Cleveland State University
Maxine Goodman Levin College of Urban Affairs
Department of Urban Studies
UST 458 – Urban Policy – Section 502
Fall 2017

Meeting Time:	On-line course using Blackboard Learn; no in-person class meetings
Instructor:	Dr. Mittie Davis Jones
Office:	Levin College of Urban Affairs, Room 360
Phone:	216-687-3861
Blackboard Technical Requirements:	https://www.csuohio.edu/center-for-elearning/technical-requirements
Technical Support Options:	Search the online knowledge bases at http://www.csuohio.edu/center-for-elearning/technical-support
	Call the 24/7 Blackboard Help Desk at 216-687-5050 and select option #2 for Blackboard Support.
	For general information or questions about eLearning, contact the Center for eLearning via phone (216-687-3960) or email (elearning@csuohio.edu).
E-mail:	Use BlackBoard Learn e-mail function to contact Dr. Jones.
Office hours:	Email to make an appointment

Class Design
This class is offered completely online and has no face-to-face meetings. The course uses Blackboard Learn as the course management tool. Students should confirm that their computers meet the technical requirements so they can participate in the course successfully (go to technical requirements). 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 website.

Course Description
Public policy is the response by government to address a political, economic and social issues or problems. How and what units of governments decide do about selected issues is the subject of this course. We will examine the processes by which governmental actors decide what to do and not do through the lens of current urban policy issues. Some of the issues we examine as a class may be among the topics you choose for your policy analysis paper.

Each of us is affected by public policy directly or indirectly, in minor or major ways, overtly or covertly. Understanding any given public policy begins with an analysis of the process by

1

which it was formed and the issues it is intended to address. Achieving this understanding requires critical thinking and thorough research as a foundation.

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 what influences policy outcomes.
2. Utilize research skills using the Internet (electronic sources), public documents, academic journals and scholarly literature to find information about public policies.
3. Scrutinize sources to assess their legitimacy and validity; use data and information sources appropriately in a research context.
4. Conduct a public policy analysis and write a policy analysis paper.

Required Textbook
Kraft, M.E. and Furlong, S.R., 2015, *Public Policy: Politics, Analysis and Alternatives, 5th edition,* Washington, DC: Congressional Quarterly Press. (Referred to as K&F in schedule)

Student companion to this textbook (summaries, practice quizzes, eFlashcards, videos and multimedia links, and study questions) can be found at:
https://edge.sagepub.com/kraft5e/student-resources

Additional supplemental readings will be provided online through Blackboard.

General Education Requirements
This course fulfills the Writing Across the Curriculum (WAC) General Education (GenEd) requirements. A course approved for the WAC requirement must meet all of the following criteria:

1. Require students to write between 3,000 and 5,000 words (10-20 pages, double-spaced, in 12-point font, with 1" margins) in writing assignments (which may include drafts).

2. Final versions of at least one assignment should total at least 2,000 words (eight pages).

3. Teach 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 should be included.

4. Assign writing complex enough to require substantive revision for most students. The instructor should give feedback to assist students in preparing subsequent papers or drafts of papers. This feedback should not consist entirely of mechanical correction of punctuation and grammar.

5. Provide instruction in discipline-appropriate forms of texts, arguments, evidence, style, audience, and citation.

6. Assign writing throughout the semester.

7. Where appropriate, address the needs of students regarding library competency.

8. Assign writing in English unless the course is specifically geared to improving writing at the 300-level in another language.

9. **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.**

Elements of this course

The three paper assignments fulfill Cleveland State University's requirement for WAC (3,000 words total: 500 words, 500 words, and 2,000 words, respectively).

Students are required to complete three paper assignments. The first two paper assignments consist of 500 words each and the final paper assignment is a minimum of 2,000 words. You are required to submit a draft and final version of each paper assignment.

