THE PENNSYLVANIA STATE UNIVERSITY–HARRISBURG  
SCHOOL OF PUBLIC AFFAIRS  
COURSE SYLLABUS  
PADM 535: POLICY ANALYSIS AND PLANNING  
FALL SEMESTER 2011

**Prerequisite:** PADM 503: Research Methods  
**Class Days and Hours:** Thursdays, 6:00 – 8:45PM.  
**Classroom:** 247E Olmsted  
**Instructor:** Dr. Göktağ Morçöl  
**Office:** 160W Olmsted  
**Office Hours:** 3:30 – 5:30 p.m., Wednesdays  
3:30 – 5:30 p.m., Thursdays  
[Please email me to schedule an appointment.]  
**Telephone:** 717-948-6126  
**Fax:** 717-948-6320  
**E-Mail:** gxm27@psu.edu

**Weather-Related Class Cancellation Information:** 
[http://www.hbg.psu.edu/](http://www.hbg.psu.edu/); or call 717-948-6000, 717-948-6029

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I. PURPOSE AND DESCRIPTION OF COURSE

For every problem there is a solution, which is neat, simple, and wrong.
--Mencken

No problem can be solved from the same consciousness that created it.
--Einstein

Policy analysis is a systematic inquiry into the nature of public problems and their solutions. As such, its roots can be traced back to the practices of the advisors to the rulers of early human societies. In its modern form policy analysis emerged in the second half of the twentieth century and since then has grown into a substantial undertaking on all levels of government. Numerous methods and techniques of analyzing policy problems have been developed and subjected to philosophical and methodological debates in the last few decades.

This course is an introduction to a group of methods and theoretical approaches in public policy analysis. My emphasis will be on the quantitative/analytical methods and individual and group problem solving techniques. We will discuss these methods and techniques in their theoretical contexts. The primary goal of this course is to help students become informed consumers of policy-analytic research products. You will also learn the skills of conducting basic analyses.

We will spend most of our class time discussing theoretical concepts and analytical examples. Also we will conduct individual and group problem solving exercises. I expect that students will participate actively in class discussions and exercises. It is essential that you read assigned course materials before coming to class. Regular class attendance will be necessary for a successful completion of the requirements of the course.

PADM 503: Research Methods is the prerequisite for this course. A good understanding of the basics of data management and statistical analysis are required for a successful completion of this course. I will use SPSS (Statistical Package for Social Scientists) and MS Excel for data management and analysis during the course. You must have good SPSS and MS Excel skills to successfully complete this course.
II. TEXTBOOKS AND RECOMMENDED READINGS

Required Textbooks


I will provide supplementary reading materials and data sets for analyses at the course web site (ANGEL).

Recommended Texts and Resources

*Style Manual for Class Papers and Assignments*


You can find quick answers to your questions when using the APA style at the following links:

- Psychology with Style—A Hypertext Writing Guide: [http://www.uwsp.edu/psych/apa4b.htm](http://www.uwsp.edu/psych/apa4b.htm)
- The University of Illinois at Urbana Champaign, The Center for Writing Studies, APA Style Resources: [http://www.cws.illinois.edu/workshop/writers/citation/apa/](http://www.cws.illinois.edu/workshop/writers/citation/apa/)
**General Policy Analysis**


**Communicating Policy Analysis Results**


**Statistics and Research Methods**


III. COURSE PROCEDURES, EVALUATION, AND GRADES

I will give you two analytical assignments during the semester. You will also write a policy issue paper.

Analytical Assignments

I will post the instructions for two analytical assignments at the course web site (see the schedule). These are individual assignments; you should answer the questions individually. I will evaluate each of the analytical assignments for 25% of the final grade. My evaluation of an assignment will be determined by how effectively you applied relevant analytical methods and how clearly you presented them in the paper. There are no page limits for the analytical assignments.
Analytical assignments should be submitted electronically through turnitin.com. I will provide the instructions for submitting papers in the class and post them at the ANGEL course web site.

