Meeting Time: On-line course using Blackboard Learn 9.1
Instructor: Dr. Mittie Davis Jones
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Phone: 216-687-3861
Blackboard Technical Requirements: https://www.csuohio.edu/center-for-elearning/technical-requirements

Technical Support Options: Search the online knowledge bases at http://www.csuohio.edu/center-for-elearning/technical-support
Call the 24/7 Blackboard Help Desk at 216-687-5050 and select option #2 for Blackboard Support.
For general information or questions about eLearning, contact the Center for eLearning via phone (216-687-3960) or email (elearning@csuohio.edu).

E-mail: Use the email function in Blackboard to contact Dr. Jones.

Office hours: Email to make an appointment

Class Design
This class is offered completely online and has no face-to-face meetings. The course uses Blackboard Learn as the course management tool. Students should confirm that their computers meet the technical requirements so they can participate in the course successfully (go to technical requirements). Instructions for accessing Blackboard are at the end of the syllabus. Prior to beginning work in the course, please carefully review the information in this syllabus as well as the information located in the “start here” and “course information” sections of the Blackboard course website.

Course Description
Public policy is the response by government to address political, economic and social issues or problems. How governments decide what to do and on what issues is the subject of this course. We will examine the process by which government decides what to do and not do through the lens of current urban policy issues. Some of the issues we examine as a class may be among the topics you choose for your policy analysis paper.

Each of us is affected by public policy directly or indirectly, in minor or major ways, overtly or covertly. Understanding public policy begins with an analysis of the process by which it was formed and the issue at hand. It requires critical thinking and thorough research to develop a useful understanding.
Course Objectives
Upon completion of this course, students will be able to:

1. Describe the process of public policy formation; identify the internal and external influences on that process and discuss how influences affect policy outcomes.
2. Utilize research skills using the Internet, public documents, academic journals and scholarly literature to find information about public policies and apply it to problems.
3. Determine whether or not sources of information are appropriate and valid.
4. Analyze the public policy response to a political, economic, or social issue.

Required Textbook

Student companion to this textbook (summaries, practice quizzes, eFlashcards, videos and multimedia links, and study questions) can be found at:

https://edge.sagepub.com/kraft6e/student-resources

Additional supplemental readings will be provided online through Blackboard.

General Education Requirements
This course fulfills the Writing Across the Curriculum (WAC) General Education (GenEd) requirements. A course approved for the WAC requirement must meet all of the following criteria:

1. Require students to write between 3,000 and 5,000 words (10-20 pages, double-spaced, in 12-point font, with 1” margins) in writing assignments (which may include drafts).
2. Final versions of at least one assignment should total at least 2,000 words (eight pages).
3. Teach students writing-to-learn strategies that foster students’ experiences in learning and writing-to-communicate strategies that foster students’ respect of readers’ experiences. Whenever possible, planning assignments (e.g. reading logs, pre-writing strategies) and peer reviews should be included.
4. Assign writing complex enough to require substantive revision for most students. The instructor should give feedback to assist students in preparing subsequent papers or drafts of papers. This feedback should not consist entirely of mechanical correction of punctuation and grammar.
5. Provide instruction in discipline-appropriate forms of texts, arguments, evidence, style, audience, and citation.
6. Assign writing throughout the semester.
7. Where appropriate, address the needs of students regarding library competency.
8. Assign writing in English unless the course is specifically geared to improving writing at the 300-level in another language.

9. In order to receive a C or better in the course, students must write at a satisfactory skill level (C or better). If the student’s writing is weak, but shows understanding of the course material, the student may be assigned a D, in which case WAC credit will not be received for the course.

Elements of this course

Three major paper assignments fulfill Cleveland State University’s requirement for WAC of 3,000 words. The first two paper assignments consist of 500 words each and the final paper assignment is a minimum of 2,000 words. You are required to submit a draft and final versions of each paper assignment.

The first paper assignment utilizes writing-to-learn strategies that foster experiences in learning. The second writing assignment utilizes writing-to-communicate strategies that foster the student’s respect of the reader’s experience. There are several paper preparation assignments designed to step you through the process of completing the papers. In addition, you will be required to discuss your topic with other students in online discussions, as well as give feedback to others regarding their topics.

The writing assignments are complex and may require substantive revision for most students. The instructor will give you feedback on all paper preparation assignments, paper drafts, and final papers. Feedback will be focused on writing skills and content. You will receive feedback via the assignment section of Blackboard.

