

## Cleveland State University

### UST 458 Urban Policy, Section 501; 3 credit hours (prerequisite: Junior standing)

Fall 2017

#### Instructor Information:

Name: Caryn Lanzo  
Phone: (w) 216.802.3143 (eLearning) (8 a.m. to 5 p.m.)  
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Office: RT 203

Office Hours: By appointment, but please call beforehand. I am typically on-campus M-F 8:00 a.m. to 5:00 p.m., but I attend several meetings and events during the week, so I want to make sure I will be there when you arrive.

Email: Use the email function in BlackBoard  
Email address: c.lanzo@csuohio.edu (this is the address that receives mail from Blackboard)

#### Class Meetings:

This is an online course. There are no face-to-face class meetings. The course uses **BlackBoard Learn 9.1** as a course management system. Instructions for accessing BlackBoard are at the end of the syllabus. Prior to beginning work in the course, please carefully review the information in this syllabus as well as the information located in the “start here” and “course information” sections of the BlackBoard course.

#### Textbook:

##### **Required**

Kraft, M.E., and Furlong, S.R. Public Policy: Politics, Analysis, and Alternatives, 6th Edition. 2018. CQ Press. Washington, DC.

**\*\*The book is a newer edition, so it costs \$108. Consider renting (\$53) an ebook version from the CSU Booksore, or visit: <https://www.vitalsource.com/products/public-policy-michael-e-kraft-v9781506358178>**

##### **Recommended**

Theodoulou, S. Z., and Cahn, M. A. Public Policy: The Essential Readings. 1995. Prentice Hall. Upper Saddle River, NJ.

(Readings from Theodoulou and Cahn will be made available via the BlackBoard course shell. There are 6 chapters assigned from this book. If you are an Urban Studies student, this book is an excellent selection for your library. However, for the purposes of this course, you are **NOT required** to purchase the book.)

***Additional Supplemental Readings will be provided online.***

#### Course Objectives:

Upon completion of this course, students will be able to:

1. Describe the process of public policy formation; identify the internal and external influences on that process and discuss how influences affect policy outcomes.
2. Utilize research skills using the internet, public documents, academic journals and scholarly literature to find information about public policies.
3. Analyze sources to determine whether or not they are appropriate and valid.
4. Conduct a public policy analysis and write a policy analysis paper.

## Course Description

Examines the process of public policy formation including internal and external influences that may affect policy outcomes. Study of urban public policy including government institutions and the policy-making process; concepts and methods of policy analysis; and decision-making regarding public policies at the local state and national level, specifically as they relate to urban areas. Review of healthcare, welfare, social security, education delivery and other urban policies.

Each of us is affected by public policies in our daily lives. Some public policies are benign, such as where to locate a freeway sound barrier, while others are not, such as where to build a new toxic waste dump. Affecting public policy begins with analysis of the issue. Analyzing current public policy is as much an art form as it is a discipline. It requires critical thinking and disciplined thinking.

## General Education Requirements

General Education Statement: This course is approved as a General Education 08 course meeting the requirements for Writing Across the Curriculum (WAC). Skill areas for this class include Writing to Learn and Writing to Communicate.

## Writing Across the Curriculum Criteria

This course also fulfills the Writing Across the Curriculum (WAC) requirement. The criteria for meeting the WAC requirement are:

1. The course requires students to write between 3,000 and 5,000 words (10-14 pages, double-spaced, in 12-point font, with 1" margins) in writing assignments (which may include drafts). *In this course, this requirement is met through the writing of the short paper (1,000 word minimum; you will submit a draft and final version of this paper) and the policy analysis paper (2,000 word minimum – you will submit a draft and final version of this paper).*
2. Final versions of at least one assignment should total at least 2,000 words (eight pages). *In this course, the paper that satisfies this requirement is the policy analysis paper.*
3. The course teaches students writing-to-learn strategies that foster students' experiences in learning, and writing-to-communicate strategies that foster students' respect of readers' experiences. Whenever possible, planning assignments (e.g. reading logs, pre-writing strategies) and peer reviews will be included in class assignments. *In this course, there are several paper preparation assignments and discussions with peers leading up to the policy analysis paper.*
4. Students will be assigned writing complex enough to require substantive revision for most students. Students will be given feedback to assist them in preparing subsequent papers or drafts of papers. This feedback will consist of more than mechanical correction of punctuation and grammar. **Feedback in Blackboard can be viewed via My Grades.** See <https://help.blackboard.com/en->

