



**PUB AFRS 2110**  
**Introduction to Public Affairs**  
**3 Credit Hours**  
**Autumn 2018**

<b>Time/Location</b>	Tuesdays & Thursdays, 12:45-2:05pm, Page Hall room 10
<b>Instructor</b>	Professor Stéphane Lavertu, PhD ( <a href="mailto:lavertu.1@osu.edu">lavertu.1@osu.edu</a> ) 350Q Page Hall <i>Office Hours:</i> Wednesdays, 10:15-11:45pm, or by appointment
<b>Teaching Assistant</b>	XX 240-A Page Hall <i>Office Hours:</i>
<b>GE credit</b>	Fulfills GE requirement in Social Science: Human, Natural, and Economic Resources
<b><u>IMPORTANT NOTE:</u></b>	All assignment instructions and required readings will be provided on Carmen under the navigation tab for each week's module. This syllabus merely provides a synopsis of the exams and assignments, as well as an overview of the schedule of events for the course.

## **COURSE OVERVIEW**

This course is an introduction to the range of topics that constitute “public affairs.” The first section of the course provides an introduction to the policymaking process—emphasizing theoretical frameworks that help students understand how actors and institutions (both in and out of government) interact to produce public policies. The remainder of the course introduces students to the core crafts on which schools of public affairs focus: policy analysis & evaluation and public administration & management. The former entails the generation of rational advice relevant to public decisions and the systematic evaluation of the impact of public policies and programs. The latter focuses on the management of public agencies and non-profit organizations and the implementation of public policy.

Course learning goals and objectives are pursued via lectures, written assignments, online and in-person discussions, and in-person exams. You will be expected to access the online components of the course and participate multiple times during the week, equivalent to the total in-class and out-of-class time commitment of an in-person 3-credit course.



## **COURSE LEARNING OBJECTIVES**

After completing this course, students will

- Understand the process by which U.S. public policy is developed and implemented
- Be familiar with techniques for providing rational advice to public-sector decision-makers; evaluating the impact of public policies on societal outcomes; and managing public and non-profit organizations
- Be able to apply public affairs concepts and frameworks to real-world public challenges

## **BASIS FOR ASSESSMENT**

Your grades will be based on the following items:

➤ **EXAMS (60% of class grade; weeks 5, 10, and 15)**

There will be three exams which students must take in person during class time. If you cannot make it to class on the test days, you must contact me before the end of the second week of class so that we can arrange for you to take the exams at a different time or remotely. Also note that this alternative option may require that you pay for a proctoring service.

- **Exam #1** (20% of grade; Thursday, September 20, during class time)
- **Exam #2** (20% of grade; Thursday, October 25, during class time)
- **Exam #3** (20% of grade; Thursday, November 29, during class time)

➤ **ASSIGNMENTS (40% of class grade; every week in which no exam is administered)**

The details of weekly assignments will be given to you on Carmen as the semester progresses. Here is a general overview of these assignments:

- **Weekly Current Events** (20% of grade)

During most weeks, you must identify an article dealing with a recent current event (within last month or two). You must 1) summarize the article clearly and succinctly and 2) provide a thoughtful analysis of how it relates to concepts discussed in that week's lectures. You will be graded based on the clarity and coherence of your summary and the quality of your analysis relating the current event to class lectures. The write-up should be no more than a single double-spaced page using 1 inch margins and 12 point font (i.e., about 250 words). You must submit these write-ups—including a link to the article and a proper citation—by uploading them to Carmen by 9am on Wednesday of each week.



- **Short problem statement** (5% of grade; week #6)

During the sixth week of class you will submit a short statement describing a public problem that is of concern to you. The statement should be concise, clear, and objective, in that it convinces the reader that the problem is significant simply by stating the facts regarding the magnitude of the problem, whom it affects, its societal consequences, and, if possible, its causes. An effective problem statement cites reputable sources to substantiate all claims and, when possible, uses statistics to document the severity of the problem. The problem statement should be no more than a single double-spaced page using 1 inch margins and 12 point font (i.e., about 250 words).

- **Public affairs plan** (10% of grade; week #16)

On the last day of class, you must submit a career plan for addressing the public problem of greatest concern to you. Specifically, you must detail what kind of public affairs career you would pursue to help address that problem, including what degrees you would get, what coursework you would take, and what professional jobs you would pursue to be part of the solution. The essay should be 3 double-spaced pages (+/- one half page) using 1 inch margins and 12 point font (i.e., about 750 words).

- **Attendance** (5% of grade)

You are required to attend every class. Your attendance grade is based on the proportion of classes you attended.

## GRADING

I will provide you with provide you with specific rubrics for each of the above assignments.

