

UNDEGRADUATE COURSE SYLLABUS

PAF 101: Introduction to the Analysis of Public Policy
MWF 12:45-1:40
Maxwell Auditorium
Spring 2019
(Revised 2/25/2019)

Instructor: Bill Coplin

Phone: (315) 443-3709

Office: 102 Maxwell Hall
M: 9:00-11:00 & 3:00-4:45; W: 9:00-
11:00 and 2:00-3:00; F: 9:00-11:00,
1:45- 2:30 and 4:00-5:00

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Course Description:

PAF 101 fulfills a social sciences and a critical reflections requirement for the Arts and Sciences core. It is also required for all Policy Studies majors. It helps you learn how to do good as a citizen and to do well in your personal life. It develops the research skills that you will use throughout your college career and the rest of your life.

PAF 101 is divided into five parts. For each part, you will submit a module paper. The papers consist of exercises that you will download from the PAF 101 web page. Each module must be typed following the correct format. Absences, tardiness or poor participation in class will result in deductions from your module grades. Class time will be used for lectures, outside speakers, and group exercises.

The PAF 101 Website contains critical information. You will need to download sections to bring to class and to use in completing your assignments. Newsletters for each module and lecture slides for each class will be posted as the course progresses. In addition, you will find TA office hours, extra credit speaker forms, community service opportunities, research help and advice on how to get an A on your papers.

Credits: 3 Credits

Prerequisites / Co-requisite: There are no prerequisites for this course.

Eligibility Requirements: There are no eligibility requirements for this course.

Learning Objectives:

You improve your skills in the following 10 basic skill sets throughout the course:

1. Taking Responsibility
2. Developing Physical Skills
3. Communicating Verbally
4. Communicating in Writing
5. Working Directly with People
6. Influencing People
7. Gathering Information
8. Using Quantitative Tools
9. Asking and Answering the Right Questions
10. Solving Problems

You will be able to define and apply the following concepts required for public policy analysis.

1. Become willing and able to “do good” effectively
2. Define and identify the components of public policy issues.
3. Identify a social problem and come up with a proposed public policy to deal with it.
4. List the benefits and costs of a proposed public policy.
5. Develop benchmarks to assess the impact of your policy on societal conditions.
6. Analyze the political factors and develop strategies to implement a proposed public policy.
7. Identify essential features of major current public policy issues.

Required Materials:

1. Coplin, Bill. *Public Policy: Skills in Action: a Pragmatic Introduction* Lanham, Maryland: Rowham & Littlefield, 2017.
2. Download course exercises and other materials from the web address: <https://paf101.expressions.syr.edu/>

Recommended Materials:

1. Coplin, Bill *10 Things Employers Want You to Learn in College*. Revised Edition, Ten Speed Press, 2012.
2. Dale Carnegie, *How to Win Friends and Influence People* (any edition or publisher)

Undergraduate Teaching Assistants

Undergraduate teaching assistants will help you learn the material and complete the assigned papers. The teaching assistants took PAF 101 last semester and were selected on the basis of their performances in the course, interviews, and their GPAs. TA office hours are held in Maxwell 113. A chart listing the teaching assistants' office hours will be available the second week of classes on the website. You will be assigned to a supervising TA who will record participation and advise you about your progress in the course. You can visit any TA during office hours.

Course Requirements and Expectations:

You can obtain 700 points by handing in perfect papers on time, participating in all classes, and completing the community experience. The following rules should be carefully read and followed because they will directly affect your grades.

1. Participation Policy: Starting with the third class, attendance will be taken by your TA. Each absence, lateness after 12:45pm, or failure to participate in a responsible way will result in a five-point deduction from your module score. Occasionally, effective participation will require completion of a brief homework assignment. Failure to complete such assignments will be treated as failure to participate. Poor attention or lack of preparation will result in the same point reduction as if you were not in class at all. This includes sleeping, having side conversations or using smartphones or laptops for purposes not related to the lecture during class. You will also lose 5 points if your cell phone rings during class or if you leave class early.

