



# Tutorial letter 101/3/2018

## Reflective Public Administration PUB3706

Semesters 1 and 2

Department of Public Administration and  
Management

**IMPORTANT INFORMATION**

Please register on myUnisa, activate your myLife e-mail addresses and make sure that you have regular access to the myUnisa module website, PUB3706-18-S1 or PUB3706-18-S2, as well as your group website.

Note: This is an online module and therefore it is available on myUnisa. However, in order to support you in your learning process, you will also receive some study material in printed format.

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Dear Student

## 1 INTRODUCTION

Greetings to you and welcome as a student of *Reflective Public Administration* (PUB3706) in the Department of Public Administration and Management! We, as lecturers, are at your disposal and will gladly assist you in your studies. Be assured of our enthusiasm and willingness to support you with advice during your study programme.

You will find that *Reflective Public Administration* is different from your other modules and that you would probably need a different learning strategy from your other modules. It is an introduction to work at postgraduate level. You must reflect on Public Administration rather than memorise content. Both Study Guides have quite a number of activities that guide you in the journey of reflection. You must do them as you read.

The study material is designed in such a way to stimulate your thinking and guide you through the relevant parts of your prescribed book. You must not view your learning as passive absorption, but rather as an active grasping of insight regarding Public Administration as a subject and as a field of research.

This tutorial letter contains essential information necessary for your studies. Please read it carefully and keep it at hand when working through the study material, preparing the assignments, preparing for the examination and addressing questions to your lecturers.

### Getting started...

Because this is an online module, you need to use the myUnisa to study and complete the learning actions for this module. You need to visit the websites on the myUnisa for PUB3706 frequently. Go to the website <https://my.unisa.ac.za> and login with your student number and password. As a student enrolled for the first semester, you will see **PUB3706-17-S1** in the row of modules in the orange blocks across the top of the webpage. As a second semester student, you will see **PUB3706-17-S2**. Remember to also check in the **More Sites** tab if you cannot find it in the orange blocks. Then, click on the module you want to open.

In addition, you will receive this tutorial letter and a printed copy of the online study materials from your module. While these printed materials may appear to be different from the online study materials, they are exactly the same and have been copied from the online myUnisa: <https://my.unisa.ac.za>.

We trust that you will benefit from everything that this module has to offer.

## 2 PURPOSE OF AND OUTCOMES

The following subheadings will briefly describe the purpose and outline in detail the outcomes of the module and assessment criteria.

### 2.1 Purpose

The main purpose of PUB3706 *Reflective Public Administration* is to provide students with knowledge, intellectual skills and attitudes that will enable them to critically reflect on their subject, Public Administration, and its research methodology. So, this module will not merely inform you; it will try to change the way you think about your academic work in Public Administration.

## 2.2 Outcomes

- **Learning Outcome 1:** You can define and explain the basic concepts of *Reflective Public Administration*.
- **Learning Outcome 2:** You are able to reflect on knowledge in general and understand the various branches of knowledge in Public Administration.
- **Learning Outcome 3:** You can analyse the concept science and say why Public Administration is regarded as a science and a history.
- **Learning Outcome 4:** You can appraise which conditions support public administrators in fulfilling their profession.
- **Learning Outcome 5:** You can understand and plan research in Public Administration.
- **Learning outcome 6:** You can critique methodological strategies and the various social science methods in Public Administration.
- **Learning Outcome 7:** You can plan a research project in Public Administration.

## 3 LECTURER(S) AND CONTACT DETAILS

### 3.1 Lecturer(s)

#### Module Leader

Prof P Khumalo :khumap1@unisa.ac.za Tel: (012) 429-3779

If you need any academic (not administrative) guidance, please do not hesitate to contact your lecturer. Always provide your student number when contacting them.

### 3.2 Department

The Department can be contacted at:  
University of South Africa, PO Box 392, UNISA, 0003.

The following table lists the name and contact details of the staff member who you can contact should you not be able reach the module leader or co-module leader:

NAME	DESIGNATION	CONTACT NUMBER
Ms TT Motsepe	Administrator	Tel: +27 12 429-6468

### 3.3 University

To contact the University, you should follow the instructions in the *Studies @ Unisa* brochure. The first point of contact for any enquiries about administrative support should be directed to the contacts points listed below:

DESCRIPTION OF ENQUIRY	SMS NUMBER	E-MAIL ADDRESS
Applications and registrations	43578	<a href="mailto:study-info@unisa.ac.za">study-info@unisa.ac.za</a>
Assignments	43584	<a href="mailto:assign@unisa.ac.za">assign@unisa.ac.za</a>
Examinations	43584	<a href="mailto:exam@unisa.ac.za">exam@unisa.ac.za</a>
Study material	43579	<a href="mailto:despatch@unisa.ac.za">despatch@unisa.ac.za</a>
Student accounts	31954	<a href="mailto:finan@unisa.ac.za">finan@unisa.ac.za</a>
myUnisa	43582	<a href="mailto:myUnisaHelp@unisa.ac.za">myUnisaHelp@unisa.ac.za</a>
myLife e-mail	43582	<a href="mailto:myLifeHelp@unisa.ac.za">myLifeHelp@unisa.ac.za</a>
Book request (Library)	AirPAC	<a href="mailto:vospresc@unisa.ac.za">vospresc@unisa.ac.za</a>

Remember to have your student number available when you contact the University.

## 4 RESOURCES

The module related resources provide guidelines on how to utilise the learning resources that available you and are described briefly below to assist you in your studies;

### Joining the myUnisa

If you have access to a computer that is linked to the internet, you can quickly access resources and information at the University. The myUnisa learning management system is UNISA's online campus that will help you to communicate with your lecturers, with other students and with the administrative departments of Unisa – all through the computer and the internet.

You can start at the main Unisa website, <http://www.unisa.ac.za>, and then click on the myUnisa orange block. This will take you to the myUnisa website. To go to the myUnisa website directly, go to <https://my.unisa.ac.za>. When you are on the myUnisa website, click on the “**Claim UNISA Login**” at the left-hand side of the screen. You will then be prompted to give your student number to claim your initial myUnisa as well as myLife (e-mail) login details.

Please consult the publication *Studies @ Unisa* which you received with your study material for more information on myUnisa.

### Official study material

Under the link <<Official Study Material>> on the left side of the myUnisa screen you will find the basic learning material for this module. It consists of two study guides, now referred to as Study Guide 1 and Sytudy Guide 2 and tutorial letters such as this one. All the items under this

link must be read by all students. The two Study Guides plus the prescribed book contains the material on which you will be assessed (“tested”).

### **Other resources – recommended books and e-reserves**

Under the link <<**Other resources**>> just below the official study material, you will find additional resources that you may read to supplement the official study material. These are available from the Unisa library – mostly in electronic format. Reading these will provide a deep understanding of *Reflective Public Administration* and may be used for activities and the second assignment. You need not prepare them for the exam.

### **Printed support materials**

We also provide you with some of the study materials in printed format. This will allow you to read the study materials, even if you are not online.

- These printed study materials will be sent to you at the beginning of the semester, but you do not have to wait to receive them to start studying. You can go online as soon as you register and all your study materials will be there.
- The printed materials will give you the chance to do a lot of the studying of this module WITHOUT having to go to the internet or to an internet cafe. This will save you money, of module, and you will be able to take as much time as you need to read -- and to re-read - the materials and do the activities.

