

PACE UNIVERSITY

Dyson College of Arts and Sciences

Public Administration Department

PAA 632 Policy Studies

Fall 2021 - CRN 76957

Online Only (ASYNC)

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Office Hours: Virtual office hours by appointment

***E-mail policy:** I respond to e-mail as quickly as possible. During the week, you can expect a response to email within 24 hours. On the weekend, you can expect a response within 48 hours. Please post general course questions to Classes Discussion forums.*

Course Description:

This course will examine the theories and concepts used in the study of public policy. This *special edition* of the course will include issues related to **COVID-19 in most modules**. It also describes the development and use of models for policy formulation, analysis and evaluation. Policies of special, professional interest to the student are examined in detail with emphasis on the development of analytic skills. Faculty guidance is provided in the assignment of special readings as the student develops policy research papers. **Required of all students in the government track.**

Required Materials:

- Weimer, David L. and Aidan R. Vining. 2017. *Policy Analysis: Concepts and Practice, 6th edition*. New York, NY: Routledge.
- Bardach, Eugene and Eric M. Patashnik. 2020. *A Practical Guide for Policy Analysis, 6th edition*. Los Angeles, CA: CQ Press.

All additional readings will be either available through the Pace Library or posted to the class Classes site.

Course Overview:

This course focuses on processes and techniques of analyzing and designing public policies. Students are introduced to an analytical way of thinking that includes: defining and modeling policy problems, designing policy alternatives, evaluating policy alternatives using ethical, legal, economic, organizational and political criteria, and anticipating problems of policy implementation. In addition to the policy analysis process, this course will utilize current policy dilemmas in order to introduce the prospects and limits to the analytic approach to policy making and implementation in a diverse, democratic society. Further, the tensions between economic efficiency, social equity and political accountability will be explored as a sub theme of this course.

Course Learning Objectives:

1. Students will be able to define and understand public policy and its development.
2. Students will understand the historical roots of policy analysis in the US.
3. Students will learn the role of the policy analyst, including the ethical considerations associated with it.
4. Students will understand the policy process, from problem identification to implementation.
5. Students will apply theories and concepts of the policy process to real-world situations in the US federal system.
6. Students will learn the importance of the adoption and implementation phases of policymaking.

Student Learning Objectives:

By the completion of the course, you should be able to accomplish the following tasks with a degree of confidence, which matches your mastery of the materials covered during the term:

1. Students will respond appropriately to a variety of ethical dilemmas presented.
2. Students will organize, create analytic models and analyze policy problems as part of a policy memo.
3. Students will design and/or modify policy alternatives as part of a policy memo.
4. Students will evaluate trade-offs among policy alternatives using a variety of criteria including economic efficiency, social equity and political and legal accountability as part of a policy memo.
5. Students will be able to communicate policy analysis in a form which is understandable and useful to policymakers and others.
6. Students will be able to articulate the strategies to adopt and implement policies.
7. Students will be able to construct a Cost-Benefit Analysis
- 8. Students will be able to identify and understand the US responses to the COVID-19 pandemic across several policy areas, and the lessons learned from them.**

Course Requirements:		
Assignment	% of Total Grade	Due Date
Weekly Reading Reflections & Discussion	25%	Due each Monday at 11:59pm via Classes
Problem Definition	10%	Oct. 3, 11:59pm via Classes
Policy Alternatives	10%	Oct. 17, 11:59pm via Classes
Alternatives & Evaluation Criteria	10%	Oct. 31, 11:59pm via Classes
Analysis of Alternatives	10%	Nov. 21, 11:59pm via Classes
Policy Memo Presentation	5%	Dec. 12, 11:59pm via Classes
Final Policy Memo & Presentation	20%	Dec. 21, 11:59pm via Classes
Attendance & Participation	10%	Ongoing

Course Calendar:

