I. Locator Information:
Instructor: Juan Ma (PhD)  
Office Location: JKS Annex Building Room 105  
Office hours: MWF: 12:00 noon – 2:40 pm  
Email address: jma@uncfsu.edu.

FSU Policy on Electronic Mail: Fayetteville State University provides to each student, free of charge, an electronic mail account (username@uncfsu.edu) that is easily accessible via the Internet. The university has established FSU email as the primary mode of correspondence between university officials and enrolled students. Inquiries and requests from students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via FSU email. Inquiries or requests from personal email accounts are not assured a response. The university maintains open-use computer laboratories throughout the campus that can be used to access electronic mail.

II. Course Description
“A course covering approaches to decision-making in government and administration, including policy formulation within administrative agencies and departments and within the larger context of the overall political process.”

(FSU UNDERGRADUATE CATALOG 2012-13)

III. Disabled Student Services
In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ACA) of 1990, if you have a disability or think you have a disability to please contact the Center for Personal Development in the Spaulding Building, Room 155 (1st Floor); 910-672-1203.

IV. Textbooks:
(Required) **

(Recommended):

V. Student Learning Outcomes
Upon completion of this course, students will be able to:
i. Identify the policy makers and the environment.
ii. Identify the criteria of policy adoption; analyze the relationship of budgeting and public policy; and policy implementation and evaluation in the areas of food security; education, environmental protection, civil rights and state and local spending, etc.
iii. Explain the policy formation process and evaluate the policy formation by case studies (environmental protection, health and welfare, education, natural resources management, international relationship, immigration).
iv. Identify the problems of public policies and provide the solutions from different perspectives.
v. Explain and analyze the alternative views of the role of rationality in the policy process.
VI. Course Requirements and Evaluation Criteria

a. Graded Assignments and Value of Each Assignment
   Students will be evaluated (graded) as indicated below (Total 400 Points):

   Attendance/Participation: 75 Points (deduct 10 points for each absence, till to 0 point)
   Reading and Writing Assignments: 100 Points
   Midterm Exam: 100 Points (Methods: Information Learning and Assessment)
   Final Exam: 125 Points (Methods: Problem-Based Learning & Information Creation)

   There is no “I” (incomplete) grade for this course.

b. Grading Scale
   The university grading scale applies as following:

   A = 93%-100% (370-400 Points: Exceptionally High)
   B = 83%-92% (330-369 Points: Good)
   C = 73%-82% (290-329 Points: Satisfactory)
   D = 64%-72% (256-289 Points: Marginally Passing)
   F = 63% or less (255 Points or less: Failing)

   No Grade Change for the Class: unless the grade was submitted to university in error from the instructor. However, you have the right to appeal your grade to university. Please follow the instruction regarding grade appeal process.

   http://catalog.uncfsu.edu/Archive/catalogs09-10/g/academicregulations/gradeappeal.htm

c. Policy on Missed or Late Assignments
   Students are expected to take or submit assignments/exams on the date specified on the instructor’s request. The instructor reserves the right to deduct points for late assignment or not to accept late work. There is NO MAKEUP for reading and writing assignments, midterm and final exam.

d. Attendance Requirements
   Students are expected to attend the classes punctually. In Case You (students) Are Late or Absent:
   i. It is your responsibility to get the course notes, handouts, and assignments should you miss class or be late.
   ii. Official document is required for your absence excuse.
   iii. 15 minutes late to class and leaving class 15 minutes earlier will be considered to be absent unless you get prior approval by the instructor.
   iv. It is your responsibility to withdraw the class according to the deadline published in the catalog. You may get “FN” grade (EN = FAILURE DUE TO NON-ATTENDANCE) without “WN” submission;
   v. WN - Withdrawal due to non-attendance - discontinued, effective August 16, 2007. STUDENTS: Do not expect faculty to withdraw you for non-attendance. Drop or withdraw* from classes according to the deadlines published in the catalog.
   vi. NEW TYPE OF GRADE: INTERIM GRADES – (New name for “midterm grade,” with additional purposes). Interim grades will be assigned from the first week of the semester until the deadline for class withdrawals. Interim grades are used for informational and warning purposes only; they are not part of your permanent transcript and have no effect on your GPA. Instructors may assign interim grade of F to warn students of poor academic performance or they may assign “X” (NO SHOW) or “EA” (EXCESSIVE ABSENCES) grades. After midterm, faculty will assign all students an interim grade of A – F to inform students of their academic status as of midterm.
   vii. Children are not permitted in the classroom. Guests must have prior approval by the instructor.

VII. Other

Cell Phone and Electronic Entertainment Devices (Read carefully): NO LIVE CELL PHONES are permitted in the classroom (except with prior permission of the instructor). Likewise, no electronic game, CD player or other amusement or entertainment devices are permitted in the classroom. Any student coming to class with a live phone or entertainment devices WILL BE asked to leave the class promptly. We want the learning process to be carried out with as little interruptions and distractions as possible.

Plagiarism/Cheating: Students are expected to uphold the school’s standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity shall be that a student’s submitted work, examinations, reports, and projects must be that of the student’s own work. Students shall be guilty of violating the
honor code if they: (1) Represent the work of others as their own; (2) Use or obtain unauthorized assistance in any academic work; (3) Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit; (4) Give unauthorized assistance to other students; (5) Misrepresent the content of submitted work. The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

FSU Policy on Disruptive Behavior in the Classroom

The Code of the University of North Carolina (of which FSU is a constituent institution) and the FSU Code of Student Conduct affirm that all students have the right to receive instruction without interference from other students who disrupt classes.