Remember, the printed support materials are a back-up to everything that is found online, on the myUnisa. There are no extra things there. **In other words, you should NOT wait for the printed support materials to arrive to start studying.**

#### **4.1 Prescribed books**

You must acquire the following book:

Wessels, JS, Pauw, JC, Thani, XC (eds.) 2014. *Reflective Public Administration: Context. Knowledge and Methods*. Pretoria: Unisa Press.

The two Study Guides will indicate which parts of the book must be read and prepared for the exam.

#### **4.2 Recommended books**

There are no recommended books for this module.

#### **4.3 Electronic reserves (e-reserves)**

There are no e-Reserves for this module.

#### **4.4 Library services and resource information**

The following library services and resource related information are available:

- For brief information, go to [www.unisa.ac.za/brochures/studies](http://www.unisa.ac.za/brochures/studies)
- For detailed information, go to the Unisa website at <http://www.unisa.ac.za/> and click on Library.
- For research support and services of personal librarians, go to <http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=7102>.

The Library has compiled numerous library guides:

- Finding recommended reading in the print collection and e-reserves – <http://libguides.unisa.ac.za/request/undergrad>.
- Requesting material – <http://libguides.unisa.ac.za/request/request>.
- Postgraduate information services – <http://libguides.unisa.ac.za/request/postgrad>.
- Finding, obtaining and using library resources and tools to assist in research – [http://libguides.unisa.ac.za/research\\_skills](http://libguides.unisa.ac.za/research_skills).
- Contacting the library/finding us on social media/frequently asked questions – <http://libguides.unisa.ac.za/ask>.

## 5 STUDENT SUPPORT SERVICES

Studying online requires particular skills of you as a student. We will deal with this matter in the following paragraphs.

### What it means to study online?

This module is taught within a blended learning environment – this means that it is different from some of your other modules at Unisa.

- **This means that all your study materials and learning activities are designed to be online, on myUnisa.** Even though we give you a printed copy to support your studies, the module is designed for online.
- **This means that all of your assignments must be submitted online.** It means that you can do all your activities and submit all your assignments on myUnisa in the required format.
- **This means that all of the communication between yourself and the university also happens online** – by email and in **Discussions**. You can use all of these ways to ask questions and contact your lecturers. This also means that your lecturers will communicate with you in the same way – through emails, with **Announcements** and in **Discussions**.

### myUnisa tools

The purpose of myUnisa is to support your learning, more specifically in the online environment. If you make a regular habit of checking your module webpage, you can take full advantage of the following features:

- The **Official study material** tool, where you will find PDF files for your tutorial letters and your Study Guide, if available. Any other documents provided by your lecturer will be available in the **Additional resources** tool.
- The **Discussion Forums** tool includes *General subject-related discussions* where you can talk to your fellow students about the module. The lecturers may include other topics and forums for you.
- The **Schedule** tool will show you your official assignment and examination dates.

Other things you might find on your module webpage, include the following:

- **Announcements:** Your lecturer may use the **Announcements** tool to inform you about important module-related issues. When a lecturer puts an announcement on the website, you may also receive an e-mail reminding you to check the website.
- **Learning units:** Valuable information about the structure of the module is added under **Learning units**.
- **Glossary.** For additional support we provide you with a glossary of the key concepts and terms used in this module.
- **FAQs:** Frequently asked questions that relate to the content of the module as well as the scope of the examination, have been added. You will find the frequently asked questions under **FAQs**.
- **Assessment info:** Your submitted assignments are routed to your lecturer who will mark it. You may be given a form to fill in or asked to type a document, depending on the assignment.

We hope that you will take full advantage of these additional features to make your studies more exciting and successful.

## **Tutorial offerings**

Please be informed that, with effect from 2013, Unisa offers online tutorials (e-tutoring) to students registered for modules at National Qualification Framework (NQF) levels 5, 6 and 7, which means qualifying first-year, second-year and third-year modules.

Once you have registered for a qualifying module, you will be allocated to a group of students with whom you will be interacting during the tuition period as well as an e-tutor who will be your tutorial facilitator. Thereafter you will receive an SMS with information about your group, the name of your e-tutor and instructions on how to log onto the myUnisa to receive further information on the e-tutoring process.

Online tutorials are conducted by qualified e-tutors who are appointed by Unisa. These tutorials are offered free of charge. All you need to be able to participate in e-tutoring, is a computer with internet connection. If you live close to a Unisa Regional Centre or a Telecentre contracted with Unisa, please feel free to visit any of these to access the internet. E-tutoring takes place on myUnisa where you are expected to connect with other students in your allocated group. It is the role of the e-tutor to guide you through your study material during this interaction process. To get the most out of online tutoring, you need to participate in the online discussions facilitated by the e-tutor.



There are modules that students have been found to fail repeatedly. These modules are allocated face-to-face tutors and tutorials for these modules take place at the Unisa Regional Centres. They are also offered free of charge, but students are required to register for them at the nearest Unisa Regional Centre.

### Study groups

Many students have found that they benefit immensely from joining a study group consisting of students that are all enrolled for the same module(s). If you would like to find out whether there are other students near you who are also doing this module, please phone the Department of Student Admission and Registration. Alternatively, ask your fellow to join your group via the myUnisa **Discussion Forums**.

**Please note that students are only allowed to submit their own work for assignments. No group efforts will be accepted.**

### Departmental website

If you are interested in career opportunities, the profiles of our staff, subject related journals, government documents and news and events, you should definitely visit the Departmental website at <http://www.unisa.ac.za/cems/pam>.

## 6 STUDY PLAN

SEMESTER 1	SEMESTER 2	POSSIBLE PROGRAMME	TICK COMPLETED TASKS
16 Feb. 2018	10 August 2018	Study material received. Tutorial letter 101 is read Start reading through the Study Guide	
2 March. 2018	17 Aug. 2018	Continue reading through your Study Guide for preparing assignment 01	
<b>16 March 2018</b>	<b>24 August 2018</b>	Closing date for submitting assignment 01	
30 March 2018	27 Aug. 2018	Continue reading through your Study Guide for preparing assignment 02	
<b>13 April 2018</b>	<b>14 September 2018</b>	Closing date for submitting assignment 02	
27 April 2018	21 Sept 2018	Follow-up tutorial letter received with exam	

SEMESTER 1	SEMESTER 2	POSSIBLE PROGRAMME	TICK COMPLETED TASKS
		guidelines. Start with revision for the exam Please take note all your study material is electronically available on myUnisa	
May –June	Oct-Nov	Exam Time	

We work on the principle that an assignment submitted by post will take 7 working days to reach us. If you submit your assignment online, you could submit it on the closing date, allowing you additional study time.

## 7 PRACTICAL WORK AND WORK-INTEGRATED LEARNING

Not applicable.

## 8 ASSESSMENT

This section provides information about the assessment criteria, assessment plan, the assignments as well as the examination.

### 8.1 Assessment criteria

#### Assessment criterion for learning outcome 1

- Various concepts such as Public Administration and public administration are defined, explained and differentiated.

#### Assessment criteria for learning outcome 2

- The concepts knowing how and knowing that are differentiated.
- The significance of these branches of knowledge for Public Administration is articulated and explained.

#### Assessment criteria for learning outcome 3

- The nature of science is explained.
- The scientific status and historical nature of Public Administration is investigated.

#### Assessment criteria for learning outcome 4

- The nature of professionalism is described.
- The status of public administration as a candidate profession is examined.

