

**PUAD 5352: Public Policy Analysis, Fall 2012**  
Department of Political Science, Texas Tech University  
Wednesdays, 6:00-8:50 PM in 106 Holden Hall

## 1 Instructor Information

Dr. Carie Steele  
Email: [carie.steele@ttu.edu](mailto:carie.steele@ttu.edu)  
Phone: 742-2631

Office: Holden Hall 214  
Office Hours: W&TH 7:30-9:00AM and by ap-  
pointment

## 2 Course Overview and Objectives

Policy analysis consists of the identification, definition and framing of problems, as well as the systematic evaluation of strategies for solving such problems and provision of clear policy recommendations. Critical thinking is required throughout every step of the analytical process. This course is an introductory course in policy analysis and its practice. It is designed to provide an introduction to tools and techniques used in policy analysis as well as enhance critical thinking skills.

This course is divided into two sections. The first section addresses the rationale and limits of policy interventions. In this section we will discuss questions like “why use public policy?” and “what kind of problems can be solved using public policy interventions?” and rely heavily on economic theory. The majority of the course will be filled by the second section. This section will focus on the process of policy analysis, from problem identification to policy evaluation. In this section we will cover basic techniques for economic evaluation of policy alternatives.

### 2.1 Course Learning Objectives

Through readings, class discussion, exams, in-class exercises, and assignments, the course is designed to meet the following objectives:

- Students will be able to explain basic rationales for and limits of public policy.
- Students will be able to identify and explain the economic impact of various generic policy options.
- Students will be able to define problems and articulate proposed methods of assessment both orally and in writing.
- Students will be able to demonstrate understanding and ability to effectively use techniques of policy analysis include cost-effectiveness analysis and cost-benefit analysis.
- Students will be able to generate reports that include clear definition of problem, consideration of alternatives, analysis, and recommendations useable for the organizations involved in design and implementation of public policy.

## 2.2 Guidelines for Success

- Read carefully and take notes. You are responsible for doing the readings prior to class, as well as taking notes on both the readings and class discussions. Failure to do so may jeopardize your ability to prepare for exams. Although I will present PowerPoint slides during class, you are responsible for taking notes on all material — that which is on the slides and that which is not. I will not make slides available outside of class.
- You must attend class. Lecture slides will not be available outside of class. In addition, participation in discussion will be part of your grade. Thus, failure to attend class will have a negative impact on your final grade.
- Turn in your work on time. I do not accept late work. Assignments are due in class on the date given and will not be accepted after that date, except under extreme circumstances.
- Do not plagiarize. Plagiarism is unacceptable and I have a zero tolerance policy — turning in any work that is not your own will result in a failing grade for the course.
- If you need accommodations because of a disability or an emergency, please inform me immediately. To request academic accommodations, students must contact Student Disability Services at 335 West Hall.
- If you are having difficulty with any part of this course — whether it is difficulty understanding the readings or difficulty on assignments — SEEK HELP IMMEDIATELY. Do not wait until the end of the semester to ask questions. There will be no review sheets/sessions, no extra credit, and no negotiation of final grades.

## 3 Course Format

In order to acquire the above skills, this course will require substantial reading, writing and critical thinking. I expect students to have completed reading assignments for the week prior to class, and that students will be prepared to discuss readings and ask questions during class. This is a graduate level course and you should expect the workload for this course to reflect its elevated status. Please expect to read 100-150 pages a week. In addition, you will have assignments that will also need your attention.

## 4 Required Readings

- Levin, Henry M. and Patrick J. McEwan. *Cost-Effectiveness Analysis* 2nd edition. (2001). Sage.
- Weimer, David L. and Aidan R. Vining. *Policy Analysis: Concepts and Practice* 5th edition. (2011) Pearson.

Additional reading will be drawn from a variety of sources, including book chapters, journal articles and other source material. Additional readings will be provided in electronic form on course website. Students are responsible for checking the course website regularly for any announcements, readings, or related information.

## 5 Course Requirements and Graded Evaluations

Because this course is open to both MA and PhD students there are two sets of requirements; one set of requirements for MA students and another for PhD students. You are responsible for knowing and meeting the requirements for your particular status.

### 5.1 MA Requirements

**Sign in for Turnitin** The University has a license agreement with Turnitin, an educational tool that helps prevent or identify plagiarism. This course will use the service by requiring you to submit assignments electronically to Turnitin. The Turnitin Originality Report will indicate the amount of original text in your work and whether all material that you quoted, paraphrased, summarized, or used from another source is appropriately referenced. This service checks students' work for originality against both internet sources as well as other work submitted to Turnitin.

