Political Science 307   **Spring 2019**
T, TH 2:30-3:50 pm   **Hill Hall 204**

PUBLIC POLICY ANALYSIS

This course is about problems, solutions, and the politics of joining them together into public policy. We will think about how our political system transforms social conditions into public problems, and how political actors decide which solutions to adopt. At any given time, many definitions of policy problems are possible, 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?

In this course we will learn to analyze policy problems, to analyze the policy process, and to write policy memos that can help decision makers and advocates to do their work. We will do this through readings, discussions, and in-class case studies. We will also serve as policy analysts for the Rutgers Center for Immigration Law, Policy, and Justice, conducting policy research for Prof. Rose Cuison-Villazor.

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,
- be able to explain the process of policy making in the American political system, including how different political actors affect public policy, and
- gain experience working as a policy analyst for an organization.

PROFESSOR CONTACT INFO AND OFFICE HOURS
Dr. Mara Sidney, 723 Hill Hall, 973-353-5787, msidney@newark.rutgers.edu
Office Hours: Thursdays, 1-2 p.m., 723 Hill Hall, and by appointment

TEACHING ASSISTANT CONTACT INFO AND OFFICE HOURS
Nakeefa Garay, 723 Hill Hall, nbernard@newark.rutgers.edu
Office Hours: Mondays, 12-1 p.m., 723 Hill Hall, and by appointment

REQUIRED READING MATERIAL
All required reading material will be posted on Blackboard, at the link "Readings." Please note that in addition to reading material I select and post, your policy research may involve additional reading.

COURSE REQUIREMENTS
This course assumes basic knowledge of the American political system. The Political Science course 790: 201, Introduction to American Government, is a required prerequisite.

1. Timeliness and Attendance
Be on time. Attendance is required, and students will check in via Blackboard each day. Check-in will take place until 2:40 p.m. Students who are late should see me after class or email me to explain why they were late. **You can be marked Late twice with no penalty**. **After that, you will lose ½ point from your final grade for each late arrival. You will lose 1 point for each unexcused absence**. In accordance

with university policy, absences can be excused only in the following cases: illness, death in the family, religious observance, official college business. These instances must be documented.

2. Written assignments. This is a writing-intensive class. Throughout the semester you will write a series of **Policy Memos** and **Policy Analysis Reflections**. You will work in small groups to prepare a **Memo for our client,** and a **Presentation for our client**. 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 or client'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. <u>Late papers lose one-half grade per day</u>.

You will have the chance to revise two of the three individual assignments you write, but not the final group memo or the final individual assignment. For the group project, you will receive feedback in class sessions before the final deadline. For revisions of individual assignments, you have the chance to increase each grade by up to three-quarters of a grade increase. Papers must show substantial "re-vision" to earn additional points — that is, clarification of arguments and information, additional research, re-thinking of your conclusions, and rewriting for clarity, precision, and grace. Simply fixing typos will not result in any grade change. It is a good idea to meet with me or with Nakeefa to discuss what needs to be done in a revision. **Paper revision deadlines are noted on the syllabus. I will not accept late revisions.**

COURSE GRADE
Your course grade will be constructed as follows:

1 Policy Memo	50 points
2 Policy Analysis Reflections	70 points total (35 points each)
Group Presentation	30 points
Group Memo	30 points
Participation in class discussion and group projects	15 points
Human Subjects Certification (CITI Training)	5 points
TOTAL POSSIBLE POINTS	**200 points**

Grade Scale:
> 180-200 points = A
> 176-179= B+
> 160-175=B
> 156-159=C+
> 140-155=C
> 120-139=D
> 138 and under=F

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. Such behavior disrupts all of us in the classroom, interferes with the learning process, and creates lapses in attention that often require fellow students or the professor to repeat important information. <u>You should not expect additional time from students or the professor because you have failed to pay attention in class</u>.

3. Academic Integrity and Plagiarism: Familiarize yourself with the University's policy on Academic Integrity (http://academicintegrity.rutgers.edu), also posted on Blackboard on the side menu for our class. I will report infractions to the Dean's office for adjudication. Particularly note the following excerpt from the policy:

"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."

CLASS SCHEDULE AND READING ASSIGNMENTS
(All readings are on Blackboard under the menu heading "Readings")

Part 1: What are Public Policies? What is Policy Analysis? What is the Policy Making Process?

