

UNIVERSITY of NORTH TEXAS
Department of Public Administration
PADM 4450: PUBLIC POLICY ANALYSIS

Instructor: Jesseca Short	Fall 2014
Office: Chilton Hall Room 242E	Tuesday/Thursday 11:00AM- 12:20PM
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Overview:

This course is aimed at providing a fundamental understanding of policy-making, the impact of public policy and factors that place specific problems on the public agenda.

Required Reading:

Munger, Michael C. (2001). *Analyzing Policy: Choices, Conflicts, and Practices*. New York, NY: W.W. Norton & Company.

* Any additional required readings will be communicated to you in class, or posted on Blackboard.

Course Policies to “Succeed at UNT”

- **Show Up:** Attendance to all class sessions is required. Arriving late is discouraged.
- **Find Support:** Everyone needs help sometimes. It will be mandatory to visit the writing center once while developing the term project.
- **Be Prepared:** Complete all required reading before the start of class. You are required to complete weekly reading assignments prior to class and be prepared to discuss the materials when class meets.
- **Get Involved:** Participation in class discussion is encouraged.
- Showing respect to other students is mandatory.
- **Be Persistent:** To avoid undesirable performance ask for assistance from the professor or visit <http://learningcenter.unt.edu/> to set up appointments with volunteer tutors.
- Test make-ups will be limited to special circumstances (with prior notifications only).
- Incompletes will be given only according to University policy.
- Requests for disability accommodation will be handled per university policy.
- Plagiarism and other forms of cheating will automatically result in a failing grade.
- If you are using a computer or other technology to take notes, this is fine. It is not ok, however, to surf the web, text others, or read or send emails during class time. If you choose to ignore this, plan to retake the class at a later date as it will result in one-full level grade point deduction from your final course grade (i.e., your overall grade in the course will move from an A to a B, a B to a C, etc.).

- *I reserve the right to make changes in the course syllabus to reflect the overall objectives of the course and my personal teaching philosophy of student participation and inclusiveness. Any change will however be communicated to students.*

*****Note***** Please access succeed.unt.edu. The site will contain multiple student resource links, as well as short videos with student messages, and will be live by the start of fall classes.

Course format and requirements

To earn your grade you may want to consider the following upon which your grade will be based.

1.	Weekly Reflections and Participation	20%
2.	Midterm Exam	15%
3.	Final Exam	25%
4.	Policy Paper	20%
5.	In-Class Presentations	20%
6.	Total	<u>100%</u>

The UNT standard grading scale is used as follows: (i.e., 90% - 100%=A; 80% - 89%=B; 70% - 79%=C; 60% -69% =D; 59% and below =F).

Weekly Reflections

Each class, students will be required to turn in a written reflection of readings assigned for the week. These reflections should be approximately 250-500 words double spaced. Please adhere to the word maximum limit. Assignments are expected to be typed, stapled and contain proper spelling and grammar. The reflections should not just be a summary of the assigned readings, but rather a thoughtful discussion of ideas presented in the readings. It is okay to think outside the box for these reflections and to link the readings to current events. Be sure to use proper citations for any outside sources.

Attendance

Attendance is mandatory and attendance will be taken every class period. Students are expected to be in class on time and to stay the entire class period. Missing class will hurt your class participation grade, so it is imperative to attend all class meetings. Students will

be penalized for absences as well as for arriving late or leaving early. Students are allowed 1 free absence, therefore, there will be no excused absences except in special circumstances (e.g. documented serious illness, death in the family, other emergencies, etc.) and with prior approval from the instructor. Each additional absence will result in a 1 full point reduction of your weekly reflections and participation grade. Since 20% of your final grade is weekly reflections and participation, missing 2 classes results in a 1% point deduction, so the final score would be reduced from 20% to 19%). Likewise, 2 tardies and/or leaving class early on 2 or more occasions (or any combination of tardies and instances of leaving early, so 1 tardy and 1 leaving early = 1 absence) will result in a 1% point deduction from the weekly reflections and participation grade.

