**SYLLABUS**

**regarding the qualification cycle FROM 2023 TO 2024**

1. Basic Course/Module Information

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| --- | --- |
| Course/Module title | *Introduction to public administration* |
| Course/Module code \* |  |
| Faculty (name of the unit offering the field of study) | College of Social Sciences |
| Name of the unit running the course | Institute of Political Science |
| Field of study | Political science |
| Qualification level  | BA, MA |
| Profile | general academic |
| Study mode |  |
| Year and semester of studies | 2022/2023 winter semester  |
| Course type | Classes |
| Language of instruction | English |
| Coordinator | Prof. Agnieszka Pawłowska |
| Course instructor | Prof. Agnieszka Pawłowska |

\* - as agreed at the faculty

1.1.Learning format – number of hours and ECTS credits

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Semester(n0.) | Lectures | Classes | Colloquia | Lab classes | Seminars | Practical classes | Internships | others | **ECTS credits**  |
|  |  | 20 |  |  |  |  |  |  | 5 |

1.2. Course delivery methods

- conducted in a traditional way: classes

1.3. Course/Module assessment (exam, pass with a grade, pass without a grade)

Pass with a grade

2. Prerequisites

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| General knowledge on government and political systems. Basic knowledge on the state, its institutions, and political process. Students use their knowledge and acquire the new one to analyse particular political and administrative issues. |

3. Objectives, Learning Outcomes, Course Content, and Instructional Methods

3.1. Course/Module objectives

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| --- | --- |
| O1 | learning the basic concepts and theoretical approaches to PA |
| O2 | learning the PA objectives, institutions, functions, and models |
| O3 | learning the reforms and problems of modern PA |
| O4 | developing the ability to analyze and compare different PA models |
| O5 | developing skills of group work and self-education |

3.2. Course/Module Learning Outcomes (to be completed by the coordinator)

|  |  |  |
| --- | --- | --- |
| Learning Outcome | The description of the learning outcome defined for the course/module | Relation to the degree programme outcomes |
| LO\_01 | Student indicates and describes basic concepts of PA |  |
| LO\_02 | Student compares models and traditions of PA in Europe |  |
| LO\_03 | Student presents contemporary reforms of PA |  |
| LO\_04 | Student evaluates PA reforms in his/her own country |  |
| LO\_05 | Student is oriented on group work |  |
| LO-06 | Student is oriented on self-education |  |

**3.3. Course content (to be completed by the coordinator)**

1. Classes, tutorials/seminars, colloquia, laboratories, practical classes

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| Content outline  |
| 1. Defining PA through its objectives, functions and institutions.
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| 1. ABC of PA theory: bureaucratic and institutional theory, decisional theory, public management theory, governance theory.
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| 1. Mile-stones of PA development – from *rule of law* to *post-Weberian* state.
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| 1. PA models – Anglo-Saxon vs. continental (Napoleonic and federal) vs. Scandinavian vs. Central Eastern European model of PA.
 |
| 1. Contemporary PA reforms: factors and trajectories of change: inter- and intra-governmental reforms; territorial reforms; public services reforms.
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3.4. Methods of Instruction

e.g.

*Lecture: a problem-solving lecture/a lecture supported by a multimedia presentation/ distance learning*

*Classes: text analysis and discussion/project work (research project, implementation project, practical project)/ group work (problem solving, case study, discussion)/didactic games/ distance learning*

*Laboratory classes: designing and conducting experiments*

a lecture supported by a multimedia presentation, discussion, case studies, presentations, group work.

4. Assessment techniques and criteria

Final paper – comparative study of PA in the student home-country vs. selected models of PA

4.1 Methods of evaluating learning outcomes

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| --- | --- | --- |
| Learning outcome | Methods of assessment of learning outcomes (e.g. test, oral exam, written exam, project, report, observation during classes) | Learning format (lectures, classes,…) |
| LO-01 | observation during classes, presentation, final exam | classes |
| LO-o2 | presentation, final paper | classes |
| LO-03 | observation during classes, presentation | classes |
| LO-04 | observation during classes, final paper | classes |
| LO-05 | observation during classes | classes |
| LO-06 | observation during classes, final paper | classes |

4.2 Course assessment criteria

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| Activity during classes; taking part in a discussion; activity while working in groups; the quality of class presentation; the quality of the final paper.1. participating in classes, and activity (1-5 p.)
2. presentation (1-3 p.)
3. final paper (1-5 p.)

16-18 p. – A (excellent)14-15 p. – B (very good)12-13 p. – C (good)10-11 p. – D (satisfactory)8-9 p. – E (sufficient) |

5. Total student workload needed to achieve the intended learning outcomes

– number of hours and ECTS credits

|  |  |
| --- | --- |
| Activity | Number of hours |
| Scheduled course contact hours | 20 |
| Other contact hours involving the teacher (consultation hours, examinations) | 20 |
| Non-contact hours - student's own work (preparation for classes or examinations, projects, etc.) | 82 |
| Total number of hours | 125 |
| Total number of ECTS credits | 5 |

\* One ECTS point corresponds to 25-30 hours of total student workload

6. Internships related to the course/module

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| --- | --- |
| Number of hours |  |
| Internship regulations and procedures |  |

7. Instructional materials

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| Compulsory literature:Denhardt, R. B., Denhardt, J. V. (2009). *Public administration: An action orientation*. Belmont: Thomson/Wadsworth.Kuhlmann, S., Wollmann, H. (2015). Introduction to Comparative Public Administration. Administrative Systems and Reforms in Europe, Cheltenham: Edward Elgar.Pawłowska, A. (2018). Czynniki i trajektorie zmian administracji i polityk publicznych. In M. Pietraś, I. Hofman, S. Michałowski (eds), Państwo w czasach zmiany, Lublin: Wydawnictwo UMCS, 37-62 (English translation).Peters, G.P, Pierre, J. (eds) (2003). Handbook of Public Administration. London, Thousand Oaks, New Delhi: Sage. |
| Complementary literature: Frederickson, H.G., Smith, K.B. (2003). The Public Administration Theory Primer, Boulder: Westview Press.Killian, J., Eklund, N. (eds). (2008). Handbook of administrative reform: An international perspective. Boca Raton: CRC Press.Pollitt, Ch., Bouckaert, G. (2011). Public Management Reform. A Comparative Analysis. Oxford: Oxford University Press. Torfing, J., Bøgh Andersen, L., Greve, C., Klausen, K. K. (2021). Public governance paradigms: Competing and co-existing. Cheltenham, UK: Edward Elgar Publishing. |

Approved by the Head of the Department or an authorised person