Session #	Date	Topic(s)	Readings*	Assignment Due
1	9/8	Course Overview & Intro to Policy Analysis	Course Syllabus	
2	9/13	Unit I: The Policy Process & Profession The Policy Process & the "Eightfold Path"; <i>Yom Kippur</i>	B&P: Intro & Part I; W&V: Chs. 1-2	Memo Topic
3	9/20	Values & Ethics in Policy Analysis	W&V: Ch. 3	
4	9/27	Unit II: Theoretical Foundations of Policy Analysis Efficiency in the Competitive Model	W&V: Ch. 4	Problem Definition
5	10/4	Market Failures & Public Goods	W&V: Ch. 5	
6	10/11	Limitations of the Competitive Framework	W&V: Ch. 6	3 Alternatives
7	10/18	Distributional and Other Goals	W&V: Ch. 7	
8	10/25	Limits to Public Intervention (Government Failures)	W&V: Chs. 8-9	1 More Alternative & Evaluation Criteria
9	11/1	Correcting Market & Government Failures; Government Provision	W&V: Ch. 10 & 13	
10	11/8	Policy Adoption and Implementation	W&V: Chs. 11- 12	
11	11/15	Unit III: Doing Policy Analysis Gathering Data & Organizing Your Analysis	W&V: Ch. 14-15; B&P: Part II	Analysis of Alternatives
12	11/22	Design Problems & Best Practices in Policy Analysis; <i>Thanksgiving Break</i>	B&P: Part III-IV	
13	11/29	Cost-Benefit Analysis to Assess Efficiency	W&V: Ch. 16-17	
14	12/6	Public Agency Strategic Analysis (PASA)	W&V: Ch. 18	Policy Memo Presentations
15	12/13	View & Comment on Policy Memo Presentations		Final Policy Memo
	12/22	Semester Ends		

**Additional readings and videos will be posted on Classes*

Additional Course Information**How Will This Online Course Work?**

For those new to online learning (and even for some of you old hands), it can be a bit confusing when we don't have the instructor standing in the front of the class 1-3 times a week. And that can make it easy to drop the ball and let work slip through the cracks. I will try to make it easy for students to understand what is expected and when, and to keep everyone on track for a successful completion of the course.

First, when the Classes (Brightspace) site is opened, you should first look at a section called "**Start Here...**" This section will tell you what you need to do before the first week of class, and how to proceed from week to week. I recommend viewing this shortly after it is opened to students, which will be up to one week prior to the first day of the term.

Even though we will not have weekly synchronous classroom meetings, we will have one day designated as class day. For this course, that will be on **Tuesdays**. Like traditional courses, the materials are broken down by week, with all assignments submitted via Classes (Brightspace) and due at the end of that week (that's Monday 11:59 p.m. for our purposes) for which they are assigned. So, if an assignment is due in Week 2, that means you will have to submit it on Classes by the end of Week 2, or **11:59 p.m. on Monday, Sept. 19**.

Lecture, Readings and Assignments. Read the assigned chapters in the text and other readings before class, and, after a topic has been addressed in class, review the appropriate section in the readings. Not everything in the readings will be discussed in class, but much of the material will be useful to you.

Reading Reflections: Discussion posts & responses on weekly reading assignments.

Policy Memo: Complete one part each week, then assemble and update them for the final complete policy memo.

Postings. Lecture slides will be posted on Classes after class each week.

Contact Information. For general questions, please use the appropriate Classes Discussion Forum so that the entire class can view the questions and answers. If the instructor does not respond quickly enough, feel free to email a notification. For questions specific to an individual student, the best way to contact the instructor is via email. Please only use text/phone in case of emergency or other time-sensitive communications. **Office hours are virtual for now, and by appointment.** Please contact me by e-mail to set a time to meet in person, over the phone, or online.

Attendance and Participation

Yes, this is an online course, but it still requires attendance and participation. All students are expected to attend and participate in the class. Because we do not meet physically at a given time and place, students are expected to **check in on Classes at least 3-4 times per week**, and to participate in discussion forums in a timely manner. The instructor reserves

the right to round a student's grade up (or down) based on his or her contributions to discussions.

"Netiquette" (Internet etiquette) is a set of expectations that describe appropriate behaviors when interacting online. When you are communicating in an online environment you are subject to the same rules of courtesy and conduct that you would find in any face-to-face environment. Treat your fellow students with respect. If you disagree with someone's post, you should aim to acknowledge your disagreement in a mature and respectful way, without belittling the writer, and ending the response with a question to open up further discussion. Be clear with your words. It's easy for someone to misinterpret your meaning. They can't see your expressions or hear the tone of your voice. Be careful when using sarcasm and humor. Without face to face communications your comments may be misinterpreted.

Please proofread and check the spelling before submitting a post in the Discussion Board or sending an email. While online communication is more relaxed, it is not careless communication. Doing a quick proof of your work before you send it may alleviate the need to clarify your posting and save you some time and potential embarrassment. Be aware of copyright and "fair use" law; do not plagiarize, and don't forget to cite your information.

Penalty on Late Work

All written assignments must be turned in on time. ***It will be the instructor's discretion whether to accept any assignment after that time. If they are accepted, they will be given a lower grade.*** In an attempt to be fair to students who turn assignments in on time, late assignments will be penalized except under extraordinary circumstances where the instructor has given ***advance*** permission.

Policy on Incomplete Grades

Incomplete grades are granted only at the discretion of the instructor, and require the completion of the vast majority of the course ***and*** a specific reason why the student cannot finish the course. Requests for an Incomplete grade will only be considered before the last day of classes for the semester. "***I-F***" grades must be completed ***within six (6) weeks*** of the end of the course, and "***K***" grades must be completed ***within six months*** of the of the end of the course.