FSU Core Curriculum Learning Outcome under Ethics and Civic Engagement (6.03): All students will “prepare themselves for responsible citizenship by fulfilling roles and responsibilities associated with membership in various organizations.” Each classroom is a mini-community. Students learn and demonstrate responsible citizenship by abiding by the rules of classroom behavior and respecting the rights all members of the class.

The FSU Policy on Disruptive Behavior (see FSU website for complete policy) identifies the following behaviors as disruptive:

1. Failure to respect the rights of other students to express their viewpoints by behaviors such as repeatedly interrupting others while they speak, using profanity and/or disrespectful names or labels for others, ridiculing others for their viewpoints, and other similar behaviors;
2. Excessive talking to other students while the faculty member or other students are presenting information or expressing their viewpoints;
3. Use of cell phones and other electronic devices
4. Overt inattentiveness (sleeping, reading newspapers)
5. Eating in class (except as permitted by the faculty member)
6. Threats or statements that jeopardize the safety of the student and others
7. Failure to follow reasonable requests of faculty members
8. Entering class late or leaving class early on regular basis
9. Others as specified by the instructor.

The instructor may take the following actions in response to disruptive behavior. Students should recognize that refusing to comply with reasonable requests from the faculty member is another incidence of disruptive behavior.

1. Direct student to cease disruptive behavior.
2. Direct student to change seating locations.
3. Require student to have individual conference with faculty member. At his meeting the faculty member will explain the consequences of continued disruptive behavior.
4. Dismiss class for the remainder of the period. (Must be reported to department chair.)
5. Lower the student’s final exam by a maximum of one-letter grade.
6. File a complaint with the Dean of Students for more severe disciplinary action.

Students who believe the faculty member has unfairly applied the policy to them may make an appeal with the faculty member’s department chair.

VIII. Academic Support Resources

Blackboard: http://blackboard.uncfsu.edu/
FSU Information Literacy Program
Reading and Writing across Curriculum Program
marthinking Student Site: http://www.smarthinking.com/
### IX. Course Outline and Assignment Schedule

<table>
<thead>
<tr>
<th>WK</th>
<th>Content</th>
<th>Readings</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td><strong>Introduction to course and contents</strong>&lt;br&gt;- The Study of Public Policy&lt;br&gt;- Important concepts of public policy&lt;br&gt;- Public policy &amp; formulation&lt;br&gt;- In-class discussion</td>
<td>Preface</td>
<td>Assignment #1</td>
</tr>
<tr>
<td></td>
<td><strong>Readings</strong>&lt;br&gt;Ch1&amp;2&amp;3 (by: James Anderson)&lt;br&gt;<strong>Part I:</strong> The policy Makers and Their Environment&lt;br&gt;<strong>Part III:</strong> Policy Formulation: Problem, agendas and formulation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>The Need for Better Theories</strong>&lt;br&gt;- Policy formulation &amp; decision making&lt;br&gt;- Policy formulation and policymaking process&lt;br&gt;- In-class discussion</td>
<td>Ch4&amp;5 (by: James Anderson)&lt;br&gt;<strong>Part IV:</strong> Policy Adoption&lt;br&gt;<strong>Part V:</strong> Budgeting and Public Policy</td>
<td>Assignment #2</td>
</tr>
<tr>
<td>4</td>
<td><strong>Study on Theories of the Policy Process</strong>&lt;br&gt;- Theories of the policy process&lt;br&gt;- In-class discussion</td>
<td>Ch1 (by Paul Sabatier)</td>
<td>Assignment #3</td>
</tr>
<tr>
<td>5</td>
<td><strong>Study Theories on Policy Formulation</strong>&lt;br&gt;- Discussion on selective theories&lt;br&gt;- In-class discussion</td>
<td>Ch2 (by Paul Sabatier)&lt;br&gt;<strong>Alternative View of the Role of Rationality in the Policy Process</strong>&lt;br&gt;<strong>Institutional Rational Choice</strong>&lt;br&gt;<strong>Social Construction and Policy Design</strong></td>
<td>Assignment #4</td>
</tr>
<tr>
<td>6</td>
<td><strong>Study Theories on Policy Formulation</strong>&lt;br&gt;- Evaluate policy design and performance by case studies&lt;br&gt;- Prepare midterm exam (comprehensive assignment)</td>
<td>Ch2 (by Paul Sabatier)</td>
<td>Assignment #1-#5 Due</td>
</tr>
<tr>
<td>7</td>
<td><strong>Study Theories on Policy Formulation</strong>&lt;br&gt;- Identify and analyze problems in policy process by case studies&lt;br&gt;- Provide the solutions to public problems&lt;br&gt;- Prepare final exam (comprehensive assignment)</td>
<td>Ch4 (by Paul Sabatier)&lt;br&gt;<strong>Alternative View of the Role of Rationality in the Policy Process</strong>&lt;br&gt;<strong>Social Construction and Policy Design</strong></td>
<td>Midterm Due</td>
</tr>
<tr>
<td>8</td>
<td><strong>Final Exam</strong></td>
<td></td>
<td>Final Due</td>
</tr>
</tbody>
</table>

### X. Teaching Strategies
Lectures, class discussion and independent study, Problem Based Learning and CLA Assessment, Intensive Reading and Writing; technical support by information literacy program

### XI. Bibliography