

Yonsei University
Department of Public Administration
College of Social Sciences
ADMINISTRATIVE CASE STUDIES – PUB 3115
Semester 1 (March to June) - 2016

Professor: Thomas R. Klassen, Visiting Professor

Lectures: Wednesday 11:00-12:00 and Friday 11:00-1:00 in **Yeonhui Hall room XXX**

Office Hours: Wednesday from 11:00 to 12:00 in Room 103-1, Billingsley Hall

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Course description:

Public policy and administration is about real world problems and solutions that have an impact on the wellbeing of citizens. A critical role of public administrators is providing advice to politicians on how to respond to long-term trends and complex problems. This is a problematic role for public administrators because the time frame for politicians is only several years (until the next election) rather than extending to decades or longer.

In this course we will take one complex long-term problem in Korea of your choice and conduct a case study of government responses to this problem. The problem you select is entirely your choice. Some suggestions: declining fertility rates, population ageing, North-South Korea unification, Yongsan land redevelopment, etc. The case study can be undertaken individually or as part of a group. International students may undertake a case study related to their home country.

The first half of the course is preparation for your own case study research, including a review of the policy process and policy tools, and the nature of case studies. During this part of the course you will learn how to conduct case study research. The assignments for this part of the course are individual ones.

The second part of the course is focused on your own case study. Most of the readings for this part of the course will be self-selected in accordance with the specific research interests of the students.

The course is designed to stimulate in-depth critical thinking on public policy and administration so as to develop the skills and knowledge of required by professionals in the public sector. It is anticipated that students will produce high-quality case studies that demonstrate their potential as researchers and public administrators. The course is also useful preparation for further academic and professional studies.

WEEKLY SCHEDULE

Part I: March 2 to March 23 – *Situating your case study in the policy process: Initiation, priority-setting, policy formulation, legitimation, implementation, and evaluation*

Part II: March 25 to April 8 – *Situating your case study among policy tools: Privatization, symbolic response, exhortation, tax expenditures, public expenditures, regulation, taxation, and public ownership*

Part III: April 13 to May 6 – *The nature of case study research: An in-depth analysis of one event, decision, projects or problem using multiple sources of evidence*

Part IV: May 11 to May 25 – *Conducting case study research: Answering the ‘how’ and ‘why’*

PART V: May 27 to June 3 – *Oral presentation, and final report: Communicating effectively*

Please note that there is no classes held on April 20th and 22nd. The last class is on June 3rd.

READINGS

Assigned readings for this course are available online, some as hard copies at the Yonsei Library, while others will be distributed in class. Students must be able to access and retrieve electronic resources from the Yonsei Library.

Many of the required readings will be tailored to individual case study projects and provided to students as the course proceeds.

A required reading of this course is: *[How to Succeed at University \(and Get a Great Job!\): Mastering the Critical Skills You Need for School, Work and Life](#)* by Thomas R. Klassen, Thomas R. and John A. Dwyer. Vancouver: University of British Columbia Press. 2015. You can download the book for free.

Part I major readings

Denhardt, Robert B. and Janet V. Denhardt, 2014. *Public Administration: An Action Orientation*, Seventh Edition, Thomson/Wadsworth.

Follow these links:

http://www.uoguelph.ca/omafra_partnership/ktt/en/worktogether/resources/understanding_andapplyingbasicpublicpolicyconcepts.pdf

Part II major readings

Vedung, Evert. 2010. "Policy Instruments: Typologies and Theories" in *Carrots, Sticks & Sermons: Policy Instruments and their Evaluation*, edited by M-L. Bemelmans-Videc, R. C. Rist and E. Vedung. New Brunswick, NJ: Transaction Publishers. pp. 21-58.

<https://www.youtube.com/watch?v=8Mj88MqmayI> - Professor Michael J. Prince, University of Victoria. *Public Policy Instruments: Types, Theories of Choice, and Procedural Tools*

Part III readings and online resources

Yin, R. K. 2009. *Case Study Research: Design and Methods* (4th Ed.). Thousand Oaks, CA: Sage. Chapter 2, "Identifying your case(s) and establishing the logic of your case study" [to be provided by the professor].

