San José State University
Political Science
PADM 213, Policy Analysis

Fall 2021

Course and Contact Information

Instructor: Rania Marwan

Office Location: online

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Office Hours: MR 9:00-10:45 and by appointment via Zoom
                       Zoom room link: https://sjsu.zoom.us/my/raniamarwan

Class Days/Time: Wed 6:00-8:45 pm

Classroom: Zoom

Course Overview

The overall purpose of this course is to understand how systematic decision-making takes place by examining the analytical and administrative tools to solving public problems. Throughout this course, you will understand the policy making process and how it relates to your own personal stories. Policy analysis is when policy evaluators calculate if a policy is effective and efficient; however, due to limited time, finite resources, and preexisting biases, policy analysis sometimes isn't simple or straightforward. In this course, you will navigate through policy analysis by learning more about the market, policy goals, problems, and solutions.
By the end of this course, you will develop the knowledge to make the connection between theory and application in relation to making decisions. You will understand the different approaches to assessing and evaluating policy. You will be able to develop a hands-on understanding of the nuances of evaluating policy.

Course Format

Only one Zoom class will be held during the Wednesday of each week of the class on the official allotted time for PADM 213 (from 6:00 to 8:45). The instructor might schedule further zoom meetings and upload Panopto recordings on Canvas related to the material covered during class. In order for this to be a positive learning experience for everyone, it is important to log on to Zoom during the class gatherings. Students HAVE TO keep their video on, and microphone muted (when you are not speaking) during the class session. If you have any issues with sharing your video feed, adhering to this policy, or anything else related to your use of Zoom please notify me via email in the first week of class. I'm happy to consider and provide accommodations, but you will need to be in communication with me. Students who attend all classes and show active participation during class discussions will receive 3 extra points on their final grade.

To foster class discussion, you are also required to post one open-ended question and two responses via the online platform, Packback. Packback Questions is a way to engage students through online discussion. Participation is a requirement for this course, and the Packback Questions platform will be used for online discussion about class topics. Packback Questions is an online community where you can be fearlessly curious and ask open-ended questions to build on top of what we are covering in class and relate topics to real-world applications. The assigned readings should be read before the class meeting and the relevant discussions started on Packback.

Faculty Web Page and MYSJSU Messaging

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on Canvas Learning Management System course login website. You are responsible for regularly checking with the messaging system through MySJSU on Spartan App Portal to learn of any updates. For help with usng Canvas see Canvas Student Resources page. Please make sure you are consistently reachable via the messaging system as e-mails through the Canvas system and the student's individual e-mails are how I maintain contact with the class over the course of the semester. The responsibility for being up to date on developments in the class and assignments lies with the student.

By enrolling in this course, you consent to all course requirements listed in this syllabus, published on our Canvas site, and announced in class. You accept responsibility for accessing the Canvas course website to download any required handouts, assignments, or readings. You also accept responsibility for checking the course website regularly for any announcements. You also accept responsibility for receiving any messages sent via the MySJSU email system. Make sure that MySJSU has your current email address. I will make every effort to promptly return emails between M-F. If I do not respond within 24 hours, please feel free to send me another email. I will answer emails on the weekends and evening, though I can't guarantee prompt response at those times. I am available to meet with you by appointment if you have class or work during my regularly scheduled office hours.

Course Goals

To understand the nuances of policy analysis, the course has the following learning objectives: (1) Ensure that the student can apply a variety of evaluation tools to public policies and programs, to determine their effectiveness and whether they comply with the legislative intent in their creation. This is assessed through Packback discussions and case studies. (2) Ensure that the student understands the governmental environment in which public policies and programs are created and implemented. This is assessed through the completion of the Policy Recommendation Memos (3) Ensure that the student can assess public policy for its legislative intent, background, budgetary impacts, and need for amendment or termination, which is assessed through the final Group Policy Report.

Course Learning Outcomes (CLO)

1. LO1: Identify and evaluate the major principles of policy and program analysis. This outcome is assessed by in-class participation, Packback Discussions, Group Recommendation Memos.

2. LO2: Understand the terminology used in policy and program evaluation. This outcome is assessed by in-class participation, Group Recommendation Memos, Group Lead Presentations, Packback Discussions.