Policy Issue Paper

You will conduct research, present your findings in one of the last weeks of the semester, write a policy issue paper, and submit it at the end of the semester (see the schedule for the dates). The length of your paper should be between 9 and 10 pages (double spaced, list of references and appendices not included). You should cite at least five academic sources (journal articles, books, or book chapters) in the paper. You should consult with me about the topic you want to choose for your paper and the research methods you want to use. I recommend that you submit an outline of your paper to me early in the semester and keep me informed about the progress during the semester.

When you write your policy issue paper, use the format in the document “A Generic Outline for Policy Issue Papers” (ANGEL course web site). Your paper should include the following sections (see the document for details):

I. Executive Summary (no longer than one page)
II. Background, Scope, and Severity of Problem
III. Policy Alternatives and Decision Criteria
IV. Policy Recommendation(s)
V. References
VI. Appendices

The paper should include a discussion of relevant literature (see more specific information below). Students should collect quantitative and/or qualitative data or information that are pertinent to their topic and present them properly in their papers.

I will grade the policy issue papers on the basis of their information contents (how substantive and relevant the information is) and the clarity and coherence of presentation. You should submit your policy issue paper electronically through turnitin.com. I will provide the instructions for submitting papers in the class and posted them at the ANGEL course web site.
Information Sources for Policy Issue Papers

*Policy Relevant Literature*

Penn State’s databases are rich sources of information (both literature and data) for policy issue papers. Penn State databases can be accessed at http://www.libraries.psu.edu/psul.html. Among the many databases that are accessible through this site, I recommend particularly the following for literature searches. Please note that Penn State’s databases are revised and updated frequently; when you conduct your research some of the following may not be available and/or other relevant ones may have been added.

Congress Collection (CQ)
Congressional Research Service Reports (Gallerywatch)
Congressional Universe Lexis/Nexis
CQ Electronic Library
**CQ Researcher (contemporary issues)**
Ebsco Host Databases
ERIC Databases (Educational Research Information Center)
Gallerywatch (Federal Budget and Bill Tracking)
Gallup Brain
ICPSR (Interuniversity Consortium for Political and Social Research)
Lexis Nexis Academic Universe
Lexis Nexis Congressional Universe
NewsBank Full Text Newspapers (America’s Newspapers)
PolicyFile (Public Policy Research and Analysis)
**ProQuest Direct**
Social Science Abstracts
Sociometrics Social Science Electronic Data Library (SSEDL)
SourceOECD (Economic Policy)
The Nation Digital Archive (1865- )
TRIS (Transportation Research Information Services)
World Bank e-Library
World Development Indicators
World News Collection
Worldwide Political Science Abstracts

*Policy Issue Papers*

Rand Corporation (http://www.rand.org/; look under “Reports and Bookstore”/”Research Briefs”)
The Urban Institute (http://www.urban.org/; look under “Find Research.”
The Brookings Institution (http://www.brookings.org/)
The American Enterprise Institute (http://www.aei.org/; look under “Short Publications”)

Statistical Data and Summaries

**Penn State’s library web site** at http://www.libraries.psu.edu/psul.html has links to data bases you may use for your policy issue paper. I recommend the following links under “Databases”:

- Lexis Nexis Statistical
- Sociometrics Social Science Electronic Data Library (SSEDL)
- SodaPop (Simple Online Data Archive for Population Studies)
  (http://sodapop.pop.psu.edu)

You can also find policy relevant data at the following sites:

- Gateway to the Statistics of 100 Federal Agencies (http://www.fedstats.gov)
- U. S. Bureau of the Census (http://www.census.gov)
- The University of Michigan’s Statistical Resources on the Web
  (http://www.lib.umich.edu/govdocs/stcomp.html)
- The University of California at Berkeley’s Survey Documentation and Analysis Databases (http://sda.berkeley.edu)

