

School of Government

MMPM 528 PUBLIC SECTOR ETHICS

Trimester 1 2006

COURSE OUTLINE

Contact Details

Course Co-ordinator:

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Other Contributors:

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Module Dates, Times and Location

Module One: Thursday 23 February 2006 8.30am-6.00pm

Module Two: Wednesday 12 April 2006 8.30am-6.00pm

Module Three: Thursday 8 June 2006 8.30am-6.00pm

Location:

Classes will normally be held on the Pipitea Campus and you will be advised of your classroom one week prior to each module by email.

Course Objectives

By the end of the course students will have an understanding of ethics in the context of the public sector, and issues of ethics and integrity for public sector managers. The focus will be on the context in which public sector organisations operate and their purposes, and the programme will draw on practical examples and cases.

The course will be grounded in moral philosophy and theories of human behaviour, and explore a range of approaches to ethics - *consequentialist*, *deontological*, and *virtue ethics* - suitably illustrated. We will also consider current matters such as the *responsibility and accountability* of officials, and *organisational responsibility*; examine the 'Dirty Hands' syndrome; and provide discussion around the topics of the *public interest*, *public good*, and *professional and organisational ethics*.

There will be an emphasis on *issues*, and ways of integrating and managing ethics in an increasingly complex, public environment. Every endeavour will be made to use current examples, and to examine issues relevant to central and local government.

The aim is to involve students in discussion and invited participants to share experiences and expertise. The *Chatham House Rule* will be observed.

Course Content

Module 1

Thursday 23 February 2006

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| Morning | Introduction to ethics and ethical theory - approaches and perspectives Parts I (utilitarianism) & II (deontology) |
| Afternoon | Introduction Part III (virtue ethics) Professional values and public service |

Module 2

Wednesday 12 April 2006

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| Morning | Responsibility and accountability - the nature of public service - current issues |
| Afternoon | Organisational responsibility, and the personality of institutions - Public interest |

Module 3

Thursday 8 June 2006

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| Morning | Morality and the public official |
| Afternoon | Managing for integrity - ethical frameworks Review and evaluation |

NB. It is expected that students will hand essays in by the due date, or the date of an extension granted by the course co-ordinator. Any student, who because of exceptional circumstances, believes that they will have difficulty meeting the deadline should consult the course co-ordinator. See note on **Penalties** below.

Readings

Recommended Reading* and Reference Works

- Boston, J. et al (1996) *Public Management: The New Zealand Model*, Auckland, Oxford University Press.
- Cooper, T. (1994) *Handbook of Administrative Ethics*, NY, Marcel Dekker.
- Craig, Edward (Ed) (1998) *The Routledge Encyclopaedia of Philosophy*, London and NY, Routledge.
- Lawton, A. (1998) *Ethical Management for the Public Services*, Buckingham, Open University Press.***
- Martin, J. (1991) *Public Service and the Public Servant* Wellington, SSC.
- Oakley, Justin & Dean Cocking (2001) *Virtue ethics and professional roles*, Cambridge University Press, Cambridge, UK.
- Preston, N et al (Eds) (1998) *Ethics and Political Practice*, The Federation Press, NSW.
- Preston, Noel, and Charles Sampford, with Carmel Connors (2002) *Encouraging Ethics and Challenging Corruption; Reforming Governance in Public Institutions*, The Federation Press
- Rachels, James (2000) *The Elements of Moral Philosophy*, McGraw Hill College Div.***
- Rohr, John A. (1998) *Ethics for Bureaucrats* (2nd Ed), Marcel Dekker, NY.
- Sampford, Charles et al (Eds) (1998) *Public Sector Ethics*, The Federation Press, NSW.
- Scott, Graham (2001) *Public sector management in NZ: lessons and challenges*, Australian National University, Canberra.
- Singer, Peter (Ed) (1991) *A Companion to Ethics*, Blackwell: Oxford.
- State Sector Standards Board (January, 2001) *Report to the Minister of State Services on a Draft Statement of Government Expectations of the State Sector*
- State Services Commission (1995) *Principles, Conventions and Practice Guidance Series*, Wellington.

NB. A good range and depth of various extracts and papers covering the topics under discussion will be distributed from time to time.