**Assessment criteria for learning outcome 5**

- Research is defined.
- Scientific and non-scientific research are distinguished.
- The research community is identified and described.
- The implications of collecting valid scientific knowledge are described and illustrated.

**Assessment criteria for learning outcome 6**

- Disciplines which influence the choice of research methods are described and distinguished.
- The significance of the methodological strategies in public administration is explained.
- The concepts unit of analysis and data source (unit of observation) are explained.
- A problem statement is formulated.
- Macro methods in the social sciences are identified.
- A topic and applicable method are chosen.
- Alternative methodological strategies are described.

**Assessment criterion for learning outcome 7**

- The research problem, conceptualisation, hypothesis, data-analysis, interpretation and dissemination steps in a research project are explained.

**8.2 Assessment plan**

The assessment process followed in this module is based on Unisa's assessment policy, which is summarised as follows:

**Purpose of assessment**

The purpose of the assessment interventions (assignments and the examination) is to determine the student's competence in *Reflective Public Administration*.

**Assessment method**

The assessment plan is based on two formative assessment interventions, namely a compulsory multiple-choice assignment and a compulsory written assignment, as well as a compulsory summative assessment intervention, namely the examination. The particulars are set out later in this tutorial letter.

**Reasons for the assessment**

The following are the reasons why these assessment interventions are conducted:

- To determine whether the learning required for the achievement of specific learning outcomes in the field of *Reflective Public Administration* has taken place.
- To collect evidence of students' newly acquired knowledge of thinking skills.

## **Persons involved in the assessment process**

Three different assessors are involved in the assessment process, namely the student, the lecturer and the external assessor.

### **(a) Learner**

In the case of the formative interventions the learner has the primary responsibility for the success of the assignments. In other words, the learner is encouraged to become an independent learner and has to check (self-assess) the contents of the assignment before it is submitted for assessment. This is done by comparing it against the criteria of the checklist.

### **(b) Lecturer**

The formative and summative interventions will be assessed by appropriately qualified and trained lecturing staff or marking staff. All the staff members involved in the assessment process have completed the required assessor training successfully. The marking staff mark the assignments according to the learning outcomes and assessment criteria set out in the study material (Study Guide and prescribed book).

### **(c) External assessor**

The summative intervention will also be assessed by an appropriately qualified academic outside the University.

## **Assessment review and quality assurance**

To ensure the quality of the formative and summative interventions, they are benchmarked against the quality assurance practices contained in the *Academic Quality Framework of the College of Economic and Management Sciences*, as available on the Unisa website.

## **Assessment logistics**

The student is referred to the *Studies @ Unisa* brochure for any other information about assessment related administration, such as agreements concerning students with special needs.

## **Assessment instruments**

Assignments 01 and 02 and the examination will be used as the main assessment instruments during Semester 1 and Semesters 2.

## **8.3 Assignment numbers**

**Only assignment 01 and 02 are compulsory. Assignment 01 is a multiple-choice assignment and assignment 02 is a written essay-type assignment set for this module.**

Assignment due dates and unique numbers have been set for this module. The dates are standard. If any should fall on a public holiday or a Sunday, it merely signifies that you should submit or post the assignment on or before that date.

### 8.3.1 General assignment numbers

The following table contains important information about the general assignment numbers:

ASSIGNMENTS	SEMESTER 1: Jan – June 2018	SEMESTER 2: July to Dec 2018
General assignment numbers	Assignment 01 (Compulsory)	Assignment 01 (Compulsory)
	Assignment 02 (Compulsory)	Assignment 02 (Compulsory)

### 8.3.2 Unique assignment numbers

The following table contains important information about the unique assignment numbers:

ASSIGNMENTS	SEMESTER 1: Jan – June 2018	SEMESTER 2: July to Dec 2018
Unique assignment numbers	Assignment 01: 708367	Assignment 01: 758930
	Assignment 02: 739516	Assignment 02: 677750

### 8.4 Assignment due dates

The following table contains important information about the due dates for the assignments:

ASSIGNMENTS	SEMESTER 1: Jan – June 2018	SEMESTER 2: July to Dec 2018
Due dates for assignments	Assignment 01: <b>16 March 2018</b>	Assignment 01: <b>24 August 2018</b>
	Assignment 02: <b>13 April 2018</b>	Assignment 02: <b>14 September 2018</b>

Only assignment 01 and 02 are compulsory. Assignment 01 is a multiple-choice assignment and assignment 02 is a written essay-type assignment set for this module.

### 8.5 Submission of assignments

Experience has shown that there is a positive correlation between regular submission of assignments and success in examinations. Assignments establish tutor-learner interaction. You will realise that this is essential in distance tuition. We, your lecturers, spare no effort in maintaining this contact by means of individual comments on each of your assignments. In this way we feel we succeed in bridging the gap between the live classroom situation and the independent Unisa learner. Thus, the necessity and value of submitting regular work can hardly be over-emphasised.

The assignments which must be submitted for correction and criticism enable you to work systematically through representative parts of the syllabus, to obtain the necessary experience in answering questions, to receive guidance in drawing up answers as regards form and content, to get to know the standard we expect of you, and to establish in general whether you are working along the right lines. Your assignments are after all the only concrete standard by which the quality of your work can be measured prior to the examinations.

**NB.:** Your attention is drawn to the fact that, apart from the information of regulations here under, you should study the contents of Tutorial Letter PASALL-P/301 which contains important information and regulations regarding the technical requirements, length of assignments, compiling your study programme, correspondence as well as other important information.

- Please keep to the due dates. Assignments which are received after the due date will be evaluated but NO mark or admission credits will be granted. See to it, therefore, that you submit your assignment before the due date since the postmark will be taken as the final criterion. It remains your responsibility to see to it that your assignment reaches us in time. **IF YOU THINK THAT YOUR ASSIGNMENT MIGHT GET LOST IN THE MAIL, YOU ARE ADVISED TO KEEP A DUPLICATE.**
- Assignments already submitted but not passed may not be resubmitted unless prior written approval is obtained from the responsible lecturer. You should attach the first attempt to the second attempt when submitting it. If prior approval to repeat and resubmit the assignment is not obtained from the responsible lecturer, it will not be marked. This approval for resubmission will only be considered once.
- The formal requirements for essays as set out in Tutorial Letter PASALL-P/301 must be strictly adhered to. If your assignment does not comply with these requirements, it will be evaluated but no mark or admission credit will be awarded.
- Please remember to give the assignment the same number as the one appearing in this tutorial letter. Thus, even if you do Assignment 02 first, you should number it "02" and not "01". State the study unit code and the assignment number when enquiring about an assignment. **DO NOT enclose more than one assignment in the same assignment cover.**

### **Completion of assignment cover**

**NB:** Make sure that you read the instructions on the assignment cover carefully before completing it. Make sure that you complete the cover correctly. Please make sure that the following information appears on the COVER of your assignment.

Name.  
Address (and postal code).  
Student number.  
Module code (e.g. PUB3706).  
Correct assignment number.  
Correct unique assignment number (applicable only to assignments 01 and 02).  
Label with bar code.

