



## Syllabus

### SCHOOL OF BUSINESS AND MANAGEMENT

### CJ 333: Planning and Policy Analysis

5 Credits

Effective: Spring 2020/2021

*Access to the Internet is required.  
All written assignments must be in Microsoft-Word-compatible formats.  
See the library's APA Style Guide tutorial for a list of resources that can help you use APA style.*

## **FACULTY**

Faculty Name: **FACULTY**

Faculty Name: FACULTY NAME

Contact Information: CONTACT INFORMATION

[INSTRUCTOR MAY INSERT PERSONAL MESSAGE IF DESIRED]

## **COURSE DESCRIPTION**

Interpreting and solving complex problems are everyday activities for decision makers, whether they are operating in international, regional, national, or local political environments. These decision makers rely on policy analysts to understand and reason through choices of action undertaken to remedy a wide array of governance failures or challenges. The content of this course examines the world of the policy analyst and the analytical techniques they rely upon to carry out their work. These are critical skills for those seeking to create or research the efficacy of justice policies.

## **COURSE RESOURCES**

Required and recommended resources to complete coursework and assignments are found on the course [Reading List](#). The reading list can be found under *Course Information* in Blackboard as well as from the library homepage (“Find Your Textbook” button).

**Note:** Required resources that must be purchased by the student are tagged “Purchase from a vendor of your choosing.” Required resources with a direct link, “Available through CityU Library”, are available electronically at no cost to students.

Students in Canada may purchase course resources from the [Canada Bookstore](#), and students outside the U.S. and Canada should contact their advisor or textbook coordinator for additional information.

## **CITYU LEARNING GOALS**

This course supports the following City University learning goals:

- Professional competency and professional identity

## **COURSE OUTCOMES**

In this course, learners:

- Critical assessment the efficacy of policies in light of evidence, theory, and empirical research.
- Determine their philosophical perspective on the proper role of government.
- Comprehend the role of the policy analyst

- Explore the conceptual foundations of policy creation
- Comprehend the process of negotiating and formulating policies and their success metrics.

## CORE CONCEPTS, KNOWLEDGE, AND SKILLS

- Assembling evidence
- Cost-benefit analysis
- Eightfold path
- Game theory
- Government and the market
- Measuring success
- Policy process
- Political philosophy
- Rationality and public policy

## OVERVIEW OF COURSE GRADING

The grades earned for the course will be derived using City University of Seattle's decimal grading system, based on the following:

<b>Overview of Required Assignments</b>	<b>Points Towards Final Grade</b>
<b>Course activities/Participation</b>	<b>300</b>
<b>Weekly Quizzes</b>	<b>100</b>
<i>Tools for Decision Making</i>	<i>150</i>
<i>You are the Policy Analyst</i>	<i>150</i>
<i>Case Study Part I</i>	<i>50</i>
<i>Case Study Part II</i>	<i>50</i>
<b>TOTAL</b>	<b>1,000</b>

## SPECIFICS OF COURSE ASSIGNMENTS

The instructor will provide grading rubrics that will provide more detail as to how this assignment will be graded.

### Course activities

Students will be evaluated on their participation in classroom discussions; their ability to present, explain, or defend alternative viewpoints- verbally or in writing; and the degree to which they have mastered the concepts and principles in the course. Written work will be assessed not only on relevance to the subject presented, but also on adherence to good written form and professional presentation. Course activities in a totally online course will be different from other formats. In an online class participation through discussion board (DB) activities are integral to the success of the course.

The DBs activities and their particular instructions will be provided in the course itself; however, they are an excellent place for students to debate and critically analyze ideas. These activities provide a superior forum for students to bring their own backgrounds and insights in to the learning environment. In a traditional or hybrid class setting course activities may include, to a lesser degree than an online course, DBs; however, the professor will determine which specific course activities will be more relevant and the instructions and details will be provided through Blackboard. In this course discussions or activities will

include a combination of the following course outcomes: Eightfold path; Assembling evidence; Measuring success; Rationality and public policy; Game theory; Government and the market; Policy process; Cost-benefit analysis; and Political philosophy.

<i>Components</i>	<i>% of Grade</i>
Quality of Responses	70%
Quantity of Responses	15%
Timeliness	15%
<b>TOTAL</b>	<b>100%</b>

### Quizzes

Students will take weekly equally weighted online multiple choice quizzes to reinforce the course materials. The quizzes will test students' abilities to utilize course concepts and terminology.

<i>Components</i>	<i>% of Grade</i>
Weekly Online Quiz Responses	100%
<b>TOTAL</b>	<b>100%</b>

### You are the Policy Analyst Assignment

In this assignment, students will have the opportunity to synthesize course concepts with a chosen policy. The purpose of the assignment is to assist the student's assimilation of knowledge in the course and help to develop analytic skills. A criminal justice problem will be presented which requires a detailed analysis of policy alternatives and a recommendation for a particular course of action. Students will need to research the law and develop criteria. Students will be provided with a prompt by the instructor that details a policy statement. Students will review the policy statement and prepare a policy analysis, using the approach provided by the instructor to conduct a critical thinking analysis of the policy.

