



THE OHIO STATE UNIVERSITY

JOHN GLENN COLLEGE OF PUBLIC AFFAIRS

PUBAFRS 4021: Policy Paper, 3 credits

SPRING 2017

Course Syllabus

Instructor: Dr. Leonard L. Haynes III

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Office: (202) 403-8537

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Office Hours: by appointment; before and after class

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Washington, DC 20001

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Class meets in Room 235

The Washington Academic Internship Program (WAIP) is composed of three components: the internship, the policy seminar, and the policy paper. Students in the program, also known as John Glenn Fellows, must take all three courses concurrently. This is the syllabus for the policy paper.

Course Description

This course constitutes the culmination of WAIP through your expression of the ideas and projects to which you were exposed at your internship location, and the application of what you learned from Bardach's *A Practical Guide to Policy Analysis* and other seminar materials in the investigation of a policy debate of your own choosing.

The task is to execute a policy paper of significant length that focuses on a policy issue, in developing the paper, you will:

- Research the policy issue fully;
- Create an appropriate research design based on a well-specified, researchable question;
- Develop a bibliography of related research;
- Collect data appropriate to answering your research questions; and
- Present the policy paper both orally and in written form.

Each student's paper will look very different from every other since the topic derives from your internship experience; additionally, you will select your readings in consultation with the instructor to create the tools and background necessary to execute a paper of professional quality.

Course Objectives and Student Learning Outcomes

Each student will gain invaluable experience thinking deeply about a topic of personal and professional concern, use the tools of policy analysis, investigation, and assessment to project desirable outcomes in your given topic area. The goal is to make you an expert on something substantial, to recognize the complexities of policy formation, presentation, and

recommendation, and to make you aware of the multiple actors and variables that go into every policy decision.

Students will be able to use Washington as a resource, thus making this course (the oral presentation and the written paper) something you could take only in the nation's capital. The successful student will know more about his/her topic than anyone else in the class, and be tasked to impart that information in a concise form during a timed, formal oral presentation of policy conclusions. The written paper due at the end of the semester is a capstone assignment and will serve either as culmination of your efforts and/or the serious work that comes before a final Honors or Senior Thesis to be completed on campus. By mastering a policy concern, you will gain professional depth and maturity.

Assignments and Grading Guidelines

Each student, in consultation with the instructor and his/her internship supervisor, will create a policy paper to be delivered orally and in written form at the end of the term. Each student must submit, in digital form, the following:

- A research question
- A working thesis
- A research model, including an outline and annotated bibliography (each student will develop his/her own reading list to inform his/her policy paper); and
- The final product, to be delivered both in electronic form and a hard copy

Grades for this course consist of the following; on the last week of the semester, a ten-minute formal, oral presentation followed by five minutes of Q&A. (25% of final grade). I will look for excellence, concision, and eloquence in presentation. On the last Monday of the semester, 4/24/17, you will submit your final paper, which will present a compelling, well-researched, analytical effort based on your individual readings and guidelines informed by Bardach. This policy paper constitutes 75% of your final grade. That 75% is allocated accordingly; 10% to the research question, 10% to the outline and annotated bibliography, 20% rough draft, and 35% final paper.

Your paper will be evaluated on the focus of your topic, the strength and relevance of arguments you put forward, the appropriateness of your resources, and the professional writing and execution of a paper that connects your time in Washington to the ideas and theories discussed in the seminar and elsewhere.

Grades will follow the standard scale:

93 - 100	A	80 - 82	B-	68 - 69	D+
90 - 92	A-	78 - 79	C+	64 - 67	D
88 - 89	B+	73 - 77	C	63 & below	E
83 - 87	B	70 - 72	C-		

Relevant Deadlines

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- 1 Examples of inappropriate research resources include Google and Wikipedia. We'll discuss this in greater detail later in the semester.

Unless otherwise noted, assignments are due on the day of our class session, preferably before class, but no later than 11 PM. All assignments need to be submitted to me by e-mail; final paper must be submitted in hard copy and electronic form.

- 30 January: Research Question Due
- 27 February: Outline and Annotated Bibliography Due
- 06 March: Individual Meetings on Research Papers
- 10 March: Individual Meetings on Research Papers
- 13 March: Paper Rough Draft Due
- 17 April: Presentations on Research Papers
- 24 April: Paper Due (6 PM)

A completed final policy paper, prepared according to one of the standard manuals of style [see Diana Hacker, *A Pocket Style Manual*, 5th edition (New York; Bedford/St.Martin's, 2009)] will consist of a title page, a prose narrative (with or without charts, graphs, and other visual materials) of approximately 20 double-spaced pages, standard (MLA, APA, or Chicago style) source citations, and a bibliography.

Resources and Support

Tapping out 140 characters based on a Google search is mistakenly believed by too many people to be sufficient explication and exploration of immensely complicated policy issues and ideas. We will discuss appropriate resources in greater detail throughout the semester. The following resources are strongly recommended to help you identify appropriate research materials, and communicate your ideas.

- **Writing** Students wishing to have additional help with the writing of their papers can consult with a consultant at the Writing Center (<https://cstw.osu.edu/writing-center>). Writing counselors get busy early, so plan accordingly, and schedule an initial consultation early in the semester.
- **Library Assistance** The Glenn College has a dedicated librarian at OSU Libraries, David Lincove (lincove.I@osu.edu), who can help provide research assistance.

Disability Services

Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated, and should inform me as soon as possible of their needs. The

Office for Disability Services is located in 150 Pomerene Hall, 1760 Neil Avenue; voice, (614)292-3307, TDD (614) 292-0901, <http://www.ods.ohio-state.edu/>.

Academic Misconduct

I do not expect this to be a problem. If it is, the following will guide any resolution:

The Ohio State University and the Committee on Academic Misconduct (COAM), and I 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 never excuses for academic misconduct.

If you need more information, see the following:

- The Committee on Academic Misconduct web page: <http://oaa.osu.edu/coam.html>.
- Ten Suggestions for Preserving Academic Integrity: <http://oaa.osu.edu/coamtensuggestions.html>.
- Eight Cardinal Rules of Academic Integrity: www.northwestern.edu/uacc/8cards.html.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.