

DRAFT

Public Policy Capstone
School of Public Affairs, Arizona State University

Fall 2014

Class Hours: September 12-13, September 26-27, October 10-11
Class Location: Phoenix, CRONK 440

Instructor: Yushim Kim
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Office: UCENT ste. 455
Office Hours: Monday 3:00-5:00 pm

Course Description

The purpose of this course is to be the culminating experience for students enrolled in the Master of Public Policy (or Master of Public Administration) program at Arizona State University. The expectation is that students will prepare a detailed, sophisticated policy analysis for a public sector or nonprofit client on a contemporary policy problem. The intention is that this will be “live” work, not merely a classroom exercise but something that could be published as a piece of applied research and/or used by a real decision maker in choosing among courses of action or evaluating current programs.

Students will be responsible for finishing the project under real-world conditions. The goal is not to tell clients what they expect or want to hear. Instead, students should help clients identify key problems and develop useful solutions. The policy analysis will not only provide a detailed assessment of the problem and the issues surrounding it, but it will also provide the client with a detailed implementation analysis.

Prerequisites for enrollment in this course are: (1) filing a formal program of study and (2) completing the MPP/MPA core course. Please note that this course also invites MPA students.

Course Objectives

Upon completion of this course, students will be able to:

- Demonstrate the ability to prepare a realistic, focused public policy analysis, utilizing any types of analytical approach learned during the program. The approaches include but are not limited to
 - Quantitative: C/B (or C/E) analysis, forecasting, regression, spatial analysis, social network analysis, meta-analysis
 - Qualitative: CAM, case study, focus group, implementation analysis, theory-driven evaluation, interpretive analysis

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- Other: mixed methods, systems analysis, simulations
- Write a well thought out final paper
 - Demonstrate the ability to organize and synthesize data, information, evidence and knowledge systematically
 - Interpret the result of analysis performed appropriately and meaningfully
 - Make a written case for policy solutions, alternatives, and recommendations based on the analysis
- Professionally communicate the policy analysis to audience
 - Clearly deliver concrete messages from the analysis
 - Professionally answer questions audiences ask
 - Effectively lead the discussion during the presentation

Course Requirements

Required texts

E. Bardach. (2009). *A Practical Guide for Policy Analysis*

M. Mintrom. (2003). *People Skills for Policy Analysts*

* Please note that you are required to read these books before you come to the class

Reading materials

J. Rosenhead and J. Mingers (2001). *Rational analysis for a problematic world revisited*

C. F. Manski (2013). *Public policy in an uncertain world*

G. Majone (1989). *Evidence, arguments, and persuasion in the policy process*

E. House. (1980). *Evaluating with validity*

E. Tufte. (2001). *Visual display of quantitative information*

* Other course materials will be provided as appropriate. You can check the availability of these books. If they are not available, you can borrow them from me.

This course will emphasize both written and oral communication skills and focus on student participation.

Grades

Final course grades are based on following factors:

10% Class Participation: The instructor assesses the quality and quantity of your interaction in class (i.e. comments, questions, debate, inter action with guest speakers, participating with the student/groups making presentations, attending class, and adding value to the intensive format).

10% Reading Presentation: Reading materials listed in the syllabus will be discussed in class. Each student will be assigned with one book so each of these discussions is led by a student in class. You should be prepared to

- 1) cover the main points of your assigned reading(s) with the class,
- 2) pose several questions for the class to address, and

- 3) discuss how your assigned readings might be used in relation to the capstone project. You should plan on approximately one hour and thirty minutes.

40% Capstone Project Progress Reports: You should report how you are making a progress for the applied project in details.

- 1) You should identify a project you want to do or an organization you want to work with. Send me your idea(s) or plan via email (ykim@asu.edu) by August 28 (Thu), 5:00 pm.
 - a. Talk to organizations or program officers, if necessary, before you send me your idea(s).
 - b. When I receive email from students in my class during a semester, I always send confirmation email. If you don't receive my confirmation email within a day or so, it means that I didn't receive your email. Please follow up with me or check the recipient address of your email. There is a chance that you might send email to a wrong person.
- 2) You and I will meet once in person or via a phone between September 3 (Wed) and September 8 (Mon) to discuss your idea(s) or plan. We will schedule this meeting between August 29 (Fri) and September 2 (Tue) via email.
- 3) You are asked to *post one or two page(s) report* about all of your activities, reflections and plans to make a progress for the project to the blackboard (Discussion). The due for first progress report is September 10 (Wed), 5:00 pm and the due for second progress report is September 24 (Wed), 5:00 pm.
- 4) You are also asked to *find and post* a journal article or government or think-thank report that addresses similar/same problems in Arizona, other states or cities. This gives you a chance to read at least two articles or reports related to your project. The dues for this assignment are the same as those in 3). I advise students to read others' posting before they come to the class.
- 5) Finally, you are asked to report and discuss 3) and 4) in class. This provides a chance to review the direction you have taken and brainstorm next (or alternative) steps with other students and the instructor. I will allocate 30-60 minutes per person in class.

Note the following key dates and times for projects milestones and deliverables:

August 28 (Thu), 5PM	Project idea(s) or plan due
August 29 (Fri) – September 2 (Tue)	Schedule a meeting with me via email
September 3 (Wed) – September 8 (Mon)	Meeting on the date we agree
September 10 (Wed), 5PM	Progress Report I, Post an article/report
September 24 (Wed), 5PM	Progress Report II, Post an article/report
October 11 (Sat)	In-class presentation
October 14 (Tue), 5PM	Final report due

20% Capstone Applied Project Final Report: You demonstrate your ability to research, analyze, and address a policy problem in a written report. Post your final report to the Blackboard discussion board by October 14 (Tue), 5:00 pm. No email for this assignment, please

20% Capstone Presentation: You demonstrate your effectiveness in communication and ability to make the complex simple and interesting by presenting your policy analysis to the class. Students will have a maximum of 60 minutes to present your analysis and respond to questions (time limits may be changed depending on the size of the class).

By earning an “A” in this course, you demonstrate “mastery” of the knowledge, skills, and values required for the Master of Public Policy (or Mater of Public Administration) degree. By earning a “B” in this course, you demonstrate “competency” in the knowledge, skills, and values required for the MPP/MPA degree. All communications, papers, and presentations are evaluated as professional products and should reflect high professional standards of style, content, and ethics.

Academic Integrity

Please note that both the university and I take issues related to academic integrity very seriously. If you have any questions about how to cite someone else’s work, please ask. Though it may be acceptable to cut and paste without attribution into documents or reports, the academic community has a different set of standards in this regard. If I find that a student has plagiarized on an assignment, the possible consequences are: failure of the assignment; failure in the course; course failure with a mark of academic dishonesty, which cannot be removed from one’s transcript; or dismissal from the graduate program.

Class Schedule

DAY ONE: September 12 (Friday)

Introduction, Review syllabus, Reading assignment
Debriefing your experience in the Master program
Review “*A Practical Guide for Policy Analysis*”

DAY TWO: September 13 (Saturday)

Review “*People Skills for Policy Analysis*”
Brainstorming for the applied project

DAY THREE: September 26 (Friday)

Reading discussion
Progress report and discussion in class

DAY FOUR: September 27 (Saturday)

Reading discussion
Happy hours (4:00-5:00 pm)

DAY SIX: October 10 (Friday)

Progress report and discussion in class

DAY SEVEN: October 11 (Saturday)

Capstone presentations