### **General approach to essay-type assignments**

In this type of assignment you get the opportunity to prove your ability to deal with the subject matter and to practise writing skills. In the assignment and the examination you are expected to write critical essays on a specified topic. Success in this module therefore largely depends on your ability to present your knowledge of a specific topic in a critical manner in the form of an essay. Your knowledge of a specific topic is tested in essay form precisely to give you the opportunity to state and defend your own standpoint on a topic. When you write an essay in this module, you should, therefore, not merely string together and convey factual information on a topic, but seize the opportunity to persuade the reader (the lecturer), by means of an argument, of your standpoint on it. In a successful essay you will therefore not simply repeat what you know about a specific topic, but use that knowledge to illustrate and substantiate the standpoint you are trying to defend.

We suggest that you divide each essay into three subsections: an introduction, a discussion and a conclusion. In the introduction, you will briefly set out the standpoint you are going to take on the particular topic. In the discussion you will use your knowledge of the topic to support the standpoint you have set out in the introduction. In the conclusion you may refer to some of the implications of the points you have raised in the discussion.

These remarks are intended merely as guidelines and should not be regarded as a new blueprint for the writing of essays.

The most important point remains that in the assignment and examination you should adopt a critical standpoint towards the material you have studied. You can only adopt a standpoint of your own once you have mastered the study material.

By the time you begin work on the assignment you should have gone a long way towards such mastery. Once you have mastered the study material you can go on to formulate your own critical view of it.

As a starting point you may refer to the critical comments in the textbook and the tutorial letters. In the end, however, you will also have to adopt a critical stance towards the opinions expressed in the study material. Also bear in mind that most of the ideas you are studying originated as reactions to other ideas. By focusing on these apparent weaknesses you will also be better able to assess the merits of the proposed alternatives. This implies that you cannot study the various themes in isolation.

The assignments do not cover all the essential work of the module; they are merely an aid to help you to cover all the work timeously. Completion of two assignments will not prepare you sufficiently for the examination.

For your own good and as part of your preparation for the examination, we suggest that you work carefully through the themes (parts) in the Study Guide and that you complete and submit your assignments before the due date for evaluation. You must take responsibility for your studies throughout the year.

Make sure you familiarise yourself with the following additional requirements. In addition, the assignment should contain the following:

A title page, table of contents, introduction, content which does not exceed 15 hand written or 10 typed pages, a conclusion and a list of sources. Number your headings and sub-headings and use references in the content of your assignment, for example, (Andrews 1990:50)" or "According to Andrews (1990:50)..."

NB: Read Tutorial Letter PASALL-P/301 before writing this assignment for guidance on the technical requirements for assignments.

### **Ethical behaviour as a student**

The Department of Public Administration and Management places great emphasis upon integrity and ethical conduct in the preparation of assignments. We believe that an understanding of the vital importance of responsibility and professionalism in this regard is part of what a university education should provide. It is very important to us that all our students know how secondary material should be used and what the scholarly method of presenting and acknowledging references is. If you copy something out of a book or an article or from a website without acknowledging the source and pass it off as your own, you will be guilty of plagiarism. Assignments in which plagiarism (the unacknowledged use of secondary material) can be demonstrated will undoubtedly fail and will in all likelihood be given 0%.

In effect, you are stealing something that belongs to someone else. If you paraphrase this material (i.e. change the wording slightly) or use a line of argument without acknowledging it, that also constitutes plagiarism and the same severe penalty will apply. If you make yourself guilty of plagiarism it is regarded as serious form of misconduct. The procedure in the case of a complaint of misconduct is clearly stipulated in the Student Disciplinary Code. For detailed information regarding these procedures, see *Studies @ Unisa*. We include a marking checklist to guide you in the preparation of the essay-type assignment (see Addendum in Section 12 below). In addition, a declaration form and checklist is added (see Addendum in Section 12) in which you should confirm that your assignments contain only your own work. This declaration should be completed and attached to your assignment.

### **8.6 The assignments**

The following assignments are for both semester 1 and 2 please read the instructions carefully and write correct unique number as indicated per semester.



## ASSIGNMENT 01: MULTIPLE-CHOICE QUESTIONS (COMPULSORY) TO OBTAIN A YEAR MARK

SEMESTER 1

JAN – JUNE 2018

SEMESTER 1	
<b>ASSIGNMENT 01</b>	
<b>Date of submission:</b>	<b><u>16 March 2018</u></b>
<b>UNIQUE number:</b>	<b>708367</b>

### Instructions:

- Write the correct unique number in the six blocks provided on the mark-reading sheet.
- Write the general assignment number (01) in the two blocks provided on the mark-reading sheet.
- Consult the brochure entitled *Studies @ Unisa* for an example of how a computer mark-reading sheet should be filled in.
- If you do not follow these instructions, the computer will reject your answer sheet and it will be returned to you unmarked. Also consult the brochure entitled *Studies @ Unisa* when you answer multiple-choice assignments.
- Select the correct alternative from options (1) to (4).

### QUESTIONS

1. **The first Study Guide defines public administration in terms of various elements. They comprise:**
  - (1) non-political, executive functions and state.
  - (2) government, legislation and human resources.
  - (3) management, governance and development.
  - (4) policy and execution.
  
2. **Which of the following is NOT a philosophical skill?**
  - (1) hypothesising
  - (2) definition
  - (3) critique of ideology
  - (4) conceptual analysis.

- 3. The difference between the denotation and the connotation of a concept is:**
- (1) The connotation of a concept doesn't need to be exact.
  - (2) The denotation of a term doesn't need to be exact.
  - (3) Denotation is defined by enumeration and connotation by meaning.
  - (4) There is no significant difference between the two.
- 4. According to Johan Mouton (Reflection 6 in the prescribed book) the relativist argument can be summarised as follows:**
- (1) Knowledge is inherently subjective because all beliefs and ideas are materially determined.
  - (2) Knowledge is a product of gender.
  - (3) Knowledge is the product of personal feelings and inclinations.
  - (4) Knowledge is inherently ideological because all beliefs and ideas are socially determined.
- 5. According to your first Study Guide a science, for example Public Administration, operates in five dimensions. Which of the following is correct?**
- (1) knowledge, associations, field, tradition, and time
  - (2) object, practice, community, things, and time
  - (3) object, practice, community, knowledge and time
  - (4) knowledge, universities, journals, books and tradition.
- 6. The definition of a profession by Mayhew quoted in your first Study Guide maintains that a profession renders 'esoteric' services to its clients. By this he means that:**
- (1) The services are of such a nature that clients themselves cannot normally perform them.
  - (2) The services must be outsourced.
  - (3) The services must be accompanied by spells.
  - (4) The services are of such a nature that only foreigners can perform them.
- 7. Which philosophy maintains that for every element of science a corresponding element of reality exists?**
- (1) Epistemology
  - (2) Postmodernism
  - (3) Positivism
  - (4) Relativism.

- 8. The New Public Management (NPM) movement is ...**
- (1) the public management approach followed in South Africa after 1994.
  - (2) an approach that uses the economic market as a model for administration.
  - (3) necessary for a developmental state.
  - (4) an approach that puts people first.
- 9. Which of the following is NOT a component of the NPM according to Hood (as referred to in your first Study Guide)?**
- (1) Costs are curbed.
  - (2) Parliament monitors and evaluates the work of administrative units.
  - (3) More work is outsourced to the private sector.
  - (4) Resources are allocated in accordance with results.
- 10. Cameralism is an illustration of the fact that ...**
- (1) absolute rulers do not care for their subjects.
  - (2) Public Administration and the English language go hand in hand.
  - (3) Public Administration did not originate with Wilson in the United States.
  - (4) Public Administration is a phenomenon of the previous century.
- 11. In the beginning of your first Study Guide a reason is described as ...**
- (1) a statement put forward in support of another statement.
  - (2) a motivation why a person does something.
  - (3) a specific operation of our minds.
  - (4) a mental faculty.
- 12. In Epistemology, which of the following is a synonym of “proposition”?**
- (1) Proposal
  - (2) Condition
  - (3) Suggestion
  - (4) Assertion.