You will be using Turnitin to submit some of your assignments. Using this tool requires you to sign in to the class. In order to ensure that everyone has signed in before having to turn in the first written assignment, students are expected to have completed the sign in procedures by class time on September 5th. I will not record any grades on any assignments for students who have failed to sign in to turnitin by September 5th.

#### **Using Turnitin:**

On the TTU Libraries website use the left-hand navigation bar. Go to Library Instruction — Plagiarism Prevention — Turnitin. Click the Sign In Using eRaider button. Enter your eRaider credentials when prompted to do so. To sign-up for a class for the first time enter the class ID: 5346147 and the password: PUAD5352 (be aware that the password is case sensitive). Once you have signed in, you will see a list of your classes. Click on Public Policy Theory to see the list of assignments associated with it. To turn in an assignment, look for the title of your assignment in the assignment list. To the right of the title, click the Submit icon. Where you see choose a paper submission method, leave the default setting single file upload. Enter submission title. To upload a file, click on the Browse button, find the paper on your disk or computer, then click Upload. Be sure it is the paper you want to send, then click submit.

#### **Participation: 5%**

Although this class is primarily a lecture class, there will be some discussion and activity components. Students are expected to come to class prepared and having read assigned material. Participation is expected and required. This means you are not only expected to attend class every week, but you are also expected to contribute to discussion in a manner that demonstrates that you have completed and thought critically about the assigned readings — this may include posing questions or presenting discussion points.

#### **Problem Sets: 40%**

There will be five problem sets throughout the course. These assignments will ask students to apply concepts and/or techniques covered in class to specific questions or tasks. Details of the assignment will be covered upon distribution.

#### **72-Hour Analysis: 25%**

Policy analysis often requires clear recommendations to complex question from a group of individ-

uals representing different organizations or ideas under deadline. These moments of high demand are not carefully arranged to fit in convenient time blocks. To simulate such an event, one of the key components of this course will be a 72-hour analysis during which each member of the class will represent a different organization or agency that is part of a larger agency faced with an urgent problem. I understand that you all full lives and additional responsibilities — whether it be work, family, classes, or all of the above. However, these are the same responsibilities that you would have in a true emergency situation. Thus, no excuses will be issued for missing the 72-hour analysis. The point of the exercise is to force you to engage in careful and considered policy analysis and negotiation under severe time constraints and while managing other pressures.

I will assign each of you a role and give you relevant constraints and interests. Together, you must address the problem and provide a policy analysis presentation that offers clear recommendations and justification for those recommendations. I will email each student with the problem and their role on the evening of November 25th. Written reports from each member as well as a unified presentation will be due at 8:00 pm in class on November 28th.

Each students grade for the 72-hour analysis will be comprised of a grade for their individual written report (making up 75% of the grade) and the group presentation (making up 25% of the grade). Written reports will include all proper citation and references. Students are expected to use Chicago Style Manual or the Style Manual for the American Political Science Association. The paper should include citations embedded in the copy and a bibliography sheet listing all citations. Papers are to be typed, double spaced with standard margins (no more than 1.5 inches on each side) and use standard Times New Roman 12-point type face. Papers will be graded on the quality of your research, writing and analysis. Papers should be composed using formal writing style and university level writing. Spelling and grammatical errors will be penalized. While the grading of papers will be based upon the quality of the work, it is unlikely that you will be able to fulfill the requirements discussed above in fewer than 6 pages and a paper pressing beyond 9 pages is likely too broad and requires further editing. Written reports will be submitted through Turnitin.

The presentation will be made during class. Class on the 28th will begin at 8:00 pm. This is to allow you two hours of time during which it is guaranteed that all members of the class are free.

### **Final Examination: 30%**

The final examination will be a comprehensive exam. The final exam for this class is scheduled for **7:30 pm on WEDNESDAY, DECEMBER 12th.**

Final grades will be based on the following weights:

Problem Sets:	40%
72-Hour Analysis:	25%
Final Exam:	30%
Active Participation:	5%

**IMPORTANT: Please note that there are penalties for late assignments or non-attendance. The instructor reserves the right to apply these penalties to the final grade. Students are encouraged to discuss any circumstances that might affect their performance in class with the instructor BEFORE it becomes an issue. This includes**

physical or intellectual challenges, illnesses, or any event of which the instructor should be aware. Specific needs will be addressed on a case-by-case basis between the student and the instructor.