Late Work

Late assignments (weekly reflections/midterm/final exam/policy paper/presentations) will be accepted up to 1 week after the initial due date, however, they will be penalized at a rate of 10% per day including weekends. Exceptions may be made for valid circumstances if the instructor has notice prior to class time (e.g. serious illness, death in the family, other emergencies, etc.) however documentation must be provided before any accommodation will be made. Any exceptions will be made on a case by case basis at the discretion of the instructor.

The professor will NOT provide notes for missed classes. If you miss class, you will be responsible for obtaining any notes or handouts from a classmate.

Mid-term test

On Tuesday, October 14, 2014 you will have a comprehensive mid-term test covering all topics that have been taught in class up to the date of the test. The questions may include True or False questions, questions with multiple choice answers and questions requiring short answers and/or an essay.

Final class test

You will have a final test at the end of the semester on Tuesday, December 9, 2014 from 10:30AM – 12:20PM. It will cover materials taught in the second half of the semester. It may include True or False questions, multiple choice, and questions requiring short answers and/or an essay.

Policy Paper

Each student will be responsible for preparing a policy paper and submitting it to the instructor. Each student must choose a policy topic by **September 16**. The final policy paper must be submitted in typewriting on **December 2, 2014** at the beginning of class and electronically on Blackboard via Turnitin to check for plagiarism. The final paper should be 5-8 pages, typed and single-spaced using 12-point font Times New Roman font. Note that it is expected for submissions to be neat and maintain the correct use of

grammar, syntax, sentence structure, etc. **Points will be deducted for failing to adhere to this format.**

In-Class Presentations

There will be at least two in-class presentations and students will be graded based on their performance in each presentation. Every students' presentations must be submitted (emailed) via Blackboard by **Monday, October 6, 2014 by 9PM**. Late presentations (after 9:01PM) will be penalized at a rate of 10%. **There are no make-ups for these in-class presentations.** If you do not participate in these presentations, you will get a grade of a zero.

UNIVERSITY OF NORTH TEXAS™

Department of Public Administration

POLICY ON CHEATING AND PLAGIARISM

Notice of this policy shall be given in all public administration classes each semester, and written copies shall be available in the public administration office.

Definitions

The UNT Code of Student Conduct and Discipline defines cheating and plagiarism "as the use of unauthorized books, notes, or otherwise securing help in a test; copying other's tests, assignments, reports, or term papers; representing the work of another as one's own; collaborating without authority with another student during an examination or in preparing academic work; or otherwise practicing scholastic dishonesty."

Penalties

Normally, the minimum penalty for cheating or plagiarism is a grade of "F" in the course. In the case of graduate departmental exams, the minimum penalty shall be failure of all fields of the exam. Determination of cheating or plagiarism shall be made by the instructor in the course, or by the departmental faculty in the case of departmental exams.

Cases of cheating or plagiarism on graduate departmental exams, papers, theses, or dissertations shall automatically be referred to the departmental Curriculum and Degree Programs Committee. Cases of cheating or plagiarism in ordinary course work may, at the discretion of the instructor, be referred to the Curriculum and Degree Programs Committee in the case of either graduate or undergraduate students. This committee, acting as an agent of the Department, shall impose further penalties, or recommend further penalties to the Dean of Students, if they determine that the case warrants it. In all cases, the Dean of Students shall be informed in writing of the case.

Appeals

Students may appeal any decision under this policy by following the procedure laid down in the UNT Code of Student Conduct and Discipline.

POLICY ON DISABILITY ACCOMMODATION

The Department of Public Administration, in cooperation with the Office of Disability Accommodation, complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request during regular office hours before the 12th class day of regular semesters (4th class day of summer sessions).

POLICY ON LAPTOPS AND CELL PHONES IN THE CLASSROOM

The classroom setting at an institution of higher learning is intended to serve as a venue that permits the transfer of knowledge and facilitates the sharing of ideas. As such, it is imperative that any distractions from these stated objectives be avoided and kept to a minimum. Potential disruptions include modern electronic devices such as laptop computers and cell phones.

