PPOL 5300
Managing the Policy Process
Fall 2023

Class: Thursdays 07/09/2023-30/11/2023
Venue: Academic Building Room 1410
Time: 18:30 – 21:30

Instructor: Dr Marie N. BERNAL
Office: Room 4339 (4/F, Lift 13-15), Academic Building
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Drop-in hours: Tuesday afternoons 15:30 - 17:30 or by appointment
Teaching Assistant: Dr. Holvert Hung (hholvert@ust.hk)

COURSE DESCRIPTION

This course incorporates readings from allied fields, including public administration, law, and public management, which study the public policy process and lay the groundwork for policy analysis, as well as economics, political science, organization and management studies, and other related fields. The course focuses on how the discipline of public policy has changed over the past fifty years and where it is headed. Policy theory is investigated along with topics like policy behavior and policy instruments, connecting it to the stages of the policy cycle, the influence of policy ideas, institutions, and actors on policy results, and notions of policy styles and policy regimes.
Emphasis will be given to identifying and comprehending the methodological challenges associated with operationalizing important ideas in policy research throughout the whole semester.

By the end of the course, students should be able to:
* Analyze pertinent theoretical materials related to formulating public policies.
* Test important policy science hypotheses by examining empirical examples informing policymaking.
* Acquire the critical thinking and research skills essential for policy research.
* Exercise independent and critical judgments in the debates about public policy.

ASSESSMENT

The details of the assignments and different graded components of the class will be announced during class and via Canvas. The overall structure and points assigned to each are as follows:

Component	Weight
Summaries	20%
Policy Briefs	20%
Policy Brief Class Markup	10%
Policy Analysis Report	20%
Final Paper + Presentation – Policy Design	30%
Class Participation/Attendance	Only if it becomes a problem (see expectations below)

EXPECTATIONS:

This is a required course for MPM students. By this point in your academic career, I expect that you are responsible, independent students and adults. At the same time, some the topic matter may be new to a good portion of you. This means that class discussion, analysis, exercises, and participation will be crucial for your understanding and processing of the material. ***Attendance is mandatory, and the expectation is that you will do the readings for each session before the class***. I am committing to be in class, each day, and on time (and earlier in my office), ready to guide and support you through the course. I ask that you make the same commitment to yourselves and your learning. Unexcused absences will have an impact on final grades.

Our lectures will consist of a mix of theory (lecture), discussion, and application (case studies and exercises). Public policy is a cooperative, interdisciplinary endeavour, and working through the material together is as much an element of the course as the subject matter itself. The structure of the course gives multiple ways for students to develop your skills by contributing orally and in writing. But working on oral skills is an important element of the class, and the expectation is that ***all students will come to class prepared to participate.***

At HKUST, we have a wonderful diversity of students. They bring with them a wealth of perspectives and experiences. So, while vigorous discussion is encouraged, disrespect, inside of the classroom or out, will not be tolerated. We will work under Chatham House rules- what is said in the classroom stays in the classroom. Furthermore, under no circumstances will any student resort to personal attacks, however dry or wit. Any disrespectful or disruptive students will be asked to leave the class.

Finally, please note that only students who have successfully enrolled or those with expressed permission from the instructor to audit it, may attend this course,

GRADING:

For each assignment, we will provide the outline and general marking rubrics. But for all assignments, it will be helpful to keep Bloom's Taxonomy in mind. In general, the different levels relate to grades as follows (but keep in mind, different assignments may have particular requirements that need to be met which may change this a bit):

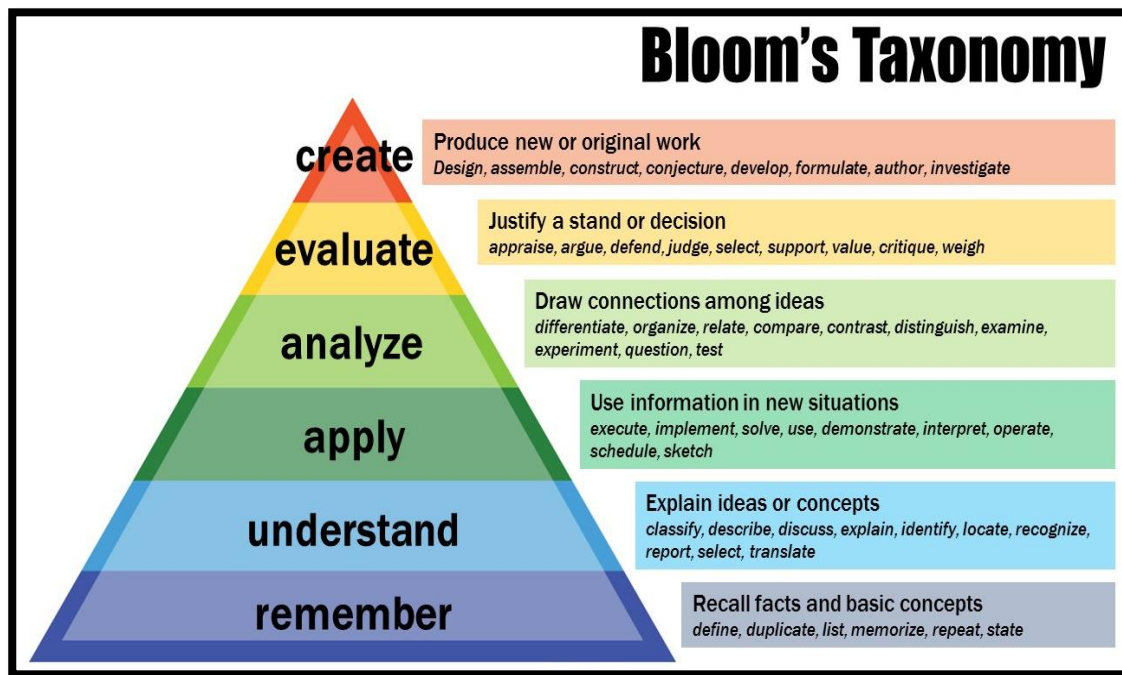> ***Work that shows creativity beyond all of the points below: 100%***
> ***Work that shows thorough evaluation of the material: 90%***
> ***Work that shows independent analysis: 80%***
> ***Work that shows correct application of concepts: 70%***
> ***Work that shows basic understanding of the concepts: 60%***
> ***Work that shows adequate memorization: < 60%***

