Academic Year/course: 2021/22

29001 - Administration and public policy sciences

Syllabus Information

Academic Year: 2021/22
Subject: 29001 - Ciencia de la administración y políticas públicas
Faculty / School: 228 - Facultad de Empresa y Gestión Pública
Degree: 429 - Degree in Public Management and Administration
ECTS: 12.0
Year: 1
Semester: Annual
Subject Type: Basic Education
Module:

1. General information

2. Learning goals

3. Assessment (1st and 2nd call)

4. Methodology, learning tasks, syllabus and resources

4.1. Methodological overview

The methodology followed in this course is oriented towards the achievement of the learning objectives. In the learning process, different teaching methodologies will be used depending on whether the modality of face-to-face or distance learning is used. The indicated teaching methodologies allow the involvement of the student in their learning process and allow the teachers to solve the problems and doubts that may arise.
The teaching methodologies for the face-to-face students are the following:

1. **Theory and practice sessions.** The presentation of contents by the teacher, including practical exercises on the blackboard.
2. **Workshop.** Supervised session where students work individually or in groups and receive assistance and guidance when necessary.
3. **Problem-based learning.** Educational approach oriented to learning and teaching in which the students solve real problems in small groups and under the supervision of a tutor.

The teaching methodologies for distance students are the following:

1. **The study materials prepared by the faculty**, which will consist of at least one didactic guide for the preparation of the theoretical contents, the elaboration of the continuous assessment tests, the offer of training activities on the Moodle platform and evaluation systems.
2. **Workshop.** Supervised session where students work individually or in groups and receive assistance and guidance when necessary.
3. **Problem-based learning**. Educational approach oriented to learning and teaching in which the students solve real problems in small groups and under the supervision of a tutor.

4.2. Learning tasks

This course is organized as follows:

A. Training activities for the face-to-face students:

1. Teaching sessions. This part consists on the 40% of the workload of this course. It includes the interaction of students with teaching teams through:

- Lectures. The teacher or external experts explain the contents to the students.
- Practice sessions. Practical exercises, problems and cases solved by the students.
- Assignments.
- Field work or visits (visits to institutions, companies, etc.).
- Face-to-face tutorials, in which specific orientations will be offered on the different topics, additional contents for a deeper study of the course, tips for a better approach to the course and assessment tasks.

2. Autonomous work. This part consists on the 60% of the workload of this course. It includes:

- The individual study of the topics proposed by the teaching staff.
- The preparation of team and individual assignments. Preparation of activities to present or hand in in the practice sessions or assessment sessions.
- Mandatory readings.
- Autonomous work on the practical activities proposed by the teacher in the continuous assessment.
- Assessment tasks and exams.

B. Training activities for distance students:

1. Distance learning activities. This part consists on the 20% of the workload of this course. It includes the interaction of students with teaching teams through:

- Working sessions with Zoom, Google Meet and Microsoft Teams Videoconferencing platforms that allow classes, lectures and expository techniques to be carried out through the internet. In addition, it allows all the participants to share the desktop, so they can see the screen e.g. presentations, software, etc.
- Face-to-face/online tutorials, in which specific orientations will be offered on the different topics, additional contents for a deeper study of the course, tips for a better approach to the course and assessment tasks.
- Virtual work in networks or activities on the Moodle platform. Collaborative work that starts from a virtual space (Teaching Digital Ring, specifically Moodle platform), designed by the teacher and of restricted access, in which documents can be shared to work on them simultaneously and new ones can be added. It also contains the classes and lectures, both theoretical and virtual practical activities. It also allows the student to communicate in a synchronous and asynchronous manner, and participate in all the discussions.

2. Autonomous work training activities. This part consists on the 80% of the workload of this course. It includes:

- The individual study of the topics proposed by the teaching staff.
- The preparation of team and individual assignments. Preparation of activities to present or hand in in the practice sessions or assessment sessions.
- Mandatory readings.
- Autonomous work on the practical activities proposed by the teacher in the continuous assessment.
- Assessment tasks and exams.