Assignments should be submitted in memo format and should be no longer than 750 words in length. Students will be expected to cite a minimum of one course resource in APA format. Successful student work should demonstrate an integration of course concepts with policy analysis.

<i>Components</i>	<i>% of Grade</i>
DAS-U-Analysis and use of course concepts	30%
DAS-U-Evidence and support	30%
DAS-U-Organization and coherence	20%
DAS-U-Style and mechanics	20%
<b>TOTAL</b>	<b>100%</b>

### Case Study Project

Students will select a scenario ripped from current headlines. They will then synthesize the themes and concepts presented in the assigned textbook with the themes and concepts in the weekly course modules. The ultimate objective is for the student to present a plan or policy analysis, using those materials, to

address the problem presented in their case scenario. Students are free to choose to solve the problem from several different perspectives, including that of a multi-national corporation.

Building upon the work completed in our "You Are the Policy Analyst" and "Tools for Decision Making Assignments" students will prepare an in-depth case study that applies concepts explored in this course to prepare a professional and articulate case study that demonstrates critical thinking analysis. Students will complete two steps in this case study:

### Part I: Term Project Proposal

For this application paper/assignment, please propose a topic for your research paper. You may pick any existing government policy, federal, local or state for your analysis. (I know we can call identify a policy at this point). Preferably, the policy should be criminal justice related, but this is not written in stone. Pick a topic that you are comfortable with or one that you have an affinity for.

After it is submitted, your professor will accept or reject your selection. This is critical, since the rest of your work in this course will be based on your topic. Once approved, begin to research your policy and gather evidence.

This application paper does not have to be very long, but it needs to be specific. Identify your policy. It is NOT necessary to reproduce the policy in writing if it is too long. Cite the source. (If available, identify a URL where it is available.) In a single paragraph of no more than 250 words, describe the problem that will be addressed in your analysis. Submissions must be in essay format and follow APA guidelines.

### Part II: Final Case Study

Students will identify the existing public policy (or private sector policy) that is derived from your selected topic. You may rewrite it to suit your purposes as necessary. Then using Bardach's Eightfold Path, perform a complete policy analysis and publish your results in the form of a policy analysis paper.

The student's analysis and solution will be presented in a paper of no less than 1500 words. In their analysis students are not held to a particular minimum number of sources, in part, they will be evaluated on their discretion and choice of appropriate sources; however, students are expected to utilize the relevant materials assigned throughout the course. This is a formal writing assignment and students should not merely copy information from another author, but use empirical evidence whenever possible to support their arguments and critically analyze related literature. This project has to be a bona-fide policy analysis, not a summary of readings. Students are expected to address this project in their own words. While it might be necessary, on occasion, to directly quote a source the point of this assignment is for students to synthesize the concepts and present their own analysis.

Thus, students are expected to be exceptionally prudent and limited in their use of direct quotes. Students are expected and encouraged to use the assigned readings, videos, and other materials used throughout the quarter on this project. In some case students may need to utilize additional sources that were not assigned by the professor. In either case they are expected to use APA formatting of citations, footnotes, and bibliography. Students must cite the sources of all ideas, facts, and information used that are not their own, even if they have put the information into their own words. Failure to do so is plagiarism, even if the oversight is unintentional.

<i>Components</i>	<i>% of Grade</i>
DAS-U-Analysis and use of course concepts	30%
DAS-U-Evidence and support	30%
DAS-U-Organization and coherence	20%
DAS-U-Style and mechanics	20%
<b>TOTAL</b>	<b>100%</b>

### Tools for Decision Making Assignment

Students will engage in a decision making exercise designed to integrate course concepts and real-world response scenarios. Students will review lecture materials provided by the instructor that describe a scenario based upon a current policy. The instructor will provide background information regarding the policy and/or any necessary aids to assist students in understanding the policy. The instructor will identify the problems meant to be ameliorated by the policy to assist students in focusing their analysis.

Students must selected one alternative policy provided by the instructor and assume that this alternative has been adopted successfully. Students will then prepare a plan identifying the process by which students will monitor and evaluate the new policy based upon the coming 12 month period. In preparing this plan, students may assume that any necessary resources will be available- but must be requested clearly and expressly in the plan. Students are encouraged to draft clear and concise plans that avoid any unnecessary steps or policy actions.

Assignments should be submitted in memo format and should be no longer than 750 words in length. Students will be expect to cite a minimum of one course resource in APA format. Successful student work should demonstrate an integration of course concepts with policy analysis.

<i>Components</i>	<i>% of Grade</i>
DAS-U-Analysis and use of course concepts	30%
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<b>TOTAL</b>	<b>100%</b>

## **COURSE POLICIES**

Note: The concepts below are likely different than your other courses. Please review them carefully.