Students are allowed to take notes on personal laptop computers to enhance the learning process, but they should not activate their internet browsers during class or use computers for non-academic purposes (as this diverts attention from the lecture/discussion for both the student using it and others nearby). Students should also avoid using cell phones to search the Internet or text while class is in session.

Exceptions to this policy will be at the discretion of the faculty only and may occur if searching the Internet is necessary to find additional information or facts related to the subject being covered on that particular day.

POLICY ON STUDENT BEHAVIOR IN THE CLASSROOM

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr.

STUDENT EVALUATION OF TEACHING EFFECTIVENESS (SETE)

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. The Student Evaluation of Teaching Effectiveness (SETE) will be administered from **my.unt.edu**. Please make time to complete your SETE when it is open.

**FALL 2014
IMPORTANT CLASS DATES**

AUGUST 25, MONDAY

First class day

SEPT 1, MONDAY

Labor Day-No classes University Closed

SEPT 8, MONDAY

Census date: last day to drop a course and receive refund. Drops after this date require instructor's written consent.

OCT 3, FRIDAY

Last day to drop a course with a grade of W for courses that a student is not passing
After this date a grade of WF may be recorded.

OCT 4, SATURDAY

Beginning this date, instructors may drop students with grade of WF for non-attendance.

NOV 3, MONDAY

Last day to **DROP A COURSE** this semester with consent of instructor

NOV 10, Monday

Beginning this date a student *who qualifies* may request a grade of "I," incomplete, a non-punitive grade given **only if** a student (1) is passing, (2) has justifiable reason why the work cannot be completed on schedule; **and** (3) arranges with the instructor to complete the work.

NOV 21, FRIDAY

Last day for an instructor to drop a student with a grade of WF for non-attendance

NOV 27-30, THURSDAY-SUNDAY

Thanksgiving Break

NOV 29 - DEC 5, SATURDAY-FRIDAY

Pre-finals week

DEC 5, FRIDAY

Reading Day. No classes.

DEC 6 - 12 SATURDAY-FRIDAY

Final examinations

DEC 12-13, FRIDAY & SATURDAY

Commencement schedule - TBA

Tentative Course Calendar

Day	Date	Subject	Required readings
1	August 26	Welcome & Introduction to the Course What is Public Policy?	
2	August 28	Conclusion-A Beginning	CH. 12
3	September 2	Policy Analysis as a Profession and a Process	3-14
4	September 4	Policy Analysis as a Profession and a Process	14-29
5	September 9	Deciding How to Decide	30-40
6	September 11	Deciding How to Decide	40-53
7	September 16	The Market Notify professor of policy topic	54-69
8	September 18	The Market	69-82
9	September 23	Evaluation and Market Failure	101-113
10	September 25	Evaluation and Market Failure	113-127
11	September 30	Experts and Advocacy: The Limits of Policy Analysis	134-144
12	October 2	Experts and Advocacy: The Limits of Policy Analysis	144-157
13	October 7	Topic Presentation	
14	October 9	Topic Presentation	
15	October 14	Mid-Term Exam	
16	October 16	Democratic Decisions and Government Failure	162-178
17	October 21	Democratic Decisions and Government Failure	178-190
18	October 23	The Welfare Economics Paradigm	200-215
19	October 28	The Welfare Economics Paradigm	215-230
20	October 30	Regulatory Form: Efficiency, Equity or Politics	238-252
21	November 4	Regulatory Form: Efficiency, Equity or Politics	252-266
22	November 6	Discounting I: Expected Values, Probability and Risk	280-298
23	November 11	Discounting I: Expected Values, Probability and Risk	298-316
24	November 13	Discounting II: Time	322-335
25	November 18	Discounting II: Time	335-346
26	November 20	Cost-Benefit Analysis	352-364
27	November 25	Cost-Benefit Analysis	364-380
28	November 27	HAPPY THANKSGIVING - NO CLASS	
29	December 2	Final Review Final Policy Paper	
30	December 4	READING DAY- NO CLASS	
31	December 9	FINAL EXAM	

The professor reserves the right to amend/change this syllabus as necessary.