4.3. Syllabus

The course will address the following topics:

Section I. Public administration: theory & methods

- **Topic 1. Introduction**
  1. Political Power and Public Administration
  2. Public Administration as an object of scientific analysis.
  3. Public Administration and social relations
  4. The meaning and concept of Public Administration
- **Topic 2. Public Administration as a discipline**
  1. Contemporary Public Administration: different scientific trends.
  2. From Public Administration to Public management
  3. From Public management to Governance

Section II. Public Administration, ideology and political system

- **Topic 3. Public Administration as an element of the political system.**
    1. Overview of the Public Administration by political thinkers
    2. Territorial organization and Public Administration
    3. Status of the public administrations in political systems

Section III. Public Administration and organized social groups.

- **Topic 4. Political and social pluralism. Collective interests and Public Administration.**
    1. Public participation and   democracy under the rule of law.
    2. Citizen participation
    3. Political parties and public administration.
    4. Organized groups and public administration
- **Topic 5. Bureaucracy**
    1. Scientific challenges
    2. The bureaucracy in the Marxists theory.
    3. Bureaucracy in the theory of Max Weber
    4. Criticism of Weberian Bureaucratic Theory.
    5. Bureaucracy as organization and power of bureaucrats.

Section IV. Organization Theory and the Public Sector

- **Topic 6. Generic view: of administrative organizations**
    1. Structuring criteria.
    2. The creation of organizations.
- **Topic 7. Notions of organization**
    1. Static view.
    2. Dynamic vision.
    3. Relations between organizations.
- **Topic 8. Public Administration functions and administrative factors.**
    1. The activities of public administration and public policy
    2. Conceptualizing administrative functions.
    3. Factors to consider when performing the functions.
    4. Administrative functions.

Section V. Contemporary public administrations.

- **Topic 9. The Spanish political-administrative system.**
    1. Introduction.
    2. The Government and the Central Administration.
    3. The Regional Administrations.
    4. The local administrations

Section VI. Public policy.

- **Topic 1. Theoretical framework.**
- **Topic 2. Key for the analysis.**
    1. Analytical definition.
    2. Constituent components.
    3. Public policy cycle.
- **Topic 3. Actors.**
    1. Types.
    2. Triangle of actors
- **Topic 4. Resources and institutional rules**
    1. Types of resources.
    2. Institutional rules.
- **Topic 5. Public policy management.**
    1. The process of public policy management.

- **Topic 6. Public issues and public agenda.**
    1. The rise and definition of the public issues.
    2. Types of agenda.
    3. Design of the government agenda.
- **Topic 7. Decision-making in public policy.**
    1. Decision-making: the action program.
    2. Political and administrative agreement.
    3. Allocating resources.
- **Topic 8. Implementation.**
    1. Definition.
    2. Theory.
    3. Planning.
    4. Implementing acts.
- **Topic 9. Evaluation.**
    1. Concept.
    2. Objectives.
    3. Types and models.
- **Topic 10. Termination.**
    1. The termination of public policy.

4.4. Course planning and calendar

Further information concerning the timetable, classroom, office hours, assessment dates and other details regarding this course will be provided on the first day of class or please refer to the Facultad de Empresa y Gestión Pública website and Moodle.

Training activities for the face-to-face students:	Hours
1.a. Face-to-face training activities: Lectures	75
1.b. Face-to-face training activities: Practice sessions	30
1.c. Face-to-face training activities: assignments	5
1.e. Face-to-face training activities: Face-to-face tutorials	10
2.a. Autonomous work training activities: Individual study	75
2.b. Autonomous work training activities: The preparation of team and individual works	20
2.c. Autonomous work training activities: Mandatory readings	15
2.d. Autonomous work training activities: Autonomous work on the practical activities proposed by the teacher in the continuous assessment	60
2.e. Autonomous work training activities: Assessment tasks and exams	10
Training activities for distance students	**Hours**
1.a. Distance learning activities: Working sessions videoconferencing platforms	30
1.b. Distance learning activities: Face-to-face tutorials and / or online tutorials	10
1.c. Distance learning activities: Virtual work in networks or activities in the Moodle platform	20
2.a. Autonomous work training activities: Individual study	100
2.b. Autonomous work training activities: The preparation of team and individual works	30
2.c. Autonomous work training activities: Mandatory readings	15
2.d. Autonomous work training activities: Autonomous realization of the practical activities proposed by the teacher in the continuous assessment	85
2.e. Autonomous work training activities: Completion of exams or face-to-face evaluation tests	10