Class Meetings:
Tuesdays: 11:45am-1:05pm (LC021)

Discussion Sections:
Thursdays: 11:45am-1:05pm Rooms TBA

Instructor:

Elizabeth Pérez-Chiqués
eperez-chiques@albany.edu

Office hours:
Humanities Basement 016
Tuesdays: 2:00pm-3:30pm
Or by appointment

Teaching Assistants:

Lucila Zamboni      Danielle McAuliffe
lzamboni@albany.edu  dmcauliffe@albany.edu
Meet by appointment  Meets by appointment

Course Summary
This course introduces students to the process of public policy making. As a student in this course, you will gain a greater appreciation for the complexity of policymaking, the vast number of actors involved in policy making, and the factors that make policies more or less successful. Through the course, we will ask questions such as: Where do ideas for policies come from in the first place? Why do some ideas get attention while other problems are ignored? What does it take to get a policy formulated, enacted, and successfully implemented? What are the roles of the executive, legislature, courts, interest groups, business, the news media, and other actors in the policy process? Why do some policies, even after extensive research and analysis, seem so irrational and haphazard?

There are no prerequisites for this course. The course is a requirement for students in Rockefeller College’s Public Policy program, and is also considered a Social Science course under the General Education requirements.
**Required Text**

The 4th Edition is also available as an E-book for Kindle

*The 3rd Edition of this book is also acceptable, but students are responsible for finding correct page numbers and anything else that is different from the 4th edition.

The book will be available at Mary Jane’s or can be bought or rented on the internet (e.g., Amazon.com, etc).

**Additional Readings**
A course site on Blackboard Learning System (https://blackboard.albany.edu/) will contain supplementary readings and other materials, like written assignments required for the course.

**Class Rules**

- **Be prepared**
  Read all the required readings for each class before you come to class. I strongly encourage you to use study guides to prepare for weekly quizzes.

- **Be respectful of other people’s opinions**

- **Submit all assignments before the deadline**
  Assignments should be submitted on the day of the deadline. Five (5) points will be deducted from late assignments for every day that they are late, unless there are mitigating circumstances (see below).

- **Do not use your laptop or any other devices in class. Silence your cell phone before the beginning of the class**

- **Alternative class arrangements**
  Contact the instructor at the start of the course if you require alternative assessment arrangements, e.g. extra time to finish assignments. If you are new to the university, you may wish to visit the UAlbany Disability Resource Center webpage: [http://www.albany.edu/disability/index.shtml](http://www.albany.edu/disability/index.shtml)

- **Academic Integrity**
  The university’s policy on academic integrity is available at: [http://www.albany.edu/reading/academic_integrity.php](http://www.albany.edu/reading/academic_integrity.php). Using someone else’s argument without citing their work, quoting an article, book, web site or other source without giving the source, claiming as your work a paper written by someone else, and resubmitting a paper you wrote for another class
are all examples of plagiarism. Plagiarism is considered to be a serious matter, even if it was not intentional. Plagiarism can result in any of the following, depending on the seriousness of the case: requirement to rewrite the affected assignment, lowering the assignment or the course grade by a full grade or more, failing the assignment or the course, or withholding permission to withdraw from the course.

- **Meet with the instructor or TA if you have any questions, problems, or concerns**
  If you cannot come during office hours due to a conflict with another class or a work commitment, email the instructor or TA to arrange an alternative meeting time. Be aware that you might have to wait a bit longer for an appointment and meetings outside of office hours may need to occur on the UAlbany Downtown Campus.

- **If you believe your grade is wrong for whatever reason, talk to the instructor**
  Visit the instructor during office hours to talk about the problem. You must take the assignment home, read the comments, and contact us. However, do so within two weeks of receiving the grade. Appeals about assignments that are more than two weeks old will not be considered unless there are mitigating circumstances. Making an appeal is no guarantee that your grade will be raised: it may go up, down or stay the same depending on the results of the review.

- **Mitigating circumstances**
  From time to time, unforeseen circumstances mean that students will have to miss classes or assignments. In such circumstances, please let the instructor know the situation as soon as it is practical, so that alternative arrangements can be made.