3. LO3: Understand intergovernmental relationships as they impact policy making, including constitutional limitations and California governmental factors. This outcome is assessed by in-class-participation, Group Lead Presentations and Group Policy Report.

4. LO4: Apply methods for evaluation of a policy or program for a public agency, government department or non-profit organization. This outcome is assessed by Policy Recommendation Memos, Group Policy Report and Group Policy Presentation.

Required Texts/Readings

Textbook

1. Weimar, David; Vining, Aidan, Policy Analysis, 6th ed. (Routledge, 2017) ISBN# 9781138216518

2. Eugene Bardach, A Practical Guide for Policy Analysis: The Eightfold Path to More Effective Problem Solving, 6th ed. (Sage CQ Press, 2019)
ISBN# 9781506368887

3. Stone, Deborah A. *Policy paradox: The art of political decision making*. Vol. 13. (Norton, 1997)

Other Readings

[1]Hohm, Charles F., and James A. Glynn, eds. *California's social problems*. Pine Forge Press, 2002.

Gerston, Larry. Not So Golden After All. (CRC Press, 2012)

Kraft, Michael E., and Scott R. Furlong. *Public policy: Politics, analysis, and alternatives*. (Sage CQ Press, 2019)

Course Requirements and Assignments

Policy Recommendation Memos (20% of grade) aligns with CLO 1, 2 and 4. The main purpose of this project is to familiarize you with the language of policy analyses, and it gives you a sense of what you should be producing at the end of the semester. This is a group effort; you will be assigned one of five different policy reports that were submitted as final projects in previous iterations of this course. You are required to read it and write a short memorandum (between one to two pages) to the report's client. The memorandum should include your recommendations and the advantages and disadvantages of the choices you made. You should be prepared to discuss the memos in class. This is due on Wednesday 09/15/2021 by 11:59 pm.

Final Project: Group Policy Report (25% of grade) aligns with CLO 3 and 4. This is a group project. You will be randomly assigned into groups and I will post the groups on Canvas. This project is a work in progress, where deliverables will be required throughout the life of this course. The final project will be presented by the end of the semester.

1. *Group Policy Topic Choice* You are required to upload on Canvas a one or two sentence describing the policy question that you will be analyzing as well as the client you are addressing. This assignment is due on Wednesday 09/08/2021 by 11:59 pm

2. *Group Policy Executive Summary.* Each group will submit a 1-2-page executive summary of the policy they are analyzing. This assignment is due on Wednesday 09/29/2021 by 11:59 pm. The executive summary should include:
   o A short description of the policy question

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[1] The last two classes will be readings from this book

- o The client to whom the report is being prepared
- o The governmental actors involved
- o How this is related to policy analysis

3. *Group Policy Outline.* Each group will submit a 1-page single spaced outline of their policy report. This assignment is due on Wednesday 10/06/2021 by 11:59 pm. The outline should cover:
   - o The policy under investigation
   - o The client addressed
   - o The theory or concepts used to support your analysis
   - o Your conclusion

4. *Group Policy Annotated Bibliography.* Each group will submit an annotated bibliography of at least 10 peer-reviewed publications. This includes government reports, books and book chapters from academic presses, think tanks, nonprofits, and governmental organizations. A sample format for the annotated bibliography will be placed on Canvas. This assignment is due on Wednesday 10/21/2021 by 11:59 pm.

5. *Group Policy Rough Draft.* Each group will submit a draft of their policy report. This assignment is due on Wednesday 11/03/2021 by 11:59 pm.

6. *Final Group Policy Report (20%).* Each group will submit the final draft of their policy report. This assignment is due on Wednesday 12/01/2021 by 11:59 pm.

Final Presentation (5%) aligns with CLO 4. Each group will present their final policy report in a 30 min presentation. 25 mins will be allocated for presenting and 5 mins for questions. All group members must present, the presentation rubric will be posted on Canvas. This assignment is due during class on Wednesday 11/17/2021.

Packback discussions (20% of grade) aligns with CLO 1 and 2. Participation is a requirement for this course, and the Packback Questions platform will be used for online discussion about class topics. Packback Questions is an online community where you can be fearlessly curious and ask open-ended questions to build on top of what we are covering in class and relate topics to real-world applications.