## 5.2 PhD Requirements

**Sign in for Turnitin** The University has a license agreement with Turnitin, an educational tool that helps prevent or identify plagiarism. This course will use the service by requiring you to submit assignments electronically to Turnitin. The Turnitin Originality Report will indicate the amount of original text in your work and whether all material that you quoted, paraphrased, summarized, or used from another source is appropriately referenced. This service checks students' work for originality against both internet sources as well as other work submitted to Turnitin.

You will be using Turnitin to submit some of your assignments. Using this tool requires you to sign in to the class. In order to ensure that everyone has signed in before having to turn in the first written assignment, students are expected to have completed the sign in procedures by class time on September 5th. I will not record any grades on any assignments for students who have failed to sign in to turnitin by September 5th.

**Using Turnitin:** On the TTU Libraries website use the left-hand navigation bar. Go to Library Instruction — Plagiarism Prevention — Turnitin. Click the Sign In Using eRaider button. Enter your eRaider credentials when prompted to do so. To sign-up for a class for the first time enter the class ID: 5346147 and the password: PUAD5352 (be aware that the password is case sensitive). Once you have signed in, you will see a list of your classes. Click on Public Policy Theory to see the list of assignments associated with it. To turn in an assignment, look for the title of your assignment in the assignment list. To the right of the title, click the Submit icon. Where you see choose a paper submission method, leave the default setting single file upload. Enter submission title. To upload a file, click on the Browse button, find the paper on your disk or computer, then click Upload. Be sure it is the paper you want to send, then click submit.

### **Participation: 5%**

Although this class is primarily a lecture class, there will be some discussion and activity components. Students are expected to come to class prepared and having read assigned material. Participation is expected and required. This means you are not only expected to attend class every week, but you are also expected to contribute to discussion in a manner that demonstrates that you have completed and thought critically about the assigned readings — this may include posing questions or presenting discussion points.

### **Problem Sets: 20%**

There will be five problem sets throughout the course. These assignments will ask students to apply concepts and/or techniques covered in class to specific questions or tasks. Details of the assignment will be covered upon distribution.

### **72-Hour Analysis: 20%**

Policy analysis often requires clear recommendations to complex question from a group of individuals representing different organizations or ideas under deadline. These moments of high demand are not carefully arranged to fit in convenient time blocks. To simulate such an event, one of the key components of this course will be a 72-hour analysis during which each member of the

class will represent a different organization or agency that is part of a larger agency faced with an urgent problem. I will assign each of you a role and give you relevant constraints and interests. Together, you must address the problem and provide a policy analysis presentation that offers clear recommendations and justification for those recommendations. I will email each student with the problem and their role on the evening of November 25th. Written reports from each member as well as a unified presentation will be due at 8:00 pm in class on November 28th.

Each student's grade for the 72-hour analysis will be comprised of a grade for their individual written report (making up 75% of the grade) and the group presentation (making up 25% of the grade). Written reports will include all proper citation and references. Students are expected to use Chicago Style Manual or the Style Manual for the American Political Science Association. The paper should include citations embedded in the copy and a bibliography sheet listing all citations. Papers are to be typed, double spaced with standard margins (no more than 1.5 inches on each side) and use standard Times New Roman 12-point type face. Papers will be graded on the quality of your research, writing and analysis. Papers should be composed using formal writing style and university level writing. Spelling and grammatical errors will be penalized. While the grading of papers will be based upon the quality of the work, it is unlikely that you will be able to fulfill the requirements discussed above in fewer than 6 pages and a paper pressing beyond 9 pages is likely too broad and requires further editing. Written reports will be submitted through Turnitin.

The presentation will be made during class. Class on the 28th will begin at 8:00 pm. This is to allow you two hours of time during which it is guaranteed that all members of the class are free.

### **Policy Analysis Paper: 30%**

The primary output of this class for Ph.D. students is an academic paper examining how variation in the execution of the policy analysis process affects outcomes. This should **NOT** be a paper implementing the policy analysis process as discussed in class. Instead, this paper should address a scholarly question about the policy analysis process — such as, Does variation in organizational hierarchy affect how organizations addressing similar problems implement the policy analysis process? or Does variation in the operationalization of a key measure produce different outcomes and recommendations? Again, the purpose of this paper is to move Ph.D. students beyond the implementation of the policy analysis process to the more analytical and academic study of the effects of the process itself.