Formatting

The standard for all assignments is Times New Roman or similar font, size 11-12 point, double-spaced, and margins of 1 inch on all sides. Students must cite works properly and consistently, using the American Psychological Association (APA) style https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html. The Full APA style manual is available via the Pace Library. All work that is borrowed directly, paraphrased, or alluded to must be properly cited. Plagiarism – borrowing any idea, theory, information, or facts that are not common knowledge without acknowledging the source – is a very serious offence. Plagiarism will be detected and punished (see academic integrity, below).

Academic Integrity:

Students are required to be honest and ethical in satisfying their academic assignments and requirements. Academic integrity requires that, except as may be authorized by the instructor, a student must demonstrate independent intellectual and academic achievements. Therefore, when a student uses or relies upon an idea or material obtained from another source, proper credit or attribution must be given. A failure to give credit or attribution to ideas or material obtained from an outside source is plagiarism. Plagiarism is strictly forbidden. Every student is responsible for giving the proper credit or attribution for any quotation, idea, data, or other material obtained from another source that is presented (whether orally or in writing) in the student's papers, reports, submissions, examinations, presentations and the like.

Individual schools and programs may have adopted additional standards of academic integrity. Therefore, students are responsible for familiarizing themselves with the academic integrity policies of the University as well as of the individual schools and programs in which they are enrolled. A student who fails to comply with the standards of academic integrity is subject to disciplinary actions such as, but not limited to, a reduction in the grade for the assignment or the course, a failing grade in the assignment or the course, suspension and/or dismissal from the University.

Read the entire Pace University Academic Integrity Code here:

<https://www.pace.edu/sites/default/files/files/student-handbook/pace-university-academic-integrity-code.pdf>

Accommodations for Students with Disabilities:

The University's commitment to equal educational opportunities for students with disabilities includes providing reasonable accommodations for the needs of students with disabilities. To request an accommodation for a qualifying disability, a student must self-identify and register with the Coordinator of Disability Services for his or her campus. No one, including faculty, is authorized to evaluate the need and arrange for an accommodation except the Coordinator of Disability Services. Moreover, no one, including faculty, is authorized to contact the Coordinator of Disability Services on behalf of a student. For further information, please see *Information for Students with Disabilities* on the University's web site. To receive accommodation for any disability, students must contact the campus Counseling Center (Pace Plaza, 212-346-1526; Westchester, 914-773-3710).

Statement on self-care

Your academic success in this course and throughout your college career depends heavily on your personal health and well-being. Stress is a common part of the college experience, and it often can be compounded by unexpected life changes outside the classroom. The Pace Community strongly encourages you to take care of yourself throughout the term, before the demands of midterms and finals reach their peak. Please feel free to talk with me about any difficulty you may be having that may impact your performance in this course as soon as it occurs and before it becomes unmanageable. Please know there are a number of other support services on campus that stand ready to assist you. I strongly encourage you to contact them when needed.

	PLV	NY
Counseling Center	914-773-3710	212-346-1526
Dean for Students Office	914-773-3860	212-346-1306
Health Care Unit	914-773-3759	212-346-1600
Residential Life	914-773-8777	212-346-1295
Student Development and Campus Activities	914-773-3861	212-346-1590
Office of Multicultural Affairs & Diversity Programs	914-773-3775	212-346-1563
Sexual Assault Prevention & Education	914-597-8783	TBA
Academic Advisement		
Advising Center for Exploring Majors	914-773-3847	212-346-1798
CAP Program	914-773-3682	212-346-1997
College of Health Professions	914-773-3961	914-773-3552
Dyson College	914-773-3781	212-346-1518
International Student/ Scholars	914-773-3425	212-346-1368
Lubin School of Business	914-773-3531	212-618-6550
Pforzheimer Honors College	914-773-3941	212-346-1697
Seidenberg School	914-773-3254	212-346-1864
Study Abroad	914-773-3447	212-346-1368
School of Education	914-773-3571	212-346-1338

Technological Assistance:

- For a list of all Pace Information Technology Services see <http://www.pace.edu/its>.
- For live assistance with a technological concern, contact the Pace Helpdesk at 914-773-3648 or create a work request at <https://help.pace.edu/helpdesk/WebObjects/Helpdesk>.
- The Calendar - You can always see the university academic calendar at <http://webevents.pace.edu/?filter=academiccalendar>.

The course syllabus is a general plan for the course and is SUBJECT TO CHANGE; if necessary, deviations from this plan will be announced to the class by the instructor in Classes.