   Packback Requirements:
- • Your participation on Packback will count toward 10% of your overall course grade.
- • There will be a Weekly Wednesday at 5:00 pm deadline for submissions. In order to receive your points per week, you should submit the following per each deadline period:
  - o 1 open-ended Question per week with a minimum Curiosity Score of 30, each worth 33.33% of each assignment grade
  - o 2 Responses per week with a minimum Curiosity Score of 30, each worth 66.67% of each assignment grade
  - o Half credit will be provided for questions and responses that do not meet the minimum curiosity score.

Weekly Group Lead Presentation (20% of grade) aligns with CLO 2 and 3. During our weekly class meetings, you will be randomly assigned into groups of **two**. You will be responsible for leading the class discussions in relation to the assigned readings. The allotted time for this assignment is 20 to 25 mins, during which you can use PowerPoint or any other form of technology that you see appropriate. I will assign the dates of the presentations and post them on CANVAS. To achieve the full 10% of your grade, you are required to comment/question to **3** presentations of your colleagues. A list of assigned peer reviewers will be posted

together with the list of presentations on CANVAS. Make sure to upload your slides by Wednesday 5:00 pm, the day of your presentation on Canvas.

Participation (15% of grade) aligns with CLO 1 and 3. The success of this course is primarily based on your participation in class, and showing that you read the material.

Grading Information

In this course, students will not be graded on attendance. This class is primarily based on doing the readings and regularly making the submissions and sticking to the deadlines. Your grades will be calculated as follows:

Grading Scale

Grade	Percentage
A +	96 to 100%
A	93 to 95%
A -	90 to 92%
B +	86 to 89 %
B	83 to 85%
B -	80 to 82%
C+	76 to 79%
C	73 to 75%
C -	70 to 72%
D +	66 to 69%
D	63 to 65%
D -	60 to 62%

Summary Course Assignments and Weights

Assignment	Weight %
Policy Recommendation Memos	**20**
Final Project: Group Policy Report:	**25** divided as follows:
1. Group Policy Topic Choice	
2. Group Policy Executive Summary	
3. Group Policy Outline	
4. Group Policy Annotated Bibliography	
5. Group Policy Rough Draft	
6. Final Group Policy Report	20
7. Final Group Policy Presentation	5
Online Packback discussions	**20**
Weekly Lead Presentation	**20**
Class Participation	**15**

Make-up/Late Policy

There are no make-up exams or other assignments without appropriate documentation (serious medical illness or serious medical emergency, religious holiday, pre-approved university-sanctioned event or activity, military orders, family emergency) that you were unable to complete the assignment on time.

This also applies to in-class assignments. If you are seriously ill, you must notify me as soon as possible by email or on my office phone that you will be unable to complete an assignment on time. Except in cases of documented medical emergency, you MUST notify me before the scheduled assignment. Out of fairness to your colleagues, work, missing an alarm, and generally not feeling well will not be accepted excuses for missing assignments. Be sure you schedule all of our assignments right away. If you have a vacation or similar event planned during one of these assignment days, you may want to take this course during another session or make arrangements to hand in the assignment early.

Major assignments like the policy paper will be graded if handed in late; however, these will be penalized commensurate with how late they were. If you have reason to think you will not make a deadline, always at least discuss it with me first. I can't guarantee anything, but I can guarantee a fair hearing. Communication will always lead to a better outcome for you than not communicating.

Classroom Policies and Protocol

Attendance and participation

Students may be called upon by name to address concepts from the readings. Students should take the time and effort to read the materials when they are assigned, and be prepared to actively participate in discussion of the topics, using both citations of the readings and their own defended views. Small group discussions during class will only enhance learning if each participant is prepared to contribute to the group's learning. In addition to the fact that students are graded on the quality and quantity of classroom participation, regular attendance will enhance your grade by virtue of giving students the opportunity to develop the knowledge necessary to complete assignments that might not otherwise be available except from class discussion.