The Policy Analysis Paper assignment includes three components: (1) Notification of Research Question; (2) Project Outline; (3) Final Paper Submission. The Notification of Research Question should be viewed as a conference submission proposal. It should include a title and a brief abstract indicating what the research question is and its importance. The Notification of Research Question should be submitted to Turnitin by 6 pm. on September 12 and will account for 5% of the final grade for the Policy Analysis Paper.

The Project Outline is simply a written plan articulating how the paper will be carried out. The outline should include your research question, the data needed — including operationalization, indication of where the data can be found, estimates on one long it will take to collect the data, and finally, a short description of your research design and the research methods and statistical tests you plan to employ. The Project Outline should be submitted to Turnitin by 6 pm on September 26 and will account for 20% of the final grade for the Policy Analysis Paper.

The final paper will be the completed project executed as proposed in the project outline — this will include data collection and execution of statistical tests as well as other traditional components of a research paper. Policy Analysis Papers will include all proper citation and references. Students are expected to use Chicago Style Manual or the Style Manual for the American Political Science Association. The paper should include citations embedded in the copy and a bibliography sheet listing all citations. Papers are to be typed, double spaced with standard margins (no more than 1.5 inches on each side) and use standard Times New Roman 12-point type face. Papers will be graded on the quality of your research, writing and analysis. Papers should be composed using formal writing style and university level writing. Spelling and grammatical errors will be penalized. While the grading of papers will be based upon the quality of the work, it is unlikely that you will be able to fulfill the requirements discussed above in fewer than 12 pages and a paper pressing beyond 25 pages is likely too broad and requires further editing. Final Papers should be submitted to Turnitin by 6pm on December 12 and will account for 75% of the final grade for the Policy Analysis Paper.

### **Final Examination: 25%**

The final examination will be a comprehensive exam. The final exam for this class is scheduled for **7:30 pm on WEDNESDAY, DECEMBER 12th.**

Final grades will be based on the following weights:

Problem Sets:	20%
72-Hour Analysis:	20%
Policy Analysis Paper:	30%
Final Exam:	25%
Active Participation:	5%

**IMPORTANT: Please note that there are penalties for late assignments or non-attendance. The instructor reserves the right to apply these penalties to the final grade. Students are encouraged to discuss any circumstances that might affect their performance in class with the instructor BEFORE it becomes an issue. This includes physical or intellectual challenges, illnesses, or any event of which the instructor should be aware. Specific needs will be addressed on a case-by-case basis between the student and the instructor.**

### **5.3 Grade Scale**

The grading scale used for this course is:

A+	100-97	C	76.9-73
A	96.9-93	C-	72.9-70
A-	92.9-90	D+	69.9-67
B+	89.9-87	D	66.9-63
B	86.9-83	D-	62.9-60
B-	82.9-80	F	Below 60
C+	79.9-77		

### **5.4 University Policy Regarding Disabled Students**

Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the instructor as soon as possible to make the necessary

accommodations. Students should present appropriate verification from Disabled Student Services, Dean of Students Office.

### 5.5 University Policy Regarding Religious Observation

Texas House Bill 256 requires institutions of higher education to excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day. The student shall also be excused from time necessary for travel. An institution may not penalize the student for the absence and allows for the student to take the exam or complete an assignment from which the student is excused. Please let me know if you will be gone from class **prior** to missing that class.

### 5.6 Academic Dishonesty Policy:

According to the Texas Tech Student Handbook: “Academic dishonesty” includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act.

Any such act will not be tolerated in this class. Any student caught plagiarizing their work will be given a failing grade for the course and reported to University officials for possible expulsion from the University. Additional information on TTU’s policy concerning academic dishonesty can be found at the following URL: <http://www.depts.ttu.edu/studentjudicialprograms/AcademicIntegrity.htm>

### 5.7 Turnitin

The University has a license agreement with Turnitin, an educational tool that helps prevent or identify plagiarism. This course will use the service by requiring you to submit assignments electronically to Turnitin. The Turnitin Originality Report will indicate the amount of original text in your work and whether all material that you quoted, paraphrased, summarized, or used from another source is appropriately referenced. This service checks students’ work for originality against both internet sources as well as other work submitted to Turnitin.