Policies Regarding the Protection of Human Subjects

*If you are planning to conduct an empirical study that involves “human subjects” (interviews, surveys, or even secondary data analysis), you must read the policies and guidelines of the Penn State Office of the Vice President for Research (OVPR) at http://www.research.psu.edu/orp/areas/humans/policies/index.asp). Normally class projects are exempt from Institutional Review Board (IRB) reviews (see the policies on this at http://www.research.psu.edu/policies/research-protections/irb/irb-policy-1). However, you must keep in mind that you should not present or publish the findings/results of your class project outside the class any time in the future. If there is a possibility that you may use your results outside the class any time in the future, you should submit a proposal for IRB approval BEFORE YOU BEGIN THE EMPIRICAL PART OF YOUR PROJECT. If there is any need for clarification regarding the*
Writing Style

In your assignments and policy issues papers, you must use an appropriate writing style consistently (APA, Chicago, or MLA). I strongly recommend that you use the APA style *(Publication manual of the American Psychological Association, 6th Ed., 2010)*, unless you are accustomed to and proficient in another style. I will discuss some of the style issues in the class, but I expect that you are already familiar with basic editorial and citation style guidelines. If you are not, or if you have questions about style issues, you should ask for help from the instructor and/or consult with the experts at the Learning Center on the campus (see the information below). I will not deduct points for mistakes you may make in using the style guidelines (I will help correct them), but I will deduct points if no citations are given (i.e., no sources are cited or no reference list is provided) or if they are used casually.

You should write the assignments and the paper clearly, coherently, and concisely. All papers must be paginated. Policy issue papers must be divided into appropriate sections, with clear section headings. (See “A Generic Outline for Policy Issue Papers”). Appendixes must be used sparingly. When used, appendixes must include only the material (tables, figures, lists, etc.) that cannot fit into the main body of the text and that are necessary to explain or illustrate one or more points made in the main text. When used, the length of an appendix must be kept to a necessary minimum. The material in an appendix must be referred to directly and clearly and discussed in the main text. **If the requirements mentioned in this paragraph are not met in a paper, I will deduct points from your grade.**

Academic Integrity

I will enforce the academic integrity policies of the Pennsylvania State University at Harrisburg (see [http://php.scripts.psu.edu/dept/iit/hbg/academics/Policies/g8.php](http://php.scripts.psu.edu/dept/iit/hbg/academics/Policies/g8.php)). You must understand particularly the definitions of the following terms and avoid committing the defined acts:

**Plagiarism:** The fabrication of information and citations; submitting others' work from professional journals, books, articles, papers, electronic sources of any kind, or the submission of any products from commercial research paper providers regardless of what rationales a vendor uses; submission of other students' papers or lab results or project reports and representing the work as one's own; fabricating, in part or total, submissions and citing them falsely. Note: Copying and pasting any materials from the World Wide Web is plagiarism.
Acts of Aiding and Abetting: Facilitating acts by others; unauthorized collaboration of work; permitting another to copy from an exam; permitting another to copy from a computer program; writing a paper for another; inappropriately collaborating on home assignment or exam without permission or when prohibited, etc.

Submitting Previous Work: Submitting a paper, case study, lab report or any assignment that had been submitted for credit in a prior, or concurrent, class without the knowledge and permission of the instructor(s).

Failure to Cite Electronic Resources Regardless of the Source: All electronic resources must be cited in every report, paper, project, portfolio, or any other document submitted for evaluation by an instructor.

Submitting Analytical Assignments and Policy Issue Papers

You will submit your analytical assignments and policy issue paper electronically through www.turnitin.com or http://turnitin.psu.edu. I will describe the details of electronic paper submissions in the class and post the instructions at the ANGEL web site.

Email and ANGEL as Communication Media

I will use email and ANGEL (Penn State’s course management system) to communicate with students and post announcements about the class. I expect that you have access to email and ANGEL. Penn State makes email accounts available to all students and allows them automatic access to ANGEL once they sign up for a class. It is your responsibility to activate your email account and link it to your other personal accounts (if you use separate personal accounts). I expect that your email account will be set up properly to receive class-related email messages. ANGEL Help is available at the ANGEL main page at https://cms.psu.edu/default.asp. (Follow the link “Help.”) You may also contact Carol A. McQuiggan, Instructional Designer and e-Learning Support Specialist, Penn State Capital College, at (717)948-6542 or cam240@psu.edu.

