

PS 230 Introduction to Policy Analysis

Political Science 230

West Virginia University

Spring 2007

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Office Hours: Mondays & Thursdays 10 AM to noon and 1 PM to 3 PM and by appointment
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Course Objectives:

This web-based course is an introduction to public policy, the policy process, and policy analysis in the United States. The class covers the steps, actors, and institutions involved in the American policy process, using case studies of specific policies as appropriate. It emphasizes both the theoretical and practical concerns inherent to initiation, formulation, design, implementation, and evaluation of public policy.

At the conclusion of this course, students can expect to have a thorough understanding of the role policy plays in shaping the activities of government. Students will also be able to articulate the issues surrounding all phases and stages of public policy development in the United States, including the methods for actively participating in the policy process.

Course Requirements:

This course is presented in a series of weekly readings, written assignments, and discussions. Each topic includes assigned readings from the texts, supplemental readings (when appropriate) and a clearly defined list of written assignments that includes due dates. The schedule should be followed sequentially (week 1 first, week 2 second, etc.).

The final written assignment consists of a detailed Policy Paper on a specific federal public policy selected from an approved list and approved by the instructor. Plan ahead to avoid disappointment, as policy approval will be granted on a first-come, first-serve basis.

Periodically through the semester (about every other week), questions based on the unit readings will be posted to the discussion board. All students will be expected to regularly participate in class by using the discussion tool to post reactions to each question. In addition, students will be expected to explain and defend their discussion postings to their classmates.

This course also requires **regular** participation in a national discussion forum using Democracy Lab. This activity will take place between Monday February 5 and spring break. Regular participation in Democracy Lab means at least three visits to the Lab accompanied by at least three postings to the Lab discussion boards on at least three separate days each week. In addition, students will reflect on the Democracy Lab experience by completing and submitting three brief written assignments about Democracy Lab early, mid-way, and at the end of the Democracy Lab discussion.

All written assignments (including those about Democracy Lab) and the Policy Paper are due to me by **9 AM local (Morgantown, WV) time**. Note that the WVU eCampus **does not** automatically make time allowances or adjustments if you are in another time zone. Each learning unit written assignment must be submitted as an attachment and placed in the appropriate assignment drop box. Each journal entry must be submitted using the state journal link in the WVU eCampus classroom. E-mailed copies of assignments are NOT acceptable. This is a significant change to past practice. **It is your responsibility to be sure that your assignment arrives on time**. I advise you to allow enough time to compose, upload and submit your assignments. When the system is very busy (such as within 10 or 15 minutes of the due date and time), uploading attachments can become slow. Do not wait until the very last minute to put the assignments in the drop box. **Individual technical problems are not a valid excuse for late assignments.**

Late assignments will not be accepted. If you miss the due date and time for any assignment (including a learning unit, a journal entry, or the government meeting), your grade will be zero (0) for that assignment.

Technical Requirements:

In addition to an Internet browser, you must be able to compose written assignments (using Microsoft Word or Corel WordPerfect) and submit them using the assignment tool in the WVU eCampus classroom. If you use a Mac, save your assignments in RTF format so that I can read them. When you submit written assignments, **put your name, the name of the class, the assignment number and the semester in the subject line and at the top of the first page in attached documents** (for example, Lucinda Potter PS230 Writing Assignment 1 Spring 2007) to clearly identify your assignment. You can generally expect me to pick up assignments within a day or two except for weekends and holidays. **If you do not notice that your assignment has been picked up promptly** (except for weekends and holidays), **your assignment may not have reached me. Check the assignment drop box to be certain that it was properly and completely submitted.**

As you know, unexpected technical problems can sometimes come up unexpectedly. I advise you to have a backup plan for Internet and e-mail access in case your home or work computer connection goes off line or crashes. **Always** keep a back-up copy of all your assignments, journal entries and e-mails in a safe place. Though they are rare, major system outages and failures do happen. This should go without saying, but I have had students lose everything in the middle of a course. Remember that individual technical problems are **not** an acceptable excuse for late assignments.

Throughout the semester, I will be placing readings, announcements, notes of clarification, and grades in the WVU eCampus classroom. To access these, you will need to be certain to enter the electronic classroom regularly (at least three times each week). Detailed instructions are available at <https://ecampus.wvu.edu/>. Be **certain** to do a browser check-up so that you will be able to see and access all the features in the WVU eCampus classroom.

Make it a practice to check your e-mail regularly. This is where I will send you individual comments, clarification, or special individualized instructions. If you have a technical problem or cannot enter the WVU eCampus classroom, contact the OIT Help Desk by phone at 304-293-4444 extension 1 or on line at <http://oit.wvu.edu/support/helpdesk/index.html> .

You will need Adobe Acrobat Reader to download some of the assigned readings. Download it for free at <http://www.adobe.com/products/acrobat/alternate.html> .

