REQUIRED TEXT
  One copy of this book will be on reserve in the library
- Other required materials will be posted on iCollege

COURSE DESCRIPTION, GOALS, AND LEARNING OBJECTIVES
This is a 15 week course introducing the methods and applications of public policy analysis. It integrates the skills learned in PMAP 4041 (statistics), 4051 (methods), and other PMAP courses into a coherent approach to Policy Analysis. Students will revisit and learn the basic concepts, tools, and techniques used by policy analysts in today’s public and nonprofit organizations. Students will then practice these by solving policy case studies.

Introduction to Policy Analysis will familiarize students with 1) the principles and tools of policy analysis and 2) the form and procedure to conduct policy analysis. Students will use common policy analysis tools on case studies for a hands-on understanding of the components of a policy analysis.

The goal of this course is for you to learn critical thinking skills needed to analyze public policy issues using multiple methods and techniques. Specifically, the course objectives are to:

- Define policy problems
- Organize information and data
- Demonstrate ability to use methods and techniques of policy analysis
- Evaluate alternative policies and find creative solutions;
- Communicate results of analysis to managers, decision makers, and the general public.
COURSE REQUIREMENTS

There will be four grades in this class: 1. Reading responses; 2. Policy Projects; 3. Midterm; 4. Attendance-participation.

1. Reading responses
There will be five (5) in-class “reading responses” testing students on the readings and will be worth 10 points apiece. The lowest score will be dropped, so only four (4) count towards grade.

2. Policy Projects
There will be three policy projects during the semester: two shorter projects focusing on specific elements of policy analysis, and a comprehensive final project that includes an in-class presentation. Project topics will be chosen by the Professor for the shorter projects and students may have limited choices for the final project.

3. Midterm
There will be a midterm worth 50 points. It is scheduled for class on week 8.

4. Attendance and Participation
Attendance and participation is worth 30 points. A required syllabus quiz is part of this. Each student is expected to arrive at class on time (unless they previously informed the Professor), and constructively participate in class activities and discussions.

Grading and Evaluation
The grades will be totaled in this manner:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>Reading responses</td>
<td>40 pts (4X10)</td>
</tr>
<tr>
<td>Two short policy projects</td>
<td>60 pts (20 + 40)</td>
</tr>
<tr>
<td>Final policy project, 2 drafts, and poster</td>
<td>120 pts (60 + 2X20 +20)</td>
</tr>
<tr>
<td>Midterm</td>
<td>50 pts</td>
</tr>
<tr>
<td>Attendance &amp; Participation</td>
<td>30 pts (10+20)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>300 pts</strong></td>
</tr>
</tbody>
</table>

On-time submission, quality of work, and inclusion of required elements all contribute to your grade. Points will be deducted for late work, unexcused lateness, the use of electronics, and disruptive behavior. Grades use the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98 - 100</td>
</tr>
<tr>
<td>A</td>
<td>93 - 97.9</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 92.9</td>
</tr>
<tr>
<td>B+</td>
<td>88 - 89.9</td>
</tr>
<tr>
<td>B</td>
<td>83 - 87.9</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82.9</td>
</tr>
<tr>
<td>C+</td>
<td>78 - 79.9</td>
</tr>
<tr>
<td>C</td>
<td>73 - 77.9</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 72.9</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69.9</td>
</tr>
<tr>
<td>F</td>
<td>00 - 59.9</td>
</tr>
</tbody>
</table>

It is difficult to earn an “A” in this class. Students need to produce excellent work consistently throughout the semester in order to earn an “A”. See the instructor if you are concerned about or wish to improve your grade.

COURSE POLICIES AND PROCEDURES
**Academic Honesty**
Georgia State University guidelines on academic honesty will be enforced in this course. Academic dishonesty violations minimally result in a ‘0’ on the assignment, and may result in class failure, transcript notation, or expulsion. Ask questions if you are unclear about what is appropriate. Students should be familiar with the GSU Policy on Academic Honesty posted online at [http://education.gsu.edu/files/2016/05/Plagiarism.pdf](http://education.gsu.edu/files/2016/05/Plagiarism.pdf), and [http://codeofconduct.gsu.edu/files/2013/03/2014-2015-Section-II-Academic-Conduct-Student-Code-of-Conduct.pdf](http://codeofconduct.gsu.edu/files/2013/03/2014-2015-Section-II-Academic-Conduct-Student-Code-of-Conduct.pdf).

**Accommodation and external issues**
Students that need an accommodation for a disability must register with the Office of Disability Services. This requires a signed Accommodation Plan issued by the Office of Disability Services. Students are responsible for providing a copy of that Plan to the instructor early in the semester.

The Embark Network at Georgia State University provides assistance to students experiencing homelessness or the foster care system. This network, run through the Dean of Students Office, connects these students to on and off campus resources for assistance with food insecurity, housing, and other services. More information can be found by calling the Dean of Students office at 404-413-1515 or going to the website: [http://deanofstudents.gsu.edu/student-assistance/embark/](http://deanofstudents.gsu.edu/student-assistance/embark/).