The first paper assignment utilizes writing-to-learn strategies that foster experiences in learning. The second writing assignment utilizes writing-to-communicate strategies that foster the student's respect of the reader's experience. There are several paper planning assignments designed to step you through the process of completing the assignments. In addition, you will be required to discuss your topic with other students in online discussions, as well as give feedback to others regarding their topics.

The writing assignments are complex and may require substantive revision for most students. The instructor will give you feedback on all paper preparation assignments, paper drafts, and final papers. Feedback will be focused on writing skills **and** content. You will receive feedback via the assignment section of Blackboard.

Instruction in discipline-appropriate forms of text, arguments, evidence, style, audience, and citation will be given by the instructor.

Students should familiarize themselves with American Psychological Association (APA) formatting requirements for preparing written assignments. APA is the required format for all writing assignments. For additional information go to: http://owl.english.purdue.edu/owl/resource/560/01/

As this is a writing course, you will be expected to write something every week. Please remember that proper writing (structure and format) is essential not only when you are writing your papers but as you are preparing your other assignments and posting to the discussion boards. **All assignments submitted as attachments should be in Microsoft Word format or a MS Word compatible format.**

Several exercises address identifying proper Internet sources and determining the validity of sources. While these are not the only formal assignments related to library competency, students who need additional help in library competency may work with the instructor to obtain additional materials.

In order to receive the grade of C or better in the course, students must write at a satisfactory level (C or better). If the student's writing is weak but she/he 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

Papers #1 and #2: Short Paper Assignments
Each short paper must:
- Be written using APA style and submitted as attachments in Microsoft Word or a compatible format
- Include at least one source found on Internet websites (such as a report from a policy research organization)
- Include at least one source from scholarly journals (Talk to a CSU librarian if you need help identifying a scholarly journal.) The journal may be accessed on the Internet.
- Use proper spelling and grammar
- Satisfy the WAC requirements (which includes submitting a draft prior to the final paper)
- Consist of 500 words minimum

Topics for the short papers 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 paper preparation assignments on time and receive approval from the instructor for your problem/policy topic.

Paper #3: Final Policy Analysis
The final policy analysis paper must:
- Be written using APA style and submitted as attachments in Microsoft Word or a compatible format
- Include at least one source found on Internet websites (such as a report from a policy research organization)
- Include at least two sources from scholarly journals (Talk to a CSU librarian if you need help identifying a scholarly journal.)
- Use proper spelling and grammar
- Satisfy the WAC requirements (which includes submitting a draft prior to the final paper)
- Consist of a minimum of 2,000 words

Throughout the semester, there will be several paper preparation assignments designed to help you through the process of developing your papers so that you are not overwhelmed by the assignment. In addition, the short paper assignments are designed to help you connect your problem/topic to the materials learned in the course as well as to serve as building blocks for the final policy analysis paper. Check Blackboard under assignments for these projects.

Remember you are required to submit a draft of each paper prior to submitting the final version. You should use the feedback provided to improve your arguments, help with grammar and spelling, and make a more cogent and reasoned case.

You will use the Public Policy Analyst website as a tool to move through the steps of the policy analysis paper. This is an excellent tool for collecting information and helping to develop your argument. Location: http://www2.maxwell.syr.edu/plegal/ppa/intro.html

Keep track of the sources you use when collecting information about your policy topic including the websites you visit. These references should be included in your written assignments as well as your papers. The CSU Library has a resource to help you track your sources. It is called RefWorks and it is designed to help keep reference materials organized. Go to http://library.csuohio.edu/research/refworks.html for more information. A reference librarian at the CSU Library may also be able to assist you. The goal is to stay organized and keep your materials in one place rather than searching for them as you complete your assignments.