Assessment Requirements

The purpose of assessment is three-fold: 1) to ensure students have met the standard of work required of the course; 2) to give feedback on a student's performance to assist with future study; and 3) to provide the teaching staff with feedback on the progress of the class. Students will be assessed on the basis of their individual work.

and hand in assignments by the due date. Electronic versions of assignments may be submitted by email but should be followed by a hard copy.

If ill-health, family bereavement or other personal emergencies prevent you from meeting the deadline for submitting a piece of written work or from attending class to make a presentation, you can apply for and may be granted an extension to the due date. You should let your course co-ordinator know as soon as possible in advance of the deadline if you are seeking an extension.

A penalty will be incurred by late submission of work where no prior arrangement has been made, or where an extension of time is granted on the basis that a penalty will be imposed by mutual agreement. The penalty will take the form of a deduction for lateness of up to 10%. Such penalty will be discussed with the affected student before being imposed.

A penalty will also be incurred for exceeding the word limit to the extent that it is unnecessarily excessive. The penalty may be to ignore the work incorporated in the excess.

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student Administration Office

The Student Administration Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours, call the office on (04) 463-5376.

Easterfield (EA) - FCA/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce & Administration and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA 005) and offices EA 125a to EA 131 (Level 1). The office is available for the following:

- Duty tutors for student contact and advice;
- Information concerning administrative and academic matters;
- FCA Student Administration forms (e.g. application for academic transcripts, requests for degree audit, COP requests);
- Examinations-related information during the examination period.

Check with the Student Administration Office for opening times on (04) 463-5376.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

Student Conduct and Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor. This Statute is available in the Faculty Student Administration Office or on the website at: www.vuw.ac.nz/policy/StudentConduct.

The policy on Staff Conduct can be found on the VUW website at: www.vuw.ac.nz/policy/StaffConduct.

Academic Grievances

If you have any academic problems with your course, you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the Associate Dean (Students) of your Faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy, which is published on the VUW website: www.vuw.ac.nz/policy/AcademicGrievances.

Academic Integrity and Plagiarism

Academic integrity is about honesty – put simply it means no cheating. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is prohibited at Victoria.

The University defines plagiarism as follows:

Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

'Someone else's work' means anything that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organization or structuring of any such material.

Plagiarism is not worth the risk.

Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct (www.vuw.ac.nz/policy/studentconduct) and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- An oral or written warning;
- Suspension from class or university;
- Cancellation of your mark for an assessment or a fail grade for the course.

Find out more about plagiarism, and how to avoid it, on the University's website at: www.vuw.ac.nz/home/studying/plagiarism.html.

Students with Disabilities

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all

other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials, or in meeting the course requirements, then please contact the Course Co-ordinator as early in the course as possible. Alternatively, you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available. Disability Support Services are located on Level 1, Robert Stout Building, or phoning (04) 463-6070, email: disability@vuw.ac.nz. The name of your School's Disability Liaison Person can be obtained from the Administrative Assistant or the School Prospectus.

Student Support

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, please contact the relevant Course Co-ordinator, or Associate Dean who will either help you directly, or put you in contact with someone who can.

The Student Services Group is also available to provide a variety of support and services. Find out more at www.vuw.ac.nz/st_services/ or email student-services@vuw.ac.nz.

VUWSA employs two Education Co-ordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building, phone (04) 463-6983 or (04) 463-6984, email education@vuwsa.org.nz.

Manaaki Pihipihinga Maori and Pacific Mentoring programme (Faculties of Humanities and Social sciences and Commerce and Administration)

- **What:** Academic Mentoring for Maori and Pacific students studying at all levels in the above faculties. Weekly sessions for an hour with a mentor to go over assignments and any questions from tutorials or lectures. Registered students can use the faculty's study rooms and computer suite, at any time, at Kelburn and Pipitea.
- Mature student and Post grad network

If you would like to register as a mentor or mentee, please contact the co-ordinator.

Where:

Melissa Dunlop
Programme Co-ordinator
Room 109 D
14 Kelburn Parade: back courtyard
Phone: (04) 463-6015
Email: Maori-Pacific-Mentoring@vuw.ac.nz

Please Note: A mentoring room will also be running at Pipitea Campus starting January. Please contact the Programme Co-ordinator for details.