Instruction in discipline-appropriate forms of text, arguments, evidence, style, audience, and citation will be given by the instructor.

Students should familiarize themselves with American Psychological Association (APA) formatting requirements for preparing written assignments. APA is the required format for all writing assignments. For additional information go to: http://owl.english.purdue.edu/owl/resource/560/01/

As this is a writing course, you will be expected to write something every week. Please remember that proper writing (structure and format) is essential not only when you are writing your papers but as you are preparing your other assignments (short answer assignments) and posting to the discussion boards. All assignments submitted as attachments must be in Microsoft Word format or a MS Word compatible format. Do not submit documents in PDF format.

Some assignments will require identifying proper Internet sources and determining the validity of sources. While these are not the only formal assignments related to library competency, students who need additional help in library competency may work with the instructor to obtain additional materials.

In order to receive the grade of C or better in the course, students must write at a satisfactory level (C or better). If the student’s writing is weak but she/he shows understanding of the course material, the student may be assigned a D in which case WAC credit will not be received for the course.
Writing Assignment Descriptions

Papers 1 and 2: Short Paper Assignments
Each short paper must:

- Be written using APA style and submitted as attachments in Microsoft Word or a compatible format
- Include at least one source found on Internet websites (such as a report from a policy research organization)
- Include at least one source from scholarly journals (Talk to a CSU librarian if you need help identifying a scholarly journal.) The journal may be accessed on the Internet.
- Use proper spelling and grammar
- Satisfy the WAC requirements (which includes submitting a draft prior to the final paper)
- Consist of a minimum of 500 words

Topics for the short papers will involve using the material from the readings and discussions to describe certain aspects of the problem/policy you chose for your policy analysis final paper. Therefore, it is extremely important that you complete paper preparation assignments early and receive approval from the instructor for your problem/policy topic.

Paper 3: Policy Analysis
The final policy analysis paper must:

- Be written using APA style and submitted as attachments in Microsoft Word or a compatible format
- Include at least one source found on Internet websites (such as a report from a policy research organization)
- Include at least two sources from scholarly journals (Talk to a CSU librarian if you need help identifying a scholarly journal.)
- Use proper spelling and grammar
- Satisfy the WAC requirements (which includes submitting a draft prior to the final paper)
- Consist of a minimum of 2,000 words

Throughout the semester, there will be several paper preparation assignments designed to help you through the process of developing your papers so that you are not overwhelmed by the assignment. In addition, the short paper assignments are designed to help you connect your problem/topic to the materials learned in the course as well as to serve as building blocks for the final policy analysis paper. Check Blackboard under assignments for these projects.

Remember you are required to submit a draft of each paper prior to submitting the final version. You should use the feedback provided to improve your arguments, help with grammar and spelling, and make a more cogent and reasoned case.

Keep track of the sources you use when collecting information about your policy topic including the websites you visit. These references should be included in your written assignments as well as your papers.
A framework/outline for your work will be provided to you as well. You are required to include components of the framework in your paper. Most students find that using it as an outline is best. The framework will be posted on Blackboard under policy paper framework.

More detailed information and instructions regarding all papers will be made available to you from the course website.

Writing Help

Links to sites for help with writing skills (including the CSU Writing Center) and APA format are available from the course home page on Blackboard. Students who have difficulty with the mechanical aspects of writing are strongly encouraged to utilize the services of the CSU Writing Center located in Rhodes Tower 124 for assistance. Students should use the American Psychological Association (APA) format for citations and reference pages.

Course Structure in Blackboard

This course is offered in Blackboard Learn 9.1. The course structure in Blackboard is defined in the content module of the Blackboard course. There, you will find information for each week. Each week consists of the following materials and information:

Learning objectives
Readings
PowerPoint summary of the topic
Assignments
  • Papers #1 and #2: Two 500-word short paper assignments (discussed above)
  • Paper #3: Final 2,000-word policy analysis paper (discussed above)
  • Short answer assignments (short answer format that covers the weekly readings). Submit under “assignments” in Blackboard.
  • Paper preparation assignments (short answer format, designed to step you through the policy analysis process). Submit under “assignments” in Blackboard.
  • Quizzes (multiple choice covering weekly readings). Access and submit under “assessments” in Blackboard.
  • Discussions with classmates that focus on current policy issues. Access and submit under “discussions” in Blackboard.

You must login and participate in the Blackboard class each week in order to be successful in this course. Every week you will have some combination of short answer assignment, paper preparation assignment, quiz, and discussion due. Homework assignments and quizzes are designed to cover the content covered in the texts. The discussions will focus more on current issues, including the public problems/policies you choose for your policy analysis paper assignment. Paper preparation assignments step you through the process of gathering information for your paper.

