



**PADM 632: Public Policy Analysis**  
**Syllabus: Spring 2022**

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**Instructor information**

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Office Hours: By Appointment

**Class Information**

CRN: 33678 A632-201  
Location of class sessions: Online  
Sessions: Thursday, 5:30 PM – 8:15 PM  
Credit Hours: 3.00

Feel free to call or email at your convenience. A note on emails - if you do not receive a response in 12 hours, do not hesitate to send a reminder.

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**Course Description**

This course focuses on analytical and practical approaches to public policy analysis. Students are guided in the various methods used to identify policy problems, to select an appropriate method for analysis, to analyze public policy options, to select a preferred alternative and to compose policy memoranda.

We will consider several fundamental questions: What are the rationales for collective interference in private affairs? What are the common analytical instruments used in public policy analysis and how are they used? How can we measure social costs and benefits? We will also seek to improve our basic skills in analytical thinking, information gathering, and writing as we attempt to answer these questions.

**Learning Outcomes:**

This course is designed to achieve the following learning outcomes:

The ability to:

- develop enhanced critical thinking and writing skills by analyzing public policy issues and preparing written and oral recommendations/responses,
- develop the ability to discover and appraise common pitfalls in public policy analysis,
- develop an understanding of stakeholder, gender and race analysis and be able to apply the technique to public policy matters,
- develop the ability to use and analyze basic statistical evidence in public policy analysis as well as build forecasting models and appraise forecasts used in public policy debates, and
- develop an understanding of the use, and misuse, of cost/benefit analysis in public policy analysis and the necessary skills to conduct a basic cost/benefit analysis of a public policy issue.

## **Format and Class Preparation**

The course will involve lectures, student and instructor-led discussions, practical in-class exercises, group collaborations and quizzes (informational, not used for grading); all delivered online via Zoom. Keeping up with class readings is extremely important for a meaningful learning experience for yourself and your colleagues.

**There are no required texts for the course; rather, various reports, texts, journal articles and case studies will be used. All required readings are provided on Blackboard, Materials folder.**

## **Class Policies:**

### **Attendance**

Everyone is expected to complete the session's assigned readings prior to each session, attend every session, and be prepared to discuss the materials. If you need to miss a class, please notify me in advance. More than three absences without reasonable cause will earn you an F in the course.

### **Technology Requirements**

The course requires that you have a current/active UAA Username and password. For assistance go to: <http://me.uaa.alaska.edu>

Access to Blackboard and Zoom is necessary. If you do not have access or are otherwise having trouble with any part of Blackboard or Zoom contact <http://www.alaska.edu/oit/> or email: [helpdesk@alaska.edu](mailto:helpdesk@alaska.edu)

The course also requires you to have a computer with internet connectivity and the most current versions of the following:

- Web browsers [Internet Explorer 10](#), [Chrome](#) and [Firefox](#)
- Operating System Windows 7 or higher
- Latest update of [Java](#)
- Review [Blackboard Collaborate for First Time Users](#), If MAC user, download [Blackboard Collaborate Launcher](#)

### **Submitting Assignments**

Written assignments can be submitted by email up until midnight on the day they are due. I will send a confirmation of receipt; if you do not receive that within a couple of days, please send a followup. **Please include your last name in the document name (e.g., Memo1.Duffy). Also make sure your name is on all of your assignments.**

Use **Word** software and **1.5 spacing** for all writing assignments. Style/citations: APA 6<sup>th</sup> Ed. See: <http://owl.english.purdue.edu/owl/resource/560/01/>

### **Assignments/Grades/Requirements**

The course will rely on a combination of lecture, discussion of assigned readings and practical exercises; therefore, online participation and collaboration is essential. **See pages 7 through 9 for class schedule, session topics, readings and assignments.**



Source: [memegenerator.net](http://memegenerator.net)

All materials for the course are posted on UAA Blackboard. Each session has its own Blackboard folder containing a To Do List, Assignments, Readings and exercises. Separate folders are provided for the mid-term and final examinations as well as the rubrics for all assignments. Weekly readings will be discussed; the discussion will typically be initiated with questions from the instructor.

**Class contributions and participation (20 percent).** The course relies upon your active participation and collaboration in discussing the various aspects of public policy analysis as presented in the reading assignments and journal articles. Contributions and participation will be assessed through regularity of contributions and submittal of relevant, insightful questions on the assigned readings, presentations, journal articles and case studies. Please review the Discussion Rubric for an understanding of how discussions will be graded. The purpose of this exercise is to provide the opportunity for more in-depth consideration of the reading materials, presentations, journal articles and case studies related to the thorny issues of program evaluation.