[us/Learn/9.1\\_SP\\_12\\_and\\_SP\\_13/Student/170\\_Tools/My\\_Grades](#) for instructions on how to view grades and feedback in Blackboard. Or, use the “help” link from the left navigation of the course and search for “my grades.”

5. The course provides instruction in discipline-appropriate forms of texts, arguments, evidence, style, audience, and citation. Students will be required to use the American Psychological Association (APA) style. The CSU Library website lists citation guides including links to the APA style guide: <http://library.csuohio.edu/research/vrd/citations.html> or go to the APA website, <http://www.apastyle.org/>
6. There will be writing assignments throughout the semester.
7. The course will address the needs of students regarding library competency.
8. In order to receive a C or better in the course, students must write at a satisfactory skill level (C or better). If the student’s writing is weak, but shows understanding of the course material, the student may be assigned a D, in which case WAC credit will not be received for the course.

## Writing Assignment Descriptions

### Paper 1: Short Paper Assignment

**Students will submit a DRAFT and a FINAL VERSION of this paper.**

The short paper assignment **MUST**

- be written using the American Psychological Association Publication Manual
- include at least two sources found on internet websites
- include at least one source from a scholarly journal
- use proper spelling and grammar
- satisfy the Writing Across Curriculum requirements (which includes submitting a draft prior to the final paper)
- 1000 words minimum (WAC Requirement)

Topics for the short paper will involve using the material from the readings and discussions to describe certain aspects of the problem/policy you choose for your policy analysis final paper. Therefore, it is extremely important that you complete early paper preparation assignments and receive approval from the instructor for your policy topic.

### Paper 2: Policy Analysis Paper

**Students will submit a DRAFT and a FINAL VERSION of this paper. This**

Policy Analysis Paper **MUST**

- be written using the American Psychological Association Publication Manual
- include a minimum of three sources found on internet websites
- include a minimum of three sources from scholarly journals
- use proper spelling and grammar
- satisfy the Writing Across Curriculum requirements (which includes submitting a draft prior to the final paper)
- 2000 words minimum (WAC requirement)

Throughout the course of the semester, there will be several paper preparation assignments designed to step you through the process of developing your papers, so you will not be overwhelmed by the papers. The assignments are listed with your regular weekly assignments and will be noted as paper preparation assignments. In addition, you are required to submit drafts of both papers prior to the final paper submissions. You will receive feedback on all writing assignments and your paper drafts. The comments are designed to help you develop your policy argument more effectively in your final paper. In addition, the short paper assignment is designed to help you connect your problem/topic to the materials learned in the course as well as serve as building blocks for the final policy analysis paper.

We will use the Public Policy Analyst Website We will use information and worksheets from the Public Policy Analyst website, <http://www2.maxwell.syr.edu/plegal/TIPS/welcome.html>, as a tool to move through the steps of the policy analysis paper. This is an excellent tool for collecting the necessary information.

As you collect information, I advise you to keep track of your sources, including websites you visit. You should include these in your paper assignment worksheets as well as your papers. The CSU library has some resources for this including Zotero and Mendelay to help keep reference materials organized. See <http://researchguides.csuohio.edu/citing> for more information. Or, you may simply create a reference page in word. The point is to stay organized and have all materials that you will be collecting in one place so you are not scrambling to collect everything again when your paper is due.