Written assignments are to be uploaded to the assignment section of Blackboard. Quizzes are taken in the quizzes section and discussions are conducted in the discussion section. If you are unsure how to use these features, please use the help button in Blackboard or link to help and tutorials via the “start here” section.

Each week in the content module begins on Monday. The assignments are due by the following Sunday at 11:59 p.m. including the final policy analysis paper which is due on December 13, 2019 at 11:59 p.m. It is important to stay on track since some assignments
may be closed after the due date. Late assignments may be accepted at the discretion of the instructor and will require appropriate documentation (i.e., doctor’s excuse, etc.); points may be deducted as well. **The instructor will grade submitted assignments within one week of the final due date.**

**NB: YOU ARE RESPONSIBLE FOR MANAGING THE TECHNOLOGY. YOU NEED TO FACTOR THAT INTO YOUR PLANNING AND ORGANIZATION.**

For example, keep copies of your completed homework in case it doesn’t download correctly. Contact the professor immediately if the computer crashes in the middle of an exam. If your personal computer crashes, you will have to find another way to participate such as using school computers.

**Workplace Use of Technology**

For those of you who have permission to do your work at your workplace and plan to do so, please be advised that many workplaces have computer safeguards in place that may prevent you from accessing certain course components. In particular, workplace firewalls may have pop-up blockers that block the quizzes and exams.

**University Policies**

**Students with disabilities**

Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services at (216) 687-2015 or [https://www.csuohio.edu/disability/disability](https://www.csuohio.edu/disability/disability). Students with special needs or those who require special accommodations when taking exams, completing projects, or meeting the class requirements should identify themselves immediately to the instructor so that appropriate arrangements may be made. Accommodations need to be requested in advance and will not be granted retroactively.

Refer to the CSU Office of the University Registrar for additional information on add/drop, withdrawal procedures, satisfactory/unsatisfactory grading, and incomplete grading. [https://www.csuohio.edu/registrar/registrar](https://www.csuohio.edu/registrar/registrar)

**Deadline to drop a course** September 6, 2019  
**Deadline to withdraw from a course (grade of “W” assigned)** November 1, 2019  
**Final exam period** December 9-14, 2019

For class cancellations due to weather or other circumstances, call CSU information (687-2000) before class or access the Cleveland State University home page at [www.csuohio.edu](http://www.csuohio.edu).

**Plagiarism**

Plagiarism or cheating will result in an F for the assignment and possibly an F in the course. Plagiarism, according to the CSU Student Handbook, is defined as the stealing and/or using the ideas of another in a paper, exam, or report and claiming it as your own. This includes, but is not limited to, the use, by paraphrase or direct quotations, of the work of another person without full and clear acknowledgement (CSU Handbook, 2008). This includes the work of another student. The penalties for plagiarism are found in full in the Student Handbook (Office of Student Life) under Academic Regulations (Policy on Academic Misconduct) at the following link: [https://www.csuohio.edu/sites/default/files/StudentCodeOfConduct.pdf](https://www.csuohio.edu/sites/default/files/StudentCodeOfConduct.pdf)
Plagiarism is the most frequently occurring type academic dishonesty. It is also the most avoidable. All students are required to take this plagiarism quiz: https://www.csuohio.edu/sites/default/files/media/writing_center/documents/Plagiarism Quiz PDF.pdf

You will be required to turn all papers into a plagiarism service which will help to detect instances of intended or unintended plagiarism. Please learn what constitutes plagiarism and avoid it.

APA Style
All written assignments must follow American Psychological Association (APA) style. Each APA citation has two parts: the in-text citation and the reference page. You must have both an in-text citation and an entry on the reference page for every external source you use. Use the following link for more information regarding APA compliance:

https://www.csuohio.edu/writing-center/apa-resources

If you have never used the American Psychological Association (APA) Style Sheet try this 20-minute power point presentation from the American Psychological Association: http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx

It covers formatting and citation. If you are a visual learner, this power point demonstration will be great to look at before you turn to a manual.

General Policies
Make-up of exams and assignments is at the discretion of the instructor; consideration requires valid written documentation (such as a doctor’s note).