When you email a message to me, please be as specific as possible in the subject line and main texts of your message. Because of the concerns about computer viruses, I may not respond to messages that are not properly labeled in their subject lines or are not specific enough in their main texts.
Information about the Learning Center

You may seek help to improve your writing and math skills from the Penn State Harrisburg Learning Center. Here is the information provided by the Learning Center:

The Learning Center provides tutoring to support your writing in this class in either a face-to-face or virtual meeting. The writing tutors can help you develop your thesis and ideas, offer objective feedback during the drafting process or on completed drafts, and explain MLA or APA documentation formats. Many of our writing handouts can be viewed on our ANGEL site, “Harrisburg Learning Center Resources,” and print copies are available in W-117. For more information on our services, visit the LC Web site at www.hbg.psu.edu/LearningCenter/. To make an appointment for tutoring in W-117, go to the online scheduling system at http://www.rich15.com/psuh. To inquire about a virtual appointment, email onlinewriting@psu.edu. You can also call 948-6475 or drop in to Olmsted W-117. These services are provided by the University to currently enrolled students. Please contact Kathy Brode (writing and learning support specialist), kbb3@psu.edu, or Janice Smith (LC coordinator), jes57@psu.edu, if you have any questions.

Grade Distribution and Grading Table

First Analytical Assignment 25 points (25% of total)
Second Analytical Assignment 25 points (25% of total)
Policy Issue Paper 50 points (50% of total)

I will use the following point–grade conversion table to assign your grades in the assignments and the paper and the final grade.

<table>
<thead>
<tr>
<th>Points</th>
<th>Lower Point</th>
<th>Letter Grade</th>
<th>20%</th>
<th>25%</th>
<th>30%</th>
<th>35%</th>
<th>40%</th>
<th>50%</th>
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<tr>
<td>93-100</td>
<td>93 A</td>
<td>20 25.0 30.0</td>
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<td>40.0</td>
<td>50.0</td>
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<tr>
<td>90-92</td>
<td>90 A-</td>
<td>18.6 23.3 27.9</td>
<td>32.6</td>
<td>37.2</td>
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<tr>
<td>87-89</td>
<td>87 B+</td>
<td>17.4 21.8 26.1</td>
<td>30.5</td>
<td>34.8</td>
<td>43.5</td>
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<tr>
<td>83-86</td>
<td>83 B</td>
<td>16.6 20.8 24.9</td>
<td>29.1</td>
<td>33.2</td>
<td>41.5</td>
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<tr>
<td>80-82</td>
<td>80 B-</td>
<td>16.0 20.0 24.0</td>
<td>28.0</td>
<td>32.0</td>
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<tr>
<td>77-79</td>
<td>77 C+</td>
<td>15.4 19.3 23.1</td>
<td>27.0</td>
<td>30.8</td>
<td>38.5</td>
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<tr>
<td>70-76</td>
<td>70 C</td>
<td>14.0 17.5 21.0</td>
<td>24.5</td>
<td>28.0</td>
<td>35.0</td>
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<tr>
<td>60-69</td>
<td>60 D</td>
<td>12.0 15.0 18.0</td>
<td>21.0</td>
<td>24.0</td>
<td>30.0</td>
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<td>0-59</td>
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Attendance Policy

Class attendance is crucial for a successful completion this course. You will not use any points for not attending a class session, however. If you have a legitimate reason not to attend a class session, please inform me as soon as possible, preferably before the class session.

Inclement Weather and Class Cancellations

Penn State cancels classes when the weather conditions are not suitable for conducting classes as scheduled. You can check the Penn State Harrisburg website (http://www.hbg.psu.edu/) or call 717-948-6000 or 717-948-6029 to learn if one of our classes is cancelled. Occasionally, the college administration leaves the decision to conduct or not to conduct classes to the instructors. If that is the case, I may decide to conduct the class online via the ANGEL chat room. I will inform you of my decision via email. Please check your email messages frequently about class-related information.