Source: [worldpress.com](http://worldpress.com)

### Policy Briefs

**Six policy briefs / memorandum exercises (60 percent).**

The policy brief or short memorandum exercise provides an opportunity to practice analytical and critical writing skills. The first policy brief provides a general introduction to the method; the remaining four are related to specific policy analysis concepts. **Please note:** After submittal, each policy brief will be returned with feedback and an initial grade. Everyone has the option of 1) considering the feedback, revising the brief and resubmitting it for review and a final grade or 2) accepting the initial grade as final. **Please refer to the Drafting the Policy Memorandum/Brief for guidelines on format and drafting.**

**Collaborative Exam (1) (20 percent).** One examination will be assigned during the course. The collaborative exam will include one (1) or two (2) case studies that will be used to assess student understanding and application of policy analysis concepts and techniques. A Discussion Board will be created on Blackboard to allow the class to work as a team over a two-week period to discuss the questions, case studies and possible answers for the examination. Each student will submit their own set of answers to the examination which will be graded individually. The purpose of the examination is to foster experience in working as a team and assessing the understanding of course materials. Each collaborative exam represents 20% of the final grade; of the 20%, 5% is based on posted contributions via Blackboard while the remaining 15% is based on the answers provided. **Please note:** The final exam is cumulative in nature; that is, it will cover topics presented over the entire course.

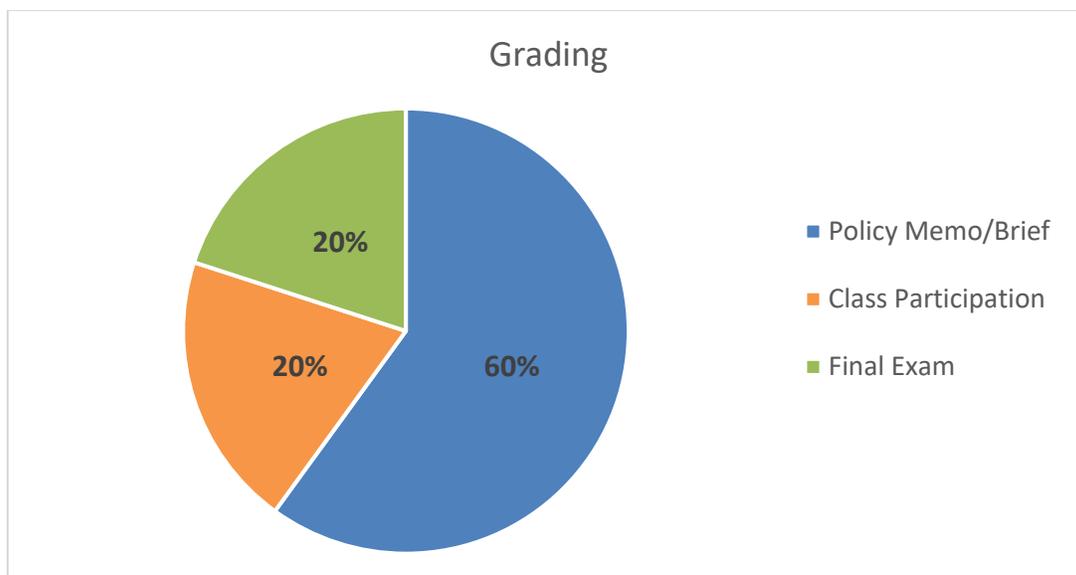


Source: [uts.edu.au](http://uts.edu.au)

## Grading

Assignments handed in after the due dates are likely to receive reduced credit.

The instructor reserves the right to modify the final grade in consideration of notable progress demonstrated by an individual, or unforeseen and/or extenuating circumstances. In such cases, extra credit assignments and/or makeup work may be required and used at the discretion of the instructor.



The following grading scale will apply for the course:

**A:-** 90 to 100 (A- 90-91; A+ 99-100)

**B :** 80 to 89 (B- 80-81; B+ 88-89)

**C :** 70 to 79 (C- 70-71; C+ 78-79)

**D :** 60 to 69 (D- 60-61; D+ 68-69)

**F :** < 60

### Ground rules

Our discussions and reading/journal topics may address controversial matters that do not have a correct or incorrect answer. There will be various opinions expressed during our discussions. It is expected that everyone will *treat each other with respect*. In addition, allowing everyone to have an opportunity to express their thoughts and opinions and finish their comments is necessary for good discussion. Also, it is important to *listen to what others are saying before formulating a response; in the Online context think and consider the others' comments before speaking, or writing your response and hitting the "Send" key*.

## UNIVERSITY POLICIES

### Academic Integrity

Academic integrity is a basic principle that requires that students only take credit for ideas and efforts that are their own. Students are expected to abide by the UAA Student Code of Conduct. According to the UAA code of conduct "providing assistance to another student

or receiving assistance from another student during an examination or assignment in a manner not authorized by the faculty member" .... "presenting as their own the ideas or works of another person without proper acknowledgment of sources." Substantial portions of academic work that a student has submitted for a course may not be resubmitted for credit in another course without the knowledge and advance permission of the instructor. For more information, refer to the *UAA Fact Finder/Student Handbook* at <http://www.uaa.alaska.edu/studentaffairs/factfinder.cfm>.