### **Late Assignments**

A critical aspect of management is to meet predefined deadlines. Therefore, all assignments are expected to be submitted when due. No late assignments are accepted. Life-situations do occur. When an issue

arises coordinate with the instructor PRIOR TO the assignment's due date and the due date may be adjusted. It is in the best interest of the student to ensure that all assignments are submitted on time.

### **Participation**

Class participation will be evaluated during class. Participation includes being prepared for class discussions and contributing meaningful content when appropriate. It also includes individual effort contributed to team projects.

### **Professional Writing**

Assignments require error-free writing that uses standard English conventions and logical flow of organization to address topics clearly, completely, and concisely. CityU requires the use of APA style.

## **UNIVERSITY POLICIES**

Students are responsible for understanding and adhering to all of City University of Seattle's academic policies. The most current versions of these policies can be found in the [University Catalog](#) that is linked from the CityU Web site.

### **Antidiscrimination**

City University of Seattle and its staff and faculty are committed to supporting our students. We value equity, diversity, and inclusion as a way of life as well as the educational opportunities it provides. CityU will not tolerate any form of discrimination based on race, color, ethnicity, sexual orientation, gender identification, socioeconomic status, or religious values. If you have experienced any discrimination based on any of the above, we encourage you to report this to the University. Please report this to your instructor. If you do not feel safe reporting this to your instructor, please report to the Provost or to the Vice President of Student Affairs.

### **Non-Discrimination & Prohibition of Sexual Harassment**

City University of Seattle adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The University is committed to ensuring that the education environment is bounded by standards of mutual respect and safety and is free from discriminatory practices.

In the U.S., the University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex include sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by City University of Seattle policy. City University of Seattle also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to

the Title IX Coordinator. For a complete copy of the policy or for more information, visit <https://my.cityu.edu/titleix> or contact the Title IX Coordinator.

In Canada, in compliance with the British Columbia Human Rights Code, the Alberta Human Rights Act, WorksafeBC, and the Workers' Compensation Board of Alberta, the University believes that its environment should at all times be supportive and respectful of the dignity and self-esteem of individuals. Discrimination, harassment and bullying conduct, whether through person to person behaviour or via electronic communications such as email or social media is not acceptable and will not be tolerated. As an educational institution, it is our responsibility to cultivate an environment of excellence, equity, mutual respect and to recognize the value and potential of every individual. The University will take all necessary steps to meet or exceed the requirements of the law to prevent discrimination, harassment and bullying. The Respectful Workplace Policy for the prevention of discrimination, harassment and bullying policy and procedure can be found at <https://www.cityu.edu/discover-cityu/about-cityu/> under the Policies section or at <https://www.cityuniversity.ca/about/>.

### **Religious Accommodations**

City University of Seattle has a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The University's policy, including more information about how to request an accommodation, is available in the University Catalog and on the my.cityu.edu student portal. Accommodations must be requested by the 20% mark of this course (e.g. day 14 of a ten-week course, day 7 of a 5-week course) using the Religious Accommodations Request Form found on the student dashboard in the my.cityu.edu student portal.

### **Academic Integrity**

Academic integrity in students requires the pursuit of scholarly activity that is free from fraud, deception and unauthorized collaboration with other individuals. Students are responsible for understanding CityU's policy on academic integrity and adhering to its standards in meeting all course requirements. A complete copy of this policy can be found in the [University Catalog](#) under *Student Rights and Responsibilities* on the page titled *Academic Integrity Policy*.

### **Attendance**

Students taking courses in any format at the University are expected to be diligent in their studies and to attend class regularly.

Regular class attendance is important in achieving learning outcomes in the course and may be a valid consideration in determining the final grade. For classes where a physical presence is required, a student has attended if they are present at any time during the class session. For online classes, a student has attended if they have posted or submitted an assignment. A complete copy of this policy can be in the [University Catalog](#) under *Student Rights and Responsibilities* on the page titled *Attendance*.

### **Final Assignment Due Date**

Final assignments for each class at CityU must be due on or before the final date of the course as indicated in the university's course information system. Due dates that extend beyond the final date of the course may negatively impact tuition funding for students.

## **SUPPORT SERVICES**

### **Disability Services Accommodations Statement**

Students with a documented disability who wish to request academic accommodations are encouraged to contact Disability Support Services to discuss accommodation requests and eligibility requirements. Please contact Disability Support Services at [disability@cityu.edu](mailto:disability@cityu.edu) or 206.239.4752 or visit the [Disability Support Services](#) page in the my.cityu.edu portal. Confidentiality will be observed in all inquiries. Once approved, information about academic accommodations will be shared with course instructors.

### **Library Services**

CityU librarians are available to help students find the resources and information they need to succeed in this course. Contact a CityU librarian through the [Ask a Librarian](#) service, or access [library resources and services online](#), 24 hours a day, seven days a week.

### **Smarthinking Tutoring**

CityU students have access to free online tutoring offered through Smarthinking, including writing support, from certified tutors 24 hours a day, seven days a week. Contact CityU's Student Support Center at [help@cityu.edu](mailto:help@cityu.edu) to request a user name and password.