

POLICY ANALYSIS AND IMPLEMENTATION

Fall 2019

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Course Description

This course aims to review and examine the major theories in the policy analysis and implementation stages of the policy process. A number of questions will be considered. How are policy needs established or prioritized? Who initiates policy making? How does policy analysis help determine values, goals and outcomes? What gets in the way of policy-making? What role does the implementation process play in policy making? How is policy evaluated? What are the challenges for policy analysis and implementation?

Course Objectives

By the end of the course students should be able to:

- understand and apply major theories related to policy analysis and implementation;
- appreciate debates and challenges associated with policy-making;
- assess strategies adopted by governments in their search for appropriate policies;
- improve their skills in leading seminars and participating in discussions;
- design and implement research projects independently; and
- improve their PowerPoint presentation skills

Required Materials and Texts

- Leslie A. Pal, *Beyond Policy Analysis*, Nelson, 2014.
- Amanda Clark, *Opening the Government of Canada*, UBC Press, 2019.

Class Format

The course will involve a weekly seminar, with guest lectures and student presentations.

Course Evaluation – Overview

1. Weekly reading analysis - 5% each, total of 6, or 30%
2. Class attendance and participation – 10%
3. Leading class discussion – 25%
4. Research essay – 30%
5. Final presentation and handout – 10%

Course Evaluation – Details

Weekly one page readings summary and analysis memo, 5% per week, total of 30%

- beginning week 4
- choose one of the class readings for the week

- single spaced; due at the beginning of the scheduled class
- no summary required during your presentation weeks
- no late summaries will be accepted
- Any 6 in total

Class attendance and participation, 10%

- Students should attend all seminars and be prepared to thoughtfully engage in discussion

Leading class discussion on reading, 20%

- In groups of two or on your own, prepare a 10 minute presentation on one or more (depending on group size) of the assigned readings (sign up will occur during the second week of class)
- Presentations should also include **at least** two additional readings & address key questions, as well as provide additional questions designed to provoke and encourage discussion
- Sign up in the first week of class

Research Essay, 30%

- 15 to 18 page double spaced policy analysis and recommendation of major policy issue of your choice on one the major election issues; climate change, cost of living, or health care.
 - Including background policy history
 - Politics surrounding the policy
 - Defense of your recommended policy and implementation
- Special attention will be paid to the thoroughness of the research effort and the quality of the argument
- Only hard copies will be accepted in class
- Students will also be required to submit the paper to Turnitin.com before the due date, unless other arrangements have been made with the professor.
- Late penalties of 2% per day (including weekends) will be applied to all papers not handed in at the beginning of class on **November 18th**.

Final Presentations and Handout, 10%

- 8 minute in-class presentation of your research essay
- Handout which outlines your presentation (i.e., copy of PowerPoint presentation)
- Presentations will take place the last three weeks of class

Weekly Course Schedule and Required Readings

Week 1 (Sept 9)

Introduction

Readings: no readings this week

Week 2 (Sept 16)

Problem Definition in Policy Analysis

Readings:

- Stephen Brooks, "The Policy Analysis Profession in Canada", in *Policy Analysis in Canada*, pp. 27-49.
- Howlett et al., "The "lumpiness" thesis revisited"" in *Policy Analysis in Canada*, pp. 49-69.

Week 3 (Sept 23)

Policy Analysis at Differing Levels of Government

Readings:

- Robert P. Shepherd and Christopher Stoney, "Policy analysis in the federal government: conditions and renewal initiatives in the Trudeau era", in *Policy Analysis in Canada*, pp. 71-98.
- Ken Rasmussen, "Public policy in the provinces: more power; less puzzling", in *Policy Analysis in Canada*, pp. 99-120.
- Daniel Henstra, "Policy analysis in local government, in *Policy Analysis in Canada*, pp. 121-144.

Week 4 (Sept 30)

Dynamics of Public Policy in Hamilton and Defining Policy Analysis

Guest lecture: Paul Johnson, General Manager, Healthy & Safe Communities

Readings:

- *Beyond Policy Analysis*, chapter 3

Week 5 (Oct 7)

Policy Instruments and Communities

Readings:

- *Beyond Policy Analysis*, chapter 4 and chapter 6.

Week 6 (Oct 14) – Mid-Term Recess

Week 7 (Oct 21)

Challenges for Policy Analysis

Readings:

- *Beyond Policy Analysis*, chapter 2 and chapter 8.

Week 8 (Oct 28)

Policy Implementation and Communication

Readings:

- *Beyond Policy Analysis*, chapter 5 and chapter 9.

Week 9 (Nov 4)

Open Government in the Digital Age

Readings:

- *Open the Government of Canada*, chapters 1, 2 and 3

Week 10 (Nov 11)

Bureaucrats, the Digital Age, and the Future of Governance

Readings:

- *Open the Government of Canada*, chapters 5, 6, and 7.

Week 11 (Nov 18)

Class presentations

No readings

Week 12 (Nov 25)

Class presentations

No readings

Week 13 (December 2)

Class presentations

No readings

Course Policies

Submission of Assignments

Written work must be submitted in hard copy in class at the beginning of class.

Grades

Grades will be based on the McMaster University grading scale:

MARK	GRADE
90-100	A+
85-90	A
80-84	A-
77-79	B+
73-76	B
70-72	B-
67-69	C+
63-66	C
60-62	C-
57-59	D+
53-56	D
50-52	D-
0-49	F

Late Assignments

Absences, Missed Work, Illness

In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar "Requests for Relief for Missed Academic Term Work".

Late penalties of 2% per day (including weekends) will be applied to all papers not handed in at the beginning of class on **November 18th**.

Avenue to Learn

In this course we will be using Avenue to Learn. Students should be aware that, when they access the electronic components of this course, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

Turnitin.com

In this course we will be using a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. Students will be expected to submit their

work electronically either directly to Turnitin.com or via Avenue to Learn (A2L) plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty. Students who do not wish to submit their work through A2L and/or Turnitin.com must still submit an electronic and/or hardcopy to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com or A2L. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). For more information please refer to the [Turnitin.com Policy](#).

Academic Accommodation for Religious, Indigenous or Spiritual Observances (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the RISO policy. Students requiring a RISO accommodation should submit their request to their Faculty Office normally within 10 working days of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests

University Policies

Academic Integrity Statement

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity.

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the [Academic Integrity Policy](#).

The following illustrates only three forms of academic dishonesty

- Plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
- Improper collaboration in group work.
- Copying or using unauthorized aids in tests and examinations.

Academic Accommodation of Students with Disabilities

Students who require academic accommodation must contact [Student Accessibility Services \(SAS\)](#) to make arrangements with a Program Coordinator. Academic accommodations must be arranged for each term of study. Student Accessibility Services can be contacted by phone 905-525-9140 ext. 28652 or e-mail sas@mcmaster.ca. For further information, consult McMaster University's Policy for [Academic Accommodation of Students with Disabilities](#).

Faculty of Social Sciences E-mail Communication Policy

Effective September 1, 2010, it is the policy of the Faculty of Social Sciences that all e-mail communication sent from students to instructors (including TAs), and from students to staff, must originate from the student's own McMaster University e-mail account. This policy protects confidentiality and confirms the identity of the student. It is the student's responsibility to ensure that communication is sent to the university from a McMaster account. If an instructor becomes aware that a communication has come from an alternate address, the instructor may not reply at his or her discretion.

Course Modification

The instructor and university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check his/her McMaster email and course websites weekly during the term and to note any changes.