#### Using Turnitin:

On the TTU Libraries website use the left-hand navigation bar. Go to Library Instruction — Plagiarism Prevention — Turnitin. Click the Sign In Using eRaider button. Enter your eRaider credentials when prompted to do so. To sign-up for a class for the first time enter the class ID: 5346147 and the password: PUAD5352 (be aware that the password is case sensitive). Once you have signed in, you will see a list of your classes. Click on Public Policy Theory to see the list of assignments associated with it. In the assignment list, look for the title of your assignment. To the right of the title, click the Submit icon. Where you see choose a paper submission method, leave the default setting single file upload. Enter submission title. To upload a file, click on the Browse button, find the paper on your disk or computer, then click Upload. Be sure it is the paper you want to send, then click submit.

## 6 Course Outline and Assignments

Date	Topic and Assignment
August 29	<i>Introduction to the Course</i> Review syllabus, course expectations, course overview
<b>PART I</b>	<b>FOUNDATIONS OF PUBLIC POLICY ANALYSIS</b>
September 5	<b><i>What is public policy analysis?</i></b> <b><i>Economic theory as foundation</i></b> Weimer and Vining <i>Policy Analysis</i> — chapter 2 and 4  <i>Recommended Reading</i> Meltsner, Arnold. “The Seven Deadly Sins of Policy Analysts” in <i>Classics of Public Policy</i> Wildavsky, Aaron. “The Art of Policy Analysis.” in <i>Classics of Public Policy</i> Ingram and Schneider “Policy Analysis for Democracy” in <i>The Oxford Handbook of Public Policy</i>
September 12	<i>Rationales for Public Intervention</i> Weimer and Vining <i>Policy Analysis</i> — Chapters 5-7 <b>Problem Set 1 Distributed</b> <b>Ph.D. Policy Analysis Paper Topics Due</b>
September 19	<i>Limitations of Public Policy and Generic Policies</i> Weimer and Vining <i>Policy Analysis</i> — Chapter 8, 9 and 10 <b>Problem Set 1 Due</b> <b>Problem Set 2 Distributed</b>
<b>PART II</b>	<b>THE PROCESS OF ANALYZING PUBLIC POLICY</b>
September 26	<i>Problem Identification/Definition and Considering Alternatives</i> Bardach. <i>A Practical Guide for Policy Analysis</i> — chapter 1 Guess and Farnham <i>Cases in Public Policy Analysis</i> — chapter 2 <b>Problem Set 2 Due</b> <b>Ph.D. Policy Analysis Paper Plan Due</b>
October 3	<i>Considering Alternatives: Forecasting and Introduction to Cost Analysis</i> Guess and Farnham <i>Cases in Public Policy Analysis</i> — Chapter 4 Levin and McEwan <i>Cost-Effectiveness Analysis</i> — Chapters 1 and 2 <b>Problem Set 3 Distributed</b>
October 10	<i>Considering Alternatives: Costs and Measurement</i> Lewis, Michael. “Moneyball” — Chapters 2 and 4 Levin and McEwan <i>Cost-Effectiveness Analysis</i> — Chapters 3 and 4 <b>Problem Set 3 Due</b>

October 17	<i>Discounting Benefits and Costs</i> Munger, Michael. <i>Analyzing Policy</i> — Chapters 9 and 10 <b>Problem Set 4 Distributed</b>
October 24	<i>Considering Alternatives: Analyzing Costs and Cost-Effectiveness</i> Levin and McEwan <i>Cost-Effectiveness Analysis</i> — Chapters 5 and 6 <b>Problem Set 4 Due</b>
October 31	<i>Considering Alternatives: Cost-Benefit Analysis</i> Levin and McEwan <i>Cost-Effectiveness Analysis</i> — Chapter 7
November 7	<i>Considering Alternatives: Cost-Utility Analysis</i> Levin and McEwan <i>Cost-Effectiveness Analysis</i> — Chapter 8 <b>Problem Set 5 Distributed</b>
November 14	<i>Considering Alternatives: Using Cost Analysis for Decision-making</i> Levin and McEwan <i>Cost-Effectiveness Analysis</i> — Chapter 9 <b>Problem Set 5 Due</b>
November 21	<b>NO CLASS —Thanksgiving</b>
November 28	<i>72 Hour Group Analysis</i> <b>Class begins at 8:00</b> <b>Group Presentation Due</b>
December 5	<i>Implementation and Evaluation</i> Weimer and Vining <i>Policy Analysis</i> — Chapters 12 and 13
<b>WEDNESDAY</b> <b>DECEMBER 12</b>	<b>FINAL EXAMINATION 7:30-10:00 PM</b> <b>PH.D Students Policy Analysis Paper due</b>

---