UST 458 Urban Policy, Spring 2007 -DRAFT

Instructor Information:

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Office Hours: ½ hour before and after class and by appointment
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Please use only if you can’t access WebCT.

Class Meetings:
This is a WebCT course with an optional meeting the first day of class. If you are not attending the in-class session, please read the syllabus carefully.
Tuesday section (CSU): Levin College of Urban Affairs, 1717 Euclid Avenue, UR 40 (computer lab)
Wednesday section (Lakeland): Lakeland Community College, 7700 Clocktower Drive, T310.

Textbook:

Required

Recommended

(Readings from Theodoulou and Cahn will be scanned and made available online.)

Course Objectives:

1. To understand the process of public policy formation
2. To learn public policy analysis
3. To utilize research skills using the internet, public documents, academic journals and scholarly literature
4. To write a policy analysis paper

Course Description
This course will examine the process of public policy formation. Public policy is defined by Thomas R. Dye as “what governments do or don’t do.” How governments choose what to do or what not to do is a process. We will examine the process using examples from current urban policy

issues. Most of the issues we will examine as a class will be the topics you choose for your policy analysis paper (see paper requirements).

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.

**Course Structure in WebCT**

The course structure in WebCT is defined in the content module of the WebCT course. Here, you will find information for each week. Each week consists of the following materials and information:

- **Learning Objectives**
- **Readings**
- **Assignments:**
  - Weekly written assignment
  - Weekly quiz
  - Weekly discussion
- **PowerPoint Summary of the topic**

Each week you will have a written assignment, a quiz, and a discussion due. **You must login and participate in the WebCT class each week in order to be successful in this course.** 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.

Written assignments are to be “uploaded” to the assignment section in WebCT. Quizzes are taken in the quizzes section, and discussions are conducted in the discussion section (in communication tools). If you are unsure how to use these features, please use the tutorials on the eLearning website located at [http://www.csuohio.edu/elearning/blackboard/index.htm](http://www.csuohio.edu/elearning/blackboard/index.htm)

Each week in the content module begins with a Tuesday/Wednesday. 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 will have “chat” sessions available in lieu of completing the written assignment. You will be notified in WebCT via the content module and email when those chats are scheduled. You will be required to rsvp for these sessions in advance.

In addition to the weekly assignments/quizzes/discussions, you will also have one midterm and one final exam (short essay format), and a policy analysis paper.
Grades

Grades will be calculated as follows:

*11 weekly quizzes @ 5 points each  55
*11 weekly discussions @ 5 points each  55
*11 weekly assignments @ 5 points each  55

Midterm 50
Final 50

Policy Analysis Paper 70 total
   Final paper @ 40
   Draft @ 15
   Clip file @ 15

TOTAL 335

Currently there are 13 weeks where weekly assignments are scheduled. You may “miss” 2 in each category without penalty.

Paper Requirements

Papers 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 (another WAC requirement)

Throughout the course of the semester, there will be several assignments designed to step you through the process of developing your paper, so you will not be overwhelmed at the end of the semester. The assignments are listed with your regular weekly assignments and will be noted as paper assignments.

We will use the Public Policy Analyst Website (http://www.maxwell.syr.edu/plegal/TIPS/intro.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, you will be required to keep a “clips” file that will include resource citations including (URLs to websites you visit), worksheets and assignments related to your paper. You must have one electronic folder to send to me at the end of the semester that contains the files for all this information. I use Zotero, a Firefox plugin, designed to help students keep reference materials organized. 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 at the end of the semester.

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

**TENTATIVE Course Schedule – check course module in WebCT for weekly updates**

**Week 1: January 16/17**  
Topic: Public Policy & Politics  
Readings: Chapter 1, Kraft & Furlong  
Chapters 1, 5, 6 Theodoulou & Cahn  
Assignments (Due January 22, 11:00 p.m.)

**Week 2: January 23/24**  
Topic: Government Institutions and Actors  
Readings: Chapter 2, Kraft & Furlong  
Chapter 35, Thoedoulou & Cahn (Lobbying)  
Assignments (Due January 29, 11:00 p.m.)

**Week 3: January 30/31**  
Topic: Politics of Public Policy  
Readings: Chapter 3, Kraft & Furlong  
Chapters 7, 8, 9, 10 Theodoulou & Cahn  
Assignments (Due February 5, 11:00 p.m.)

