

“BABEȘ-BOLYAI” UNIVERSITY
Faculty of Political, Administrative and Communication Sciences
Public Administration Department
Academic Year - 2018-2019

ACADEMIC ENGLISH FOR PUBLIC ADMINISTRATION

First Year – Fall Semester 2018 (Semester: I)
Credits: 3

I. COURSE DESCRIPTION

The course aims to introduce the 1st year students to the Public Administration specialized academic English, as well to improve their general English language skills. The use of English as a language of instruction, also to be employed in class debates and for evaluation, together with a corpus of materials to read and discuss in English will offer the students the opportunity to develop the knowledge of specialised English as well as enable them to access recent materials on their area of expertise. The students will be provided with a specialised terminology and enabled to use this in interactive class applications. The students will thus become familiarised – in a progressive manner, with the specific Public Administration academic terminology, concepts and topics.

II. KEY CONCEPTS: *public administration, bureaucracy, government, democracy, civil service, public service, administrative power, issue networks.*

III. CLASS SCHEDULE

Location and timing of courses: Mondays, 12-14.

IV. CONTACT

E-mail: andrada.pintilescu@gmail.com

Office hours: Fridays, 14-16, Horea 7, Room 10

V. PREREQUISITES:

Students should have a fairly good knowledge of general English.

VI. RECOMMENDED READINGS:

A course file will be provided before the beginning of the course, containing the necessary materials for each session (reading load and other materials, such as glossaries). Students will be expected to photocopy, prepare beforehand and use the materials during teaching hours.

Compulsory reading materials (Course Reader).

Bibliography:

STILLMAN Richard Joseph, *Public administration: concepts and cases*. Boston: Wadsworth, 2010.

NADELL, Judith, Linda MCMENIMAN, and John LANGAN. *The Longman Writer: Rhetoric, Reader, Handbook*. Longman, 2003.

DOBROLET, O.V., A.R. ZHOROVA, *English for Public Administration*, 2008. (Textbook)

KAREVA, Veronika, "English for Specific Purposes: Public Administration and Political Sciences," *Procedia - Social and Behavioral Sciences*, Volume 70, 2013: 1477–1481

VII. COURSE STRUCTURE:

Week 1: Introductory session - Course description: Topics, reading materials, assessment requirements.

Week 2: Placement Test.

Week 3: Introducing Public Administration Terminology. Reading 1: Reading Comprehension, Vocabulary Practice.

Week 4: Introducing Public Administration Terminology (II). Reading 2. Case Study, Students' Project.

Week 5: The Concept of Bureaucracy. Reading 3: Reading Comprehension, Vocabulary Practice, Language Exercises.

Week 6: The Concept of Bureaucracy (II). Reading 4: Case Study, Students' Project.

Week 7: Civil Service. Reading 5. Reading Comprehension, Vocabulary Practice, , Language Exercises.

Week 8: Democracy as a Form of Government. Reading 6. Reading Comprehension, Vocabulary Practice, Language Exercises.

Week 9: Types, Forms and Levels of Government. Reading 7. Reading Comprehension, Vocabulary Practice, Language Exercises.

Week 10: The Concept of Administrative Power: Reading 8. Case Study, Students' Project.

Week 11: The Concept of Public Service Culture: Reading 9. Case Study, Students' Project.

Week 12: The Relationship Between Politics and Administration: The Concept of Issue Networks. Reading 10. Case Study, Students' Project.

Week 13: **Writing Techniques:** Research Papers, Formal Letter Writing.

Week 14: **Conclusions. Revision.** Concluding discussions. Evaluation of the course

VIII. COURSE REQUIREMENTS, EVALUATION:

The students should be prepared to attend at least 80% of the lessons and to participate actively in order to assimilate and employ the new terminology as well as practice their listening, speaking, reading and comprehension skills. Final grade: 1. class contribution - attendance, participation, individual and team projects, active engagement in debates, etc. - (30% of your final grade); 2. exam on one of the topics discussed, reading comprehension, listening comprehension and English in use (70%).

IX. ACADEMIC HONESTY POLICY:

Academic dishonesty – plagiarism, cheating, fabrication or multiple submission – will not be tolerated. Punishment will be in accordance with the department’s rules. For details, see <http://fspac.ubbcluj.ro/resurse/formulare-regulamente/reguli-etice-sideontologice/>.