**Course abstract, Б.ПД.3, Research Seminar in English**

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| **1. Course number, title, and ECTS** | **Б.ПД.3, Research Seminar in English, 5 ECTS**  Core Course  Seminars & Practical Classes – 52  Contact Hours – 52  Self-study Hours – 138 |
| **2. Course instructors during Self-Evaluation year and site visit year** | Dr. Tim Jaekel,Assistant Professor,  Mr. Alexander Kalgin**,** PhD, Lecturer  Mrs. Valeriya Utkina, Lecturer |
| **3. Prerequisites for the course** | None |
| **4. Course objectives in relation to total curriculum** | The course introduces a system of techniques for efficient and effective reading and writing; effective time and project management. It further introduces general information on scientific style manuals and citation methods. |
| **5. Learning outcomes** | Develop essential academic writing and presentation skills.  Develop literature search skills.  Familiarize with basic concepts in public administration research |
| **6. Course description** | By modern public administration we understand government agencies and public servants using human resources, performance information, and financial resources in a way that is intended to improve the well-being of citizens in their community. Administrative professionals act in an environment of various constraints, and steadily changing demands and expectations from citizens, elected officials and legislatives. The course will both empower students with working techniques for efficient and high quality reading and writing skills, as well as presentation-skills in English as well as introduce essential terms and concepts from international Public Administration. |
| **7. Learning and teaching methods** | Students will be guided through the research and writing process by extensive tutoring.  Group work activity and classroom discussion will deepen the understanding of basic terms and concepts introduced in the lecture. Each session of the НИС will include introductory input by the course instructor, group work activity by students and classroom discussion. Students’ own research activities The course will provide students with extensive opportunities to apply existing and newly gained knowledge about working techniques and administrative processes to do own academic analysis and write their own homework about their results. Students will analyze documents of education policy in Russian regions; and the work of government agencies in Moscow, and Russian federal government.  While researching the topic of performance management, students practice the skills of searching in academic databases and writing literature reviews in appropriate academic format. Students engage in peer-review of each other’s academic assignments and get familiar with the process of academic refereeing. |
| **8. Major topics covered** | Part 1: Basic Terms and Concepts; Public Administration in MoscowPart 2: Academic skillsPart 3: Performance management: back to the future |
| **9. Prescribed books and readings** | 1. Wilson, James Q. 1989. Bureaucracy: What Government Agencies Do and Why they Do It. New York: Basic Books.  2. Donald F. Kettl (2015): Governing in an Age of Transformation. In: Handbook of Public Administration. 3rd edition. James L. Perry and Robert K. Christensen (eds.). San Francisco: Jossey-Bass. ISBN 978-1-118-77555-4 (paperback), 978-1-119-00432-5 (epub), 978-1-119-00408-0 (epdf), Chapter 2: pp. 47-61.  3. Wouter Van Dooren et al. (2010, 2nd edition 2015) „Performance Management in the Public Sector.“ (Routledge masters in public management), Routledge. ISBN: 978-0-415-73810-1 (2nd ed. Paperback), ISBN: 978-1-315-81759-0 (2nd ed. E-book)  4. Manuel P. Teodoro (2011) „Bureaucratic Ambition: Career, Motives, and the Innovative Administrator” (John Hopkins Studies in Governance and Public Management); The John Hopkins University Press: Baltimore. ISBN: 978-1-4214-0245-1.  5. Robert Kramer (2015, currently under review) “From Skillset to Mindset: A New Paradigm for Leader Development of the Senior Civil Service”.  6. Donald Moynihan (2008) “The Dynamics of Performance Management: Constructing Information and Reform.” (Public Management and Change Series, Beryl A. Radin, Series Editor), Georgetown University Press, Washington D.C. ISBN 978-1-58901-194-6 |
| **10. Way of examining** | Marking criteria The course consists of 3 parts which all have equal weight in the overall mark.  The overall mark for the course is calculated using the following formula:  0,3 \* M1 + 0,3\* M2 + 0,3\*M3 + 0,1 D = Overall mark  Where M1, M2, M3 – marks for each part of the course, D – mark for participation in classroom discussion.  There is an exam at the end of Tim Jaekel’s part, which accounts for 50% of M1 Assessment  |  |  | | --- | --- | | Part 1 | Essay + Exam | | Part 2 | Group project, presentation | | Part 3 | Essay | |