



SCHOOL OF LIBERAL ARTS
PADM 140
Winter Semester, 2013
Credit Course

HERITAGE AND CULTURE ADMINISTRATION

INSTRUCTOR: Mark Nelson, MA
OFFICE HOURS: By appointment
OFFICE LOCATION: TBD
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COURSE OFFERING: Winter, 2013
DAYS & TIMES: Fri. 10:00 a.m. - 1:00 pm
LOCATION: Whitehorse - Room C1511
Other communities - Yukon College video-conference room

COURSE DESCRIPTION

This course serves as an introduction to public administration in Yukon First Nations heritage and culture departments. Students will review topics generally associated with public administration with particular emphasis on how they relate to heritage and culture issues. Topics include: government structures, application of land claims, legislation and policy formation, public management, intergovernmental relations, project management, budgeting and grant proposal writing.

LEARNING OUTCOMES:

Upon successful completion of this course, students will be able to:

1. Define basic concepts related to public administration and Yukon First Nations' (YFN) governance, with particular emphasis on heritage and culture departments
2. Describe the basic character of bureaucracies (including the separation of political and bureaucratic sectors) and how these vary among Yukon First Nations
3. Explain the general structure of Yukon First Nations governments, and interdepartmental relationships within these bureaucracies
4. Understand the legal frameworks within Yukon First Nations governments and between other governments.
5. Analyze the roles and responsibilities of Yukon First Nations governments with particular emphasis on self government final agreements and heritage and culture departments.
6. Understand and develop budgets, policy and legislation pertaining to Yukon First Nations heritage and culture
7. Understand and analyze inter-agency affairs among Yukon First Nations heritage and culture departments and other governments, non-governmental organizations, and the private sector.

DELIVERY METHODS/FORMAT:

This course will be delivered through direct classroom contact and by distance delivery. Distance classes will be delivered using videoconferencing and on-line resources.

PREREQUISITES:

Admission to the Heritage and Culture Certificate Program.

COURSE REQUIREMENTS/EVALUATION:**Attendance and Participation**

All students will be expected to attend and actively participate in class and online discussions and activities, as assigned by the instructor. The material covered in the classroom is cumulative in nature, and missing classes may put students at a disadvantage. Participation will account for 10% of the student's final grade.

Assignments

- All students are encouraged to contact the instructor with questions or concerns about assignments
- Requests for extensions must be made no less than three days before the due date. Extensions are granted only for extraordinary circumstances.
- Assignments will not be accepted any later than 14 calendar days after the due date
- One (1) mark per calendar day will be deducted for assignments handed in after the due date unless an extension has been granted
- All written assignments must be double-spaced and typed using Times New Roman in 12 point font on 8.5 x 11 size paper. Spelling, grammar and content organization are reflected in the grade.

Evaluation

Evaluation	Weight
Participation - In class / online participation	20%
Reading Comprehension - 20 contributions @ 1 mark each	20%
Assignment 1	15%
Assignment 2	15%
Assignment 3	15%
Take Home Final Exam	15%
Total	100%

Grade	Grade Point Value	% Equivalent
A+	4	95-100
A	4	86-94
A-	3.7	80-85
B+	3.5	75-79
B	3	70-74
B-	2.7	65-69
C+	2.5	62-64
C	2	58-61
C-	1.7	55-57
D	1	50-54

F	0	Less than 50
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EQUIVALENCY/TRANSFERABILITY:

Transfer/Equivalency/Accreditation in progress

STUDENTS WITH DISABILITIES OR CHRONIC CONDITIONS:

Reasonable accommodations are available for students with a documented disability or chronic condition. It is the student's responsibility to seek these accommodations. If a student has a disability or chronic condition and may need accommodation to fully participate in this class, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

PLAGIARISM:

Plagiarism is a serious academic offence and will result in your receiving a mark of zero on the course assignment. In certain cases, it can also result in dismissal from the College. Plagiarism involves representing the words of someone else as your own, without citing the source from which the material is taken. If the words of others are directly quoted or paraphrased, they must be cited according to standard procedures. The resubmission of a paper for which you have previously received credit and the submission of the same paper for two courses also constitutes academic dishonesty.

