

## **COURSE SYLLABUS**

### **PUBLIC SERVICE**

**Degree of higher education** first (bachelor)

**Specialty** 28 Public administration

**Educational program** 28 Public administration

**Course status** – compulsory.

**Instructor(s) of the Department of Management and Public Administration:** Tsalko T.R.,  
Associate Professor

#### **1. Course description**

**Semester(s):** 7

**Scope:** total number of hours – 90 including: lectures – 24 hours, laboratory/ practical/ seminar – 36 hours, independent work – 24 hours; number of ECTS credits – 3.

**Course objectives** – to form students' knowledge of the concept, principles, structure and organizational and legal framework of public service in Ukraine, to consolidate and specify their interest in specific areas of public service, to help them clarify their future role in the tasks set by society and the state before the managers, to form a system of special knowledge of higher education students on determining the priority areas of public service development, as well as to achieve the formation of competencies: the ability to learn and master modern knowledge, the ability to exercise their rights and responsibilities as a member of society, awareness of civil (free) the need for its sustainable development, the rule of law, human and civil rights and freedoms in Ukraine, the ability to work in a team, the ability to plan and manage time, the ability to communicate in the state language both orally and in writing, the ability to communicate in a foreign language. To acquaint applicants with the ethics of public service and leadership in public administration in order to use in practice the acquired knowledge and practical skills. Educating a highly educated, conscious, honest, proactive, creative public servant, capable of independent thinking and acting in accordance with the law, as well as pursuing the principles of goodness and justice.

#### **Learning outcomes of the course:**

*know:* the procedure for exercising the right to public service; types of public service; rights, duties, grounds and types of legal liability of civil servants; control in the field of public service; the essence of the main categories in the field of public service, its system and components; the place of civil service in the public service system, basic models of civil service, organizational and legal principles of public service management, legal status of civil servants, features of civil service and prevention of corruption in public service, features of civil service in some public authorities and local government municipality; know the structure and features of the functioning of the sphere of public administration and administration, know the structure and peculiarities of the functioning of the sphere of public administration; understand and use technologies for making, making and implementing management decisions;

*be able to:* determine the types of public service, categories and ranks of civil servants; types of responsibility, the procedure for appealing against decisions, actions and inaction of civil servants, understanding of institutional transformations and organizational development of public service; use the acquired knowledge in practice; be free to navigate in the system of normative legal acts regulating relations in the sphere of public service; correctly interpret and apply the legal norms governing relations in the field of public service; use the achievements of legal science to solve professional problems in the field of public service; use scientific and special literature, electronic and other information sources;

*able to demonstrate:* ability to make informed decisions and use foreign experience in the field of public administration, in particular public service standards of EU countries; use data from statistical reporting, accounting and special research in professional activities; be able to

establish communication between citizens and public authorities and local governments; use methods of analysis and evaluation of sustainable development programs;  
*solve independently*: ability to social interaction, cooperation and conflict resolution; ability to ensure compliance with legal and moral and ethical standards of conduct.

**Required educational components (prerequisites, co-requisites, post-requisites):** constitutional foundations of public power, national economy, theory of public administration, territorial administration and local self-government, regional-administrative management.

**Course content:** Topic 1. The concept, legal and organizational foundations of public service. Topic 2. Types of public service and principles of its functioning. Topic 3. Civil service as a type of public service: general characteristics and features of the passage. Topic 4. Public services as a basis for public service Topic 5. Prevention of corruption in the public service. Topic 6. Special inspection and conflict of interest in the public service. Topic 7. Leadership and leadership in the public service. Professional and ethical behavior of public servants. Topic 8. Effective communications and organization of work of a public servant. Topic 9. EU public service standards.

**Forms of final control:** exam (semester 7).

**Tools for diagnosing learning success:** individual tasks, namely: presentations, essays, calculation works, exercises, tasks, etc., questions for current control, questions for final control, tests.

**Language of instruction:** Ukrainian, English.

## 2. Assessment

### Distribution of points received by applicants for higher education Credit

Ongoing assessment and independent work									Exem	Total
T1	T2	T3	T4	T5	T6	T7	T8	T9		
5	10	10	10	10	10	10	10	15	10	100

### Distribution of points in the course

Activities evaluated in points	T1	T2	T3	T4	T5	T6	T7	T8	T9	Total
Speech at the seminar/execution	5	5	5	5	5	5	5	5		40
Esse	10									10
Presentations		5	5	5	5	5	5	5	5	40
Exem	10									10
<b>Total</b>										<b>100</b>

### Exam evaluation criteria

The exam is conducted in the form of testing in a modular environment. 10 questions for 1 point for each question. The database of test questions includes questions on each topic of the discipline with an even distribution.

Points are calculated automatically. The student has 2 attempts of 20 minutes each.

### **3. Course policy:**

3.1 Mandatory observance of academic integrity by higher education students, namely:

- independent performance of all activities, tasks, forms of control provided by the working program of this course;
- references to the sources of information if ideas, developments, statements, information are used;
- compliance with the legislation on copyright and related rights;
- providing reliable information about the results of their own educational (scientific, creative) activities, used research methods and sources of information.

3.2. Recognition of learning outcomes obtained in non-formal education, if they correspond to the program learning outcomes, in the amount of 10 points, is allowed. Applicant for higher education applies with a statement, which is accompanied by documents, confirming the results of studies (diplomas, certificates, educational programs, etc.). In case of enrollment of a separate content module / modules of the discipline, the applicant is released from performing of the relevant tasks, receiving the maximum score for them in accordance with the rating system of evaluation of this discipline.

3.3. Obtaining a minimum grade in the discipline is possible in case that the practical / laboratory works are performed in full and all types of control on each topic are completed.

3.4. In case of late performance of works (without good reasons) the assessment for the relevant type of works

is reduced by one point for each overdue academic week, but not more than the maximum number of points for this work.

3.5. Postponement of delivery/retaking:

- for good reasons (sick leave, academic mobility, etc.) is possible without reducing the maximum score for works in case of prior notice of the reason for the delay (confirmed by the relevant document (certificate)) and deadline for postponement the delivery of work to the instructor personally or through the head of the group;
- without good reasons the work is evaluated with a decrease in the maximum score and the grade in the discipline can not be higher than "satisfactory".

3.6. In case of detection of manifestations of academic dishonesty, plagiarism, the student is obliged to perform the task again in compliance with the established requirements and with a decrease in the maximum score.

3.7. Missed classes are subject to practice individually or by a group of students on the application and on terms, agreed with the teacher.

3.8. Assessment appeal is made on the application of the applicant by forming a commission of three persons from the lecturers of the department and the mandatory presence of the head of the department, which accepts and evaluates the work of the applicant, a grade for which the applicant appeals.