UNDEGRADUATE COURSE SYLLABUS

PAF 410.1: Practicum in Public Policy- Government and Non-Profit Agencies
Wednesday 5:15 - 8:00 PM
Eggers 111
Spring 2020

Instructor: Frank Lazarski  Phone: (315) 385-1791
Office: 102 Maxwell Hall  E-mail: fjlazars@maxwell.syr.edu
Office Hours: By appointment

Internship Administrator:  Phone: (315) 443-4683
Michelle Walker

TA for TEAMS Management:
Seh Yeon Park: spark55@syr.edu

Office: 102 Maxwell Hall  E-mail: mawalker@maxwell.syr.edu
Office Hours: By appointment

Course Description:
PAF 410.1, Practicum in Public Policy: Government and Non-Profit Agencies, is designed to study, observe and actively participate in public policy processes. The course will focus on a semester long internship (minimum 90 hours), five (5) class meetings and assignments as outlined in this syllabus.

Class meetings will concentrate on two (2) main areas. Instruction will cover various aspects of public policy implementation in the executive and legislative branches of state and local government. Time will also be given to individual and group discussions and related exercises about students’ internship experiences. Mr. Lazarski will be available after each class to meet with students individually. Student emails and phone messages will be answered within 24 hours.

Credits: 3 Credits

Prerequisites / Co-requisite: You must be a Policy Studies major or minor and have permission from Michelle Walker (Policy Studies advisor) to enroll in this course. Access to TEAMS software

Eligibility Requirements: There are no eligibility requirements for this course.
Learning Objectives:
The course will give students the opportunity for a work experience in a
government or non-profit organization. This experience will help the student
understand the implementation of public policy – especially as it relates to the
non-profit sector. A special emphasis will be on the financial relationship that
exists between the public and nonprofit sectors. Additionally, students will gain
valuable insight as to their own career growth and development. This internship
experience should be one that will enhance the student’s resume. Course
objectives include:

- Apply problem solving to societal problems
- Understand the implementation of public policy
- Gather information in a variety of ways
- Use computer programs to analyze quantitative data
- Communicate effectively in oral and written venues
- Work efficiently on individual projects
- Work effectively in team projects
- Gain knowledge of societal problems causes and policies in at least one
  specific problem area

Required Texts: Readings will be distributed in class

   Placement Handbook, Brian N. Baird

2. “Frustrations, Lessons, Discoveries, and Joy,” Internship Practicum and
   Field Placement Handbook, Brian N. Baird

3. Various reading handouts during semester.

Course Requirements and Expectations:
Attendance in class is mandatory. Since there are only five (5) class meetings,
and since 20 points of the final grade is applied to class participation, it will not be
in the best interest of the student to be absent from a class meeting. For each
unexcused absence students may lose up to four (4) points.

Individual participation as well as participation in group exercises will be graded.
Individual participation will not only include participation in class discussions,
each student will also have an opportunity to describe his/her internship
experience.

All assignments are due on the dates specified in the Class Schedule. For each
day an assignment is late one (1) point will be deducted from the total points
valued for each assignment.

No incompletes will be given for the final course grade.
Students may request individual meetings with the instructor to discuss assignment issues, problems they may be having in understanding course material or other matters related to their internship site.

**Grading**
Grades for this course will be based from the rubric below.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Grade points / credit*</th>
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<tbody>
<tr>
<td>Class Participation</td>
<td>20 points</td>
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<tr>
<td>Agency Mission Paper</td>
<td>10 points</td>
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<tr>
<td>Two Monthly Journals</td>
<td>10 points</td>
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<tr>
<td>Final Paper Outline</td>
<td>5 points</td>
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<tr>
<td>Internship</td>
<td>40 points</td>
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<tr>
<td>Final Paper</td>
<td>15 points</td>
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</tbody>
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This course is graded A-F based upon the criteria outlined in the syllabus

