

## **PUBLIC ADMINISTRATION AND MANAGEMENT**

**Bachelor in Philosophy, Politics, Law and Economics PPLE  
SEP-2023 PAM-PP.2.S.A**

Area Comparative Politics

Number of sessions: 15

Academic year: 23-24

Degree course: SECOND

Number of credits: 3.0

Semester: 1<sup>o</sup>

Category: COMPULSORY

Language: English

Professor: **INMACULADA PUIG SIMON**

E-mail: [ipuig@faculty.ie.edu](mailto:ipuig@faculty.ie.edu)

### **INMACULADA PUIG SIMON**

Imma Puig-Simon received an MPhil in political and social sciences from Pompeu Fabra University. She also received, among others, a Masters degree in Public Affairs, specializing in International Economic and Energy Policies Management, from School of International and Public Affairs at Columbia University.

During her 25+ years of professional career, Professor Puig-Simon has been working as a public policy advisor for some Spanish Government Institutions, such as the the Prime Minister's Office and the Ministry of Industry, Tourism and Trade. She has also served as a member of the Board of Directors of two well-know Spanish public-owned companies, as an Adjunct Professor in different Universities and Business Schools (since year 2000), as a researcher in prestigious international research centers (London School of Economics and Political Science and Max Plank Society), and as an international expert for the United Nations.

In September 2013, she founded Ipslink Group, a boutique consultancy firm specializing in public affairs and growth strategy with a strong international perspective, with a wide variety of clients, such as the UNDP, WPP, or the London Stock Exchange Group. She also teaches regularly both undergraduate and postgraduate courses, specializign in Public Affairs and Negotiation.

Check LinkedIn for more detailed information: [https://www.linkedin.com/in/immaps/](https://www.linkedin.com/in/immmaps/)

[ipuig@faculty.ie.edu](mailto:ipuig@faculty.ie.edu)

### **SUBJECT DESCRIPTION**

Today models of public administration and management have a global spread and, to really possess a good understanding of the issues our societies are facing and, most importantly, to provide solutions, it becomes necessary to address and analyse the foundation, nature and scope of these models, as well as their theoretical bases and differences.

This course is an introduction to public administration and management for undergraduate students. Public administration differs from many other areas in academia in that it has a strong practical component. This course will introduce students to both the theoretical and practical sides of public administration and management. Among the topics that will be covered are major theories of management, the relationship between politics and administration, the role of bureaucracy in the political process, the effects of culture on public management and the connection between public managers and policy making process.

## LEARNING OBJECTIVES

The objective of this course is to provide students with a theoretical framework, together with practitioner knowledge and tools, to help them better recognize public management issues at all levels of government and successfully face the challenges involved in governing our current highly complex societies.

Specifically, with this course students will be able:

- to appreciate the importance of public management in our democratic scheme of governance.
- to think analytically about problems of public management.
- to relate substantive policy issues to conceptual approaches in public administration/public management discipline.
- to make good arguments concerning how public management issues might be addressed or solved.

## TEACHING METHODOLOGY

IE University teaching method is defined by its collaborative, active, and applied nature. Students actively participate in the whole process to build their knowledge and sharpen their skills. Professor's main role is to lead and guide students to achieve the learning objectives of the course. This is done by engaging in a diverse range of teaching techniques and different types of learning activities such as the following:

Learning Activity	Weighting	Estimated time a student should dedicate to prepare for and participate in
Lectures	22.67 %	17.0 hours
Discussions	13.33 %	10.0 hours
Exercises in class, Asynchronous sessions, Field Work	13.33 %	10.0 hours
Group work	17.33 %	13.0 hours
Individual studying	33.33 %	25.0 hours
TOTAL	100.0 %	75.0 hours

## **PROGRAM**

### **SESSIONS 1 - 2 (LIVE IN-PERSON)**

#### **WHAT ARE WE TALKING ABOUT: PUBLIC ADMINISTRATION AND PUBLIC MANAGEMENT**

*Book Chapters: Chapter 6: What Lies Behind Policy: Questions of Justice and Effectiveness. Power and Choice (14th Ed.). New York: McGraw-Hill Education.*

*Book Chapters: Chapter 1: "Governing in an Age of Transformation" In: Handbook of Public Administration. 3rd edition. James L. Perry and Robert K. Christensen (eds.). San Francisco: Jossey-Bass. (pp.5-22)*

### **SESSIONS 3 - 4 (LIVE IN-PERSON)**

#### **UNDERSTANDING THE FIELD: THEORIES AND APPROACHES**

*Article: A public management for all seasons? (Public Administration, 69(1), pp.3-19. Royal Institute of Public Administration) (ced)*

*Article: The "Old" Public Management versus the "New" Public Management: Where Does Public Administration Fit in? (Public Administration Review, Vol. 61, No. 2 (Mar. - Apr., 2001), pp. 172-175) (CED)*

### **SESSIONS 5 - 6 (LIVE IN-PERSON)**

#### **PUBLIC ADMINISTRATION AND POLITICS**

*Book Chapters: "Bureaucracy in the Twenty-First Century". In Ferlie, E. et al. (Eds.), The Oxford Handbook of Public Management. New York: Oxford University Press.*