A framework/outline for your work will be provided to you as well. You are required to include components of the framework in your paper. Most students find that using it as an outline is best. The framework is posted on Blackboard under 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 on Blackboard. Students who have difficulty with the mechanical aspects of writing are strongly encouraged to utilize the services of the CSU 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. There, you will find information for each week. Each week's content varies but will be drawn from the following materials and information:

Learning objectives
Required and recommended readings
PowerPoint summary of the topic
Assignments
- Papers #1 and #2: Two 500-word short paper assignments (discussed above)
- Paper #3: Final 2,000-word policy analysis paper (discussed above)
- Short answer assignments (short answer format that covers the weekly readings). Submit under "assignments" in Blackboard.
- Paper preparation assignments (short answer format, designed to step you through the policy analysis process). Submit under "assignments" in Blackboard.
- Quizzes (multiple choice, covering weekly readings). Submit under "assessments" in Blackboard.
- Discussions that focus on current policy issues. Submit under "discussions" in Blackboard.

You must login and participate in the Blackboard class each week in order to be successful in this course. Every week you will have some combination of short answer assignment,

paper preparation assignment, quiz, discussion and papers due. Short answer assignments and quizzes are designed to cover the content covered in the texts. The discussions will focus more on current issues, 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.

Written assignments are to be uploaded to the assignment section of Blackboard. Quizzes are taken in the assessments section and discussions are conducted in the discussion section. If you are unsure how to use these features, 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 11:59 p.m. with the exception of the final policy analysis paper which is due on December 11 at 11:59 p.m. It is important to stay on track since some assignments may be closed after the due date. Late assignments may be accepted at the discretion of the instructor and will require appropriate documentation (i.e., doctor's excuse, etc.); points may be deducted as well.

NB: YOU ARE RESPONSIBLE FOR MANAGING THE TECHNOLOGY. YOU NEED TO FACTOR THAT INTO YOUR PLANNING AND ORGANIZATION.
For example, keep copies of your completed homework in case it doesn't download correctly. Call the professor immediately if the computer crashes in the middle of an exam. If your personal computer crashes, you will have to find another way to participate such as using school computers.

Workplace Use of Technology
For those of you who have permission to do your work at your workplace and plan to do so, please be advised that many workplaces have computer safeguards in place that may prevent you from accessing certain course components. In particular, workplace firewalls may have pop-up blockers that block the quizzes and exams.

University Policies

Students with disabilities

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 or **ods@csuohio.edu**. Students with special needs or those who require special accommodations when taking exams, completing projects, or meeting the class requirements should identify themselves immediately to the instructor so that appropriate arrangements may be made. Accommodations need to be requested in advance and will not be granted retroactively.

Refer to the CSU Office of the University Registrar for additional information on add/drop, withdrawal procedures, satisfactory/unsatisfactory grading, and incomplete grading. https://www.csuohio.edu/registrar/registrar

Last day to drop a course   September 8, 2017
Last day to withdraw from a course (grade of "W" assigned)   November 3, 2017
Final exam period   December 11-16, 2017

For class cancellations due to weather or other circumstances, call CSU information (687-2000) before class or access the Cleveland State University home page at www.csuohio.edu.

Academic Dishonesty

Academic misconduct: Plagiarism or cheating will result in an F for the assignment and possibly an F in the course. Plagiarism, according to the CSU Student Handbook, is defined as the stealing and/or using the ideas of another in a paper, exam, or report and claiming it as your own. This includes, but is not limited to the use, by paraphrase or direct quotations, of the work of another person without full and clear acknowledgement (CSU Handbook, 2008). This includes the work of another student. See Academic Regulations at

http://catalog.csuohio.edu/content.php?catoid=1&navoid=586

Plagiarism is the most frequently occurring type academic dishonesty. It is also the most avoidable. All students are required to take this plagiarism quiz during the first week of class: https://www.csuohio.edu/sites/default/files/media/writing_center/documents/Plagiarism Quiz PDF.pdf
You will be required to turn all papers into a plagiarism service which will detect instances of intended or unintended plagiarism. ***Please learn what constitutes plagiarism and avoid it.***

APA Style

All written assignments must follow American Psychological Association (APA) style. Each APA citation has two parts: the in-text citation and the reference page. You must have both an in-text citation and an entry on the reference page for every external source you use. Use the following link for more information regarding APA compliance:

https://www.csuohio.edu/writing-center/apa-resources

If you have never used the American Psychological Association (APA) Style Sheet try this 20-minute power point presentation from the American Psychological Association: http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx

It covers formatting and citation. If you are a visual learner, this power point demonstration will be great to look at before you turn to a manual.