REQUIRED TEXTBOOKS/MATERIALS:

Reprotext (distributed to students prior to beginning of course)

*other readings may be added

TOPIC OUTLINE/SYLLABUS:

Class #	Date	Topic	Readings*
1	Jan 11	Course Introduction and Public Administration	<ul style="list-style-type: none"> • Kernaghan & Siegel (1999a) • Cornell (2008) pg. 2 - 13
2	Jan 18	History of Yukon First Nations Governance <i>Assignment #1 Distributed</i>	<ul style="list-style-type: none"> • Urquhart, D. (2003a).
3	Jan 25	Yukon First Nations Governance, Part 2	<ul style="list-style-type: none"> • Urquhart, D. (2003b).
4	Feb 1	Chapter 13 of the Umbrella Final Agreement <i>Assignment #1 Due</i>	<ul style="list-style-type: none"> • CYI (n.d.) pg. 34- 37
5	Feb 8	Implementing Yukon First Nations Governance	<ul style="list-style-type: none"> • Fox & Mills (2008)
6	Feb 15	Governance Structures, Roles & Responsibilities <i>Mid-Term Take Home Exam Assigned</i>	<ul style="list-style-type: none"> • Timpson (2010)
7	Mar 1	YFN Heritage Roles & Responsibilities <i>Mid-Term Take Home Exam Due</i>	<ul style="list-style-type: none"> • n/a
READING WEEK BREAK			
8	Mar 15	Traditional Culture in First Nations Governance <i>Assignment # 2 Distributed</i>	<ul style="list-style-type: none"> • LSCFN (2003)
9	Mar 22	Management Styles and Approaches	<ul style="list-style-type: none"> • Bowes (2010) • Munson (2009) • Linetsky (2008)
10	Apr 5	Planning and Budgeting <i>Assignment # 2 Due</i>	<ul style="list-style-type: none"> • Kernaghan & Siegel (1999a) • Urquhart (2009)
11	Apr 12	Proposal Writing and Fundraising	<ul style="list-style-type: none"> • Golden (1997)
12	Apr 19	Communications, Meetings & Presentations <i>Assignment #3 Distributed</i>	<ul style="list-style-type: none"> • Urquhart 2009b
13	Apr 26	Policy & Legislation	<ul style="list-style-type: none"> • B.C. First Nations (n.d.) • McDonald & McKee (2006)
14	May 3	Student Final Assignment Presentations <i>Assignment #3 Due</i>	<ul style="list-style-type: none"> • n/a
			*other readings may be added or substituted

Full List of Required Readings (by class #, all included in reprotext)

1. Introduction to Public Administration

Kernaghan, K. and Siegel, D. (1999a). Public administration and organizational theory: the structural foundation. In *Public administration in Canada* (pp. 40 - 44). Ontario: International Thompson Publishing.

Kernaghan, K. and Siegel, D. (1999b). Institutional and value frameworks public administration and organizational theory. In *Public administration in Canada* (pp 319-337). Ontario: International Thompson Publishing.

Cornell, S., Curtis, C., and Jorgensen, M. (2008). The concept of governance and its implications for First Nations. Retrieved from http://jopna.net/pubs/jopna_2004-02_Governance.pdf, Nov. 29, 2011.

2. Yukon First Nations Governance (Part 1)

Urqhart, D. (2003a). UFA history. In *Dawson renewable resource council handbook*. Dawson, YT: Dawson Renewable Resources Council.

3. Yukon First Nations Governance (Part 2)

Urqhart, D. (2003b). UFA tour. In *Dawson district renewable resource council handbook*. Dawson, YT: Dawson District Renewable Resources Council.

4. Chapter 13 of the Umbrella Final Agreement

Council of Yukon First Nations (n.d.). Chapter 13: Heritage. In *Understanding the Umbrella Final Agreement* (pp. 34-37). Retrieved May, 2010, from http://www.cyfn.ca/uploads/xq/77/xq77hLRKL_Y1yF90CufRkQ/ufaGreenBook1.pdf

Council for Yukon Indians (1993). Chapter 13: Heritage. In *Umbrella final agreement between the Government of Canada, the Council for Yukon Indians and the Government of the Yukon* (pp. 121-130). http://www.cyfn.ca/uploads/qj/R_/qjR_0e8qO21gk95uB_lKGg/umbrellaFinalAgreement.pdf

5. Implementing Yukon First Nations Governance

Irlbacher-Fox, S. and Mills, S.J. (2008). Living up to the spirit of modern treaties? Implementation and institutional development. In F. Aberle et al. (Eds.), *Northern exposure: peoples, powers and prospects in Canada's north* (pp. 233-258.) Montreal, PQ: Institute for Research on Public Policy.

6. Governance Structures, Roles & Responsibilities

Timpson, A. M. (2010). Inuit approaches to public governance, public administration and public policy in Nunavut. In C. Dunn (Ed.), *The handbook of Canadian public administration* (2nd ed), (pp. 350 - 363). Ontario: Oxford University Press.

7. Yukon First Nations Heritage Roles & Responsibilities

No readings this week.

8. Traditional Culture In First Nations Governance

Little Salmon Carmacks First Nation (2009). Self-government: Taking the high road. In *Lands & resources atlas*. Carmacks, YT: Little Salmon Carmacks First Nation.