The book is available at the Yonsei Library: 300.722 012a (it does not matter which edition)

<http://www.youtube.com/watch?v=FuG8AzK9GVQ> [one lecture]

<http://www.youtube.com/watch?v=gQfoq7c4UE4> [there are six lectures] – Professor Graham R. Gibbs at the University of Huddersfield

Part IV readings

Self-selected based on your case study, with the assistance of the professor

How to Write a Case Study to be provided by the professor

Part V readings and online resources

Self-selected

YouTube writing aids

"How to write an effective essay": <https://www.youtube.com/watch?v=nWqMQ26Gqj4>

"How to write an essay": <https://www.youtube.com/watch?v=liyFKUFCQno>

"How to Write an Effective Essay": <https://www.youtube.com/watch?v=IN6IOSMviS4>

Evaluation

<i>Assignment</i>	<i>Worth (%)</i>	<i>Due date</i>
Part I – Statement of interest in public policy and administration and this course (2 pages)	5%	March 15
Part II – Review/summary of: Vedung, Evert. 2010. “Policy Instruments: Typologies and Theories” in <i>Carrots, Sticks & Sermons: Policy Instruments and their Evaluation</i> , edited by M-L. Bemelmans-Videc, R. C. Rist and E. Vedung. New Brunswick, NJ: Transaction Publishers. pp. 21-58. (4 pages)	10%	April 8
Part III - Book review (8 pages)	20%	April 29
Part IV – List of data sources consulted for the case study	10%	May 13
Part V – Oral presentation Final report	15% 40%	Last week of classes

Please note

1. Late assignments will not be accepted. Assignments must be submitted in hard copy during class times.
2. Please keep draft copies (electronic and otherwise) of your work for our course. These may be requested.
3. Plagiarism will result, at the minimum, in a grade of zero. **You may not copy and paste any material. All writing must be in your own words (even if these words seem simple to you).**
4. If at any time during the course, you have questions or concerns about any aspect of our course, or are uncertain about how to proceed with an assignment, please speak to the professor.
5. Feel free to submit drafts of assignments for review and feedback by the professor prior to the due dates.

BOOK REVIEW GUIDELINES

Select a book on case study research (for example, Yin's *Case Study Research: Design and Methods* noted earlier). Please check with me when you have a book that you have selected. Read the parts of the book that are of interest to you. You are not expected to read the entire book. You will need to review/summarize one chapter. Specify which this is (it cannot be the first or last chapter of the book, or a required reading for our course).

The review is not only summary of the chapter in the book, just as a movie review is not a mere summary of a film.

The review should include most the following (in whatever order you think is best):

1. A summary of the content of the chapter, which should be no longer than two pages.
2. What, **in your own words**, is the author of trying to demonstrate, achieve or explain in the chapter?
3. A discussion of the flaws or weaknesses of the chapter: Are you convinced by the conclusions? Why or why not? What would you like to have seen added (or deleted) from the chapter? What would you have done differently? What was unclear and confusing in the chapter?
4. What was the most interesting part of the chapter for you, and why?
5. How do you think the chapter, and the other chapters you looked at in the book, will help you in the course?

Attention should be paid to the manner in which the review is structured especially the order in which material is presented. The review should be coherently organized, and concisely written **without grammatical and spelling errors**. Try to avoid too many headings.

RESEARCH ESSAY GUIDELINES

The research essay must be professional in all aspects. As such, it must have a cover page, title, table of contents, five or six sections (such as an introduction, etc.), bibliography and, if you wish, appendices. You are encouraged to use a few visual aids – graphs, charts, photos, diagrams and tables – that must be clearly labelled and referenced. The essay should be a holistic work that demonstrates considerable research and reflection, as well as strong writing skills. Grades will be deducted for grammatical errors. At least 50% of your citations must be from academic sources (books and articles).