of First Nations in the Canadian political structure

5. Relate the roles of government and the resultant influences on law enforcement.

**Potential Elements of the Performance:**

- Describe the relations between the levels of government in Canada
- Examine police responses to a changing society

6. Determine the theories of bureaucracy and the contributions made by law enforcement.

**Potential Elements of the Performance:**

- Cite the various theories of bureaucracy
- Discuss the realities of theory versus actual practice, regarding law enforcement
- Identify private versus public administration

7. Describe the history of public administration in Canada.

**Potential Elements of the Performance:**

- Identify public administration as a modern academic discipline
- Discuss the history of the public service in Canada

8. Discuss the role of making public policy.

**Potential Elements of the Performance:**

- Determine what is public policy and how it is made
- Examine policy instruments and degrees of regulation

## **II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE (Continued):**

9. Explain the functions of government ministries.

### **Potential Elements of the Performance:**

- Cite the role of government ministries and crown corporations
- Examine the legal parameters governing public institutions

10. Describe federal and provincial agencies and their operations.

### **Potential Elements of the Performance:**

- Describe the functions of key government ministries
- Outline the general structure of a number of law enforcement agencies and their accountability

11. Describe the importance of understanding the Canadian political process.

### **Potential Elements of the Performance:**

- Discuss how politics and public administration can enhance your personal and professional life
- List activities where you can participate as a citizen to better appreciate the political process

## **III. TOPICS:**

1. Introductory Concepts
2. Canada Becomes a Nation
3. The Constitution and Charter of Rights
4. Canadian Political Structure
5. Politics, Society, and Law Enforcement
6. Public Administration and Bureaucracy
7. Evolution of Public Administration
8. Making Public Policy
9. The Bureaucratic Machinery
10. Public Law Enforcement
11. Getting Involved in the Political Process

## **IV. REQUIRED RESOURCES / TEXTS / MATERIALS:**

1. Canadian Political Structure and Public Administration, (3<sup>rd</sup> ed.) by Geoffrey J. Booth, Emond Montgomery Publications Ltd., Toronto Canada

Additional resources as required, to be handed out in class by professor.

**COURSE NAME**

**CODE NO.**

**V. EVALUATION PROCESS / GRADING SYSTEM:**

**MAJOR ASSIGNMENTS AND TESTING**

1. Tests	75%
2. Assignment(s)	15%
3. Oral Presentation	5%
4. Attendance and Participation	5%
<b>Total</b>	<b>100%</b>

**METHOD OF ASSESSMENT (GRADING METHOD)**

The following semester grades will be assigned to students in post-secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

**Note:** For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade.

**Students enrolled in Police Foundations or Law and Security Administration programs will require a minimum of 60% (C) as a passing grade in each course.**

It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

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**COURSE NAME**

**CODE NO.**

**VI.** If a student misses a test due to a verifiable illness or incident, the professor will determine if the student is eligible for an extension of an assignment or re-scheduling of a test. The student is ultimately responsible and obligated to contact the professor by phone, in person, or in writing prior to the assigned due date or test time. The college touch-tone/24-hour number allows you to immediately notify the professor with your name, message and phone number.

Upon returning to college (your first day back), the student will **immediately** contact the professor to make arrangements for testing. Phone, or come by the professor's office, or leave a note under his/her office door with a telephone number where you can be reached. **Failure to do so will result in a zero grade.**

Notification policy in brief: **Mutual respect, courtesy, and accountability.**

Students are responsible for obtaining any materials missed due to absenteeism.

**TIME FRAME**

Canadian Political Structure and Public Administration PFP211 involves four periods per week for the semester. Students are expected to attend class and to participate in class activities.

**VII. SPECIAL NOTES:**

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Complementary Activities

To meet course objectives, students should expect to match each scheduled class hour with independent study.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

Communication: *Sault College has implemented WebCT/LMS as a tool of communication. The professor will inform students as to how this tool will be used in this course, and students are responsible for using this tool as directed.*

### Plagiarism

To plagiarize is to “take and use as one’s own (thoughts [ideas], writings, inventions, etc. of another); especially to take and use a passage, plot, etc. from the work of another writer” (Gage Canadian Dictionary, 1983, p. 861).

Students should refer to the definition of “academic dishonesty” in the Student Code of Conduct (on-line Intranet for Sault College). Also, in order to collaborate on an assignment, students need prior permission from the professor.

Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or other such penalty, up to and including expulsion from the course.

In order to protect students from inadvertent plagiarism, to protect the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

### Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

## **VIII. PRIOR LEARNING ASSESSMENT**

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the Social Sciences Co-ordinator or academic assistant regarding a general education transfer request. Students will be required to provide an unofficial transcript and course outline related to the course in question.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.