Grades
Letter grades are assigned as follows:

A = 94-100%
A- = 90-93
B+ = 87-89
B = 83-86
B- = 80-82
C+ = 77-79
C = 70-76
D = 60-69
F = 59 and below

A satisfactory skill level for a Writing Across the Curriculum (WAC) course is a grade of C or better. If the student’s writing is weak but shows an understanding of the course material, the student may be assigned a D, in which case WAC credit will not be received for the course.
Grades, continued
Grades will be calculated as follows:

13 quizzes @ 10 points each  
15 discussions @ 5 points each  
5 short answer assignments @ 10 points each  
5 paper preparation assignments @ 10 each  
Paper #1 (Policy actors paper)  
  Draft  20 points  
  Final  50 points  
Paper #2 (External actors paper)  
  Draft  20 points  
  Final  50 points  
Final policy research paper  
  Draft  40 points  
  Final  60 points

Total  535

Course Schedule
Check Blackboard for weekly updates. Each week begins on Monday and ends on Sunday with the exception of the final paper which is due on Friday, December 13, 2019.

The professor reserves the right to make changes in assignments as may be required.

Office of Institutional Equity (OIE)

Federal law, including Title IX, and University policy require that CSU address discrimination, harassment and sexual violence and enable students affected by these issues to have the same opportunity to succeed as other students. To do this, the CSU Office for Institutional Equity (OIE) provides information, identifies resources (counseling, medical, advocacy, safety planning), issues academic accommodations (excused absences, extended deadlines, late withdrawals, alternative assignments) and other accommodations (No Contact Directives, changing living arrangements). Any student affected by discrimination, harassment and/or sexual violence and seeking assistance, should contact the Office for Institutional Equity by calling 216-687-2223, sending an email to r.lutner@csuohio.edu or m.vogelgesang@csuohio.edu, or visiting AC 236.
Tentative Course Schedule and Assignments (subject to change)

**Week One (beginning August 26)**

**PUBLIC POLICY & POLITICS**
Read: Kraft & Furlong (K&F), Preface
Read the entire syllabus especially the section on plagiarism
Take the plagiarism quiz: https://www.csuohio.edu/sites/default/files/media/writing_center/documents/Plagiarism Quiz PDF.pdf (Send an email to Dr. Jones confirming that you have completed the quiz.)
Discussion
(Due Sunday, September 1 at 11:59 p.m.)

**September 2 Labor Day**

**Week Two (beginning September 2)**

**GOVERNMENT INSTITUTIONS & POLICY ACTORS**
Read: K & F Chapter 1
Quiz, Short Answer Assignment #1, Paper Preparation Assignment #1, Discussion
(Due Sunday, September 8 at 11:59 p.m.)

**Week Three (beginning September 9)**

**UNDERSTANDING PUBLIC POLICYMAKING**
Read: K & F Chapter 2
Quiz, Short Answer Assignment #2, Paper Preparation assignment #2, Discussion
(Due Sunday, September 15 at 11:59 p.m.)

**Week Four (beginning September 16)**

**AGENDA SETTING**
Read: K & F, Chapter 3
Quiz, Discussion
**PAPER #1 DRAFT DUE**
(Due Sunday, September 22 at 11:59 p.m.)

**Week Five (beginning September 23)**

**LOCAL AND STATE GOVERNMENT**
Read: E. Terrence Jones, Chapter 2 (The Public Sector), *The Metropolitan Chase*
Quiz, Paper Preparation Assignment #3, Discussion
(Due Sunday, September 29 at 11:59 p.m.)

**Week Six (beginning September 30)**

**POLICY ANALYSIS: AN INTRODUCTION**
Read: K & F Chapter 4
Quiz, Discussion
**PAPER #1 FINAL**
(Due Sunday, October 6 at 11:59 p.m.)
**Week Seven (beginning October 7)**
PUBLIC PROBLEMS AND POLICY ALTERNATIVES
Read: K & F Chapter 5
Quiz, Paper Preparation Assignment #4, Discussion
**PAPER #2 DRAFT**
(Due Sunday, October 13 at 11:59 p.m.)

October 15 Columbus Day

**Week Eight (beginning October 14)**
ASSESSING POLICY ALTERNATIVES
Read: K & F Chapter 6
Quiz, Short Answer Assignment #3, Paper Preparation Assignment #5, Discussion
(Due Sunday, October 20 at 11:59 p.m.)

**Week Nine (beginning October 21)**
ECONOMIC AND BUDGETARY POLICY
Read: K & F Chapter 7
Quiz, Discussion
**PAPER #2 FINAL**
(Due Sunday, October 27 at 11:59 p.m.)

