

**Political Science**  
**PADM 213 – Policy Analysis**  
**Autumn 2018**

**Course and Contact Information**

**Instructor:** Matthew Record

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**Office Hours:**



1. **LO1:** Identify and evaluate the major principles of policy and program analysis
2. **LO2:** Understand the terminology used in policy and program evaluation
3. **LO3:** Understand intergovernmental relationships as they impact policy making, including constitutional limitations and California governmental factors.
4. **LO4:** Apply methods for evaluation of a policy or program for a public agency, government department or non-profit organization.

### **Required Texts/Readings**

#### **Textbooks**

Eugene Bardach, *A Practical Guide for Policy Analysis: The Eightfold Path to More Effective Problem Solving*, 4th ed. (Sage CQ Press, 2011)  
ISBN# 1608718425

Emil J. Posavac, *Program Evaluation: Methods and Case Studies*, 8<sup>th</sup> ed. (Routledge, 2010)  
ISBN# 0205804977

Ronald D. Sylvia & Kathleen M. Sylvia. *Program Planning and Evaluation for the Public Manager*, 4th ed. (Waveland Press, 2012)  
ISBN# 1577667786

Please note: Older editions of these books are perfectly

## Course Requirements and Assignments

### **Executive Summary (Due Before Class, September 12<sup>th</sup>)**

Each student will read Gerston, *Not So Golden After All*. You will write an executive summary of the book, in Times New Roman 12 pt. type, double spaced, not to exceed 3 pages. Information on writing

**Final Staff Report (Due 5:15 pm, December 12<sup>th</sup>)**

Students must write a 15 page staff report, including a presentation of the scope, magnitude and trend of the problem, outline the status quo

And assignments and exams will be weighted accordingly:

Assignment & Exam Weights	
In-Class Participation	15 points
Gerston Book Executive Summary	15 points
Staff Report Problem Statement	5 points
Staff Report Literature Review	10 points
Vehicle License Fee Project	15 points
Student Presentations	15 points
Final Staff Report	25 points

### **Make-up/Late Policy**

There are no make-up exams or other assignments without appropriate documentation (serious medical illness or serious medical emergency, religious holiday, pre-approved university-sanctioned event or activity, military orders, family emergency) that you were unable to complete the assignment on time.

This also applies to in-class assignments. If you are seriously ill, you must notify me as soon as possible by email or on my office phone that you will be unable to complete an assignment on time. Except in cases of documented medical emergency, you **MUST** notify me before the scheduled assignment.

Out of fairness to your colleagues, work, missing an alarm, and generally not feeling well will not be accepted excuses for missing assignments. Be sure you schedule all of our assignments right away. If you have a vacation or similar event planned during one of these assignment days, you may want to take this course during another session or make arrangements to hand in the assignment early.

Major assignments like the policy paper will be graded if handed in late; however, these will be penalized commensurate with how late they were. If you have reason to think you will not make a deadline, always at least discuss it with me first. I can't guarantee anything, but I can guarantee a fair hearing. Communication will always lead to a better outcome for you than not communicating.

### **Classroom Policies and Protocol**

#### **Attendance and participation**

Students may be called upon by name to address concepts from the readings. Students should take the time and effort to read the materials when they are assigned, and be prepared to actively participate in discussion of the topics, using both citations of the readings and their own defended views. Small group discussions during class will only enhance learning if each participant is prepared to contribute to the group's learning. In addition to the fact that students are graded on the qualitytu(a) ( ) 2 (q) -3 (( ) 2 -3 (a5 0 2) 1 (s) -1 (

notetaking and educational use only. I reserve the right to bar specific students from using these technologies if they are making inappropriate use of them during class time. Please see me if you have

9	17-Oct	Cost-Benefit Analysis II	Sylvia & Sylvia, Ch. 8, Posavac, Ch. 12	
Unit #3 - The Practice of Analysis and Evaluation				
10	24-Oct	Case Study: Vehicle License Fee	<i>None</i>	Vehicle License Fee
11	31-Oct	Evaluation Ethics & Best Practices	Posavac, Ch. 5; Bardach, Part III	
12	7-Nov	Student Presentations		Presentations
13	14-Nov	Student Presentations		Presentations
14	28			