2. Community Experience: Each student will complete a community experience of five hours and a one page reflection paper described on the website. Failure to complete the experience by the specified date will result in a loss of 35 points from the 700 points available in the course.

3. Extra Credit: Each student will have the opportunity to gain a maximum of 15 extra credit points by attending speeches on campus or giving blood. Extra points can also be obtained through outstanding participation in group activities during class.

4. No Incompletes: If your work is not finished by the last day of class, a zero for the unfinished work will be averaged into the grade. A grade of incomplete will not be given. No exceptions to this rule.

5. Late Paper Policy: All papers are due at 12:45 p.m. Any paper received after 12:50 p.m. on the designated day will be considered late. You will lose 5 points if the paper is received by 4:30 PM on the due date. After the due date, late modules should be handed in at the beginning of the next class. If it is turned in by the following class, you will lose an additional 20 points. Late modules will not be accepted past 12:45 PM one class following the original due date. For example: If a paper is due on Monday and you do not turn it in during class, you have until 4:30 that Monday to turn it in to lose 5 points. After that, you could bring it to class at 12:45 on Wednesday, in which you will lose 25 points. Past that Wednesday, the paper will be a zero. Computer and printer problems are not accepted as excuses. The module five paper must be handed in by 12:45 PM on the last day of classes. You will receive a zero for the module five paper if it is not in by 12:45 PM, even if you get hit by a truck!

6. Module Re-evaluation: If you are unhappy with your module grade, you may submit a regrade request by the next class. Professor Coplin will regrade the paper. If you still have questions, you may meet with Professor Coplin, by appointment, so he can explain his decision. He will not adjust the grade as a result of this meeting, but he will explain his decision. Procedures for the regrade process will be explained in class.

Grading

Grades for this course will be based off of the rubric below.

Assignments	Grade points / credit*
Module 1	125 points
Module 2	145 points
Module 3	130 points
Module 4	120 points
Module 5	130 points

This course is graded A-F based upon the criteria outlined in the syllabus

Grading Table:

Total: 100 points (100%).

Grades*	Grade points / credit*	Percentage Range	Total Points
A	4.0	93-100	93-100
A-	3.66	90-92	90-92
B+	3.33	87-89	87-89
B	3.0	83-86	83-86
B-	2.66	80-82	80-82
C+	2.33	77-79	77-79
C	2.0	73-76	73-76
C-	1.66	70-72	70-72
D	1.0	60-69	60-69
F	0	Less than 60	<60

University Attendance Policy

Attendance in classes is expected in all courses at Syracuse University. Students are expected to arrive on campus in time to attend the first meeting of all classes for which they are registered. Students who do not attend classes starting with the first scheduled meeting may be academically withdrawn as not making progress toward degree by failure to attend. Instructors set course-specific policies for absences from scheduled class meetings in their syllabi.

It is a federal requirement that students who do not attend or cease to attend a

class to be reported at the time of determination by the faculty. Faculty should use “ESPR” and “MSPR” in Orange Success to alert the Office of the Registrar and the Office of Financial Aid. Students should also review the university’s religious observance policy and make the required arrangements at the beginning of each semester.

Syracuse University Policies: Students should review the University’s policies regarding: Diversity and Disability <https://www.syracuse.edu/life/accessibility-diversity/>; the Religious Observances Notification and Policy- http://supolicies.syr.edu/studs/religious_observance.htm; and Orange SUccess - <http://orangesuccess.syr.edu/getting-started-2/>

Disability-Related Accommodations:

If you believe that you need academic adjustments (accommodations) for a disability, please contact the Office of Disability Services (ODS), visit the ODS website– <http://disabilityservices.syr.edu>, located in Room 309 of 804 University Avenue, or call (315) 443-4498 or TDD: (315) 443-1371 for an appointment to discuss your needs and the process for requesting academic adjustments. ODS is responsible for coordinating disability-related academic adjustments and will issue students with documented Disabilities Accommodation Authorization Letters, as appropriate. Since academic adjustments may require early planning and generally are not provided retroactively, please contact ODS as soon as possible.