Last, I provide a framework (outline) for your final policy analysis paper. You are required to include the components of that framework in your paper. Most students find that using it as an outline is best. From the course home page, choose “Help for your policy paper” and “policy paper framework”.

More detailed information and instructions regarding all papers will be made available to you from the course website.

### **Writing Help**

Links to sites for help with writing skills (including the CSU Writing Center) and APA format are available from the course home page. Students who have difficulty with the mechanical aspects of writing are strongly encouraged to utilize the services of the CSU Writing Center.

<http://www.csuohio.edu/writing-center/writing-center>

### **Course Structure in BlackBoard**

This course is offered in Blackboard Learn 9.1 The course structure in BlackBoard is defined in the content module of the BlackBoard course. Here, you will find information for each week. Each week consists of the following materials and information:

Learning Objectives

Readings

PowerPoint Summary of the topic (including some with narration)

Videos

Assignments:

- Short answer assignments (short answer format, covering weekly readings). Submit directly from the content module for that week.
- Paper preparation assignments (short answer format, designed to step you through the policy analysis process). Submit directly from the content module for that week.

- Quizzes (multiple choice, covering weekly readings). Submit directly from the content module for that week.
- Weekly discussions. (Focusing on current policy issues). Submit directly from the content module for that week or under “discussions” in BlackBoard)

Each week you will have some combination of a short answer assignment, paper preparation assignment, quiz, and discussion due. **You must login and participate in the BlackBoard class each week in order to be successful in this course. I strongly recommend you login several times per week in order to keep up with discussions.** Homework assignments and quizzes are designed to cover the content covered in the texts. The discussions will focus more on current issues (however, you should incorporate concepts from the text in your discussion posts), including the public problems/policies you choose for your policy analysis paper assignment. Paper preparation assignments step you through the process of gathering information for your paper.

If you are unsure how to use the features in Blackboard, please use the help button in Blackboard or link to help and tutorials via the start here section.

Each week in the content module begins on Tuesday. The assignments are due by the following Monday at 11:00 p.m. There are a few exceptions to accommodate holidays, etc. The exact dates are listed in the content module. It is important to stay on track. Late assignments will be accepted, however, you will sacrifice a point for each day late.

Throughout the semester, I may conduct “live” (synchronous) Blackboard Collaborate sessions available in lieu of completing the short answer written assignment. You will be notified via email and in BlackBoard when these sessions are scheduled. I will ask you to rsvp for these sessions in advance.

In addition to the weekly assignments/quizzes/discussions, you will also have a **1 short paper (1000 words)**, and a **policy analysis paper (2,000 words)** (as described above).

## **Policies**

### **University Deadlines**

- For the current semester, the deadline for dropping a course with a full refund is September 1.
- The last day to drop is September 8.
- The last day to withdraw from the course is November 3
- The final examination week is December 11 – December 16. There is no examination in this course, but your final paper will be due during this time period.

### **Students with Special Needs**

Educational access is the provision of classroom accommodations, auxiliary aids and services to ensure equal educational opportunities for all students regardless of their disability. Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services at (216) 687-2015. The Office is located in MC 147. Accommodations need to be requested in advance and will not be granted retroactively. Students should notify the instructor as soon as possible if they have been granted an accommodation through the Office of Disability Services.

### **Plagiarism**

Plagiarism is stealing and/or using the ideas or writings of another in a paper or report and claiming them as one’s own. This includes but is not limited to the use, by paraphrase or direct quotation, of the work of another person without full and clear acknowledgment. The penalties for plagiarism are

found in full in the Student Code of Conduct under Academic Regulations (Policy on Academic Misconduct) <http://www.csuohio.edu/compliance/student-code-conduct>

Make-up of course requirements are at the discretion of the instructor and require valid written documentation (for example, written doctor's excuse).