Week 1   Tues Jan 22   Introduction

                Thurs Jan 24   Case Study: Victims' Compensation Fund
                                     Reading Folder: Just Money

Week 2   Tues Jan 29   Case Study: You design a public policy

                Thurs Jan 31   Reading Folder: Policy Goals, Values, Criteria

Week 3   Tues Feb 5   Policy Research: Human Subjects Protection
                                     Meet in Computer Lab Hill 125
                                     Policy Analysis Reflection 1 Due by start of class

                Thurs Feb 7   Steps in the Policy Process
                                     Reading Folder: Stages of the Policy Process

Week 4   Tues Feb 12   Steps in Policy Analysis
                                     Reading Folder: Excerpts from Bardach, *A Practical Guide*
                                     CITI Training Certification Due

                Thurs Feb 14   Case Study: Tracking the Policy Process and Policy Analysis Steps
                                     Reading Folder: Immigration Policy Questions and Conflicts

Students as Policy Analysts: Conducting Policy Research and Briefing Clients

Each semester this course is offered, the class will work on a different policy research project. This semester, Spring 2019, students will conduct a pilot study of sanctuary policies. They will determine how immigrants themselves in the Newark area experience sanctuary. That is, where, how and to what degree to immigrants feel safe and secure in the city? What are examples of their experiences? Do some groups experience more safety than others? What do the data suggest Newark and other cities might do in order for immigrants to feel more safe and secure?

We will first design the survey and interview questions, and then collect preliminary data from immigrants who live or work in Newark. Each student will conduct a designated number of surveys and interviews and upload the data to a class website. The data collection will most likely occur outside of classroom hours and might involve small groups of students attending events held by local organizations. Students will then work in groups to analyze and interpret the data, and will make presentations to our client.

The Group Memo, Group Presentation, and the second Policy Analysis Reflection will be based upon this research. The Policy Reflection will also be based on the conference proceedings of April 26.

Week 5   Tues Feb 19   Writing Effective Policy Memos

		Reading Folder: Policy Memos How-To
	Thurs Feb 21	Writing Effective Policy Memos
		Reading Folder: Examples of Policy Memos
Week 6	Tues Feb 26	Immigrant Integration Policy
		Reading Folder: Local Immigrant Integration Policies
		Revisions of Policy Analysis Reflection 1 Due by start of class
	Thurs Feb 28	Meet our Client: Prof. Rose Cuison-Villazor, RU-Law School
		Center for Immigration Law, Policy, and Justice
		Reading Folder: Sanctuary Cities
Week 7	Tues March 5	Designing Surveys for Policy Research
		Reading Folder: Principles of Survey Design
	Thurs March 7	Draft and Pilot Surveys and Interviews
Week 8	Tues March 12	Designing Interviews for Policy Research
		Reading Folder: Principles of Interview Design
	Thurs March 14	Draft and Pilot Interviews
		Policy Memo Due by start of class
Week 9	Tues March 19	**SPRING BREAK**
	Thurs March 21	**SPRING BREAK**
Week 10	Tues March 26	Data Collection and Analysis
	Thurs March 28	Data Collection and Analysis
Week 11	Tues April 2	Data Collection and Analysis
		Reading Folder: Data Analysis and Presentation How-To
	Thurs April 4	Data Collection and Analysis
Week 12	Tues April 9	Preparation of Policy Reports
		Reading Folder: Effective Policy Communication
	Thurs April 11	Preparation of Policy Reports
		Revisions of Policy Memo due by start of class.
Week 13	Tues April 16	Group Presentations to Client
	Thurs April 18	Group Memo Work Session Incorporating Client Feedback

Part 3: Reflecting on Policy Research and Making Recommendations for Action

| Week 14 | Tues April 23 | Official and Unofficial Actors in the Policy Process |

		Reading Folder: Actors in the Policy Process
	Thurs April 25	**No Class** but plan to attend
	FRIDAY APRIL 26 Rutgers Law School Conference, 3:30-6:30 p.m.	
	"Immigration Law and Policy Forum:	
	Creating a More Inclusive New Jersey for Immigrants"	

Week 15	Tues April 30	Official and Unofficial Actors in the Policy Process
	Thurs May 2	Case: Analysis of Law School Conference and Wrap-Up
		Policy Analysis Reflection 2 due starting today - May 7, 5 p.m.
FINAL EXAM	Tues May 14	**(No exam) Group Memo Due by 5 p.m.**