- 13. Which of the following can be advanced as a logical reason why skepticism and relativism as systematic philosophies are wrong?**
- (1) Concepts such as unreliable and false depend on their opposites to make sense.
  - (2) Without truth there is no trust in human relationships and society as a whole.
  - (3) The Ubuntu philosophy implies that we should be truthful to one another.
  - (4) None of the above.
- 14 Requiring of an item of knowing that that it should be true before it qualifies as knowledge ...**
- (1) is reasonable due to the fact that something that is false cannot be knowledge.
  - (2) is reasonable because every element of a theory must be true without qualification.
  - (3) is too strict due to the fact that highly probable propositions are also necessary for knowledge.
  - (4) is wrong because absolute truth does not exist.
- 15. Postmodernism is:**
- (1) A view in epistemology that rejects the idea of representation.
  - (2) The period of democracy in South Africa after 1994.
  - (3) The period before the 21st century.
  - (4) The view in epistemology that knowledge should have a firm foundation.
- 16. What is another name for the Meta-theory of Public Administration?**
- (1) Theoretical Public Administration
  - (2) Practical Public Administration
  - (3) *Reflective Public Administration*
  - (4) Public Administration and Management.
- 17. When we say that science is a tradition, it means ...**
- (Choose only one of the options below.)
- (1) It is about nature.
  - (2) It is not a recipe.
  - (3) It is laden with values.
  - (4) It is human and historical.

**18. What is an epistemological relativist?**

- (1) Somebody who denies all truth.
- (2) A person without any beliefs.
- (3) Someone who believes, among others, that all truths are products of historical situations.
- (4) Someone who practices nepotism.

**19. ....is the theory of public administration.**

- (1) Public Management.
- (2) Public Administration.
- (3) *Reflective Public Administration.*
- (4) Philosophy of Public Administration.

**20. The following statements are correct about except....**

- (1) The past does not count as far as science is concerned.
  - (2) Scientists compete with one another.
  - (3) The scientific tradition is critical.
  - (4) The outcomes of scientific research are uncertain.
-

## **SEMESTER 1**

**(Compulsory written essay-type assignment)**

**ASSIGNMENT 02**

**DUE DATE: 13 April 2018**

**UNIQUE number:**

**739516**

### **QUESTION:**

**Write an essay on the use of social science methods in Public Administration. (100)**

NB. Please consult the research articles and books on the topic ethics and causes of unethical behavior in your organisations and provide practical and relevant example relating to each heading and subheadings, these will earn you marks; avoid copying word by word from the Study Guide.

### **IMPORTANT GUIDELINES REGARDING ASSIGNMENT 02**

Compulsory Assignment 02 is a typed essay assignment. The Department of Public Administration and Management place great emphasis upon integrity and ethical conduct in the preparation of assignments. An understanding of the vital importance of responsibility and professionalism in this regard is part of what a university education should provide. It is very important that all students know how secondary material should be used and what the scholarly method of presenting and acknowledging references is. If you copy something out of a book or an article or from a web site without acknowledging the source and pass it off as your own, that constitutes plagiarism.

Assignments in which plagiarism (the unacknowledged use of secondary material) can be demonstrated will undoubtedly fail and will in all likelihood be given 0%. In effect, you are stealing something that belongs to someone else.

If you paraphrase this material (i.e. change the wording slightly) or use a line of argument without acknowledging it, that also constitutes plagiarism and the same severe penalty will apply. If you make yourself guilty of plagiarism it is regarded as serious form of misconduct. The procedure in the case of a complaint of misconduct is clearly stipulated in the Student Disciplinary Code. For detailed information regarding these procedures, see *Studies @ Unisa*.

**IMPORTANT:** Read Tutorial Letter PASALLP/301 for guidance on the technical requirements for assignments before writing the assignments. If your assignments do not comply with these requirements it will be evaluated but no mark will be awarded. Please note that the length of the assignment answer should be restricted to a maximum of 8 typed pages (1½ spacing) excluding the title page, table of contents and list of sources.

**SEMESTER 2****JULY – DEC 2017**

Both Assignments 01 and 02 are compulsory. Assignment 01 is a multiple-choice assignment and Assignment 02 is a written essay-type assignment set for this module.

**SEMESTER 2****ASSIGNMENT 01****Date of submission:****24 August 2018****UNIQUE number:****758930****Instructions:**

- Write the correct unique number in the six blocks provided on the mark-reading sheet.
- Write the ordinary assignment number (01) in the two blocks provided on the mark-reading sheet.
- Consult the brochure entitled *Studies @ Unisa* for an example of how a computer mark-reading sheet should be filled in.
- If you do not follow these instructions, the computer will reject your answer sheet and it will be returned to you unmarked. Also consult *Studies @ Unisa* when you answer multiple-choice assignments.
- Select the correct alternative from options (1) to (4).

**QUESTIONS****1. The two branches of the human sciences are:**

- (1) Social sciences and cultural sciences
- (2) Quantitative sciences and qualitative sciences.
- (3) Philosophy and the empirical sciences.
- (4) Public Administration and Public Management.

**2. Which philosophy maintains that for every element of science a corresponding element of reality exists?**

- (1) Positivism
- (2) Postmodernism
- (3) Epistemology
- (4) Relativism.

- 3. Which element in the definition of science found in the first Module Online refers to the counter-intuitive aspect of science?**
- (1) critical tradition
  - (2) new knowledge and insight
  - (3) things that are not obvious
  - (4) systematise and share
- 4. In Epistemology, which of the following is a synonym of “proposition”?**
- (1) Assertion
  - (2) Research
  - (3) Analysis
  - (4) Suggestion
- 5. The difference between the concepts subject and discipline as set out in your first Module Online is that:**
- (1) We speak of discipline in the natural sciences and subject in the human sciences.
  - (2) Disciplines are not limited to a specific field of study.
  - (3) Subjects are taken at school and disciplines are studied at university.
  - (4) The two concepts are the same.
- 6. The system of blind refereeing followed by scientific journals ...**
- (1) means that every article is evaluated by experts who do not know the identity of the author.
  - (2) means that the author is not informed of the criteria that were applied to screen the article.
  - (3) involves that the author is not given the opportunity to review an article that was not accepted for publication.
  - (4) means that referees evaluate articles based on a scientific sample of their contents.
- 7. Complete the following sentence with appropriate words. Generalisation refers to...**



- (1) Practice should be based on scientific truths.
- (2) True justified beliefs in Public Administration should form the basis of the practical principles of public administration.
- (3) The know-how and attitudes essential for Public Administration are also useful to managers in public administration.
- (4) University curricula should inculcate political correctness.

**8. Which of the following is NOT amongst Osborne and Gaebler's ten principles for enhancing efficiency in the public sector?**

- (1) Choose market mechanisms in preference to bureaucratic mechanisms.
- (2) Provide developmental service delivery.
- (3) Redefine clients as customers.
- (4) Measure performance.