**Attendance and Participation Policy**
Students are expected to arrive on time and. Please inform the Professor in advance if unable to attend a class session. Actively participation in class discussions and activities is part of the grade. Instructors are required to inform the administration, under Georgia State policies, when a student stops attending class.

**AYS Career Services & Student Life Office**
The Andrew Young School can help students with resume writing, interviewing, job searching, internship development, preparing for graduation school, and networking. To see what career panels, career fairs, and events are available this semester, please visit: [http://aysps.gsu.edu/career/calendar](http://aysps.gsu.edu/career/calendar). The AYS Career Services & Student Life office is located on the ground floor of the Andrew Young Building, in rooms G47-51.

**Communication**
Students are encouraged to make an office appointment. Students should email the instructor through iCollege with questions about the course. The instructor checks iCollege for emails at least once a day. If leaving a voicemail (404-413-0139), please provide your name and telephone number clearly.

**Electronics**
Please silence all cell phones, remove all headphones, and do not speak-text on the phone during class as a courtesy to other students. Laptops and tablets are permitted in the classroom. Student grades may be penalized for violating this rule.
Make-Up and Extra-credit Work
There is no make-up nor extra-credit work. All materials are due on the assigned dates unless prior arrangement is made. Late work is automatically downgraded and work over a week late is NOT accepted.

Recommendations
The instructor reserves the right to decline recommendations for students earning less than an “A-” in the class. Approach class as an opportunity to make a positive impression.

Instructor Philosophy
*Treat school like a job.* On a paying job, lateness, late assignments, bad attitudes, poor communication, and poor quality deliverables are all grounds for termination.

*You must be present to win.* Class time is spent reviewing concepts, practicing skills required for assignments, and answering questions. There is no substitute for being in class.

*The student is responsible for their own learning.* Students are responsible for investing the time and effort required to master the materials. Demonstrate your commitment by prioritizing the time for classes and assignments.
CLASS SCHEDULE AND TOPICS
The course syllabus provides a general plan for the course; Dates and assignments are subject to change by the instructor with different readings substituted or assigned.

WEEK 1  January 8
Introductions and overview of class

Readings:

WEEK 2  January 15
No Class  Martin Luther King National Holiday  No Class

WEEK 3  January 22
Policy analysis processes and role of the analyst

Readings:
- Patton, Sawicki, Clark (PSC), Sections 2.1-2.2, 2.4-2.5; pp. 21-27, 40-56

- Policy project #1 posted
- Syllabus quiz due in dropbox Tuesday, January 23 at 11:59pm

WEEK 4  January 29
Market failures and justification for policy

Readings:
- PSC, section 5.2, pp 180-194
- Levy, excerpt from *Essential Microeconomics for Public Policy*

WEEK 5  February 5
Verifying, defining, and detailing the problem

Readings
- PSC, Chapter 4, sections 4.1-4.7, pp. 140-166

- Policy project #1 due in dropbox Sunday, February 4, 11:59pm
- Policy project #2 posted

WEEK 6  February 12
Gathering Data

Readings
PSC sections 3.1-3.3, pp. 69-99
WEEK 7  February 19  
Evaluating data and information

Readings
-PSC, Chapter 3, Sections 3.4-3.6, pp. 100-130

- Policy project #2, draft due in dropbox Sunday, February 18, 11:59pm

WEEK 8  February 26  Last day before midpoint of semester
Establishing evaluation criteria

Readings
-PSC, Chapter 5, sections 5.1-5.3, 176-204

- Midterm in class
- Midpoint of semester and withdrawal deadline: February 27

WEEK 9  March 5
Identifying Alternatives

Readings
-PSC, Chapter 6, sections 6.1-6.4, pp. 215-236

- Policy project #2 final due in dropbox Sunday, March 4, 11:59pm
- Policy project #3 posted

WEEK 10  March 12-18
No class  Spring Break  No class

WEEK 11  March 19
Evaluating alternative policies-methods part 1-Forecasting

Readings
-PSC, Chapter 7, Sections 7.1, pp. 244-258

WEEK 12  March 26
Evaluating alternative policies-methods part 2-Cost/Benefit

Readings
-PSC, Chapter 7, Sections 7.2, pp. 259-270

- Policy project #3, draft1 due in dropbox Sunday, March 25, 11:59pm
WEEK 13  April 2  
Evaluating alternative policies-methods part 3-other methods  
  Readings  
- PSC, Chapter 7, Sections 7.2-7.3, pp. 271-294  

WEEK 14  April 9  
Displaying and choosing alternatives, telling your story  
  Readings  
- PSC, Chapter 8, sections 8.1-8.4, pp. 314-335  
  - Policy project #3, draft2 due in dropbox Sunday, April 8, 11:59pm  

WEEK 15  April 16  
Evaluating implemented policies, final questions and review  
  Readings  
- PSC, Chapter 9, sections 9.1-9.5, pp. 341-365  

WEEK 16  April 23  Last day of class  
Poster Presentations  
All posters are due the Sunday night before class. Students should come to class with remarks prepared for their poster. Presentation order will be chosen randomly.  
  - Poster slides due in dropbox Sunday, April 22, 11:59pm  
  - Policy project #3 final papers due in dropbox Sunday, April 29, 11:59pm