Bloom's Taxonomy

create — Produce new or original work
Design, assemble, construct, conjecture, develop, formulate, author, investigate

evaluate — Justify a stand or decision
appraise, argue, defend, judge, select, support, value, critique, weigh

analyze — Draw connections among ideas
differentiate, organize, relate, compare, contrast, distinguish, examine, experiment, question, test

apply — Use information in new situations
execute, implement, solve, use, demonstrate, interpret, operate, schedule, sketch

understand — Explain ideas or concepts
classify, describe, discuss, explain, identify, locate, recognize, report, select, translate

remember — Recall facts and basic concepts
define, duplicate, list, memorize, repeat, state

ACADEMIC INTEGRITY CODE

All work must be entirely your own. Please cite the relevant work whenever you borrow ideas from others, using the proper reference format (e.g., APA, MLA). Examples of violations of the academic integrity code include but are not limited to: failure to use quotation marks when quoting, failure to give full credit when paraphrasing, use of others' ideas or work products, submission of work prepared through impermissible collaboration, and submission of work prepared by you for another class. (Your work in this class may be related to your work in another class, but the work you submit for this class should not duplicate that submitted for another class. If you anticipate an exception, please do not hesitate to ask.) Violation of the Academic Integrity Code may result in failure in the course, as well as more serious academic sanctions. For details about the academic integrity code, please refer to https://acadreg.ust.hk/generalreg.html.

Please check for plagiarism before you turn in each homework, for example using the anti-plagiarism software Turnitin available on Canvas. **A rule of thumb is that the similarity score should not exceed 15%, excluding references.** But it is entirely possible to have a similarity score below 15% and still commit plagiarism! Look holistically and check for accidental copying/cut and paste, missing references, or even insufficient paraphrasing (i.e. just changing word order or minor words, as opposed to summarizing in your own words). If you have any questions, the Instructor and TA are more than happy to discuss.

LATE HOMEWORK POLICY

Note: Late assignments will incur a penalty for each day they are late, except in cases where extensions have been granted by the instructor. Except for emergencies, extensions are much more likely to be granted when they are requested well in advance, with strong justification. If you are struggling to complete your coursework, please come discuss with us sooner rather than later, as it is always easier to adjust things before there is a crisis.

READING MATERIAL

Essential material is provided via Canvas. You are not expected to read everything on the reading list. Aim to read the core reading for each class meeting. Further reading provides for alternative sources as well as opportunities for more in-depth study for assignments.

We will also, when appropriate, make use of other media, including film, podcasts, etc… These will be provided via the library, freely available links, or viewing sessions, depending on the source.

CLASS SCHEDULE

Date	Week	Topic
7-Sep-23	1	Introduction and Administration: Theories, Definitions and Approaches to Public Policymaking
14-Sep-23	2	Policy Cycles: Agenda Setting
21-Sep-23	3	Policy Cycles: Formulation and Instruments
28-Sep-23	4	Policy Cycles: Decision-Making, Decision Matrices and Policy Communication *(Interview – T. Derpinghaus)
5-Oct-23	5	The Fundamental Policy Problematic: Dealing with Risk and Uncertainty
12-Oct-23	6	Policy Cycles: Policy Implementation & Public Administration
19-Oct-23	7	Policy Cycles: Evaluation
26-Oct-23	8	Policy Analysis: Identifying Problems and Mapping Solutions
2-Nov-23	9	Policy Styles, Policy Trajectories and Policy Dynamics
9-Nov-23	10	Policy Regimes: The Role of Actors and the Policy Environment
16-Nov-23	11	Policy Regimes: The Role of Ideas
23-Nov-23	12	Policy Regimes: The Role of Institutions
29-Nov-23	13	Final Paper Presentations - "Elevator Pitch"