



UNIVERSITI TEKNOLOGI MARA

ADS452: ETHICS IN ADMINISTRATION

Course Name (English)	ETHICS IN ADMINISTRATION APPROVED
Course Code	ADS452
MQF Credit	4
Course Description	This course examines some of the ethical issues that arise in both the private and public sectors. While this course is a survey of contemporary perspective on ethics in government, it considers the sources to which the public administrator can look for guidance in addressing ethical issues. This course introduces students to ethical dilemmas of public administration as students learn to have basic understanding of ethics in public administration.
Transferable Skills	<ol style="list-style-type: none">1. Demonstrate ability to identify and articulate self skills, knowledge and understanding confidently and in a variety of contexts2. Demonstrate ability to manage personal performance to meet expectations and demonstrate drive, determination, and accountability3. Demonstrate ability to communicate clearly and confidently, and listen critically
Teaching Methodologies	Lectures, Blended Learning, Tutorial, Presentation, Project-based Learning
CLO	<p>CLO1 Describe the concept and theories of ethics in public administration.</p> <p>CLO2 Demonstrate knowledge of work responsibility based on ethical values in public administration</p> <p>CLO3 Report verbally and in writing ethical values and its challenges in public administration</p>
Pre-Requisite Courses	No course recommendations
Topics	
1. Introduction to Study of Ethics 1.1) Why study ethics? 1.2) Defining ethics 1.3) Sources of ethics	
2. Ethical theories in public administration 2.1) Introduction 2.2) Deontological 2.3) Teleological	
3. Ethics in Public and Private Administrations 3.1) Introduction 3.2) Public sector ethics 3.3) Code of ethics 3.4) Public and private values – similarities and differences 3.5) Challenges of organizational ethics	
4. Ethics in Malaysia Public Administration 4.1) Introduction 4.2) The National Integrity Plan of Malaysia 4.3) Government Transformation Plan 4.4) MACC	
5. The Ethical Decision-Making Process in Public Administration Sector 5.1) Introduction 5.2) The Importance of ethical decision making in public sector 5.3) What shape our ethical decisions? 5.4) Financial disclosure 5.5) Oaths 5.6) Academic 5.7) Practical ethics	
6. Ethical Dilemmas in Public Administration 6.1) Introduction 6.2) Ethical dilemmas in Malaysia 6.3) Conflicts Of Interest and Ethics in Government 6.4) Learning from international best practices	
7. Ethics and Good Governance in Public Administration 7.1) Concept of Good Governance 7.2) Pillars of Good Governance 7.3) Importance of Good Governance 7.4) Challenges to Good Governance	
8. Ethics and Leadership 8.1) Introduction 8.2) How personal ethics produce effective leaders 8.3) Ethical leadership issues and practices from develop, developing and poor countries	

Assessment Breakdown		%
Continuous Assessment		40.00%
Final Assessment		60.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Group Project	Project Work	20%	CLO2
	Presentation	Project Work	5%	CLO3
	Quiz	Quiz	5%	CLO1
	Written Report	Project Work	10%	CLO3

Reading List	Reference Book Resources	
		<ul style="list-style-type: none"> Dutelle, A. W., & Taylor, R. S. 2018, <i>Ethics for the Public Service Professional</i>, 2nd edn Ed., Taylor & Francis Group New York Lawton, A., Rayner, J., & Lasthuize, K. 2013, <i>Ethics and Management in the Public Sector</i>, 1st.edn Ed., Routledge London Pojman, L., & Fieser, J. 2011, <i>Ethics: Discovering Right and Wrong</i>, 7th.edn Ed., Wadsworth Cengage Learning Boston Rachels, J., & Rachels, S. 2013, <i>The Elements of Moral Philosophy</i>, 7th.edn Ed., Mc Graw Hill New York Thiroux, J. P. 2007, <i>Ethics-Theory and Practice</i>, Prentice-Hall New Jersey Cooper, T. L. 2001, <i>Handbook of Administrative Ethics</i>, 2nd.edn Ed., Marcel Dekker Inc Los Angeles, California