**9. Which one of the following concepts best represents the thinking of the New Public Management (NPM) regarding public administration?**

- (1) Service
- (2) Transactions
- (3) Ethics
- (4) Political accountability

**10. Which of the following statements are CORRECT with regard to Drechsler's criticism of the New Public Management (NPM) movement?**

- (1) It is beholden to Neoliberalism.
- (2) It incorrectly assumes that all human behaviour is motivated by profit.
- (3) The basic requirements of democracy should not be regarded as a liability.
- (4) All of the above.

**11. In the beginning of your first Study Guide a reason is described as ...**

- (1) a statement put forward in support of another statement.
- (2) a motivation why a person does something.
- (3) a specific operation of our minds.
- (4) a mental faculty.

**12. In Epistemology, which of the following is a synonym of "proposition"?**

- (1) proposal that is partly based by evidence.
- (2) a proposition expressing a truth about the whole class of entities.
- (3) hypothesis on selected cases.
- (4) assertion based on historical occurrences.

**13. Which of the following can be advanced as a logical reason why skepticism and relativism as systematic philosophies are wrong?**

- (1) Without truth there is no trust in human relationships and society as a whole.
- (2) Concepts such as unreliable and false depend on their opposites to make sense.
- (3) The Ubuntu philosophy implies that we should be truthful to one another.
- (4) None of the above.

**14. Requiring of an item of knowing that that it should be true before it qualifies as knowledge ...**

- (1) is reasonable due to the fact that something that is false cannot be knowledge.
- (2) is reasonable because every element of a theory must be true without qualification.
- (3) is too strict due to the fact that highly probable propositions are also necessary for knowledge.
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**15. Postmodernism is:**

- (1) The period of democracy in South Africa after 1994.
- (2) A view in epistemology that rejects the idea of representation.
- (3) The period before the 21st century.
- (4) The view in epistemology that knowledge should have a firm foundation.

**16. What is another name for the Meta-theory of Public Administration?**

- (1) Theoretical Public Administration
- (2) Practical Public Administration
- (3) Reflective Public Administration
- (4) Public Administration and Management.

**17. When we say that science is a tradition, it means...**

(Choose only one of the options below.)

- (1) It is human and historical.
- (2) It is not a recipe.
- (3) It is laden with values.
- (4) All of the above.

**18. What is an epistemological relativist?**

- (1) Somebody who denies all truth.
- (2) A person without any beliefs.
- (3) Someone who believes, among others, that all truths are products of historical situations.
- (4) Someone who practices nepotism.

**19. The theory of public administration is called:**

- (1) Public Administration.
- (2) Public Management.
- (3) Reflective Public Administration.
- (4) Philosophy of Public Administration.

**20. Which of the following statements is INCORRECT?**

- (1) Scientists compete with one another.
  - (2) The past does not count as far as science is concerned.
  - (3) The scientific tradition is critical.
  - (4) The outcomes of scientific research are uncertain.
-

## SEMESTER 2

(Compulsory Written essay type assignment)

## ASSIGNMENT 02

Date of submission:

14 September 2018

UNIQUE Number:

677750

## QUESTION:

Write an essay on the difference between ‘knowing how’ (to do things) and ‘knowing that’ (factual Knowledge) in public administration, Public Administration and Reflective Public Administration.

Use relevant examples to enhance your answer. [100]

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NB. Please consult the research articles and books on the topic nature and purpose of public policy in your organisations and provide practical and relevant example relating to each heading and subheadings, these will earn you marks; avoid copying word by word from the Study Guide.

**IMPORTANT GUIDELINES REGARDING ASSIGNMENT 02**

Compulsory Assignment 02 is a typed essay assignment. The Department of Public Administration and Management place great emphasis upon integrity and ethical conduct in the preparation of assignments. An understanding of the vital importance of responsibility and professionalism in this regard is part of what a university education should provide. It is very important that all students know how secondary material should be used and what the scholarly method of presenting and acknowledging references is. If you copy something out of a book or an article or from a web site without acknowledging the source and pass it off as your own, that constitutes plagiarism.

Assignments in which plagiarism (the unacknowledged use of secondary material) can be demonstrated will undoubtedly fail and will in all likelihood be given 0%. In effect, you are stealing something that belongs to someone else.

If you paraphrase this material (i.e. change the wording slightly) or use a line of argument without acknowledging it, that also constitutes plagiarism and the same severe penalty will apply. If you make yourself guilty of plagiarism it is regarded as serious form of misconduct. The procedure in the case of a complaint of misconduct is clearly stipulated in the Student Disciplinary Code. For detailed information regarding these procedures, see *Studies @ Unisa*.

**IMPORTANT:** Read Tutorial Letter PASALLP/301 for guidance on the technical requirements for assignments before writing the assignments. If your assignments do not comply with these requirements it will be evaluated but no mark will be awarded. Please note that the length of the assignment answer should be restricted to a maximum of 8 typed pages (1½ spacing) excluding the title page, table of contents and list of sources.

## 8.7 Other assessment methods

Not applicable.

## 8.8 The examination

Use your *Studies @ Unisa* brochure for general examination guidelines and examination preparation guidelines. Your attention is drawn to the fact that the completion of assignments is compulsory for all learners. Under no circumstances will learners be admitted to sit for the final examination in PUB3706 unless they have submitted the minimum amount of work for correction and comment. In order to be admitted to sit for the examination you must submit assignment 01 to obtain admission to the examination.

### Examination admission

As previously stated you are required to submit assignment 01 to obtain admission to the examination. Admission will be obtained by submitting this assignment in time and not by the marks you obtain for it. Please ensure that this assignment reaches the University before or on the due date. Late submission of the assignment will result in you not being admitted to the examination. For this reason, it is important that you submit assignment 01 in time. No extension will be given for the late submission of assignment 01 as well as assignment 02.

This year mark will only apply to the compulsory multiple-choice assignments (assignment 01) and written essay-type assignment 02, which means that the mark you obtain for the compulsory assignments becomes your year mark and this mark is used to calculate your final mark. Assignment 01 will contribute 50% and assignment 02 50% to the year mark. The year mark will carry a weight of 20% and the examination mark a weight of 80% towards calculating the final mark. In other words, the final mark will be calculated by adding 20% of the semester mark to 80% of the examination mark.

### EXAMPLE:

#### Year mark calculation:

50% of assignment 01 + 50% of assignment 02 = year mark, for example:

Mark obtained for assignment 01:           60% [50% of 60% = 30]

Mark obtained for assignment 02:           80% [50% of 80% = 40]

By adding the totals of the above calculations the year mark is determined. In this instance, 30 + 40 = 70%.

#### Final mark calculation:

20% of year mark + 80% of examination mark = final mark, for example:

Year mark:                   70% [20% of 70% = 14]

Examination mark:           60% [80% of 60% = 48]

By adding the totals of the above calculations the final mark is determined. In this instance, 14 + 48 = 62%. NOTE: The subminimum to pass a module is 40% (i.e. your examination mark must be at least 40%). To pass a module, the final mark must at least be 50%.

**The examination for this module takes place during First Semester May- June 2017 and Second Semester October/November 2017**

Final examination dates will be provided to you by the Examination Section during 2017

### **Format of the examination paper**

The examination paper will consist of four essay-type questions.

- The examination for Module PUB3720 consists of ONE paper of TWO hours. In your preparation for the examination you should take note of the self-evaluation questions indicated at the end of every study unit of your Study Guide.
- A more pertinent indication of possible examination questions will be presented in the comments tutorial letter which you will receive together with your marked optional assignment at the end of April for first semester and second semester end of September.
- We would like to urge you to study with understanding and insight and not to merely memorise answers to questions.