Cellphones, laptops, and other technology

You may not use your cell phone in class for non-class purposes. If you need to have it on for family reasons, please let me know ahead of time, turn it on vibrate and keep it out of sight to the extent possible. If you must make an emergency text, feel free to step outside of class. All other texting needs to take place before or after class. Laptops, tablets, and other such technology are allowed in class but for notetaking and educational use only. I reserve the right to bar specific students from using these technologies if they are making inappropriate use of them during class time. Please see me if you have questions about this policy or questions regarding SJSU academic accommodations related to this policy.

Recording of Lectures

I do not intend to record the Zoom lectures online for a number of reasons. (1) I do not record them when the class is in person and, to the extent that it is possible, I am trying to maintain some level of parity with how the class is usually delivered. (2) The primary benefit of a synchronous learning environment is that you may ask questions to probe for clarification in real time. Studies have shown that when students know there will be a recording of class lecture, it provides an incentive for them not to pay full attention in the moment. As such, barring extenuating circumstances, I do not intend to record my lectures for distribution to the class.

Please obtain my permission before taking an audio or video recording of lectures or other class activities. I will almost certainly grant such permission, but it is common courtesy to let people know you will be recording them before you do so. Thus, out of respect to your colleagues and to me, please do not record this class without my explicit permission.

University Policies

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs' Syllabus Information web page at http://www.sjsu.edu/gup/syllabusinfo/"

Workload and Credit Hour Requirements

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

Useful Information for Students

SJSU Counseling Services

The SJSU Counseling Services is located on the corner of 7th Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit Counseling Services website at http://www.sjsu.edu/counseling.

SJSU Writing Center

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at http://www.sjsu.edu/writingcenter. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook.

PADM 213 – Policy Analysis
Spring 2021

Course Schedule

Week	Date	Topic	Assigned Readings	Deliverables Due
Unit #1- Policy Theories				
1	Wednesday 08/25/21	-Course Introduction and Syllabus -What is Policy Analysis?	Weimar & Vining, Ch. 2	Packback discussion post, (introduction, not graded)
2	Wednesday 09/01/2021	-The Market Failure Framework -The Practice of Analysis	Weimar & Vining, Chs. 4 &5 Stone Part 1, The Market and the Polis	Packback discussion post (Chs 4 & 5) by 5:00
3	Wednesday 09/08/2021	-Down's Issue Attention Cycle	Canvas Reading Down's Issue Attention Cycle Stone Part III; Interests	Packback discussion post **1. Group Policy Topic Choice**
4	Wednesday 09/15/2021	Social Construction Theory	Canvas Reading Stone Part III; Symbols and Numbers	-Packback discussion post - **Policy Recommendation Memos**
Unit #2- Policy Analysis and Evaluation				
5	Wednesday 09/22/2021	-Defining Problems and Understanding Program Goals	Weimar & Vining, Ch 1; Bardach Part I	Packback discussion post
6	Wednesday 09/29/2021	-Developing Measures and Marshaling Evidence	Weimar & Vining, Ch 14; Bardach Part II	Packback discussion post **2. Group Policy Executive Summary**
7	Wednesday 10/06/2021	-Process Evaluation and	Kraft and Furlong Ch 6;	Packback discussion post

		Developing Alternatives	Stone Part III Decisions	**3. Group Policy Outline**
8	Wednesday 10/13/2021	-Research Night	Students will meet in their peer groups to develop their projects	**NO Packback discussion post**
**Unit #3- The Practice of Policy Analysis and Evaluation**
9	Wednesday 10/20/2021	-Logic Model and Theory of Change	Canvas Readings Stone Part III; Causes	Packback discussion post **4. Group Policy Annotated Bibliography**
10	Wednesday 10/27/2021	-Organizing your Policy Analysis	Weimar & Vining, Ch 15, Bardach Part III	Packback discussion post
11	Wednesday 11/03/2021	-Challenges to California Communities	-California Social Problems, Homelessness -Stone Part IV; Incentives & Rules	Packback discussion post **5. Group Policy Rough Draft**
12	Wednesday 11/10/2021	-Challenges to California Institutions	-California Social Problems. Disasters - Stone Part IV; Rights & Powers	Packback discussion post
13	Wednesday 11/17/2021		**6. Final Report Presentations**
14	Wednesday 11/24/2021		Holiday
15	Wednesday 12/08/2021		**7. Final Group Policy Report** **No Class**