

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. 2010 **PREVIOUS OUTLINE DATED:** Jan. 2009

APPROVED: "Angelique Lemay" Dec/09

CHAIR, COMMUNITY SERVICES

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, (3rd ed.) by Geoffrey J. Booth, Emond Montgomery Publications Ltd., Toronto Canada

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

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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%
Total	100%

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.

NOTE: Mid Term grades are provided in theory classes and clinical/field placement experiences. Students are notified that the midterm grade is an interim grade and is subject to change.

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:

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.

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 postsecondary institutions.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

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

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

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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.

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:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may:

- (i) issue a verbal reprimand,
- (ii) make an assignment of a lower grade with explanation,
- (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”,
- (iv) make an automatic assignment of a failing grade,
- (v) recommend to the Chair dismissal from the course with the assignment of a failing grade.

In order to protect students from inadvertent plagiarism, to protect the copyright of 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.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.