Article/Paper List	Reference Article/Paper Resources	
		<ul style="list-style-type: none"> Amundsen, I., & Adrade, V. P 2009, Public Sector Ethics, <i>CMI Institute</i>, Vol. 7 http://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=47731533&am.p:site=eds-live&authtype=ip.uid Bailey, S. K. 1964, Ethics and the Public Service, <i>Public Administration Review</i>, 24(4) Cooper, T. L. 2010, Big Questions / Big Issues in Administrative Ethics?: Need Effort Focused , Collaborative., <i>Public Administration</i>, 64(4) Downe, J., Cowell, R., & Morgan, K. 2016, What Determines Ethical Behavior in Public Organizations: Is It Rules and/or Leadership?, <i>Public Administration Review</i> http://doi.org/10.1111/puar.12562 Ehrich, L. C., Cranston, N., & Kimber, M. 2004, Public Sector Managers And Ethical Dilemmas, <i>Journal of Management and Organization</i>, 10(1) http://doi.org/10.5172/jmo.2004.10.1.25 Flite, C. A., & Harman, L. B. 2013, Code of Ethics: Principles for Ethical Leadership, <i>Perspectives in Health Information Management</i>, 10 http://www.pubmedcentral.nih.gov/articlerender.fcgi?artid=3544144&tool=pmc.ncbi&rendertype=abstract Kernaghan, K. 1994, The Emerging Public Service Culture: Values, Ethics, and Reforms., <i>Canadian Public Administration</i>, 37(4) http://doi.org/10.1111/j.1754-7121.1994.tb00883.x Kernaghan, K. 1997, Towards a Public Service Code of Conduct and Beyond, <i>Canadian Public Administration</i>, 40(1) Kernaghan, K. 2003, Integrating Values into Public Service: The Values Statement as Centrepiece, <i>Public Administration Review</i>, 63(6) http://doi.org/10.1111/1540-6210.00334 Kernaghan, K. 2014, Digital Dilemmas: Values, Ethics and Information Technology, <i>Canadian Public Administration</i>, 57(2) http://doi.org/10.1111/capa.12069 Lokman, A., & Talib, A. T. 2017, An Overview on Malaysia ' S Ethics Initiatives Mazur, S 2013, The Public Service Ethos Versus Public Management Models, <i>Warsaw Forum of Economic Sociology</i>, 2(8) Miheli?, K., Lipi?nik, B., & Tekav?i?, M. 2010, Ethical Leadership, <i>International Journal of Management and Information Systems</i>, 14(5) http://doi.org/10.1097/HNP.0b013e318263f2da Nur Barizah, A. B., Zakiah, S., & Muslim Har, S. M. 2011, Enhancing Malaysian Public Sector Transparency and Accountability?: Lessons and Issues, <i>European Journal of Economics, Finance and Administrative Sciences</i>, 31(31) http://doi.org/10.1057/ijdg.2010.4 O'Fallon, M. J., & Butterfield, K. D 2013, A review of the empirical ethical decision-making literature: 1996–2003, <i>Citation Classics from The Journal of Business Ethics: Celebrating the First Thirty Years of Publication</i>, 59 http://doi.org/10.1007/978-94-007-4126-3_11 Prayote, S 2016, Managing Ethics in Public Sector?: Integrity Approaches, <i>Journal of Government and Politics</i>, 7(4) Rosli, M. H., Aziz, M. A. bin A., Mohd, F., & Said, J 2015, Integrity Systems in Malaysian Public Sector: An Empirical Finding., <i>Procedia Economics and Finance</i>, 28(April) http://doi.org/10.1016/S2212-5671(15)01109-0 Siddiquee, N. A 2010, Combating corruption and managing integrity in Malaysia: A critical overview of recent strategies and initiatives., <i>Public Organization Review</i>, 10(2) http://doi.org/10.1007/s11115-009-0102-y United Nation Development Programme, & Institute of Integrity Malaysia. 2007, National Integrity System: A Guiding Framework. United Nations 2000, Promoting Ethics in the Public Service.

Other References	
	<ul style="list-style-type: none"> Blog Stazyk, E. C., Us, T., Service, I. R., & Party, T 2015, <i>Education matters in how public servants approach administrative ethics</i> http://blogs.lse.ac.uk/usappblog/2015/11/24/educat