



PST 315: Methods of Policy Analysis and Presentation SPRING 2020

Instructor: Prof. Austin Zwick, alzwick@maxwell.syr.edu

Time and Location: Wednesday 2:15 - 5:00pm, MAX111

Office & Office Hours: MAX102B, By appointment only

Prerequisites: PST101 and admittance to the Policy Studies Major

Teaching Assistants:

Melissa Marchetti, mmmarche@syr.edu

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COURSE DESCRIPTION

The purpose of this experiential-learning methods course is to teach you how to write a professional report, characteristic of a non-profit, academic, or government agency. This course will help improve your research sophistication and understanding of social science research and will further your skills in the Microsoft Office suite. The instructor will lecture, hold discussions, and administer trainings in class, and students will be responsible for completing assignments by applying taught skills.

On the second week of class you will be assigned a client based on your interests. You will be acting as a research consultant to your assigned client, the Teaching Assistants will act as your Supervisor, and the professor will act as the CEO. Students will spend approximately 60 hours developing surveys, collecting and analyzing data, giving and receiving feedback, and creating a report for your client. The student's goal is to satisfy the client and meet the standards of conduct and performance set by the supervisors and CEO. Any questions on expectations should be first directed to your supervisor and then will be elevated accordingly.

LEARNING OBJECTIVES

1. Apply problem solving to societal problems
2. Understand the implementation of public policy
3. Gather information in a variety of ways
4. Use computer software to analyze quantitative data
5. Communicate effectively in oral and written venues
6. Work efficiently on individual projects

EVALUATIONS

Points	Evaluation	Due Date
10	Organizational Assessment	Wednesday, February 5
5	Executive Summary / Codebook / Spreadsheet	Wednesday, February 19
10	Research Methods Paper	Wednesday, March 4
50	Final Report	Wednesday, April 8
10	Debriefing Paper & Professional Materials	Wednesday, April 22
15	Final Exam	Monday, May 4
+ / -	Professionalism	Ongoing

Organizational Assessment Assignment: 10 points

An assignment to help each student learn about their agency and project.

Research Methods Assignment: 10 points

The assignment is to practice the skills necessary for the Client Report, including calculating percentage change, scaling numbers, qualitative coding, making graphs, and more.

Draft Codebook/ Spreadsheet: 5 points

A draft of a codebook for all items collected in the survey (questions) or in the data and a spreadsheet that demonstrates how the coded items will be inputted on an excel document.

Final Report: 50 points

A report created for each students' client that has a breakdown of the data collected (through a survey or data files) by the student or organization. The report includes an introduction, methods section, findings, and appendices.

Debriefing Paper & Professional Materials: 10 points

The debriefing paper is a self-reflection exercise intended for students to comprehend the soft and hard skills taught in this class. Professional Materials are a Cover Letter, Resume, LinkedIn Profile, and draft Reference Letter intended for students to be prepared to apply for jobs. Students are required to meet with an A&S advisor for review of professional materials.

Take Home Exam: 15 points

The final exam is a take-home assignment that will tie together various components of the course. More details will be forthcoming at the end of the semester.

Professionalism +/- points

Professionalism points can be earned throughout the semester for winning the best Dale Carnegie presentation, or demonstrating exceptional professionalism between yourself and your client, TA, or with Professor Zwick. Actions that may be considered unprofessional inside or outside of the classroom will result in a loss of points. The CEO (Professor Zwick) or supervisor (your TA) will notify you when points are gained or lost. A detailed list of actions that may be considered unprofessional can be found in the chart on the following page.

How to Lose Professionalism Points:

Requirements	Grade Considerations
Attendance/Participation	Unexcused absences will result in a deduction of three points per class . To be considered unexcused, you must consult your supervisor or the CEO. Upon approval, you may be unexcused. You are not tested on all material covered in class, therefore time spent in class is the only measure available. Many classes will require you to submit a paper at the beginning of class. Occasionally we will have in-class assignments to complete.
Professional dress	Failure to dress professionally during the client meetup will result in a loss of up to 5 points.
Draft Codebook	Failure to submit a correctly formatting codebook on time will result in a loss of up to 5 points.
Draft Executive Summary	Failure to submit on time or revise as instructed will result in a loss of up to 5 points.
Dale Carnegie Exercises	Poor performances can result in a loss of up to 5 points. Great performances can add points
Deadlines/Appointments	Failure to meet all appointments with instructor or the client and/or failure to hand in assignments will result in a loss of up to 10 points.
Client Evaluation	A poor evaluation or complaints to the professor from your clients will result in a loss of up to 10 points.
Picking up papers	Failure to pick up your papers on time will result in a loss of points of up to 3 points.
Inappropriate Use of Electronics	Each inappropriate use of electronics (e.g., texting) in class can result in a loss of up to 3 points.
Other	Other unprofessional conduct not listed here can result in a loss of professionalism points

ACADEMIC INTEGRITY

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. 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. Syracuse University 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.