### GRADING SCALE

A: 94-100 (258-275 points)

A-: 90-93 (247-257 points)

B+: 87-89 (239-246 points)

B: 83-86 (228-238 points)

B-: 80-82 (220-227 points)

C+: 77-79 (211-219 points)

C: 70-76 (192-210 points)

D: 60-69 (165-191 points)

F <60 (Under 165 points)

In order to receive a C or better in the course, students must write at a satisfactory skill level (C or better). If the student's writing is weak, but shows understanding of the course material, the student may be assigned a D, in which case WAC credit will not be received for the course.

#### • Grades

Grades will be calculated as follows:

*10 quizzes @ 5 points each	45
*15 discussions @ 5 points each	70
*5 short answer assignments (short answer, pertaining to readings) @ 5 points each	20
*8 paper preparation assignments (information gathering, etc.) @ 5 points each	35
Short Paper (draft @ 5 pts., final @ 30 pts.)	35
Policy Analysis Paper	70 total
Final paper @ 50	
Draft @ 20	

#### • TOTAL 275

\*You may "skip" 1 in each of the first four categories without penalty, or I will drop your lowest grade. You may NOT miss week 2 paper assignment (policy proposal). You may NOT miss the short paper or the policy analysis paper or drafts. You are responsible for understanding the content from assignments you do not complete.

You cannot earn more than the max for each grading area. For example, the maximum points you can earn for all quizzes is 45, discussion maximum is 70, short answer assignment maximum is 20 and paper preparation assignment maximum is 35.

**TENTATIVE Course Schedule – check the learning module in BlackBoard for weekly updates. Readings, assignments, and discussions will be listed for each week. Each week begins on a Tuesday and ends of a Monday with the exception of the final week when your discussion is due on a FRIDAY.**

Week 1 (Week beginning August 29):

Topic: Public Policy & Politics

Readings: Chapter 1, Kraft & Furlong

Chapters 1, 5 and 6 Theodoulou & Cahn

Quiz, Short Answer Assignment, Discussion (Due September 5 at 11:59 p.m. – extended 1 day for Labor Day)

Week 2 (Week beginning September 5):

Topic: Government Institutions and Actors

Readings: Chapter 2, Kraft & Furlong

Chapter 35, Theodoulou & Cahn (Lobbying)

Quiz, Paper Preparation Assignment, Short Answer Assignment, Discussion (Due September 11, 11:59 p.m.)

Week 3 (Week beginning September 12):

Topic: Local and State Government

Readings: Jones Chapter 2

Discussion, Paper Preparation Assignment (Due September 18, 11:59 p.m.)

Week 4 (Week beginning September 19):

Topic: Understanding Public Policy Making

Readings: Chapter 3, Kraft & Furlong

Quiz, Short Answer Assignment, Paper Preparation Assignment, Discussion (Due September 25, 11:59 p.m.)

Week 5 (Week beginning September 26):

Topics: Policy Implementation

Readings: Chapter 18, Theodoulou & Cahn

Discussion, **DRAFT SHORT PAPER DUE** (Due October 2, 11:59 p.m.)

Week 6 (Week beginning October 3):

Topic: Policy Analysis: An Introduction

Readings: Chapter 4 Kraft & Furlong

Quiz, Discussion, Paper Preparation Assignment (Due October 9, 11:59 p.m.)

Week 7 (Week beginning October 10):

Topic: Public Problems and Policy Alternatives

Readings: Chapter 5 Kraft & Furlong,

Discussion, Quiz, **FINAL VERSION OF SHORT PAPER DUE**, (Due October 16, 11:59 p.m.)

Week 8 (Week beginning October 17):

Topic: Assessing Policy Alternatives

Readings: Chapter 6, Kraft and Furlong

Discussion, Quiz, Short Answer Assignment, Paper Preparation Assignment (Due October 23, 11:59 p.m.)

Week 9 (Week beginning October 24):  
Topic: Economic and Budgetary Policy  
Readings: Chapter 7 Kraft & Furlong  
Short Answer Assignment, Quiz, Paper Preparation Assignment (Due October 30, 11:59 p.m.)

