Public Policy Analysis (21: 790: 307: Q1)
Spring 2022

Professor
Dr. Mara Sidney
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Time and Place
Hill Hall 203
Thursdays, 2:30-5:20 p.m.
Class will be held on Zoom Jan. 20 and 27, link on Canvas course home page

Student Meeting Hours
TH 1:20-2:20 p.m.
Book 20-minute appointments with youcanbookme.com, link on the Canvas course home page. For other times, contact professor via email with requests.

Course Introduction
Policy scholars and political observers say that society's hardest, most complicated problems usually fall to our governments to handle. Conventional wisdom states that if a problem were easy, we would have figured out how to address it on our own. Policy analysis plays an important role in untangling, unpacking, and thinking through myriad complex problems that public decision makers seek to tackle.

Every policy problem may be defined in many ways, and many alternative solutions are available. How can policy analysis help decision makers to understand problems and to select solutions that can improve our lives? What are the techniques we can use to analyze problems and devise solutions? How do we know which policies are working? How do we decide which problems to solve? How do advocates and political officials use data and policy analysis in their work? How can policy analysts best communicate their findings? These are the types of questions we will work to answer this semester. In this course we will learn to analyze policy problems and to design policy solutions. We will learn to write policy memos that can help decision makers and political advocates to do their work. We will do this through readings, discussions, in-class case studies, research, writing, and presentations.

By the end of the semester, you will:

- understand the steps involved in policy analysis,
- be able to conduct research on policy issues, and
- know how to prepare policy memos with appropriate documentation

READING MATERIAL

All required reading will be posted on Canvas, within each class session's module, and in the link called Course Files. In order to prepare your policy memos, you will research policy issues and find additional materials to read.

COURSE REQUIREMENTS

1. Written assignments. This is a writing-intensive class. Throughout the semester you will write three **Policy Memos**. You will receive written instructions for each assignment. In general, grades reflect how well your written work demonstrates:

       1) your understanding of course material, and your ability to apply concepts to policy cases,
       2) your ability to conduct research about a policy issue to answer the assignment's questions,
       3) your ability to convey your ideas clearly, persuasively, based on evidence,
       4) your ability to write in a well-organized manner, with proper mechanics.

You will have the chance to revise Memo 1 and Memo 2, and to earn an increase of **up to** 7 points (e.g. from an 85 to a 93, a B to an A). Papers must show substantial "re-vision" to earn the maximum additional points — that is, clarification of arguments and information, additional research, re-thinking of your conclusions, and rewriting for organizational structure, clarity, precision, and flow. **Simply fixing typos will not result in any additional points**.

2. Participation in class discussion, in-class small-group case studies, and Participation Journals. This class relies heavily on large-group discussion and small-group work focused on applying policy concepts to policy cases. Therefore, each student will reflect on, and assess, their own participation after each class session. Your assessments should show genuine reflection of the work you have done. While I reserve the right to change the grade either up or down, I know that you will do your best to give yourself what you think is the appropriate grade. Excused absences will not affect the participation grade (for example, illness, death in the family, religious observance, official college business), but students will receive 0 points if they do not turn in a journal because of an unexcused absence. **Participation Journals are due each Friday after class.**

ADDITIONAL COURSE POLICIES

1. Students with disabilities: If you have a documented learning or other disability, please arrange to meet with me during the first week of class to discuss any accommodations necessary for your successful participation.

2. Classroom behavior: Silence cell phones and computers, and refrain from texting, emailing, and surfing the Internet during class for purposes other than class assignments.

3. Academic Integrity and Plagiarism: In the world of policy analysis, the reputation for, and delivery of, high-quality, trustworthy policy information is key to success. Public officials rely on analyses and information from policy analysts to make decisions about important matters that affect millions of people. It is hard enough at times to find up-to-date and helpful information, because so many issues are emerging and changing. But when analysts lie about, cheat in the production of, or steal other analysts' work, then the decisions made based on their work may be faulty, and those affected by policy decisions may be harmed. Policy analysts' jobs and reputations will be at risk.