DISABILITY AND INCLUSION

Syracuse University values diversity and inclusion; we are committed to a climate of mutual respect and full participation. My goal as your instructor is to create a learning environment that are useable, equitable, inclusive and welcoming. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or accurate assessment or achievement, I invite you to meet with me to discuss additional strategies beyond accommodations that may be helpful to your success.

If you believe that you need accommodations for a disability, please contact the Office of Disability Services (ODS) located at 804 University Avenue, third floor or go to the ODS website at disabilityservices.syr.edu and click current students tab to register on-line. You may also call 315.443.4498 to speak to someone regarding specific access needs. ODS is responsible for coordinating disability-related accommodations and will issue 'Accommodation Letters' to students as appropriate. Since accommodations may require early planning and are not provided retroactively, please contact ODS as soon as possible

DISCRIMINATION OR HARASSMENT

The University does not discriminate and prohibits harassment or discrimination related to any protected category including creed, ethnicity, citizenship, sexual orientation, national origin, sex, gender, pregnancy, disability, marital status, age, race, color, veteran status, military status, religion, sexual orientation, domestic violence status, genetic information, gender identity, gender expression or perceived gender. Any complaint of discrimination or harassment related to any of these protected bases should be reported to Sheila Johnson-Willis, the University's Chief Equal Opportunity & Title IX Officer. She is responsible for coordinating compliance efforts under various laws including Titles VI, VII, IX and Section 504 of the Rehabilitation Act. She can be contacted at Equal Opportunity, Inclusion, and Resolution Services, 005 Steele Hall, Syracuse University, Syracuse, NY 13244-1120; by email: titleix@syr.edu; or by telephone: 315-443-0211.

RELIGIOUS ACCOMADATION

Syracuse University's religious observances policy, found at http://supolicies.syr.edu/emp_ben/religious_observance.htm recognizes the diversity of faiths represented in the campus community and protects the rights of students, faculty, and staff to observe religious holy days according to their tradition. Under the policy, students should have an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors no later than the end of the second week of classes for regular session classes and by the submission deadline for flexibility formatted classes.

LATE POLICY

All assignments must be turned in on-time in class, unless otherwise noted or approved by your supervisor or the CEO. Each day late, including weekends, will be subject to a 5% per day penalty unless a prior arrangement for an extension is given. Assignments more than 7 days late will not be accepted. Extensions due to illness require a medical certificate.

TECHNOLOGY POLICY

No laptops or smartphones will be allowed in class unless otherwise noted. Students should use PC computers to complete all assignments, especially the Client Report, as Microsoft Office is less user-friendly on Apple computers. If the Technology Policy is broken, students will receive deductions in professionalism points.

COURSE SCHEDULE

Week	Class Activities	Assignment Due
1 (1/15)	Introduction to Course. Survey to Assign Client.	
2 (1/22)	Project Connection – Students Meet Clients.	
3 (1/29)	Review Target Population, Samples and Cases. Intro to Client Assignment.	Agenda & Contract
4 (2/5)	Introduce and Review Research Methods Paper. Coding Workshop/Executive Summary Review.	Organizational Assessment
5 (2/12)	Executive Summary and Methods Page Workshop. Creating Graphs.	Draft Executive Summary
6 (2/19)	Qualitative Coding Exercise. Excel / Word Training.	Revised Executive Summary. Spreadsheet & Codebook
7 (2/26)	Graphing Competition.	Formatted Report Shell
8 (3/4)	Discuss Findings for Rough Draft	Research Methods Paper
9 (3/11)	Discuss Rough Draft. Intro to Cover Letters and Resume.	Rough Draft
(3/18)	SPRING BREAK	
11 (3/25)	NO CLASS- Meetings with Austin from 2:00 - 5:00 (Check blackboard for your assigned time). TAs will be available for help in MAXPAL/PST Office	
12 (4/1)	NO CLASS- Meetings with Austin from 2:00 - 5:00 (Check blackboard for your assigned time). TAs will be available for help in MAXPAL/PST Office	
13 (4/8)	Office Hours.	Final Client Report
14 (4/15)	Discuss Final Report. Professional Materials Review, Introduce Debriefing Paper.	
15 (4/22)	Wrap-up. Review Final Exam and Course Evaluations	Debriefing Paper, Professional Materials
16 (5/4)		Take-Home Final Paper Due 5/4 by 12:00PM

MAXPAL SCHEDULE

On the days we use MAXPAL, we will meet first in MAX 111 to review the schedule and how we will be using the lab.

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2 (1/22)	Project Connection – Students Meet Clients.	
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6 (2/19)	Qualitative Coding Exercise. Excel / Word Training.	Final Executive Summary. Spreadsheet & Codebook
7 (2/26)	Graphing Competition.	Formatted Report Shell
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