Week 10 (Week beginning October 31):  
Topic: Welfare and Social Security  
Readings: Chapter 9, Kraft & Furlong  
Quiz, Paper Preparation Assignment, Discussion (Due November 6, 11:59 p.m.)

Week 11 (Week beginning November 7):  
Topic: Politics, Analysis & Policy Choice  
Readings: Chapter 13, Kraft & Furlong  
Quiz, Discussion, Paper Preparation Assignment (Due November 13, 11:59 p.m.)

Week 12 (Week beginning November 14):  
**DRAFT POLICY ANALYSIS PAPER DUE November 20, 11:59 p.m.**  
Topic: Education Policy  
Readings: Chapter 10, Kraft & Furlong  
Discussion, Draft of Policy Analysis Paper (Due November 20, 11:59 p.m.)

Week 13 (Week beginning November 21):  
Topic: The Foreclosure Crisis  
Readings: Home Insecurity, 2015  
Discussion (Due November 27, 11:59 p.m.)

Week 14 (Week beginning November 28):  
Topic: Health Care Policy  
Readings: Chapter 8, Kraft & Furlong  
Quiz, Discussion (Due December 4)

Weeks 15/16 (Week beginning December 5 – December 8):  
Topic: Student Paper Topics / Feedback on Final Papers  
**FINAL POLICY ANALYSIS PAPER DUE Monday, December 11**  
Discussion about final policy papers **DUE Monday, December 11**

## Technical Requirements

**You are responsible for managing your technology for this class.**

This course requires the use of BlackBoard, as well as MS Office or compatible software and Adobe Reader. It may also require the use of multimedia player such as QuickTime or Windows Media Player.

### 1. TECHNICAL REQUIREMENTS

Review “technical requirements” and “getting started with BlackBoard” from the Start Here section from the Course Homepage. In addition to the hardware, operating system, and internet requirements posted on that page, you will also be required to open various documents such as PDF files and Microsoft Office files including Word, Excel, and PowerPoint files.

- If you don't have Adobe Reader, download it for free from <http://www.adobe.com/products/acrobat/readstep2.html>.
- Obtain MS Office, specifically Word, Excel and PowerPoint to open files that will be posted on the BlackBoard site. In addition, assignments submitted as attachments should be in Word format. As a student at CSU, you have access to Office 365 Plus at no additional charge. See <http://www.csuohio.edu/messaging-services/office-365-proplus> for more information.

### 3. BROWSER CHECK

Most difficulties encountered by students using BlackBoard relate to the internet browser (Mozilla Firefox, Internet Explorer, etc). To prevent this, be sure to check the supported browsers and the browser setting guide located in the start here folder/technical requirements section.

### 4. STUDENT TUTORIALS

If you are not familiar with using some of the features in BlackBoard, you can get tutorials from the Blackboard YouTube Channel. See [https://help.blackboard.com/en-us/Learn/Reference/Blackboard\\_Learn\\_Videos/Student\\_Videos](https://help.blackboard.com/en-us/Learn/Reference/Blackboard_Learn_Videos/Student_Videos) for more information.

### 5. ADD YOUR PHOTO AND PERSONAL INFORMATION

You can edit your profile in the current version of Blackboard Learn via the Global Navigation Panel in the upper right hand corner of the application window. See [https://www.youtube.com/watch?v=J\\_aZCVQYSj0&list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU&index=10](https://www.youtube.com/watch?v=J_aZCVQYSj0&list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU&index=10)

### 6. NEED HELP?

**Cleveland State University has live technical help for Blackboard Learn available 24/7!**

Students and faculty can get help around the clock by via email, chat or phone. To access, see <https://www.csuohio.edu/center-for-elearning/technical-support>

**Forget your password? Contact the CSU Call Center via phone (216-687-5050).** Call Center hours vary during the academic year. Or, use the “Don't Know Your Password?” feature in Campusnet to reset your password. <https://campusnet.csuohio.edu/login.jsp>