**Week 4: February 6/7**  
Topics: Agenda Setting; Bureaucracies  
Readings: Chapters 11, 12, 13, 14, 15, 27, 28 Theodoulou & Cahn  
Kristen Case Study  
Assignments (Due February 12, 11:00 p.m.)

**Week 5: February 13/14**  
Topic: Local and State Government  
Readings: Jones Chapter 2  
Assignments (Due February 20, 11:00 p.m. – extended one day for President’s Day)

**Week 6: February 20/21**  
Topic: Policy Analysis  
Readings: Chapter 4 Kraft & Furlong  
Assignments (Due February 26, 11:00 p.m.)

**Week 7: February 27/28 MIDTERM EXAM**

**Week 8: March 6/7:**  
Topic: Public Problems and Policy Alternatives
Readings: Chapter 5 Kraft & Furlong
Assignments (Due March 19, 11:00 p.m., but submit early to ENJOY BREAK!)

**Week 9: March 13/14: SPRING BREAK**

Week 10: March 20/21:
Topic: Assessing Policy Alternatives
Readings: Chapter 6 Kraft & Furlong
Assignments (Due March 26, 11:00 p.m.)

Week 11: March 27/28:
Topic: Welfare and Social Security
Readings: Chapter 9, Kraft & Furlong
Assignments (Due April 2, 11:00 p.m.)

Week 12: April 3rd/4:
Topic: Policy Analysis & Policy Choice
Readings: Chapter 13, Kraft & Furlong
Assignments (Due April 9, 11:00 p.m.)

Week 13: April 10/11:
**DRAFT POLICY ANALYSIS PAPER DUE**
Topic: Education Policy
Readings: Chapter 10, Kraft & Furlong
Assignments (Due April 16, 11:00 p.m.)

Week 14: April 17/18:
Topic: Policy Implementation and Evaluation
Readings: Theodoulou & Cahn, Chapters 16, 17, 18, 19
Assignments (Due April 23, 11:00 p.m.)

Week 15: April 24/24:
Topic: Health Care Policy
Readings: Chapter 8, Kraft & Furlong
Assignments (Due April 30, 11:00 p.m.)

Week 16: May 1st/2:
**FINAL POLICY ANALYSIS PAPER DUE**
Topic: Student Paper Topics
Assignments (Due May 4, 11:00 p.m.)

**Week 17: May 8/9: FINAL EXAM**

**Technical Requirements**

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

This course requires the use of WebCT, as well as MS Office or compatible software and Adobe Reader. It may also require the use of multimedia player such as QuickTime.
1. You will need to open .pdf files for some readings and assignments. If you don’t have Adobe Reader, download it for free from http://www.adobe.com/products/acrobat/readstep2.html.

2. Obtain MS Office, specifically Word and PowerPoint to open files that will be posted on the WebCT site. In addition, your files should be submitted in Word. If you have other programs 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 or .rtf files. Please be aware that some of the formatting may change when you save them as text files. While this is not crucial for most of the assignments, it may become more crucial for your paper assignment. **Do not send files created in Microsoft Works.**

**A few options exist if you don’t have the MS Office software:**

- As a student, you can buy it at a reduced rate of $65 from the CSU bookstore – a bargain in terms of Microsoft stuff.

- Out of cash? Try downloading Open Office for free. This is an open-source office suite. I have used it on my personal pc and it is great. 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 similar to MS Office. I highly recommend it. http://www.openoffice.org/

3. Complete the WebCT registration process. See “Signing up for a WebCT class”.

4. Once you have completed the WebCT registration process, you will want to check your browser. From the course homepage, choose the link at the top of the screen, “check browser”. This will step you through the process to ensure that your browser is compatible with WebCT. You may have to install some things such as Java. The browser check up also requires that you enable java, enable cookies, and disable pop-up blockers for WebCT sessions. Again, complete the browser check up and you should be in business. It will save you a lot of grief down the road.

5. If you are not familiar with using some of the features in WebCT, you can get tutorials from the Center for eLearning website located at http://www.csuohio.edu/elearning/blackboard/index.htm. There is also a link to this page from the course homepage.