

## Course Syllabus

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Course Title: Public Policy Analysis  
Course Number and Section POLS4345 060  
Scheduled Class Days and Times Online every day

Instructor Name Geoffrey Willbanks  
Office Location Jenkins Hall, Tyler Junior College (no UTTyler office)  
Phone Number 903-510-2768 (please do NOT leave a message)  
Email [gwillbanks@uttyler.edu](mailto:gwillbanks@uttyler.edu) or [gwill@tjc.edu](mailto:gwill@tjc.edu)  
Best way to contact: email

Office Hours:

**Monday and Wednesday**, 1:20-2:40 pm in the TJC office and 2:55 to 4:00 pm online

**Tuesday and Thursday**, 2:55 - 4:15 pm in the TJC office

By appointment, I am also often online in Canvas, where you can email me.

I check my email frequently during the day, though if I am with a student or in a meeting, a response to an email may be delayed during this period. (For any email, you should expect a response within 48 hours (except Sundays).

Email policy: I will only communicate with students through their Patriot email accounts as requested by the University. The University has had several problems reaching students with vital questions or information because they do not check their Patriot email, and the University has asked faculty to require that students use their Patriot email accounts. I will also read emails to [gwill@tjc.edu](mailto:gwill@tjc.edu)

## Required Course Materials

**(1) Policy Analysis as Problem Solving: a flexible and evidence-based framework,**

published by Routledge, ISBN 978-1032493886

2nd edition

By Rachel Meltzer and Alex Schwartz

**(2) Publication Manual of APA,**

7th edition, 978-1433832161,

published by the American Psychological Association

<https://www.canva.com/link?target=https%3A%2F%2Fstylemanual.apa.org%2Fdashboard&design=DAGvylheDE8&utl=h2e061670b0&accessRole=viewer&linkSource=document>

[American Psychological Assn. Style Manual 7th edition.](#)

[Links to an external site.](#)

**It may be used, but it is not required.**

- Theories of the Policy Process, 4th edition

By Paul A. Sabatier, Published by Routledge, ISBN 978-0813350523

- The CQ Press Writing Guide to Public Policy by Andrew Pennock

Published by CQ Press, ISBN 978-1506348780

- Writing Public Policy, 4th edition by Catherine F. Smith

published by Oxford, ISBN 978-0199388578

These texts are available from the campus bookstore or online. Excerpts may be posted in Canvas.

## **Course Description & Objectives**

This course will explore the formulation and implementation of public policy in the United States. Attention will be given to all stages of the policy process (from agenda setting to policy evaluation) and to all actors that might influence the policy life cycle (public officials, interest groups, the media, and the public). In addition to a general overview of the process and politics of the policy process, the stages of the policy process and specific policy areas will be explored in greater depth.

## **Course Learning Objectives**

After successfully completing this course, students should be able to:

- describe the policy process and discuss the role of political and non-political forces in each stage of the policy process.
- describe the models, schools of thought, and paradigms by which scholars attempt to understand and analyze the policy process; discuss the strengths and weaknesses of each model, school of thought, and paradigm.
- analyze the content of a particular policy area, including the concepts, and political aspects
- explain the nature of policy analysis as an analytical tool and a public

## **Grading Standards and Expectations**

In my experience, many students might benefit from understanding specific goals and aspects of a course. To help clarify this issue, here is some additional information about student expectations:

What do grades mean?

1. A) performance/work is exemplary, exceeds expectations, goes well beyond stated minimum requirements, and performs the assigned task exceptionally well.
2. B) performance/work is above average, goes somewhat beyond stated minimum requirements, and performs the assigned task relatively well.
3. C) performance/work is average, meets but does not exceed minimum expectations, and the assigned task is completed acceptably.
4. D) performance/work is below average, and does not meet minimum expectations; the assigned task is attempted but not completed in an acceptable manner.
5. F) performance/work is unacceptable, may be off-topic, and well below the minimum standard, and may include instances of academic dishonesty.

Much of the class materials will be available through Canvas. If you experience any problems

logging into Canvas, you should seek help from Technology Support. Their office is in RBN 3022. They can be reached by email at [itsupport@patriots.utt Tyler.edu](mailto:itsupport@patriots.utt Tyler.edu) or the help now webpage [Help.utt Tyler.edu](http://Help.utt Tyler.edu). Their phone number is 903-565-5555. Please include your full name, student ID number, and date of birth in any communications you send to them.

## **Course Grade Components**

Your grade in this class will consist of six components:

- PowerPoint Online Presentation (15%) - Students will be divided into groups. Each group will prepare a PowerPoint presentation on the topic selected for the policy. Further details will be provided in another document.
- Policy Brief Online Submitted Presentation (15%) - Using the groups from the PowerPoint assignment, each group will analyze the topic used in the PowerPoint presentation in consultation with the professor. Each student will write a policy brief of 5 to 10 pages. Further details will be provided in another document.
- Reading Quizzes (10%) - These will cover the assigned reading for the quizzes and will be available online on the course website. The quizzes will have a few questions and count for a few points.
- Short Written Assignments (30%) – Instructions on the module or assignment page will be given. Students will complete a series of approximately one to two-page papers on topics the professor provides.
- News report (10%) - Students will select news articles from reputable newspapers (not journals) related to public policy. Students may seek articles identifying policy problems,

policy proposals, and policy adoption. Students might also select articles about policy implementation and policy evaluation. Students will summarize the article, listing the key points and conclusions. Further details will be given in the instructions found under the modules or assignment pages.

- Comprehensive Final Exams (20%) – Exams will consist of essays. Before the exam date, the professor will provide copies of the questions along with other details. The essay questions will focus on various topics from the entire course.