Deferred Grades

You may request deferment of your final grades for the course, only if you have a legitimate reason (e.g., personal or family emergencies, unusual personal hardships, or job-related obligations). I will determine if the reason is acceptable. See the Penn State deferred grade policies at http://www.psu.edu/dept/oue/aappm/G-3.html.

Students with Disabilities

Students with disabilities and need assistance should contact me and let me know of their special needs before the course begins or as early in the semester as possible. The official Penn State policy is as follows:

“The Pennsylvania State University encourages qualified people with disabilities to participate in its programs and activities and is committed to the policy that all people shall have equal access to programs, facilities, and admissions without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. If you anticipate needing any type of accommodation in this course or have questions about physical access, you may contact your instructor or Lynne Davies at (717) 948-6025 (Student Activities, Room: W117).”
IV. SCHEDULE, TOPICS, AND READING ASSIGNMENTS

[I may make changes in the following schedule to accommodate students’ needs or in case of unexpected developments such as emergencies and school closings. I will notify you of the changes via email or in the class, as soon as it is feasible.]

**August 25:**
- **Readings:** Introduction; Discussion of Writing Guidelines
- **Readings:** The course syllabus (ANGEL web site)
- **CLASS NOTES:** “GUIDELINES FOR WRITING CLASS PAPERS” (ANGEL web site)
- **CLASS NOTES:** (Download both from the course web site and bring them to the class if you need hard copies.)

**September 1:**
- **Readings:** Definition of Policy Analysis; Policy Analytical Process;
- **Readings:** Dunn, chapters 1 and 2;
- **Readings:** Bardach, Preface & Introduction
- **CLASS NOTES:** “POLICY ANALYSIS INTRODUCTION” (ANGEL web site)
- **NOTE THAT WE WILL NOT MEET THIS WEEK. I WILL BE AWAY FOR A CONFERENCE. READ THE ASSIGNED CHAPTERS AND CLASS NOTES. IF YOU HAVE ANY QUESTIONS, EMAIL ME. IF THERE IS A NEED, WE WILL DISCUSS THE CONTENTS OF THIS WEEK IN THE FOLLOWING WEEK.

**September 8:**
- **Readings:** Communicating Policy Analysis Results
- **Readings:** Dunn, chapter 9 and appendixes 1, 2, 3, and 4;
- **Readings:** Bardach, “Tell Your Story” (pp. 57-64) and “Appendix A: Specimen of a Real-World Policy Analysis” (pp. 111-126);
- **CLASS NOTES:** “COMMUNICATING POLICY RESEARCH RESULTS,”
- **CLASS NOTES:** “A GENERIC OUTLINE FOR POLICY ISSUE PAPERS,”
- **CLASS NOTES:** “A GENERIC OUTLINE FOR RESEARCH PAPERS” (ANGEL web site)

**Optional Reading:** Vaughan & Buss, entire book
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Readings</th>
<th>Class Notes</th>
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<tbody>
<tr>
<td>September 15</td>
<td>Defining Policy Problems; Gathering Information; Selecting Criteria</td>
<td>Dunn, chapter 3; Bardach, “Define the Problem” (pp. 1-10), &quot;Assemble Some Evidence&quot; (pp. 10-15), “Part II: Assembling Evidence” (pp. 65-93), and “Select the Criteria” (pp. 26-38);</td>
<td>CLASS NOTES: “PROBLEM DEFINITION &amp; CRITERIA DEVELOPMENT NOTES,” (ANGEL web site)</td>
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<tr>
<td>September 22</td>
<td>Defining Policy Problems; Gathering Information; Selecting Criteria</td>
<td>Dunn, chapter 3; Bardach, “Define the Problem” (pp. 1-10), &quot;Assemble Some Evidence&quot; (pp. 10-15), “Part II: Assembling Evidence” (pp. 65-93), and “Select the Criteria” (pp. 26-38);</td>
<td>CLASS NOTES: “PROBLEM DEFINITION &amp; CRITERIA DEVELOPMENT NOTES,” (ANGEL web site)</td>
</tr>
<tr>
<td>September 29</td>
<td>Constructing Alternatives</td>
<td>Bardach, “Construct the Alternatives” (pp. 15-26), “Part III: ‘Smart (Best) Practices’ Research” (pp. 95-110), and “Appendix B: Things Governments Do” (pp. 127-135);</td>
<td>CLASS NOTES: “POLICY ALTERNATIVES NOTES” (ANGEL web site)</td>
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<td>October 6</td>
<td>Forecasting</td>
<td>Dunn, chapter 4; Bardach, “Project the Outcomes” (pp. 38-52);</td>
<td>CLASS NOTES: “FORECASTING NOTES—INTRODUCTION AND EXTRAPOLATIVE FORECASTING” (ANGEL web site)</td>
</tr>
<tr>
<td>October 13</td>
<td>Forecasting</td>
<td>Dunn, chapter 4; Bardach, “Project the Outcomes” (pp. 38-52);</td>
<td>CLASS NOTES: “FORECASTING NOTES—EXTRAPOLATIVE FORECASTING” (ANGEL web site)</td>
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</tbody>
</table>