Grading:

Your course grade will be based on the total number of points earned. You can earn up to 100 points for each of the writing assignments 1 through 4. Class participation/discussion in the WVU eCampus classroom is worth up to 100 points (up to 25 points issued quarterly at the end of weeks 4, 8, 12 and 15). Participation in Democracy Lab and the three brief written reports during Democracy Lab are worth up to 200 points total (up to 100 points for participation, up to 25 points for the first written report, up to 25 points for the second written report, and up to 50 points for the third written report). The Policy Paper is worth up to 100 points.

4.0 A= 720-800 points

3.0 B= 640-719 points

2.0 C= 560-639 points

1.0 D= 480-559 points

0.0 F= 0-479 points

NOTE: Late assignment = no assignment = zero (0) points. Copying from the textbook or cutting and pasting sections from web sites or other reference materials is plagiarism and will result in zero (0) points for that assignment.

The basis for grading the written unit assignments and the discussion board postings are explained in detail in the "Discussions and Class Participation" and "Written Assignments" documents in the "Other Resources" folder on the Home Page in the e-classroom. Specific ground rules for Democracy Lab are outline on the Democracy Lab web site at <http://www.teachingdemocracy.org/> and in the "Democracy Lab" folder on the Home Page in the e-classroom.

Grade appeals must be made in writing with one week of the time the assignment grades are posted. Late appeals (such as during the last week of class for a grade on the first assignment) will not be considered.

It is **your** responsibility to be sure that assignments arrive on time. All work must be received by **9 AM local time (in Morgantown, WV) on the due date**. Late work will **NOT** be accepted!

WVU recognizes the diversity of its students and the needs of those who wish to participate in Days of Special Concern, which are listed in the Schedule of Courses. Any student should notify me by the end of the second week of class regarding Day of Special Concern observances that will affect your ability to participate in class. I will make reasonable accommodations for any assignment or announcement a student misses as a result of observing a Day of Special Concern. In addition, if you know you have a condition or commitment that will prevent you from handing in an assignment on time, let me know in advance and no later than the end of the second week of class.

Required Texts:

The textbooks are available for purchase at the West Virginia University Book Store on the downtown campus. You can also order the textbooks directly from the publisher or from any reputable on-line textbook supplier.

Issues for Debate in American Public Policy: Selections from the CQ Researcher (2007, 7th edition) ISBN 1-933116-86-2

AND

Thomas R. Dye. *Top down Policymaking*. (Chatham House Publishers, 2001). ISBN 1-889119-33-4

Office Hours:

My office is located in Woodburn Hall 301H. My office hours are from 10 AM to noon and 1 PM to 3 PM on Mondays and Thursdays. I am also available at least four mornings each week in the e-classroom for private, real-time chats. Use the "Who's Online" feature, select my name, then invite me to a live chat session.

If you need to speak with me but can not see me during my office hours, please call me for an appointment at 304-293-3811 extension 5274 or send me an e-mail using the WVU eCampus e-mail tool or e-mail me at Lucinda.Potter@mail.wvu.edu.

Students are my top priority. Do not hesitate to call, to e-mail, or to drop by the office to discuss class business.

Statement on Social Justice:

West Virginia University is committed to social justice. I concur with that commitment and expect to foster a nurturing learning environment based upon open communication, mutual respect, and non-discrimination. The University does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color or national origin. Any suggestions as to how to further such a positive and open environment in this class will be appreciated and given serious consideration.

I will foster a learning environment based on open communication, mutual respect, and non-discrimination. Any person that feels that this commitment is not being met should contact me immediately. Also, if you are a person with a disability and anticipate needing any type of accommodation to participate in this class please advise me and, if necessary, make any appropriate arrangements with Disability Services (293-6700).

Special Notice:

Students enrolled in extended learning web-based courses at West Virginia University are subject to special fees. Please see the Office of Extended Learning web site at <http://www.elearn.wvu.edu/> for further information.

COURSE SCHEDULE & ASSIGNMENTS

Week 1 January 8 – January 12 **What is Policy? Why Study Policy?**

FIRST DAY OF CLASS Monday January 8

Readings: Ch1 Dye Policy Analysis (PDF in Supplemental Readings folder)

Discussion: Introduce yourself to the class by **Friday January 12**

LAST DAY TO ADD A CLASS Friday January 12

Week 2 January 15 – January 19 **Models of Politics**

HOLIDAY Monday January 15

Readings: Ch2 Dye Models of Politics (PDF in Supplemental Readings folder)
AND Education (chapters 1 and 2) in CQ Researcher

Discussion: Remember to read and respond to the graded discussions

Week 3 January 22 – January 26 **The Policymaking Process**

Readings: Ch3 Dye The Policymaking Process (PDF in Supplemental Readings folder)