General Policies

Make-up of exams and assignments is at the discretion of the instructor and requires valid written documentation (such as a doctor's note).

Grades

Letter grades are assigned as follows:

A	95-100%
A-	91-94
B+	87-90
B	84-86
B-	81-83
C+	77-80

C   71-76
D   61-70
F   60 or less

A satisfactory skill level for a Writing Across the Curriculum (WAC) course is a grade of C or better. If the student's writing is weak but shows an 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:

12 quizzes @ 10 points each	120
12 discussions @ 5 points each	60
5 short answer assignments @ 10 points each	50
5 paper preparation assignments @ 10 each	50
Paper #1 (Policy actors paper)	70
Draft 20 points	
Final 50 points	
Paper #2 (External actors paper)	70
Draft 20 points	
Final 50 points	
Final policy research paper	100
Total	**520**

Course Schedule
Check BlackBoard regularly for notifications and weekly updates. Each week begins on Tuesday and ends on Monday with the exception of the final paper which is due on Monday, December 11, 2017.

The professor reserves the right to make changes in assignments as may be required.

Course Schedule and Assigned Readings

Week One (beginning August 28)
PUBLIC POLICY & POLITICS
Read: Kraft & Furlong (K&F), Preface
Take the plagiarism quiz:
https://www.csuohio.edu/sites/default/files/media/writing_center/documents/Plagiarism Quiz PDF.pdf

Discussion due Tuesday, September 5 at 11:59 p.m. (Note that due date is not Monday to accommodate Labor Day Holiday)

Week Two (beginning September 4)
GOVERNMENT INSTITUTIONS & POLICY ACTORS
Read: K & F Chapter 1
Discussion, Quiz, Short Answer Assignment, Paper Preparation Assignment (Due Monday, September 11 at 11:59 p.m.)

Week Three (beginning September 11)
POLITICS OF PUBLIC POLICY
Read: K & F Chapter 2
Discussion, Quiz, Short Answer Assignment, Paper Preparation assignment, (Due September 18 at 11:59 p.m.)

Week Four (beginning September 18)
AGENDA SETTING
Read: K & F Chapter 3
Paper #1 draft version (Due September 25 at 11:59 p.m.)

Week Five (beginning September 25)
LOCAL AND STATE GOVERNMENT
Read: E. Terrence Jones, *The Metropolitan Chase*, Chapter 2 (The Public Sector)
Discussion, Quiz, Paper Preparation Assignment (Due October 2 at 11:59 p.m.)

Week Six (beginning October 2)
POLICY ANALYSIS: AN INTRODUCTION
Read: K & F Chapter 4
Quiz
Paper #1 final version (October 9 at 11:59 p.m.)

Week Seven (beginning October 9)
PUBLIC PROBLEMS AND POLICY ALTERNATIVES
Read: K & F Chapter 5
Discussion, Quiz, Paper Preparation Assignment (Due October 16 at 11:59 p.m.)

Week Eight (beginning October 16)
ASSESSING POLICY ALTERNATIVES
Read: K & F Chapter 6
Discussion, Quiz, Short Answer Assignment
Paper #2 draft version (October 23 at 11:59 p.m.)

Week Nine (beginning October 23)
ECONOMIC AND BUDGETARY POLICY
Read: K & F Chapter 7
Discussion, Quiz (due October 30 at 11:59 p.m.)

Week Ten (beginning October 30)
WELFARE AND SOCIAL SECURITY
Read: K & F Chapter 9
Discussion, Quiz, Short Answer Assignment
Paper #2 final version (due November 6 at 11:59 p.m.)