*Article: "The Concept of Bureaucracy by Max Weber" (International Journal of Social Science Studies Vol. 7, No. 2; March.) (CED)*

### **SESSIONS 7 - 8 (LIVE IN-PERSON)**

#### **PUBLIC MANAGEMENT: INTERNATIONAL PERSPECTIVE (II)**

*Article: "Globalization and Public Administration" (Public Administration Review, Vol. 59, No. 6 (Nov. - Dec., 1999), pp. 509-522) (CED)*

*Book Chapters: Change and Continuity in the Continental Tradition of Public Management (FR AND GER). In Ferlie, E. et al. (Eds.), The Oxford Handbook of Public Management. New York: Oxford University Press.*

### **SESSIONS 9 - 10 (LIVE IN-PERSON)**

#### **GOOD GOVERNANCE**

*Book Chapters: "Chapter 6: Advancing Good Government through Fighting Corruption" In: Handbook of Public Administration. 3rd edition. James L. Perry and Robert K. Christensen (eds.). San Francisco: Jossey-Bass.*

*Book Chapters: "Chapter 1: Ethics and Public Policy" in Public Policy. Why Ethics Matters. Sydney: ANU Press. (pp. 1-17).*

## **SESSIONS 11 - 12 (LIVE IN-PERSON)**

### **PROFILING THE EFFECTIVE PUBLIC MANAGER**

*Book Chapters: Chapter 2: Defining Effective Public Management. In The Effective Public Manager (3rd Ed.). New York: John Willey & Sons. (pp.13-38)*

*Book Chapters: "Professionals in Public Service Organizations: Implications for Public Sector Reforming". In Ferlie, E. et al. (Eds.), The Oxford Handbook of Public Management. New York: Oxford University Press.*

## **SESSIONS 13 - 14 (LIVE IN-PERSON)**

### **PUBLIC LEADERSHIP LAB**

(Materials will be distributed before class)

## **SESSION 15 (LIVE IN-PERSON)**

### **FINAL EXAM**

## **EVALUATION CRITERIA**

### **6.1. GENERAL OBSERVATIONS**

Each student has four attempts over two consecutive academic years to pass this course.

Dates and location of the final exam will be posted in advance and will not be changed.

Students must attend at least 70% of the sessions. Students who do not comply with the 70% attendance rule will receive a 0.0 on their first and second attempts and go directly to the third one (they will need to enroll in this course again the following academic year).

Students who are in the third or fourth attempt should contact the professor during the first two weeks of the course.

### **6.2. EVALUATION AND WEIGHTING CRITERIA**

Your final grade in the course will be based on both individual and group work of different characteristics that will be weighted in the following way:

<b>criteria</b>	<b>percentage</b>	<b>Learning Objectives</b>	<b>Comments</b>
Final Exam	40 %		In-class exam comprehensive of the whole course.
Pop Quizzes/Exercices	30 %		To ensure that everybody keeps up with the lectures and readings for the course, you can expect some unannounced quizzes or excercises throughout the semester.

Workgroups	20 %		Students will have to conduct a group assignment with a final presentation, scheduled by the end of the course.
Class Participation	10 %		The grade reflects students meaningful contribution to class discussion.

### RE-SIT / RE-TAKE POLICY

Up to ten extra points can be awarded (bonus) or extracted (malus) for extraordinary contributions (+) or penalties for class misbehavior (-).

Requirement for passing the PAM course: a minimum of 4 over 10 (simple) in the final exam.

### 6.3. RETAKE POLICY

Any student whose weighted final grade is below 5 will be required to sit for the retake exam to pass the course (except those not complying with the attendance rules, whom are banned from this possibility).

Grading for retakes will be subject to the following rules:

- The retakes will consist of a comprehensive exam. The grade will depend only on the performance on this exam; continuous evaluation over the semester will not be taken into account.
- The exam will be designed bearing in mind that the passing grade is 5 and the maximum grade that can be attained is 8 out of 10.
- Dates and location of the retakes will be posted in advance and will not be changed. Please take this into consideration when planning your summer.

### 6.4 ACADEMIC HONESTY

IE University fully embraces academic honesty as one of the key characteristics that should define a top-level student body. Accordingly, plagiarism, understood as the dishonest act of presenting another person's ideas, texts or words as your own, is absolutely forbidden. This includes in order of seriousness of the offense:

1. providing faulty sources;
2. copy-pasting material from your own past assignments (self-plagiarism) without the instructor's permission;
3. copy-pasting material from external sources even while citing them;
4. using verbatim translations from sources in other languages without citing them;
5. copy-pasting material from external sources without citing them;
6. and buying or commissioning essays from other parties.

Any student found plagiarizing on an assignment would receive a zero for that assignment and an ethics warning. A second case of plagiarism will lead to the convening of a university ethics committee, and failing the course. The same rules apply for cheating on exams or quizzes.

### BEHAVIOR RULES

Please, check the University's Code of Conduct [here](#). The Program Director may provide further indications.

## **ATTENDANCE POLICY**

Please, check the University's Attendance Policy [here](#). The Program Director may provide further indications.

## **ETHICAL POLICY**

Please, check the University's Ethics Code [here](#). The Program Director may provide further indications.