**Week Ten (beginning October 28)**
HEALTH CARE POLICY
Read: K & F Chapter 8
Quiz, Short Answer Discussion
(Due Sunday, November 3 at 11:59 p.m.)

**Week Eleven (beginning November 4)**
WELFARE AND SOCIAL SECURITY POLICY
Read: K & F Chapter 9
Quiz, Short Answer #4, Discussion
(Due Sunday, November 10 at 11:59 p.m.)

November 11 Veteran’s Day Observance

**Week Twelve (beginning November 11)**
EDUCATION POLICY
Read: K & F Chapter 10
Quiz, Discussion
**POLICY ANALYSIS DRAFT**
(Due Sunday, November 17 at 11:59 a.m.)

**Week Thirteen (beginning November 18)**
ENVIRONMENTAL AND ENERGY POLICY
Read: K & F Chapter 11
Quiz, Short Answer Assignment #5, Discussion
(Due Sunday, November 24 at 11:59 p.m.)
Week 14 (beginning November 25)
FOREIGN POLICY AND HOMELAND SECURITY
Read: K & F Chapter 12
Quiz, Discussion
(Due Sunday, December 1 at 11:59 p.m.)

November 28-29
Thanksgiving Recess

Week 15 (beginning December 2)
POLITICS, ANALYSIS, AND POLICY CHOICE
Read: K & F Chapter 13
Quiz, Discussion
(Due Sunday, December 8 at 11:59 p.m.)

Week 16 (beginning December 9)
FINAL EXAM WEEK December 9-14
POLICY ANALYSIS FINAL VERSION (Due on DECEMBER 13 at 11:59 p.m.)
Technical Requirements

You are responsible for managing the technology for this class. This course requires the use of Blackboard as well as MS Office or compatible word processing software and Adobe Player. It may also require the use of a multimedia player such as Quick Time or Windows Media Player.

1. TECHNICAL REQUIREMENTS

Review “technical requirements” and “getting started” with Blackboard from the Center for eLearning website: https://www.csuohio.edu/center-for-elearning/center-for-elearning. In addition to the hardware, operating system, and Internet requirements posted on that page, you will also be required to open various documents such as PDF files and Microsoft Office files including Word, Excel, and Power Point files.

- If you do not have Adobe Reader, download it for free at: https://csuohio.service-now.com/csu?id=kb_article&sys_id=f9cf7d19db18d340b6cbf5161d9619ab

- Obtain MS Office, specifically Word, Excel and Power Point to open files that will be posted on the Blackboard site. In addition, assignments submitted as attachments should be in Word format. If you have other program that will open these files, you may use those as long as you are able to work with them. If you are submitting assignments in something other than Word, save them as .txt files or MS Office compatible files. Do not send files saved as Microsoft Works files. You may use this program only if you are able to “save as” .doc or .txt.

As a student at CSU, you may obtain this software free at: https://www.csuohio.edu/sites/default/files/Updated_PC_Office365_Setup_2016.pdf

2. COURSE ACCESS – THIS COURSE IS BEING TAUGHT ON BLACKBOARD LEARN (NOT BLACK BOARD CE)

Once you are registered for the course via CampusNet, the course will automatically be loaded into your Blackboard account. Course content is typically made available to students one week prior to the beginning of the semester.

- To access Blackboard, point your web browser to https://www.csuohio.edu/center-for-elearning/blackboard-login

You will arrive at the “Blackboard LEARN” login page.
3. BROWSER CHECK

Most difficulties encountered by students using Blackboard relate to the Internet browser, e.g., Mozilla Firefox, Internet Explorer, etc. To prevent this, be sure to check your browser using the technical requirements from the Start Here folder.

4. STUDENT TUTORIALS

If you are not familiar with using some of the features in Blackboard, you can get tutorials from the Blackboard OnDemand Center at http://ondemand.blackboard.com/ This link is also provided from your Blackboard page.

5. ADD YOUR PHOTO AND PERSONAL INFORMATION

Once logged into Blackboard, click on your name on the left side of the screen. Edit information there and click on the profile photo icon to upload a photo.

6. NEED HELP?

Note: If you have a question about assignments, course content, or other course activities, you should direct those questions to your instructor:

Dr. Mittie Davis Jones
m.d.jones97@csuohio.edu
(216) 687-3861 (office)

Cleveland State University now has live technical help for Blackboard Learn available. To access, see https://www.csuohio.edu/center-for-elearning/technical-support.

Forget your password? Contact the CSU Call Center via phone (216) 687-5050. Call Center hours vary during the academic year.