9. Management Styles & Approaches

Munson, J. (2009, June 25). Rise of the sociocrats. *Yukon News*, p. 7.

Linetsky, B. L. (2008). The project management paradox: Achieving more by doing less. *Ivey Business Journal Online*, 72(2). Retrieved May, 2010, from http://www.iveybusinessjournal.com/article.asp?intArticle_ID=747

10. Planning & Budgeting

Kernaghan, K. and Siegel, D. (1999c). The budgetary process. In *Public administration in Canada* (pp. 615 - 642). Ontario: International Thompson Publishing.

Urquhart, D. (2009a). The “vision thing”: Establishing meaningful goals. In *Up front and all alone: An illustrated guide to facilitating workshops and chairing meetings*, pp. 144 - 152. Retrieved from <http://www.upfrontfree.com/index.html>

Wilkinson, M. (2011). *The executive guide to facilitating strategy*. Atlanta, GA: Leadership Strategies Publishing.

11. Proposal Writing & Fundraising

Golden, S. L. (1997). Preparing and submitting your grant proposal. In *Successful grantsmanship: A guerilla guide to raising money*, (pp. 79 -102). San Francisco, CA: Jossey-Bass Publishers.

12. Communications, Meetings & Presentations

Urquhart, D. (2009b). Appendix 1 - Chairing meetings: overview and techniques. In *Up front and all alone: An illustrated guide to facilitating workshops and chairing meetings*, pp. 231 - 245. Retrieved from <http://www.upfrontfree.com/index.html>

13. Policy & Legislation

B.C. First Nations Public Service Secretariat (n.d.). *Understanding policy: A guide for first nations public services*. Retrieved from <http://www.firstnationspublicservice.com/wp-content/uploads/2012/07/Understanding-Policy-Guide.pdf>.

MacDonald, B. and McKee, G. (2006). *Traditional knowledge policy framework*. Yukon First Nations Heritage Group: Unpublished Manuscript.

Tr'ondëk Hwëch'in Heritage Department (2007). *Tr'ondëk Hwëch'in heritage department strategic plan 2007*. Unpublished manuscript.

Ta'an Kwäch'än Council (2002), pp. 9-16. *The Ta'an Kwäch'än Council self-government Agreement*, pp. 9-16. Retrieved May, 2010, from <http://www.taan.ca/assets/files/Legal%20And%20Regulatory/WEB-01-AGREEMENT-SelfGovernment.pdf>

Recommended Readings:

Clayton, B. (1982). The other side of proposal writing: People. *Personnel and Guidance Journal*, 60(2), 629-632.

Council of Yukon First Nations (2010). History of land claims. Retrieved May, 2010, from: <http://www.cyfn.ca/historylandclaims1?noCache=232:1272646350>.

Fitzgibbon, G. P. (2000). Government restructuring and public service in the Yukon territory. In E.A Lindquist (Ed.), *Government restructuring and career public service in Canada*. Toronto, ON: Institute of Public Administration of Canada.

Government of Yukon (2010). *Land claims and self-government overview*. Retrieved May, 2010, from <http://www.eco.gov.yk.ca/landclaims/overview.html>.

Parks Canada (2003). *Standards and guidelines for the conservation of historic places in Canada*. Retrieved May, 2010, from <http://www.pc.gc.ca/eng/docs/pc/guide/nldclpc-sgchpc.aspx>

Urquhart, D. (2009). The “vision thing”: Establishing meaningful goals. In *Up front and all alone: An illustrated guide to facilitating workshops and chairing meetings*, pp. 144 - 152. Retrieved from <http://www.upfrontfree.com/index.html>

Yukon Government (2002). *Historic resources act*. Retrieved August, 2010, from <http://www.gov.yk.ca/legislation/acts/hire.pdf>

Yukon Government (2002). Yukon archives act. Retrieved August, 2010, from <http://www.gov.yk.ca/legislation/acts/archives.pdf>

Yukon Government Department of Tourism and Culture (2008a). *Guidebook on scientific research in the Yukon*. Retrieved May, 2010, from http://www.tc.gov.yk.ca/pdf/science_research_guidelines.pdf

Yukon Government Department of Tourism and Culture (2008b). *Mineral exploration best management practices for heritage resources*. Retrieved May, 2010, from http://www.tc.gov.yk.ca/pdf/Mineral_Exploration_BMP_for_Heritage_Resources.pdf

Yukon Government, Department of Tourism and Culture (2010). *Placer mining best management practices for heritage resources*. Retrieved May, 2010, from www.tc.gov.yk.ca/pdf/Placer_Mining_BMP.pdf