## **9 FREQUENTLY ASKED QUESTIONS**

We receive many enquiries from students asking the same questions over and over again. We have, therefore, decided to include these frequently asked questions in this tutorial letter.

***Where can I find the most important telephone numbers if I have queries relating to, for example, administration, study material or the examination timetable?***

Important telephone numbers are given in the brochure *Studies @ Unisa*.

***I have not yet received my study material. Could you please mail me a copy?***

No, unfortunately, the study material is kept at a different department, namely **Despatch**. Please consult *Studies @ Unisa*. Ask whether the specific item has been despatched. If it has been despatched and you have not received it after a reasonable period of time, ask for another copy to be despatched to you. Please do not to contact your lecturer for despatch matters. Please take note that you can also find your study material in electronic format on myUnisa.

***I would like to do some additional excercises. Could you provide me with tutorial letters from previous years?***

Owing to limited storage space at Unisa, no tutorial letters from previous years are kept and/or made available to students.

***What do I do if I experience problems with the content of the study material?***

Contact your tutor or lecturer responsible for the module. Please do not hesitate to contact us. You can phone your lecturer during official office hours (not evenings), make an appointment to come and see us personally, write a letter or send an e-mail. Alternatively you can post your problem on the myUnisa **Discussion forums**.

***My assignment is late because ... Can I submit it at a later date?***

It is your responsibility to ensure that your assignment reaches Unisa's main campus on/or before the due date. Multiple-choice questions assignments are marked by a mark-reading device on a fixed date as specified in advance in the planning schedule of the **Assignment Section**. Hence, multiple-choice question assignments submitted after the due date will not be marked.

## YOUR GRADUATENESS (EMPLOYABILITY)

In today's job market public sector employers look for candidates who are in possession of a wide range of skills, attributes, competencies and values to ensure effective service delivery. In this light, it is of vital importance that Public Administration graduates at (Unisa) are meeting the rapidly changing needs of the South African and global job market. This implies that we should produce more than employable graduates. Actually, we should contribute to an active and critical citizenry who can participate politically, economically and socially.

Against this background, the Department of Public Administration and Management endeavours to ensure that our graduates acquire:

- A commitment to continual self-improvement and lifelong learning.
- The ability to employ skills necessary for creating and using employment opportunities.
- An appreciation of and respect for the value of cultural, religious, aesthetic and linguistic diversity.
- The ability to contribute to economic, intellectual, cultural and scientific life.
- An appropriate sense of responsibility for, and stewardship of the environment.
- An ability to use appropriate and sustainable technologies.
- The appreciation of the world as a set of related systems, more particularly the African continent.
- Scarce skills, generic skills and specialised skills in the management of public affairs to be immediately effective in the public sector workplace (graduateness).

In our endeavours to attain the above objectives and as part of our quality assurance systems, we would be grateful if you could complete the questions in the box below. Your response(s) will provide us with important feedback regarding the skills and attributes of our graduates and will be invaluable for future planning of programmes at the Department of Public Administration and Management. We are determined as far as possible to help our graduates in acquiring skills that are valued by public sector employers. Your response(s) are important to us. Results will be presented in summary format and therefore individual responses will be strictly confidential.

- Which competencies, areas of knowledge, skills and attributes did you need to complete the above assignments?
- Did completing these assignments and consulting the relevant sources improve your competence?
- Name a few competencies that you think should be developed further to enhance your graduateness and employability.
- Did the assignment topics add value to the application of your knowledge and skills in the public sector workplace?
- Do the assessment criteria provide you with an adequate framework in which to evaluate your performance in your assignment answer? If not, what other criteria and guidance should be added?
- What aspects of the module, study material and your learning experience would you like to improve? How?
- Do the assignment topics reflect the learning outcomes and assessment criteria?

Your responses will provide us with important feedback about the skills and attributes of our graduates and will be invaluable for future planning of programmes at the Department of Public Administration and Management, more particularly for the module *Reflective Public Administration*. We are determined to assist our graduates in acquiring skills that are valued by public sector employers. Your responses are important to us.

Results will be presented in summary format and therefore individual responses will be strictly confidential. Please return your answers to these questions to Prof P Khumalo at:

Department of Public Administration and Management  
PO Box 392  
Unisa  
0003

## **10 SOURCES CONSULTED**

Not applicable.

## **11 IN CLOSING**

This tutorial letter provides you with the relevant information on which your success in this module depends. Please make sure that you know what is required of you. We will, however, endeavour to make the learning experience interactive and consult with you continually throughout the teaching and learning process.

We wish you success with your studies.

**PROF P KHUMALO**  
**PRIMARY LECTURER: *REFLECTIVE PUBLIC ADMINISTRATION***  
TEL: 012 429-3779



## 12 ADDENDUM

### MARKING CHECKLIST

We refer you to Section 8.2 above. Please use the following checklist to compile your essay type assignments.

#### A. GUIDELINES REGARDING THE CONTENT

1. **Introduction** ( on a separate page and it follows after the title page and table of contents). It is not necessary to number the page on which the "Introduction" appears, because it actually is the first page (page 1). Therefore, you start numbering the second page (i.e. the second page is then page 2). Use an "Introduction" literally to introduce the topic and aspects to be discussed to the reader i.e. briefly outline what the background, *locus/focus*, objective (s), importance (reasons), approach and method of the project is and outline what you are going to discuss. Avoid detail discussion of the aspects in the "Introduction." Only one "Introduction" is required for the whole assignment.
2. **Text.** Make sure you understand the meaning of the concepts such as "**criticise**" and "**analyse**" (see tutorial letter PASALL-P/301/2015). Remember to **make the assignment applicable on the public sector – build in acts, regulations, white papers, collective agreements, management guides, ministerial/administrative instructions, etc.** Continuously, you must concentrate on the **purpose of the assignment (the so-called "golden thread" principle)**. Also concentrate on the **purpose of each heading/subheading**. Ensure that the title of each heading/subheading correlate with the content that follows.
3. **Conclusion** (the "Conclusion" should follow directly after the last section of the body of the assignment - **not on a separate page**). Only one "Conclusion" for the whole assignment is required and it must be written in your own words. In a "Conclusion" you basically state what you have discussed in a concise format. A "Conclusion" contains no new factual material on the subject. No reference technique to be used in the "Conclusion."

#### B. TECHNICAL REQUIREMENTS

1. **Title page** (is the first page of the assignment and it should appear on a separate page). Do not rewrite the question stated to you in the tutorial letter, this is supposed to be your answer. Also demarcate the title. Be specific (demarcate) and make sure all the variables (for example, "Effects of staff turnover on service delivery during the period 1999-2003 at the Electricity Section of the Tshwane Metro." Although the title page is supposed to be numbered (i) it is not necessary to write "(i)" on the title page. Do not use **abbreviations/acronyms** in titles.
2. **Table of contents** [the "Table of contents" appears on the **second page** of the assignment i.e. on a separate page. **Page numbers** should also be allocated to the "Table of contents" beginning with a Roman number (ii), because the title page is (i)]. An extensive "Table of contents" is required - the **heading "Table of contents"** should be used. The "Table of contents" **contains all the headings/subheadings**, correctly numbered (i.e. 1.Introduction, etc.). Take note that the **section numbers (i.e. 1., 2.1, 2.1.1, etc.) and the page numbers of the headings/subheadings that appear in the**

**"Table of contents" should correspond with the section numbers and page numbers in the text. Do not list the sections which are numbered with an "a", "b" or "c" in the "Table of contents."** The headings/subheadings used in the text must also correlate with those listed in the "Table of contents" (exact words). The "List of Sources" section should also appear in the "Table of Contents" - it is not necessary to give a numerical number to the "List of Sources" section since it forms not part of the text of the assignment. However, it is necessary to list the page number on which the "List of Sources" section appears in the "Table of Contents." Also remember to list the figures, graphs, tables, diagrams and annexures.