Academic Integrity Policy:

Syracuse University’s Academic Integrity Policy reflects the high value that we, as a university community, place on honesty in academic work. The policy defines our expectations for academic honesty and holds students accountable for the integrity of all work they submit. Students should understand that it is their responsibility to learn about course-specific expectations, as well as about university-wide academic integrity expectations. The policy governs appropriate citation and use of sources, the integrity of work submitted in exams and assignments, and the veracity of signatures on attendance sheets and other verification of participation in class activities. The policy also prohibits students from submitting the same work in more than one class without receiving written authorization in advance from both instructors. Under the policy, students found in violation are subject to grade sanctions determined by the course instructor and non-grade sanctions determined by the School or College where the course is offered as described in the Violation and Sanction Classification Rubric. SU students are required to read an online summary of the University’s academic integrity expectations and provide an electronic signature agreeing to abide by them twice a year during pre-term check-in on MySlice.

Course Schedule: Class Schedule and Assignment Due Dates 2/25/2019

Week	Topic	Assignments
Jan. 14	Course introduction	
Jan. 16	Declaration of Independence	
Jan. 18	Chapters 1-6 team assignments, TA introductions	Pre- Test due
Jan. 21	No class. Martin Luther King Jr. Day	
Jan. 23	TPE team meeting	TPE assignment 1 due by the end of class
Jan. 25	TPE team meeting	TPE assignment 2 due by the end of class
Jan. 28	TPE team meeting	Final TPE assignment due by 4:00 PM to Maxwell 102
Jan. 30	TPE debriefing and final paper directions	
Feb. 1	Introduction to Module 2; Problem focus	Module #1 due
Feb. 4	Librarian lecture fo chapter 2 exercises	
Feb. 6	Societal problems and policy changes	
Feb. 8	Speaker: Bob Watson	
Feb. 11	Speaker: Tori, Rescue Mission and Dekah Boys and Girls Club	
Feb. 13	Designing a survey	
Feb. 15	Competition workshop	Bring exercise 4.1A and B on class topic
Feb. 18	Competition debriefing	
Feb. 20	Speaker: John Mandych	
Feb. 22	Introduction to Module 3	Module #2 due
Feb. 25	Problem Solving and graphs	
Feb. 27	Grading Policy Exercise	Bring paragraph on preferred grading system
Mar. 1	Speaker: Dean Van Slyke	
Mar. 4	College Sucks	Trendline Homework Due
Mar. 6	Competition workshop	Bring exercise 5.1 on class topic
Mar. 8	Competition debriefing	
Mar.11	No class, spring break	
Mar. 13	No class, spring break	
Mar. 15	No class, spring break	
Mar. 18	Stephanie Pasquale	
Mar. 20	Introduction to Module 4	Module #3 due
Mar. 22	Benchmarking	

Mar. 25	Competition workshop	
Mar. 27	Competition debriefing	
Mar. 29	Speaker Renee Captor	Bring exercise 8.2A on a class topic
Apr. 1	2 nd Benchmark Competition Debrief	
Apr. 3	Improving Undergraduate Teaching	
Apr. 5	Intoduction to Module 5, prince charts	Module #4 due
Apr. 8	More on prince charts	
Apr. 10	Maggie Tarasovitch	
Apr. 12	Competition workshop	Bring exercise 9.2 on class topic
Apr. 15	Competition debriefing	
Apr. 17	Strategies- chaoter 10	
Apr. 19	Review Module 5 and 11.1	
Apr. 22	Frank Lazarski	Community service forms due
Apr. 24	Reasons to do good	
Apr. 26	Grading America	
Apr. 29	Evaluation	Module #5 due