

# Policy and Organizational Analysis PUBP 501

## **PUBP 501 sec. 004/005**

Spring 2007

4:30 – 7:10 PM Tuesday

7:20 – 10:00 PM Wednesday

Arlington Campus, Room 268/251

### **Instructor:**

Dr. Rainer Sommer

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**School of Public Policy  
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Hours: Tuesday 3:30-4:30PM

Wednesday 4:30-6:00PM

After class and by appointment only

## **Course Description**

Organizations are dynamic in nature and thus subject to many positive as well as negative influences that are directly exerted by employees, competitors, partners, consultants – and indirectly by regulatory and policy guidelines. In this course we will study organizational dynamics from a formalized and process-based analytical perspective. To accomplish this goal we will focus on a management consulting perspective, and look at the various analytical approaches that analysts use to provide factual information to upper management. The “tools of the trade” for management consulting are diverse and we will discuss several in this course.

## **Course Objectives**

**This course is designed as an indepth study. However, you will not be required to demonstrate statistical, mathemtical or information systems expertise. We will however...**

- Develop a conceptual understanding of organizational analytical methods and tools; specifically how they are used to model functional organizational structures,
- Understand the importance of cross-functional process management and the requirements associated with supporting complex regulatory and policy architectures,
- Define an indepth methodology for analyzing the organizational planning cycle and how this impacts personal/professional agendas.

## **Textbooks**

James P. Lester and Joseph Stewart Jr.: Public Policy: An Evolutionary Approach, Wadsworth/Thompson Learning, 2000 ISBN: 0534550088

Economist staff, 1998. The Economist Guide to Economic Indicators : Making Sense of Economics (5th edition). New York: John Wiley & Sons. ISBN: 1576601455

David Ammons: Tools for Decision Making: A Practical Guide for Local Government; CQPress Wash. DC 2002: ISBN: 1568026412

## Projects, Examinations, and Grading

· <b>Take Home Mid-Term Examination:</b>	<b>25%</b>
· <b>Project Term Paper:</b>	<b>35%</b>
· <b>Final Examination:</b>	<b>25%</b>
· <b>Class Participation/Discussion:</b>	<b>15%</b>
<b>Total</b>	<b>100%</b>

**Mid-Term Examination:** Mostly short discussion questions to test your conceptual knowledge of the material we have covered to date. *If you do all of the homework readings and participate in class, this examination will not be difficult.*

**Project Term Paper:** You will be required to choose a relevant topic that is of interest to you, and prepare a **15 Page** term project paper. This means that you must deliver **15** pages of well researched material, and that **does not** include the Introduction, Abstract, Conclusion and Bibliography. Please choose your topic by the end of the **5th** week of class. At that time you will hand-in a simple, one paragraph introduction to the topic.

**Include:**

- **Why you chose the topic.**
- **Why it is of importance in public policy arena.**

You will have to hand in a draft of the project paper by mid-November. (see schedule). At that time you should be well into developing the final report.

*This is your chance to show your research, analytical, organizational, and written skills. Start early and don't procrastinate !!!*

**Final Examination:** The final exam will be in essay format and will allow you to demonstrate your newly acquired knowledge and skills. *The exam will test your understanding of the readings as well as the methodological concepts that we have covered in class.*

**Readings:** We will some class meeting to discuss selected readings from the papers. Depending on the size of the class, each of you will sign-up and present one or two selected reading to the class for discussion.

**Class Participation/Discussion:** You can't learn if you don't participate, or if you don't show up for class! Since there will only be informal role calls, it is wise to show up for class meetings. *Remember, you get 15% of your grade for just showing up and participating !!!*

## Course Policies

1. Attendance and up-to-date lecture notes are your responsibility.
2. No late or make-up exams are given unless the appropriate arrangements have been made well in advance with the instructor.
3. Assignments are to be handed in at the beginning of class on the day they are due. Late assignments will be accepted up to the start of the following class session, but with a 20% penalty. Assignments that are not turned in after this grace period will not be accepted.
4. No incomplete grades will be given, and,
5. **The GMU Honor Code is in effect with regard to honesty, personal integrity and plagiarism.**

Course material can be found at the following URL

**[ftp://bambam.gmu.edu/pub/PUBP\\_501](ftp://bambam.gmu.edu/pub/PUBP_501)**

## Course Topics

<b>Week 1: 1/22-1/26</b>	Course overview and introductions Suggested Reading:Lester Ch: 1,2; Economist Ch: 1,2,3
<b>Week 2: 1/29-2/2</b>	Organizational Dynamics: Planning, Processes and Analysis Suggested Reading:Ammons Ch:1,2;
<b>Week 3: 2/5-2/9</b>	Class Presentations (Strategic Planning) Suggested Reading:Lester Ch: 3; Economist Ch 4,5
<b>Week 4: 2/12-2/16</b>	Quantitative Methods Suggested Reading:Ammons Ch: 3
<b>Week 5: 2/19-2/23</b>	Class Presentations (Policy Architectures) ( <b>one paragraph paper outline due</b> ) Suggested Reading:Lester Ch: 4,5; Economist Ch: 6
<b>Week 6: 2/26-3/2</b>	Quantitative Methods Suggested Reading: Ammons Ch: 4
<b>Week 7: 3/5-3/9</b>	No – Class: Take Home Mid-term Exam Suggested Reading: Ammons Ch: 5
<b>Week 8: 3/12-3/16</b>	<b>Spring Break – Have Fun!!</b>
<b>Week 9: 3/19-3/23</b>	Mid-Terms Due: Class Presentations (Social Policy) Suggested Reading: Ammons Ch: 5
<b>Week 10: 3/26-3/30</b>	Qualitative MethodsOrganizational Modeling and Policy Architectures:Suggested Reading:Lester Ch: 5,6; Economist Ch:7, Suggested Reading:Lester Ch: 7,8; Economist Ch: 8
<b>Week 11: 4/2-4/6</b>	Class Presentation (Health Policy) Suggested Reading:Ammons Ch: 6
<b>Week 12: 4/9-4/13</b>	Indepth Policy and Process Planning Example <b>(Paper Draft Outline Due)</b> Suggested Reading:Lester Ch: 9,10; Economist Ch: 9,10
<b>Week 13: 4/16-4/20</b>	Guest Speaker Suggested Reading:Ammons Ch 7
<b>Week 14: 4/23-4/27</b>	Covert Processes - Class Presentation (Environmental Policy) Suggested Reading:Lester Ch: 11,12; Economist Ch: 11,12
<b>Week 15: 4/30-5/4</b>	Class Presentations ( <b>Exam Review and Papers Due</b> ) Suggested Reading:Lester Ch: 13,14; Economist 13
<b>Week 16: 5/7-5/11</b>	<b>Final Exam</b>