  *Important note:* Any absence not excused by the Dean's office will be considered an unexcused absence. If you have to miss a class, provide the Dean with the documentation (e.g., doctor's note) immediately following the day(s) you missed. If the Dean's office approves the documentation, they will send a letter excusing your absence to the instructor.

**Assignments**
The course is graded A-E. Formal requirements of the course are:

1. Weekly Quizzes (15%)
2. (5) Policy Worksheets (15%)
3. Mid-term Exam (20%)
4. (2) Short Written Assignments (40%)
5. Discussion Section and Class Participation (10%)

**Weekly Quizzes (15%)**
Quizzes will be given weekly. Each quiz is worth 10 points. The grades for each quiz will be
posted on Blackboard. There will be no opportunities to make up quizzes that you have missed unless there are mitigating circumstances. Approximately twelve (12) quizzes will be given throughout the semester. The lowest two grades will be dropped.

**Policy Worksheets (15%)**

Throughout the course of the semester, you will need to turn in five (5) policy worksheets. The purpose of these worksheets is to get you to think about a policy problem that is important to you (or is simply of interest to you) and try to examine the challenges and opportunities associated with crafting public policy surrounding the problem/issue. By completing these briefs, you will begin to craft a policy solution. The weeks that worksheets are due, we will spend time in lecture or discussion section talking about them in groups. Please be prepared to contribute. Worksheets are required. You will receive a check-minus (fair, but needs improvement), check (good, but room for improvement), or check-plus (excellent, on the right track). The worksheets will help build your first written assignment (policy / decision memo). Worksheets will be posted on the Blackboard site one week before they are due.

**Midterm Exam (20%)**

The exam is scheduled for March 13th, 2014. Keep in mind that the date is subject to change so please follow the instructor’s announcements.

**(2) Short Written Assignments (40%)**

The instructions for the short written assignments will be posted on Blackboard.

**Discussion Sections and Class Participation (10%)**

There will be weekly discussion sections during the semester. These sections are mandatory. Attendance will be factored into your participation grade.
## Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Week</th>
<th>Reading/Activity</th>
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<tbody>
<tr>
<td>January 23</td>
<td>Introduction</td>
<td>No readings assigned</td>
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<tr>
<td>January 28 &amp; 30th</td>
<td>Public policy and politics</td>
<td>Read Chapter 1</td>
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<tr>
<td>February 4th &amp; 6th</td>
<td>Government institutions and policy actors</td>
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<tr>
<td>February 11th &amp; 13th</td>
<td>Understanding public policymaking</td>
<td>Read Chapter 3</td>
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<tr>
<td>February 18th</td>
<td>Policy analysis: an introduction</td>
<td>Read Chapter 4</td>
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<td>February 20th</td>
<td>Classes suspended</td>
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<tr>
<td>February 25th &amp; 27th</td>
<td>Public problems and policy alternatives</td>
<td>Read Chapter 5</td>
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<tr>
<td>March 4th &amp; 6th</td>
<td>Assessing policy alternatives</td>
<td>Read Chapter 6</td>
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<tr>
<td>March 11th</td>
<td>Review</td>
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<td>March 13th</td>
<td>Midterm exam</td>
<td>Midterm exam</td>
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<tr>
<td>March 18th &amp; 20th</td>
<td>Classes suspended</td>
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<tr>
<td>March 25th &amp; 27th</td>
<td>Health care policy</td>
<td>Read chapter 8</td>
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<td>April 1st &amp; 3rd</td>
<td>Welfare and social security policy</td>
<td>Read chapter 9</td>
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<td>April 8th &amp; 10th</td>
<td>Education policy</td>
<td>Read chapter 10</td>
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<td>April 15th</td>
<td>Classes suspended</td>
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<td>April 17th</td>
<td>Environmental and energy policy</td>
<td>Read chapter 11</td>
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<td>April 22nd &amp; 24th</td>
<td>Foreign Policy</td>
<td>Read chapter 12</td>
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<tr>
<td>April 29th &amp; May 1st</td>
<td>Course wrap-up</td>
<td>Read chapter 13</td>
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<tr>
<td>May 6th &amp; May 8th</td>
<td>No class</td>
<td>Written assignment #2 due May 8th</td>
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**For all weeks:**  
* Prepare for weekly quizzes  
** See additional readings on Blackboard