

School of Government

PADM 508
APPROVED PERSONAL COURSE OF STUDY

Taught with MMPM 528
PUBLIC SECTOR ETHICS
(24 Points)

Trimester One 2008

COURSE OUTLINE

Contact Details

Course Coordinator: **Dr Russell Harding**
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Module Dates, Times and Locations

Module One:	Thursday 21 February 2008	8.30am – 6.00pm
Module Two:	Thursday 17 April 2008	8.30am – 6.00pm
Module Three:	Thursday 5 June 2008	8.30am – 6.00pm

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

Course Objectives

By the end of this course, students will have an understanding of ethics in the context of the public sector, both from a theoretical and practical perspective. The focus will be on the context in which public sector organisations operate and their purposes. Extensive use will be made of practical examples and cases.

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

PADM candidates are expected to achieve these learning outcomes at a level appropriate for senior managers in the NZ public sector (e.g. a strategic rather than operational focus; oriented towards whole-of-government rather than a single work unit or organisation; demonstrating synthesis, contextuality and multidisciplinary thinking), and will be assessed on that basis."

Course Content

The course will be grounded in moral philosophy, theories of human behaviour and organisational theory. A range of ethical theories will be explored, including intuitionist, consequentialist, deontological, and virtue ethics – suitably illustrated. The course will also consider current topics such as the responsibility and accountability of officials, organisational responsibility, and the 'Dirty Hands' syndrome. Class discussions will focus on topics such as the public interest, public good, and professional and organisational ethics.

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

Learning Commitment

The learning objectives for the course and its modular structure require that students make a significant commitment in time and effort to reading and studying course materials, thinking about topics covered in class, and completing assessment items outside of class contact time. Expressed in input terms, the time commitment required usually translates to approximately 65 to 95 hours (excluding class contact time).

Readings

A course reader is available for the course. There are no other set texts. However, the following texts and reference works are recommended:

Public Management

Boston, J. et al (1996) *Public Management: The New Zealand Model*, Auckland, Oxford University Press.

Martin, J. (1991) *Public Service and the Public Servant* Wellington, SSC.

Scott, Graham (2001) *Public sector management in NZ; lessons and challenges*, Australian National University, Canberra.

Moral Philosophy

- Craig, Edward (Ed) (1998) *The Routledge Encyclopedia of Philosophy*, London and NY, Routledge.
- Rachels, James (2000) *The Elements of Moral Philosophy*, McGraw Hill College Division.

Public Sector Ethics

- Cooper, T. (1994) *Handbook of Administrative Ethics*, NY, Marcel Dekker.
- Lawton, A. (1998) *Ethical Management for the Public Services*, Buckingham, Open University Press.
- 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
- 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.
- Singer, Peter (Ed) (1991) *A Companion to Ethics*, Blackwell: Oxford.
- Uhr, John (2005) *Terms of Trust: Arguments over ethics in Australian government*, University of New South Wales Press.

Useful Websites

Cabinet Office	www.dpmc.govt.nz/cabinet/
Centre for Public Integrity	www.publicintegrity.org/
International Institute for Public Ethics	www.iipe.org/
State Services Commission	www.ssc.govt.nz
Transparency International	www.transparency.org/
OECD PUMA	www.oecd.org/topic/
US Office of Government Ethics	www.usoge.gov/

Note: Additional materials covering topics under discussion will be distributed from time to time.

Assessment Requirements

Students will be assessed on class participation and involvement, and by three completed assignment.

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.

Essay One	1,500 words	Due Monday 17 March 2008	15 percent
Essay Two	2,000 words	Due Monday 5 May 2008	30 percent
Essay Three	2,500 words	Due Friday 20 June 2008	40 percent

Topics for all essays are to be advised

Class participation 15 percent

Please submit ALL assignments IN HARD COPY to:

Francine McGee,
 School of Government,
 Victoria University of Wellington,
 Level 8 Reception,
 Rutherford House,
 23 Lambton Quay,
 P.O. Box 600,
 Wellington.

Students should keep a copy of all submitted work.

Penalties

The ability to plan for and meet deadlines is a core competency of both advanced study and public management. Failure to meet deadlines disrupts course planning and is unfair on students who do submit their work on time. It is expected therefore that you will complete and hand in assignments by the due date. Marks may be deducted where assignments are submitted after the due date. For out of town students, two calendar days' grace is given to allow for time in the post.

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. Note that this applies only to extreme unforeseen circumstances and is not necessarily awarded. You should let your Course Coordinator know as soon as possible in advance of the deadline if you are seeking an extension.

Mandatory Course Requirements

To fulfil the mandatory course requirements for this course, you are required to:

1. Submit all assignments by the due date;
2. Attend all contact sessions of the course.

Communication of Additional Information

Additional information may be provided in class, by post, by email or via Blackboard.

Withdrawal Dates

Students giving notice of withdrawal from this course after **Monday 3 March 2008** will NOT receive a refund of fees.

Students giving notice of withdrawal from this course after **Friday 30 May 2008** are regarded as having failed the course, unless the Associate Dean subsequently gives approval to withdraw.

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student and Academic Services Office

The Faculty's Student and Academic Services 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 Student and Academic Services Office on (04) 463 5376.

Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building on the ground floor (EA 005). This counter is the first point of contact for:

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

To check for opening hours, call the Student and Academic Services Office on (04) 463 5376.

Notice of Turnitin Use

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine www.turnitin.com. Turnitin is an on-line plagiarism prevention tool which identifies material that may have been copied from other sources, including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting misreferencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism. At the discretion of the School, handwritten work may be copy typed by the School and subject to checking by Turnitin. You are strongly advised to check with your tutor or the course coordinator if you are uncertain about how to use and cite material from other sources. Turnitin will retain a

copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied. See the Victoria University Calendar or go to www.victoria.ac.nz/home/about/policy/students.aspx

For information on the following topics, go to the Faculty's website www.victoria.ac.nz/fca under Important Information for Students:

- Academic Grievances
- Academic Integrity and Plagiarism
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

Manaaki Pihipihinga Programme

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email manaaki-pihipihinga-programme@vuw.ac.nz or telephone (04) 463 6015. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or telephone (04) 463 5842.