An explanation of plagiarism and how to properly cite sources are available at the following two sites: <http://www.uaa.alaska.edu/history/plagiarism.cfm>  
<http://www.consortiumlibrary.org/blogs/ahi/plagiarism/>

Advice on avoiding plagiarism may be obtained at:  
<http://owl.english.purdue.edu/owl/resource/589/01/>

### **Student Code of Conduct**

As with all members of the University community, the University requires students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or that violates the rights of others is prohibited by the standards and guidelines collectively described as the Student Code of Conduct. For more information, refer to the *UAA Fact Finder/Student Handbook* at <http://www.uaa.alaska.edu/studentaffairs/fact-finder.cfm>.

### **Disabilities Services**

At the University of Alaska Anchorage, providing equal opportunities for students who experience disabilities is a campus-wide responsibility and commitment. Disability Support Services (DSS) is responsible for coordinating support services for UAA students who experience disabilities. To access support services, students must contact DSS and provide current disability documentation that supports the requested services. Additional information may be accessed at the DSS Office in Rasmusson Hall (RH105) or on-line at [www.uaa.alaska.edu/dss](http://www.uaa.alaska.edu/dss). Also, contact: UAA Disability Support Services [aydss@uaa.alaska.edu](mailto:aydss@uaa.alaska.edu) ph: (907) 786-4530 fax: (907) 786-4531

### **Incomplete Grades:**

In accordance with University policy, an incomplete grade (*I*) is assigned only at the discretion of the instructor. It is used to indicate that a student has made satisfactory progress in the majority of the work in a course, but for unavoidable absences or other conditions beyond the control of the student, has not been able to complete the course. For more information, refer to Chapter 7 Academic Standards and Regulations in the UAA catalog.

### **Safety on Campus:**

Safety is a priority at UAA. All members of the academic community are encouraged to take responsibility for their own safety by taking the time to locate the nearest exits and emergency telephones when they are in campus buildings. Safety concerns may be brought to the attention of UAA faculty or staff, or the University Police at (907) 786-1120 (V/TTY). For more safety information and the most recent campus crime report, visit [www.uaa.alaska.edu/safety](http://www.uaa.alaska.edu/safety).

## **UAA Care Team**

If you or someone you know needs support, is distressed, or exhibits concerning behavior, make a referral to the Care Team. The UAA Care Team's purpose is to promote a safe and productive learning, living and working environment by addressing the needs of students. As your faculty, I may contact the Care Team to seek support for you. I encourage you to fill out a referral if you or a classmate may be in need of help.

[Title IX](https://www.uaa.alaska.edu/about/equity-and-compliance/) (<https://www.uaa.alaska.edu/about/equity-and-compliance/>)

The University of Alaska is an affirmative action/equal opportunity employer and educational institution. The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination. (<http://www.alaska.edu/nondiscrimination/>)

## **Smoke Free Campus**

Out of respect for others and the campus environment, tobacco use and smoking, including the use of electronic cigarettes and similar products are prohibited on university property. (UA BOR Policy P05.12.102).

## **Emergency Support: Food Cache and More**

Any student who faces challenges securing adequate food or safe housing should be assured that the University has resources that may be helpful. Not being able to meet your most basic needs can adversely influence your ability to meet your academic goals. If you experience food insecurity, please connect with the UAA Emergency Food Cache via the Student Health and Counseling Center in Rasmuson 120 or by phone at 907-786-4040. For other types of situations, various resources may be investigated through the Dean of Students Office in Rasmuson 122 or 907-786-1214. If you are comfortable doing so, don't hesitate to connect with me as your professor. This will enable me to help guide you to resources that may be appropriate depending on the nature of the situation.

## **Ensuring a Climate of Equity, Respect & Safety**

The UAA Office of Equity and Compliance (<https://www.uaa.alaska.edu/about/equity-and-compliance/>) affirms its commitment to a safe and healthy educational and work environment in which educational programs, employment, and activities are free of discrimination and harassment. Our staff administers and ensures compliance with university policies, procedures, and programs on equal opportunity, discrimination, affirmative action, discriminatory harassment, sexual misconduct, stalking, and retaliation.

## **Emergencies**

The UA Alerts Notification System (<https://www.uaa.alaska.edu/about/administrative-services/departments/university-police-department/ua-alerts.cshtml>) makes every effort to release information about emergencies (incidents) that may disrupt university operations.