#### Schedule:

- Thursday, September 4
- Chapter One
- Assignment, Due 9:00 pm, Topic One Short Paper
- Assignment, Due 9:00 pm, syllabus agreement
- Assignment, Due 9:00 pm, News Report One
- Assignment, Due 11:59 pm, Quiz One
- 
- Thursday, September 11
- Chapter Two
- Assignment, Due 9:00 pm, Topic Two Short Paper
- Assignment, Due 9:00 pm, News Report Two
- Assignment, Due 11:59 pm, Quiz Two
- 
- Thursday, September 18
- Chapter Three
- Assignment, Due 9:00 pm, Topic Three Short Paper
- Assignment, Due 9:00 pm, News Report Three
- Assignment, Due 11:59 pm, Quiz Three
- 
- Thursday, September 25
- Chapter Four
- Assignment, Due 9:00 pm, Topic Four Short Paper
- Assignment, Due 9:00 pm, News Report Four
- Assignment, Due 11:59 pm, Quiz Four
- 
- Thursday, October 2
- Chapter Five
- Assignment, Due 9:00 pm, Topic Five Short Paper
- Assignment, Due 9:00 pm, News Report Five
- Assignment, Due 11:59 pm, Quiz Five
- 
- Thursday, October 9
- Chapter Six
- Assignment, Due 9:00 pm, Topic Six Short Paper
- Assignment, Due 9:00 pm, News Report Six
- Assignment, Due 11:59 pm, Quiz Six

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- Thursday, October 16
- Chapter Seven
- Assignment, Due 9:00 pm, Topic Seven Short Paper
- Assignment, Due 9:00 pm, News Report Seven
- Assignment, Due 11:59, Quiz Seven
- 
- Thursday, October 23
- Chapter Eight
- Assignment, Due 9:00 pm, Topic Eight Short Paper
- Assignment, Due 9:00 pm, News Report Eight
- Assignment, Due 11:59 pm, Quiz Eight
- 
- Thursday, October 30
- Chapter Nine
- Assignment, Due 9:00 pm, Topic Nine Short Paper
- Assignment, Due 9:00 pm, News Report Nine
- Assignment, Due 11:59 pm, Quiz Nine
- 
- Thursday, November 6
- Chapter Ten
- Assignment, Due 9:00 pm, Topic Ten Short Paper
- Assignment, Due 9:00 pm, News Report Ten
- Assignment, Due 11:59 pm, Quiz Ten
- 
- Thursday, November 13
- Assignment, Due 9:00 pm, PowerPoint Assignment
- 
- Thursday, November 20
- Assignment, Due 9:00 pm, Policy Brief Paper

### **Thanksgiving Week November 24-28**

- Thursday, December 4
- Review course material
- 
- December 8-12
- Assignment, Due 11:59 pm, Final Exam

### **UNIVERSITY POLICIES**

#### **UT Tyler Honor Code**

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

## Students' Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:

<http://www.uttyler.edu/wellness/rightsresponsibilities.php>

[Links to an external site.](#)

## Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class.

Holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

[Links to an external site.](#)

## UT Tyler, a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This policy applies to all university community members, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

Several cessation programs are available to students looking to quit smoking, including counseling, quitlines, and group support.

For more information on cessation programs, please visit.

[Links to an external site.](#)

## Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the semester's Census Date in which the course will be repeated.

Grade Replacement Contracts are available in the Enrollment Services Center.

[Links to an external site.](#)

. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three-course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions, of which students need to be aware. These include: submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, and approvals for taking courses such as Audit, Pass/Fail, or Credit/No Credit.

Receiving 100% refunds for partial withdrawals (There is no refund for these after the Census Date)

Schedule adjustments (section changes, adding a new class, dropping without a "W" grade) are being reinstated or re-enrolled in classes after being dropped for non-payment

Completing the process for tuition exemptions or waivers through Financial Aid

#### State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or after that from dropping more than six courses during their entire undergraduate career. This policy includes courses dropped at another 2-year or 4-year Texas public college or University.

For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

#### Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and the ADA Amendments Act (ADAAA), the University of Texas at Tyler offers accommodations to students with learning, physical, and/or psychological disabilities.

If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The

Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and to schedule an appointment with an Accessibility Case Manager. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>

[Links to an external site.](#), the SAR office located in the University Center, # 3150, or call 903.566.7079.

### Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

### Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks before the date of the planned absence. The instructor will set a date and time for completing make-up assignments.

### Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via email) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

### Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit.

Inform your instructor in the first week of class if you require assistance during an evacuation. Do not re-enter the building unless given permission by University Police, Fire Department, or Fire Prevention Services.

### Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give an unfair advantage to a student or the attempt to commit such acts i.

1. "Cheating" includes, but is not limited to:



- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test; · possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed "crib "; The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or in part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination for the purpose of preserving questions for use by another, when the instructors have designated that the examination is not to be removed from the examination room, or not to be returned, or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable things to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution, or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or

ii.

"Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's academic work offered for credit.

iii.

"Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv.

All submitted written work will be subject to review by plagiarism software.

## **UT Tyler Resources for Students**

- UT Tyler Writing Center (903.565.5995),

[writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)

- UT Tyler Tutoring Center (903.565.5964),

[tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)

- The Mathematics Learning Center, RBN 4021, is the open-access computer lab for math students, with tutors on duty to assist students enrolled in early-career
- UT Tyler Counseling Center (903.566.7254)

#### Important Covid-19 Information for Classrooms and Laboratories:

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home, and may join the class remotely. Students who have difficulty adhering to the COVID-19 safety policies for health reasons are encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150 or call (903) 566-7079 or email [saroffice@uttyler.edu](mailto:saroffice@uttyler.edu).

#### Recording of Class Sessions:

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

[Student Resources](#)

[University Policies and Information](#)