**FIRST ANALYTICAL ASSIGNMENT WILL BE POSTED AT THE ANGEL WEB SITE.**
October 20:
Readings: Forecasting
Dunn, chapter 4;
Bardach, “Project the Outcomes” (pp. 38-52);
CLASS NOTES: “FORECASTING NOTES—THEORETICAL FORECASTING”
(ANGEL web site)

October 27:
Readings: Deciding and Recommending Preferred Policies
Dunn, chapter 5;
Bardach, “Project the Outcomes” (pp. 38-52) [Again!], “Confront the Trade-offs” (pp. 52-56), and “Decide” (pp. 56-57);
CLASS NOTES: “DECIDING AND RECOMMENDING POLICIES NOTES—CONCEPTS, MODELS OF CHOICE, ADVANTAGES-DISADVANTAGES & CRITERIA-ALTERNATIVES MATRIX”
(ANGEL web site)
FIRST ANALYTICAL ASSIGNMENT IS DUE. (SUBMIT IT THROUGH TURNITION.COM.)

November 3:
Readings: Deciding and Recommending Preferred Policies
Dunn, chapter 5;
Bardach, “Project the Outcomes” (pp. 38-52) [Again!], “Confront the Trade-offs” (pp. 52-56), and “Decide” (pp. 56-57);
CLASS NOTES: “DECIDING AND RECOMMENDING POLICIES NOTES—COST-EFFECTIVENESS AND COST-BENEFIT ANALYSES” (ANGEL web site)

November 10:
Readings: Deciding and Recommending Preferred Policies
Dunn, chapter 5;
Bardach, “Project the Outcomes” (pp. 38-52) [Again!], “Confront the Trade-offs” (pp. 52-56), and “Decide” (pp. 56-57);
CLASS NOTES: “DECIDING AND RECOMMENDING POLICIES NOTES—COST-EFFECTIVENESS AND COST-BENEFIT ANALYSES” (ANGEL web site)
SECOND ANALYTICAL ASSIGNMENT WILL BE POSTED AT THE ANGEL WEB SITE.

November 17:
Readings: Developing Policy Arguments, Understanding the Institutional and Political Context
Dunn, chapter 8;
Bardach, “Appendix C: Understanding Public and Nonprofit Institutions” (pp. 137-143) and “Appendix D: Strategic Advice on the Dynamics of Political Support” (pp. 145-151)
CLASS NOTES: “POLICY ARGUMENTS NOTES”
(ANGEL web site)
November 24:  **THANKSGIVING BREAK. NO CLASS.**

December 1:  Presentations of policy issue papers
**SECOND ANALYTICAL ASSIGNMENT IS DUE; (SUBMIT IT THROUGH TURNITIN.COM).**

December 8:  Presentations of policy issue papers

December 15:  **POLICY ISSUE PAPERS ARE DUE BY 6:00PM. SUBMIT YOUR PAPER THROUGH TURNITIN.COM.)**