Take this opportunity to learn now, rather than later, how to produce original high-quality work that properly documents and attributes sources. Familiarize yourself with the University's policy on Academic Integrity using the link below, or the links and supporting documents uploaded on the Canvas course site, **Module: Course Syllabus, Assignment Documents, Academic Integrity Materials**

Meanwhile, here are some relevant excerpts

A. From studentaffairs.newark.rutgers.edu/support-services/community-standards/code-conduct-academic-integrity:

"The principles of academic integrity require that a student:
• Make sure that all work submitted in a course, academic research, or other activity is the student's own and created without the aid of impermissible technologies, materials, or collaborations.
• Properly acknowledge and cite all use of the ideas, results, images, or words of others.
• Properly acknowledge all contributors to a given piece of work.
• Obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with the student's interpretation or conclusions.
• Treat all other students ethically, respecting their integrity and right to pursue their educational goals without interference. This principle requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.
• Uphold the ethical standards and professional code of conduct in the field for which the student is preparing."

B. From the Rutgers Academic Integrity Policy, available online and in the course module

"*Plagiarism*: Plagiarism is the use of another person's words, ideas, or results without giving that person appropriate credit. To avoid plagiarism, every direct quotation must be identified by quotation marks or appropriate indentation and both direct quotation and paraphrasing must be cited properly according to the accepted format for the particular discipline or as required by the instructor in a course. Some common examples of plagiarism are:
• Copying word for word (i.e. quoting directly) from an oral, printed, or electronic source without proper attribution.
• Paraphrasing without proper attribution, i.e., presenting in one's own words another person's written words or ideas as if they were one's own.
• Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
• Incorporating into one's work graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other nontextual material from other sources without proper attribution.

Cheating: Cheating is the use of inappropriate or prohibited materials, information, sources, or aids in any academic exercise. Cheating also includes submitting papers, research results and reports, analyses, etc. as one's own work when they were, in fact, prepared by others. …

Fabrication: Fabrication is the invention or falsification of sources, citations, data, or results, and recording or reporting them in any academic exercise. Some examples are:
• Citing a source that does not exist.
• Making up or falsifying evidence or data or other source materials.
• Falsifying research papers or reports by selectively omitting or altering data that do not support one's conclusions or claimed experimental precision."

COURSE GRADE

Your course grade will be constructed as follows:

3 Policy Memos	up to 300 points (100 points each)
Practice your Pitch Presentation	up to 50 points
Practice your Pitch Voice Memo	up to 50 points
Participation in class discussion, in-class cases, and writing	up to 100 points
TOTAL POSSIBLE POINTS	**500 points**

Grade Scale:
450-500 points = A
440-449 = B+
400-439 =B
390-399 =C+
350-389 =C
300-349 =D
299 and below =F

CLASS SCHEDULE
(All assigned readings are on Canvas, in each class session module and in the menu link Course Files.)

Part 1: What are Public Policies? What is Policy Analysis? What are Policy Memos?
See Canvas modules for all assigned readings

1. Jan. 20   Introduction

2. Jan. 27   What are public policies and what are their goals?
                Participation Journal 1: due Jan. 28

3. Feb. 3   What is policy analysis?
                Participation Journal 2: due Feb. 4

4. Feb. 10   What are policy memos?
                Participation Journal 3: due Feb. 11

Part 2: Specifying the Problem and Identifying Causes
See Canvas modules for all assigned readings

5. Feb. 17   <u>Class will not meet</u> - work on your own, prepare Memo 1
                Memo 1 due Monday Feb. 28

6. Feb. 24   Researching and specifying a policy problem 1: Numbers as evidence
                Participation Journal 4: due Feb. 25

7. March 3   Researching and specifying a policy problem 2: Evaluating research & implementation
                Participation Journal 5: due March 4

8. March 10   Identifying causes
                Participation Journal 6: due March 11

9. March 17   **No Class, Enjoy Spring Break**

Part 3: Policy Tools and Policy Alternatives
See Canvas modules for all assigned readings

10. March 24   <u>Class will not meet</u> - work on your own, prepare Memo 2
                Memo 2 due Monday March 28

11. March 31   Identifying Policy tools
                Participation Journal 7: due April 1

12. April 7   Designing Policy alternatives
                Participation Journal 8: due April 8

13. April 14   Evaluating policy alternatives
                Participation Journal 9: due April 15

Part 4: Making Recommendations
See Canvas modules for all assigned readings

14. April 21   Developing a policy recommendation
                  Participation Journal 10: due April 22

15. April 28   **Class presentations**: Practice selling your story
                  Voice memo and Power Point due May 2

Memo 3, Optional Revisions of Memos 1 and 2, all due May 11