**PAPP 5311: PUBLIC POLICY FORMATION AND ANALYSIS**

**Spring 2017**

**Instructor(s):** Dr. Colleen Casey

**Office Number:** CAPPA 313

**Office Telephone Number:**

817-272-3356

**Email Address** (preferred mode of communication)

Dr. Casey:colleenc@uta.edu

**Faculty Profile:** http://www.uta.edu/profiles/colleen-casey

**Office Hours:** Wednesday, 3:00-4:30 pm and by appointment.

**Section Information:** PAPP 5311, 001

**Time and Place of Class Meetings:** Mondays, 6:00-8:50 pm, ARCH 330

**Description of Course Content:** The course covers the policy process, policy formulation and provides an introduction to the tools and techniques of policy analysis, using multiple theoretical and analytical perspectives. The primary focus is on U.S. policy, with an emphasis on state and local policy issues. The course aims to provide students with a foundation in the theory, process, and tools of policy analysis, so that they are able to think critically about applied public policy problems and the role of policy analysts. Students will also gain practical skills in the development and presentation of policy analysis and recommendations.

**Student Learning Outcomes:**

1. **Demonstrate knowledge of the public policy literature**. Specifically, students will be able to list the common theories that explain public policy formation and common tools of policy analysis.
2. **Demonstrate comprehension of the public policy literature**: Students will be able to explain in their own words the common theories of public policy formation and the common tools of policy analysis.
3. **Application**: Students will be able to apply public policy analysis tools to different policy issues.
4. **Analysis**: Students will be able to apply different types of policy analysis tools to different phases of the policy process.
5. **Synthesis**: Students will be able to combine existing research to structure policy problems.
6. **Evaluation**: Students will be able to select, determine and justify an appropriate policy analysis method from a set of alternatives.

**Required Textbooks and Other Course Materials:**

Dunn, W. (2012). *Public policy analysis*, 5th ed. New York, NY: Routledge. ISBN: 97802052572

Smith, C. (2012). *Writing public policy: A practical guide to communicating in the policy-making process*. Oxford: Oxford University Press. ISBN: 9780199933921

*Optional: Argument mapping software.* Argument maps can be a helpful way to structure public policy problems. These can be created with *Rationale,* an exceptionally useful and innovative computer program available at www.austhink.com. Students can use other types of software to create argument maps as well.

**Descriptions of major assignments and examinations:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Points Each** | **Total Points**  |
| **Short Assignments** | 5 | 20 | 100 |
| **Mid-Term Exam** | 1 | 50 | 50 |
| **Policy Issue**  | 1  |  | 100 |
| **a) Policy Issue Paper**  |  | 50 |  |
| **c) Oral Briefing**  | 1  | 25 |  |
| **d) Peer Review**  | 1 | 25 |  |
| **Total**  |  |  | 250 |

**Grading Scale:**

250-225 = A

200-224 = B

175-219 = C

150-174 = D

 < 149 = F

\*For borderline grades the instructor will evaluate the students overall performance across all three areas: short assignments, mid-term exam and policy issue paper. If the student has a higher grade in 2 of the 3 categories, the grade may be rounded up.

**Late submissions:** 1 point deducted for each day an assignment is overdue. THERE ARE NO EXCEPTIONS TO THIS POLICY UNLESS YOU HAVE A MEDICAL EXCUSE (documentation required).

**Attendance:** At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I do not take attendance; however, attendance at all class meetings is encouraged and typically there is a correlation between student performance and course attendance.

However, It is important that students understand that any attendance rules applied in my course are my own and *not* a matter of institutional policy. Other courses have other rules that require attendance to be tracked to be compliance with federal regulations. More information can be found here: <http://www.tgslc.org/pdf/Program-integrity-R2T4-Taking-Attendance.pdf>

**Other Requirements:** There are no prerequisites for this course; however, this is a graduate level course and as such, students can anticipate a great deal of out-of-class work that may also include small group work.

**Grading**: Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor or teaching assistant) if their performance drops below satisfactory levels. Grades are typically returned to you within 10-14 days of submission and will be tracked on the course Blackboard (BB) site.

**Make-up Exams**: Make-up Exams are not allowed. If you have a medical emergency, you will need to contact the instructor as soon as possible to discuss possible options. All medical emergencies require official documentation.

**Expectations for Out-of-Class Study**: Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**Grade Grievances**: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. For graduate courses, see <http://catalog.uta.edu/academicregulations/grades/#graduatetext>.

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**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

**Disability Accommodations:** UTArlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of **a letter certified** by the Office for Students with Disabilities (OSD).Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

Counseling and Psychological Services, (CAPS) [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit*[*uta.edu/eos*](http://www.uta.edu/hr/eos/index.php)*.*

**Title IX Policy:** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated.*For information regarding Title IX, visit* [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](file:///C%3A%5CUsers%5Cklahr%5CDownloads%5Cjmhood%40uta.edu).

**Academic Integrity:** Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** for semester-long courses**,** a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Student Support Services**:UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/index.php), [major-based learning centers](http://www.uta.edu/universitycollege/resources/college-based-clinics-labs.php), developmental education, [advising and mentoring](http://www.uta.edu/universitycollege/resources/advising.php), personal counseling, and [federally funded programs](http://www.uta.edu/universitycollege/current/academic-support/mcnair/index.php). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

**The IDEAS Center (**2nd Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

**The English Writing Center (411LIBR)**: The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at http://uta.mywconline.com. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information on all our programs and services.

The Library’s 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. <http://library.uta.edu/academic-plaza>

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is the staircase in the center of the building. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

**Library Resources:** Mitch Stepanovich is the SUPA subject librarian. His contact information is 817-272-2945, or stepanovich@uta.edu. Additional library resources include:

Library Home Page <http://www.uta.edu/library>

Subject Guides [http://libguides.uta.edu](http://libguides.uta.edu" \t "_blank)

Subject Librarians [http://www.uta.edu/library/help/subject-librarians.php](http://www.uta.edu/library/help/subject-librarians.php%22%20%5Ct%20%22_blank)

Database List [http://www.uta.edu/library/databases/index.php](http://www.uta.edu/library/databases/index.php%22%20%5Ct%20%22_blank)

Course Reserves [http://pulse.uta.edu/vwebv/enterCourseReserve.do](http://pulse.uta.edu/vwebv/enterCourseReserve.do%22%20%5Ct%20%22_blank)

Library Tutorials [http://www.uta.edu/library/help/tutorials.php](http://www.uta.edu/library/help/tutorials.php%22%20%5Ct%20%22_blank)

Connecting from Off- Campus [http://libguides.uta.edu/offcampus](http://libguides.uta.edu/offcampus%22%20%5Ct%20%22_blank)

Ask A Librarian [http://ask.uta.edu](http://ask.uta.edu/%22%20%5Ct%20%22_blank)

**Emergency Phone Numbers**: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911.