Transformation of numerical grades to letter grades will correspond to this schedule:

A	93-100	C+	77-79.9	E <	59.9
A-	90-92.9	C	73-76.9		
B+	87-89.9	C-	70-72.9		
B	83-86.9	D+	67-69.9		
B-	80-82.9	D	60-66.9		



## COURSE TECHNOLOGY

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.

- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357)
- **Email:** [8help@osu.edu](mailto:8help@osu.edu)
- **TDD:** 614-688-8743

### *Technical skills necessary for this online course*

- Basic computer and web-browsing skills
- Navigating Carmen

### *Necessary equipment*

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection

## POLICIES FOR THIS HYBRID COURSE

- **Quizzes and exams:** You must complete the exams yourself, without any external help or communication.
- **Written assignments:** Your written assignments, including discussion posts, should be your own original work. In formal assignments, you should cite the ideas and words of your research sources. You are encouraged to ask a trusted person to proofread your assignments before you turn them in, but no one else should rewrite your work for you.
- **Reusing past work:** In general, you are prohibited in university courses from turning in work from another class, even if you modify it. If you want to build on past research or revisit a topic you've explored in other courses, please discuss the situation with me.
- **Falsifying research or results:** All research you will conduct in this course is intended to be a learning experience; you should never feel tempted to make your results or your library research look more successful than it was.
- **Collaboration and informal peer-review:** The course includes many opportunities for formal collaboration with your classmates. While study groups and peer-review of major written projects is encouraged, remember that comparing answers on a quiz or assignment is not permitted. If you're unsure about a particular situation, please feel free to ask ahead of time.



## **TEXTS**

There are no mandatory texts for this class. All content will be covered in the lectures or class discussions. However, if you would like to follow along with texts, you might consider the following (any edition—older is cheaper) to **supplement** lecture:

- Michael E. Kraft and Scott R. Furlong. 2018. *Public Policy: Politics, Analysis, and Alternatives, 6<sup>th</sup> Edition*. Washington, DC: CQ Press. (ISBN-13: 978-1506358154)
- Donald F. Kettl. 2018. *The Politics of the Administrative Process, 7<sup>th</sup> Edition*. Washington, DC: CQ Press. (ISBN-13: 978-1506357096)

Students can access textbook information via the Barnes & Noble bookstore website: [www.shopOhioState.com](http://www.shopOhioState.com) as well as from their BuckeyeLink Student Center. This information is disseminated by B&N to all area bookstores. You may buy from a store of your choice and/or shop for books online (always use ISBN# for searches).

\* Additional readings will be posted to Carmen. Please note that optional readings do not perfectly correspond to content covered in lectures.

## **SCHEDULE**

### **Week 1 (8/21 & 8/23): Introduction to the Course**

Assignment: Post to discussion board (due by 8pm on Thursday, 8/23)

Extra Credit: Email me the info I requested (due by 8pm on Thursday, 8/23)

## **PART 1: THE POLICYMAKING PROCESS**

### **Week 2 (8/28 & 8/30): Policymaking Process**

Assignment: Submit current event assignment (due by 8pm on Thursday, 8/30)

Optional Reading: “Public Policy and Politics” (KF, Ch. 1)

### **Week 3 (9/4 & 9/6): Policymaking Process**

Assignment: Complete political typology quiz (due by 8pm on Tuesday, 9/4)

Assignment: Submit current event assignment (due by 8pm on Thursday, 9/6)

Optional Reading: “Government Institutions and Policy Actors” (KF, Ch. 2)



**Week 4 (9/11 & 9/13): Policymaking Process**

Assignment: Submit current event assignment (due by 8pm on Thursday, 9/13)

Optional Reading: “Understanding Public Policymaking” (KF, Ch. 3)

**Week 5 (9/18 & 9/20): Exam Week**

Exam #1: Thursday, 9/20, in class

**PART 2: PUBLIC ADMINISTRATION**

**Week 6 (9/25 & 9/27): Public Administration**

Assignment: Submit problem statement (due by 8pm on Thursday, 9/27)

Optional Reading #1: “What is Public Administration?” (Kettl, Ch. 3)

Optional Reading #2: “What Government Does—And How It Does It” (Kettl, Ch. 2)

**Week 7 (10/2 & 10/4): The Federal Bureaucracy**

Assignment: Submit current event assignment (due by 8pm on Thursday, 10/4)

Optional Reading #1: “Accountability” (Kettl, Ch. 1)

Optional Reading #2: “The Executive Branch” (Kettl, Ch. 5)

**Week 8 (10/7 & 10/11): Personnel Management**

Assignment: Submit current event assignment (due by 8pm on Thursday, 10/11)

Optional Reading: “The Civil Service” (Kettl, Ch. 8)