Discussion: Remember to read and respond to the graded discussions
AND

Register for Democracy Lab by **Wednesday January 24**
at <http://www.teachingdemocracy.org/>

Week 4 January 29 to February 2 **The Policymaking Process (con't)**

DAY OF SPECIAL CONCERN Monday January 29

Readings: Health Care (chapters 3 and 4) in CQ Researcher

Discussion: The **first quarterly discussion grade** for the in-class discussion (WVU eCampus) will be issued at the end of this week; remember to read and respond to the graded discussions

Written assignment #1 due by 9 am on **Monday January 29**

Week 5 February 5 – February 9 **Top Down Policymaking**

Readings: Dye text chapter 1

Discussion: Remember to read and respond to the graded discussions
AND Democracy Lab begins on **Monday February 5**

Policy paper topic request due to me by 9 AM on **Monday February 5**

Week 6 February 12 – February 16
Power, Wealth & Policymaking

Readings: Social Policy (chapters 5, 6 and 7) in CQ Researcher
AND
Dye text chapter 2

Discussion: Remember to read and respond to the graded discussions
AND participate in Democracy Lab

Week 7 February 19 – February 23
Policy Formulation

DAY OF SPECIAL CONCERN Sunday February 18

Readings: Dye text chapter 3

Democracy Lab brief report #1 due by 9 AM on **Monday February 19**

Discussion: Remember to read and respond to the graded discussions
AND participate in Democracy Lab

MIDSEMESTER Friday February 23

Week 8 February 26 – March 2
Policy Formulation (con't)

Readings: Environment (chapters 8 and 9) in CQ Researcher

Discussion: The **second quarterly discussion grade** for the in-class discussion (WVU eCampus) will be issued at the end of this week; remember to read and respond to the graded discussions
AND participate in Democracy Lab

Written assignment #2 due by 9 AM on **Monday February 26**

Week 9 March 5 – March 9
Leadership

Readings: Dye text chapter 4

Discussion: Remember to read and respond to the graded discussions
AND participate in Democracy Lab

Week 10 March 12 – March 16
Interest Groups

Readings: Civil Liberties, Civil Rights and Justice (chapters 10 and 11) in CQ Researcher
AND
Dye text chapter 5

Discussion: Remember to read and respond to the graded discussions
AND participate in Democracy Lab

Democracy Lab brief report #2 due by 9 AM on **Monday March 12**

LAST DAY TO DROP A CLASS Friday March 16

Week 11 March 19 – March 23

Opinion Making

Readings: Dye text chapter 6

Discussion: Remember to read and respond to the graded discussions
AND participate in Democracy Lab

Written assignment #3 due by 9 AM on **Monday March 19**

Policy paper annotated bibliography due by 9 AM on **Thursday March 22**

DAY OF SPECIAL CONCERN Wednesday March 21

SPRING BREAK March 26 – March 30

DAY OF SPECIAL CONCERN Thursday March 29

Week 12 April 2 – April 6

Policy Legitimation

Readings: Business & the Economy (chapters 12 and 13) in CQ Researcher
AND
Dye text chapter 7

DAY OF SPECIAL CONCERN Tuesday April 3

Discussion: The **third quarterly discussion grade** for the in-class discussion (WVU eCampus)
will be issued at the end of this week; remember to read and respond to the graded discussions
AND wrap up Democracy Lab

HOLIDAY Friday April 6

Week 13 April 9 – April 13

Implementation

Readings: Dye text chapter 8

Discussion: Remember to read and respond to the graded discussions

Democracy Lab brief report #3 due by 9 AM on **Monday April 9**

Week 14 April 16 – April 20

Evaluation

Readings: Homeland Security & Foreign Policy (chapters 14, 15 and 16) in CQ Researcher
AND
Dye text chapter 9

Discussion: Remember to read and respond to the graded discussions

Policy paper due by 9 AM on **Monday April 16**

DAY OF SPECIAL CONCERN Saturday April 21

Week 15 April 23 – April 27
Symbolic Policies & Limits of Public Policy

Readings: Ch15 Dye Policy Evaluation (PDF in Supplemental Readings folder)

Writing assignment #4 due by 9 AM on **Monday April 23**

LAST DAY TO WITHDRAW FROM THE UNIVERISTY Thursday April 26

Discussion: The **fourth quarterly discussion grade** for the in-class discussion (WVU eCampus) will be issued at the end of this week; remember to read and respond to the graded discussions

The graded class discussion will close at midnight on **Friday April 27** the last day of class.

LAST DAY OF CLASS Friday April 27

Finals Week April 30 – May 5

No final in this class

NOTE: In the event of a major systems failure or technical problem **that affects the entire class**, I reserve the right to make adjustments to this syllabus, the course schedule, or the assignments.