**Grading Table:**
*Total:* 100 points (100%).

<table>
<thead>
<tr>
<th>Grades *</th>
<th>Grade points / credit*</th>
<th>Percentage Range</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>93-100</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.66</td>
<td>90-92</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>87-89</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83-86</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.66</td>
<td>80-82</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>77-79</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73-76</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>1.66</td>
<td>70-72</td>
<td>70-72</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>60-69</td>
<td>60-69</td>
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<tr>
<td>F</td>
<td>0</td>
<td>Less than 60</td>
<td>&lt;60</td>
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**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/](https://www.syracuse.edu/life/accessibility-diversity/); the Religious Observances Notification and Policy-[http://supolicies.syr.edu/studs/religious_observance.htm](http://supolicies.syr.edu/studs/religious_observance.htm); and Orange SUccess - [http://orangesuccess.syr.edu/getting-started-2/](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](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

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 15</td>
<td>Course Overview, internship assignments and discussion, internship contacts distributed</td>
<td>Contract with internship client due to Michelle Walker no later than January 29.</td>
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<tr>
<td>January 29</td>
<td>Contract with internship client due; or expectation in writing; review “confidentiality”, internship status report</td>
<td>Agency mission papers due next class. Journal 1 due on <strong>Friday, February 21, by 5 pm.</strong></td>
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<tr>
<td>Team A: 5:15</td>
<td>Team B: 6:00 Team C: 6:45</td>
<td>Agency mission papers due next class. Journal 1 due on <strong>Friday, February 21, by 5 pm.</strong></td>
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<td></td>
<td>Internship status report and discussions based on Journal 1. Description of final paper assignment.</td>
<td><strong>Friday, March 27, by 5 pm.</strong> Memo describing final paper strategy due <strong>next class, April 1.</strong></td>
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<td>April 1</td>
<td>Mission paper debriefing. Review of final paper outlines. How public policy is implemented at local levels, foundation funding, internship status report and discussions based on Journal 2.</td>
<td>Continue to do internship hours and work on final paper.</td>
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<td>April 15</td>
<td>Discussion of lobbying strategies, student final analysis of internship experience and review of “Frustrations, Lessons, Discoveries, and Joy”</td>
<td>Final paper is due <strong>Monday, April 27, no later than 4:30 pm.</strong></td>
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**Assignment Overview:**

- **Journals:** Due to filazarski@maxwell.syr.edu on the following dates regarding topics as listed below:

  1. **2/21:** What are the intended outputs & outcomes of my internship organization?
     What assignments do I have that help to carry out these outputs and/or outcomes?
     What skills am I learning/improving on as a result of these activities?

  2. **3/27:** How many days/week are you going to your internship?
     How many hours/week are you averaging?
     Can you estimate a percent of time you may have nothing to do?
     How often are you interacting with your supervisor?
     How do you rate your internship so far? (select one)
     Very poor  Poor  so-so  good  very good
     Why?
3. **Agency Mission Paper:** This paper is due on February 26, 2020. This paper must be a maximum of 3 – 5 pages in length, typed, double-spaced & page numbered. 

It must be emailed to fjlazarski@maxwell.syr.edu

It must include the following items in this order:
- organization’s name, address, and telephone number.
- brief history of the organization and key dates, such as founding date and other benchmark information.
- mission and purpose of the organization should be clearly stated.
- goals and activities of the organization. It may be appropriate to use the agency’s organization chart.
- funding levels and source of funds you can obtain.
- agency’s “customers” should be outlined with characteristics and importance to organization.
- identify key players in the organization.

4. **Final Paper Outline:** This assignment is due on April 1, 2020. This outline should be a maximum of two (2) pages, typed and double-spaced. It should briefly identify the paper goal, amount of funds & funding source and general lobbying strategy that will be developed.

5. **Final Paper:** This assignment is due on Monday, April 27, 2020. Student will act as a “government relations consultant” to his/her internship site. In this role student, will be required to observe the mission and activities of the internship sponsor and identify an area of need that is important to the organization. As the consultant, you are required to develop a strategy for the client (internship sponsor) that will attempt to mitigate this need. Special emphasis should be given to the development of an effective lobbying strategy. Length: 6 – 8 pages.

Additionally the student will describe their internship experience in the following areas:

- Taking responsibility for motivating myself and managing my time well.
- Conveying my ideas & thoughts to another person and in groups.
- Paying attention to detail by being precise and accurate in answering questions, creating documents, records, and projects.

NB: Extra credit will be earned by students who attach a receipt for completion of the course evaluation to their final paper.