

Policy and Organizational Analysis (PUBP 501)  
Fall 2006, Mondays, 7:20-9:50 pm, Aug 28 – Dec 11, Room 245 Original Arlington Building  
Dr. Daniel Gaske, 703-613-6463, [dgaske@earthlink.net](mailto:dgaske@earthlink.net)  
Office Hours Before/After Class Sessions, By Appointment

Welcome to Policy and Organizational Analysis, a core course in all SPP Master's programs. This course is to cover: what public policy is and the rationales for it; what policy analysis is and how it fits into other research approaches; ethical dimensions of policy analysis; the steps in policy analysis; various quantitative and qualitative methodologies for carrying out policy analysis; and how to effectively present policy analysis findings.

### Materials

Books to be extensively referenced during course are: (a) *Public Policy Analysis: Concepts and Techniques*, David Weiner and Aidan Vining, 4<sup>th</sup> Edition, (WV on schedule); (b) *Numbers Guide*, The Economist, 5<sup>th</sup> Edition (NG); (c) *A Practical Guide for Policy Analysis*, Eugene Bardach, 2<sup>nd</sup> Edition, (EB); (d) *Tools for Decision Making*, David Ammons (DA); and (e) *Understanding The Calculation of Key Economics and Business Statistics*, Daniel Gaske, (DG). These books are to be available for in bookstore and can also be obtained on the Internet. Various articles/handouts may be added during semester. Finally, [www.econlib.org/library/ceetitles.html](http://www.econlib.org/library/ceetitles.html), [www.economist.com/research/economics](http://www.economist.com/research/economics), and, especially, [www.wikipedia.org](http://www.wikipedia.org), discuss many course concepts.

### Requirements and Grading

Course grade is to be based on performance on two in-class open books/notes examinations; three homework assignments; and a major course project, details of which are to be provided later.

-- Examinations and homework assignments are to require application of concepts and principles covered in the previous classes to actual and hypothetical real world situations.

-- Points are to be deducted for shortfalls – inaccurate assessments, incomplete argumentation, unclear discussion, etc. – in addressing the assignments, and the deductions subtracted from total number of points possible.

-- Initial course letter grade is to be obtained by computing points obtained, after deductions, as a percentage of total points possible, and setting against scale of: 96-100=A, 92-96=A-, 88-92=B+, 84-88=B, 80-84=B-, 70-80=C, <70=F.

-- The role of the course project in the course grade is to preserve, or not, the grade obtained on examinations and homework assignments. Specifically, if the course project is completed on time and in an acceptable fashion, the initial course letter grade as calculated above is to become the final course letter grade. If the course project is completed late or inadequately, half, full, or greater letter grade deductions may be made to the initial letter grade before it becomes the final grade.

### Special Needs

If you are a student with a disability and you need academic accommodations, please see me and contact the Disability Resource Center (DRC) at 993-2474. All academic accommodations must be arranged through the DRC.

## SPP Policy on Plagiarism

The profession of scholarship and the intellectual life of a university as well as the field of public policy inquiry depend fundamentally on a foundation of trust. Thus any act of plagiarism strikes at the heart of the meaning of the university and the purpose of the School of Public Policy. It constitutes a serious breach of professional ethics and it is unacceptable.

Plagiarism is the use of another's words or ideas presented as one's own. It includes, among other things, the use of specific words, ideas, or frameworks that are the product of another's work. Honesty and thoroughness in citing sources is essential to professional accountability and personal responsibility. Appropriate citation is necessary so that arguments, evidence, and claims can be critically examined.

Plagiarism is wrong because of the injustice it does to the person whose ideas are stolen. But it is also wrong because it constitutes lying to one's professional colleagues. From a prudential perspective, it is shortsighted and self-defeating, and it can ruin a professional career.

The faculty of the School of Public Policy takes plagiarism seriously and has adopted a zero tolerance policy. Any plagiarized assignment will receive an automatic grade of "F." This may lead to failure for the course, resulting in dismissal from the University. This dismissal will be noted on the student's transcript. For foreign students who are on a university-sponsored visa (eg. F-1, J-1 or J-2), dismissal also results in the revocation of their visa.

To help enforce the SPP policy on plagiarism, all written work submitted in partial fulfillment of course or degree requirements must be available in electronic form so that it can be compared with electronic databases, as well as submitted to commercial services to which the School subscribes. Faculty may at any time submit student's work without prior permission from the student. Individual instructors may require that written work be submitted in electronic as well as printed form. The SPP policy on plagiarism is supplementary to the George Mason University Honor Code; it is not intended to replace it or substitute for it. (<http://www.gmu.edu/facstaff/handbook/aD.html>)

### Schedule

Date	Topic	Main Texts Readings * **
Aug 28	The Substance of Policy Analysis: Public Policy Actions	WV 5-8,10; EB App B
Sep 4	No Class	
Sep 11	Policy Analysis: What It Is / Is Not; Where It Is Done; Ethics <b>Homework; Due Sep 18</b>	WV 2-3; DA 1
Sep 18	Steps in Policy Analysis: Overview, Problem Definition, and Constructing Alternatives	EB I, App C; WV 14
Sep 25	Steps in Policy Analysis: Gathering Information from Printed Sources <b>Homework; Due Oct 2</b>	WV 309-318; EB 11-15

Oct 2	Steps in Policy Analysis: Gathering Information through Interviews And Surveys	WV 318-322
Oct 9	No Class (None on Tuesday Oct 10 Either)	
Oct 16	Steps in Policy Analysis: Overview of Statistical Analysis Approaches	DA 9-13, <i>xiv-xvii</i> ; NG 1; DG 1-3
Oct 23	<b>Examination</b>	Aug 28 – Oct 16 Materials
Oct 30	Steps in Policy Analysis: Details on Specific Techniques	NG 1,4; DG 1-3, 6
Nov 6	Steps in Policy Analysis: Details on Specific Techniques, continued <b>Homework; Due Nov 13</b>	NG 5; DA 12-13 DG 4
Nov 13	Steps in Policy Analysis: Details on Specific Techniques, continued	WV 16; DA 14-16
Nov 20	Steps in Policy Analysis: Preparing Final Reports	WV 357-361; EB 53-59
Nov 27	<b>Examination</b>	Oct 30 – Nov 20 Materials
Dec 4	<b>Applied Policy Analysis: Project Presentation Night I</b>	
Dec 11	<b>Applied Policy Analysis: Project Presentation Night II</b>	

\* Detail on specific concepts and learning objectives to be provided in advance of each class session.

\*\* Numbers in regular type indicate chapters/sections; numbers in italicized type indicates pages.