**Week 9 (10/16 & 10/18): Recent Trends and Reforms of U.S. Public Administration**

Assignments: Submit current event assignment (due by 8pm on Thursday, 10/18)

Optional Reading: “Administrative Reform” (Kettl, Ch. 7)

**Week 10 (10/23 & 10/25): Exam Week**

Exam #2: Thursday, 10/25, in class



**PART 3: POLICY ANALYSIS & EVALUATION**

**Week 11 (10/30 & 11/1): Policy Analysis & Evaluation**

Assignment: Submit current event assignment (due by 8pm on Thursday, 11/1)

Optional Reading #1: "Policy Analysis: An Introduction" (KF, Ch. 4)

Optional Reading #2: "Public Problems and Policy Alternatives" (KF, Ch. 5)

**Week 12 (11/6 & 11/8): Assessing Policy Alternatives**

Assignment: Submit current event assignment (due by 8pm on Thursday, 11/8)

Optional Reading: "Assessing Policy Alternatives" (KF, Ch. 6)

**Week 13 (11/13 & 11/15): Evaluating the Impact of Public Policies and Programs**

Assignment: Submit current event assignment (due by 8pm on Thursday, 11/15)

**Week 14 (No Class): Thanksgiving!**

**Week 15 (11/27 & 11/29): Exam Week**

Exam #3: Thursday, 11/29, in class

**Week 16 (12/4): Close out the class**

Assignment: Submit your final papers via Carmen (by 8pm on Tuesday, 12/4)

**\*\*\*VERY IMPORTANT STATEMENTS BELOW\*\*\***



## **Glenn College Diversity**

The Glenn College is committed to nurturing a diverse and inclusive environment for our students, faculty, staff, and guests that celebrates the fundamental value and dignity of everyone by recognizing differences and supporting individuality. We are dedicated to creating a safe space and promoting civil discourse that acknowledges and embraces diverse perspectives on issues and challenges that affect our community.

## **Disability Accommodation Policy**

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; [slds.osu.edu](http://slds.osu.edu); 098 Baker Hall, 113 W. 12<sup>th</sup> Avenue.

## **Mental Health**

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know is suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the **Office of Student Life Counseling and Consultation Services (CCS)** by visiting [ccs.osu.edu](http://ccs.osu.edu) or calling 614-292- 5766. CCS is located on the 4<sup>th</sup> Floor of the Younklin Success Center and 10<sup>th</sup> Floor of Lincoln Tower.



You can reach an on call counselor when CCS is closed at 614--292--5766 and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1--800--273--TALK or at [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org). Also, the OSU Student Advocacy Center is a resource to help students navigate OSU and to resolve issues that they encounter at OSU – visit <http://advocacy.osu.edu/> .

## Academic Integrity

The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University’s [Code of Student Conduct](#) and that all students will complete all academic and scholarly assignments with fairness and honesty. Failure to follow the rules and guidelines established in the University’s Code of Student Conduct may constitute “Academic Misconduct.” Sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

In the Ohio State University’s [Code of Student Conduct](#), Section 3335-23-04 defines academic misconduct as: “Any activity that tends to compromise the academic integrity of the University, or subvert the educational process.” Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University’s [Code of Student Conduct](#) is never considered an “excuse” for academic misconduct.

## Statement on the Fulfillment of General Education Requirement

Please see below the GE goals and learning outcomes to which this course contributes, as well as an explanation of this contribution.

### GE Goals for Social Science

Students understand the systematic study of human behavior and cognition; the structure of human societies, cultures, and institutions; and the processes by which individuals, groups, and societies interact, communicate, and use human, natural, and economic resources.

### Expected GE Learning Outcomes of Public Affairs 2110

Human, Natural, and Economic Resources



1. Students understand the theories and methods of social scientific inquiry as they apply to the study of the use and distribution of human, natural, and economic resources and decisions and policies concerning such resources.
2. Students understand the political, economic, and social trade-offs reflected in individual decisions and societal policymaking and enforcement and their similarities and differences across contexts.
3. Students comprehend and assess the physical, social, economic, and political sustainability of individual and societal decisions with respect to resource use.

### **How Does Public Affairs 2110 Help Students Attain these Learning Outcomes?**

The two core crafts of public affairs—policy analysis and management—deal with informing and implementing societal decisions about how to allocate scarce societal resources. The class introduces students to theories and methods of social scientific inquiry used to inform this societal decision-making, which entails identifying political, economic, and social trade-offs across policy options and assessing the effectiveness of public policies and programs. These topics are covered throughout the entire class as students learn about policymaking and administrative processes. But the most explicit focus on these GE learning outcomes occurs when we cover policy analysis during the last third of the class. The third exam, which focuses on policy analysis, will be used to assess student understanding of the three GE learning outcomes.