3. Throughout the assignment **headings and subheadings** should be used. Each heading and subheading must be self-explanatory. A heading such as "President" is meaningless - it must be explanatory, something like "Functions of the President." Do not write the words in headings/subheadings with capital letters, only where necessary. Do not use **abbreviations/acronyms/full stops** in titles, headings and subheadings. Main headings in capital letters/bold and sub-headings in small letters/bold.
4. Use a **numerical system for numbering the headings and subheadings**, for example, 1., 1.1, 2., 2.1, 2.1.1, etc. Do not use more than five subdivisions, for example, 2.1.1.1.1. Should further subdivisions be required, than use an alphabetical notation, for example, 2.1.1.1.1(a), should further subdivisions still be required, than use a Roman notation, for example, 2.1.1.1.1(a) (i).
5. No two sections (heading followed by a subheading) must follow one another without something being written under the first section (heading). This means that you should have a **proper leading statement (s)** (stating what you are going to deal with) for each section (heading or subheading).
6. Remember to continuously **make use of paragraphs**. This means that each section (heading or subheading) should consist of different paragraphs. **Each paragraph should consist of a lead-in or main sentence, core sentences in which you elaborate on the main sentence and a concluding sentence (s) that summarises the argument of the paragraph.** For example, "this implies that"; "stated differently"; "however"; "then", etc. Please do not leave open spaces at the end of a page(s) because it is a waste of paper.
7. The correct use of **source references [preferably according to the Harvard technique**, for example, (Cloete, 1987:5)] is a scientific requirement. Remember the Study Guide is a book, it has an author(s), date and a page(s). See tutorial letter PASALL-P/301/. **Use the most recent sources and as a rule use more than one source per section (in other words, use sources of a diverse nature).**
8. **Make sure that all the sources you referred to in the text, appear in the "List of Sources" section.**
9. **Note that titles, headings and subheadings should not commence with the words "the", "a" and "an."**
10. **Do not use personal pronouns such as "I", "her", "she", "we", etc.**
11. An assignment is a scientific document, it must be neat when presented for evaluation.
12. **An assignment must not be too long or too short.**

**B. GENERAL**

1. **Do not write directly** from the **Study Guide or other sources** you consulted. This is plagiarism which is the act of taking words, ideas and thoughts of others and passing them off as your own.
2. A **telegram style of writing is unacceptable.**
3. **Do not make use of single statements**, it serves no purpose (at least two or more statements per paragraph are required).
4. **Don't start off or end off sections with quotations**, it breaks the line of thought.
5. **Abbreviations/acronyms should not be used**, it confuses the reader.

Correct method:

**First time** South African Police Service (hereafter referred to as “SAPS”)

**Second time** SAPS

6. Should you make use of **figures, graphs, tables or diagrams**, ensure that it is properly **numbered (i.e. numerical order)**, a **title is allocated** and reference is made of the **source(s)** used, for example:

**Diagram 1: Functions of the public manager**

FUNCTIONS	
Decision-making	
Planning	
Leading	

Source : Adapted from Cloete (1990 : 23).

7. See that the assignment is **free of spelling and typing errors.**
8. **Grammar and sentence construction** need also to be looked at very precisely. Use either the American style (realizing) or English style (realising) of writing.
9. **More factual information** is required.
10. **Logical sequence of headings and subheadings** is missing.
11. It is very important to build in **bridging statements** between the main headings where you take the reader from one section to the other.
12. **Logical sequence of statements** is missing. Make use of linking words/statements, such as “consequently”, “This implies that ...”; “Stated differently ...”, etc.
13. Make your own deductions and conclusions.
14. Leave an **open space on the right of the page for tutorial comments.**

15. **Assignment is submitted too late (see due date).** In future it will be marked, but no mark will be registered on the student system.
16. Make sure you know what is the **meaning of concepts such as “institution,” “organisation,” “management,” “administration,” “manager,” “supervisor,” “administrator,” “model”, “theory”, “approach”,** etc. when you make use of it in the assignment.
17. **All figures between 1 and 10 should be written in full,** for example, one, two, etc.
18. **Pages should be numbered** throughout the assignment.
19. **List of sources / Bibliography.** A **technically complete “List of Sources/ Bibliography” section** at the end on a **separate page** rounds off the assignment - see tutorial letter PASALL-P/301. Refer to the surname, initials, year, title, place and publisher. All sources need to be listed in alphabetical order. In a List of Sources section you only include those sources that you used in the text, whereas for a Bibliography, you include all the sources you have consulted. Remember to **build in acts, regulations, white papers, collective agreements, management guides, ministerial/ administrative instructions, journal articles, interviews etc.** Remember when making use of government documents to refer to the relevant Government gazette, Internet website (with date) or official file. The use of one or two sources is unacceptable.

**Government sources** should be cited as follows:

South Africa. 2010. Employment Equity Act 110 of 2005. *Government Gazette*. Vol 20. No 15. Pretoria: Government Printer.

**Internet sources** should be cited as follows:

South Africa. 2010. *Baseline Implementation Guide for the Public Service*. Department of Public Service and Administration. Available at: <http://www.dpsa.gov.za> [accessed on 20 June 2010].

**Journal article** should be cited as follows:

Mokgoro, T.J. 2007. A better understanding of public management. *Service Delivery Review* 6(1): 36-39.

**Interviews** should be cited as follows:

Personal interview: Burger, J.P. 2009. Department of Agriculture, Director: Environmental Services, April.

The following guidelines regarding the number of sources consulted should be followed :

# first year (five sources per assignment)

# second year (ten sources per assignment)

# third year (15 sources per assignment)

# honours (20 sources per assignment)

## DECLARATION FORM AND CHECKLIST

We refer you to Section 8 above. Please complete the following declaration and checklist and submit with your completed assignments.

### DECLARATION

Name : .....

Student number : .....

Module code : .....

Assignment number: .....

I declare that this assignment is my own, original work. Where I have used source material, it is acknowledged in accordance with departmental requirements. I understand what plagiarism is and I am aware of the university policy on it.

Signature: .....

Date: .....

### DECLARATION

**Name** : .....

**Student number** : .....

**Module code** : .....

**Assignment number:** .....

I declare that this assignment is my own, original work. Where I have used source material, it is acknowledged in accordance with departmental requirements. I understand what plagiarism is and I am aware of the university policy on it.

**Signature** : .....

**Date** : .....

### CHECKLIST

Please tick the appropriate box (√)

Nr	ITEM	YES	NO
1	I acknowledged all source material (Study Guide, internet, text book, journal article, other sources) used in my assignment		
2	Irrespective of whether I participated in a study group or not, the wording of this assignment is my own		
3	I indicated all sources used in the assignment by placing the quote(s) in inverted commas and/or providing the references (s) according to the Harvard method		
4	At the end of the assignment, there is a List of Sources/Bibliography reflecting all the consulted sources		