Week Eleven (beginning November 6)
POLICY ANALYSIS AND POLICY CHOICE
Read: K & F Chapter 13
Discussion, Quiz, Paper Preparation Assignment (due November 10 at 11:59 p.m.)

Week Twelve (beginning November 13)
EDUCATION POLICY
Read: K & F Chapter 10
Discussion, Quiz
#3 Policy research paper draft version (due November 20 at 11:59 p.m.)

Week Thirteen (beginning November 20)
FOREIGN POLICY AND HOMELAND SECURITY
Read: K & F Chapter 12
Discussion, Quiz, Short Answer Assignment (due November 27 at 11:59 p.m.)

Thanksgiving break, November 23-26

Week 14 (beginning November 27)
HEALTH CARE POLICY
Read: K & F Chapter 8
Discussion, Quiz (due December 4 at 11:59 p.m.)

Week 15 (beginning December 4)
STUDENT POLICY TOPICS
#3 Policy research paper final version due on December 11 at 11:59 p.m.

Technical Requirements

You are responsible for managing the technology for this class.
This course requires the use of Black Board as well as MS Office or compatible word processing software and Adobe Player. It may also require the use of a multimedia player such as Quick Time or Windows Media Player.

1. TECHNICAL REQUIREMENTS

Review "technical requirements" and "getting started" with Black Board from the Center for eLearning website:
http://mycsu.csuohio.edu/elearning/students/index.html. 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 Power Point files.

- If you do not have Adobe Reader, download it for free from:
  http://www.adobe.com/products/acrobat/readerstep2.html

- Obtain MS Office, specifically Word, Excel and Power Point to open files that will be posted on the Black Board site. In addition, assignments submitted as attachments should be in Word format. If you have other program that will open these files, you may use those as long as you are able to work with them. If you are submitting assignments in something other than Word, save them as .txt files or MS Office compatible files. Do not send files saved as Microsoft Works files. **You may use this program only if you are able to "save as" .doc or .txt.**

A few options exist if you do not have Microsoft Office software:
- As a student, you can buy it at a reduced rate of $65 from the CSU bookstore.
- Out of cash? Try downloading Open Office for free. This is an open source office suite. It will open and read files from MS Office. You can also create files and save them in MS Office format. The interface is very familiar to MS Office – http://www.openoffice.org/

2. COURSE ACCESS – THIS COURSE IS BEING TAUGHT ON BLACKBOARD LEARN (NOT BLACK BOARD CE)

Once you are registered for the course via CampusNet, the course will automatically be loaded into your BlackBoard account. Course content is typically made available to students one week prior to the beginning of the semester.
- **To access BlackBoard, point your web browser to**

http://www.csuohio.edu/elearning/blackboard/bbindex.html
Choose "BlackBoard LEARN" from the directory to go to the login page.

3. BROWSER CHECK

Most difficulties encountered by students using BlackBoard relate to the Internet browser, e.g., Mozilla Firefox, Internet Explorer, etc. To prevent this, be sure to check your browser using the technical requirements from the Start Here folder.

4. STUDENT TUTORIALS

If you are not familiar with using some of the features in BlackBoard, you can get tutorials from the BlackBoard OnDemand Center at http://ondemand.blackboard.com/ This link is also provided from your BlackBoard page.

5. ADD YOUR PHOTO AND PERSONAL INFORMATION

Once logged into BlackBoard, click on "My Places" from the top of your "My BlackBoard" screen. A pop up window will appear. In it, choose "personal information." From here, you can edit your personal information and upload a photo.

6. NEED HELP?

Note: If you have a question about assignments, course content, or other course activities, you should direct those questions to your instructor:

Dr. Mittie Davis Jones
m.d.jones97@csuohio.edu
(216) 687-3861 (office)

Cleveland State University now has live technical help for BlackBoard Learn available. To access, see https://bblearn.csuohio.edu/MACAuth/LoginServlet

Forget your password? Contact the CSU Call Center via phone (216) 687-5050. Call Center hours vary during the academic year.