## **Safety in Online Environments**

UAA will never send you an unsolicited email asking you for your password or other personal information. If you receive such a message, please delete it. If you have any concerns, contact the IT Call Center at 907-786-4646, menu option 1, or via email at [callcenter@uaa.alaska.edu](mailto:callcenter@uaa.alaska.edu). If you experience cyber bullying, cyberstalking, or other inappropriate conduct as part of your involvement in a UAA class, please notify your instructor immediately.

## **After Hours Safety on Campus**

Nighttime Safety. Students should use the buddy system when going in and out of buildings at night. Walk in well-lit areas. Main campus: University phones can be used to reach the Campus Police at 907-786-1120 or a cell phone at 907-786-1120. There are emergency phones located by the entrances of each building.

## **Course Schedule, Readings, and Assignments**

**Session 1**      Thursday, January 13, 2022

**Topic:**          Welcome, Syllabus, Introduction, Policy writing I

**Readings & Assignments:**

- Review syllabus
  - (Musso, Biller & Myrtle, 2000) Professional writing as problem solving
  - Quick checklist of Policy Brief
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**Session 2**      Thursday, January 20, 2022

**Topic:**          Pitfalls in policy analysis

**Readings & Assignments:**

- (Majone & Quade, 1980) Pitfalls of Analysis. pp 7-69
  - Policy Brief #1 Issued
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**Session 3**      Thursday, January 27, 2022

**Topic:**          Market failure I

**Readings & Assignments:**

- (Dees, 2011) Responding to market failures
  - (Weinzierl & Scherf, 2018) The first fundamental theorem of welfare economics and market failure
  - (Stengel, 2011) Market regulation
  - Policy Brief #1 Due
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**Session 4** Thursday, February 3, 2022

**Topic:** Market failure II

**Readings & Assignments:**

- Policy Brief Discussion
  - (Dees, 2011) Responding to market failures
  - (Weinzierl & Scherf, 2018) The first fundamental theorem of welfare economics and market failure
  - (Stengel, 2011) Market regulation
  - Policy Brief #2 Issued
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**Session 5** Thursday, February 10, 2022

**Topic:** Stakeholder, gender and race analysis I

**Readings & Assignments:**

- (Thorton, 2017) Advancing water resources planning, education and outreach through collaboration, modeling and stakeholder engagement methods. pp 11 – 49
  - (Duffy, 2020) How to plan for strategic stakeholder engagement
  - Policy Brief #2 Due
  - Policy Brief #3 Issued
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**(Session 6** Thursday, February 17, 2022

**Topic:** Stakeholder, gender and race analysis II

**Readings & Assignments:**

- (Myers, 2002) Analysis of Race as Policy Analysis
  - (Ministry of Public Works and Government Services, Canada, 2006) Gender-based Analysis Policy
  - (Swedish International Development Cooperation Agency, 2005) Gender Analysis- Principles and Elements
  - Policy Brief #3 Due
  - Policy Brief # 4 Issued
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**Session 7** Thursday, February 24, 2022

**Topic:** Forecasting I

**Readings & Assignments:**

- (Chambers, Mullick & Smith, 1972) How to choose the right forecasting techniques
  - Policy Brief #4 Due
  - Policy Brief #5 Issued
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**Session 8** Thursday, March 3, 2022

**Topic:** Forecasting II

**Readings & Assignments:**

(Chambers, Mullick & Smith, 1972) How to choose the right forecasting techniques

- Policy Brief #5 Due
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**Spring Break** March 7 – 11, 2022 **No Class**

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**Session 9** Thursday, March 17, 2022

**Topic:** Discounting (risk & time)

**Readings & Assignments:**

- (Commonwealth of Australia, 2006) Handbook of Cost-Benefit Analysis. pp 7 - 86
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**Session 10** Thursday, March 24, 2022

**Topic:** Cost-Benefit Analysis I

**Readings & Assignments:**

- (Commonwealth of Australia, 2006) Handbook of Cost-Benefit Analysis. pp 7 – 86
  - Policy Brief #6 Issued
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**Session 11** Thursday, March 31, 2022

**Topic:** Cost-Benefit Analysis II

**Readings & Assignments:**

- (Commonwealth of Australia, 2006) Handbook of Cost-Benefit Analysis. pp 7 – 86
  - Policy Brief #6 Due
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**Session 12** Thursday, April 7, 2022

**Topic:** Course Review / Final Exam Review

**Readings & Assignments:**

- Final Exam Issued
  - Final Exam Discussion Board
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**April 14, 2022** No Class – Please work on Final Exam

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**Session 13** Thursday, April 21, 2021

**Topic:** Final Exam

**Readings & Assignments:**

- Final Exam Discussion Board
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**Session 14** Thursday, April 28, 2022

**Topic:** Final Exam Discussion

**Readings & Assignments:**

- Final Exam Due
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