

INTERNATIONAL UNIVERSITY OF JAPAN
Public Management and Policy Analysis Program
Graduate School of International Relations

ADC5006 (2 Credits)
Introduction to Policy Analysis
Winter 2019

Classroom: C-201	Instructor: Hun Myoung Park
Time: 10:30-14:30 Friday	Office: 311
http://www.sonsoo.org/policy/analysis/	Telephone: (025) 779-1464
Office Hour: 11:00-12:00 (Thursday)	E-mail: kucc625@iuj.ac.jp

Prerequisites: Students are expected to have basic knowledge of public policy (e.g., public policy process, decision making, and other policy studies).

INTRODUCTION

This Introduction to Policy Analysis provides basics of policy analysis. It discusses rationales and limitations of government intervention, natures of policy analysis, procedures of policy analysis, decision analysis, and case studies using systems thinking. Policy analysis is to explore the causal relationship between policy instrument and its consequence and estimate the net advantage of a public policy. Policy analysis is neither technical nor value neutral; this “client oriented” job is both art and craft.

At the end of semester, students should be able to:

- Understand the “publicness” in public policy
- Understand art and craft of policy analysis
- Understand procedures of policy analysis
- Understand basics of cost-benefit analysis and decision analysis
- Understand systems thinking in policy analysis
- Understand how to develop and present policy arguments

CLASS ORGANIZATION

This course is based on a series of lectures, but students are encouraged to participate in class actively. Students are recommended to take advantage of discussing with the instructor.

ASSESSMENT (COURSE REQUIREMENT)

Attendance (10%): Students should attend ALL classes. Each unexcused absence results in TWO POINT (2%) deduction from the final score. Students who missed more than 30 percent (≥ 5 classes) of class MAY NOT pass this course.

Participation in Class (Extra credit): Students are required to actively participate in class. Extra credits will be awarded for outstanding performance and participation in class.

Quiz and reading assignment (30%): Students must read required readings before the class. There will be 6 quizzes at the start of the class. Students have to answer about two questions about the required readings. These quizzes are closed-book and closed-notebook tests. The instructor will prepare a question and answer sheet. Ten points are assigned to a correct answer; 8 for answer with minor mistake or misunderstanding; 5 for a partial answer; 3 for an incorrect answer with misunderstanding; and 0 for no answer.

Term Paper (20%): Students are expected to conduct a simple policy analysis and write a term paper. Use the template (available on the course Web page) and write up to 5 pages including references. The term paper is due Friday, March 15 (week 10).

Final Exam (40%): The final exam asks 4-5 essay questions that cover all topics discussed in the class. This exam is a take-home, open-book, and open-textbook exam. Students need to send their answers to the instructor by email within 3 hours after they get questions.

How To Study Effectively? Students are expected to (1) read required readings (textbook) before the class, (2) listen to instructor's lecture and other classmates' opinions carefully in the class, (3) participate discussion actively in the class, (4) read handouts and required readings after the class, and (5) ask questions to the instructor.

GRADING

The final grade is based on a composite of course requirements mentioned above. Their weights are:

- (1) Quiz and reading assignment 30%
- (2) Term paper 20%
- (3) Final exam 40%
- (4) Class attendance 10 points
- (5) Extra credits up to 10 points.

* Extra credits will be awarded to students who actively participate in class (e.g., good questions and answers).

In short, your final score is calculated as $(1) \times .30 + (2) \times .20 + (3) \times .40 + (4) + (5)$.

Your letter grade is basically determined as follows, but it may be adjusted, depending on students' performance, so that the class GPA becomes closer to 3.5.

96 - 100: A (4.0)	66 - 69: B- (2.5)
90 - 95: A- (3.75)	60 - 65: C (2.0)
80 - 89: B+ (3.5)	< 60 : F
70 - 79: B (3.0)	Incomplete (I), withdrawal (W)

* Students who missed more than 30 percent (≥ 5 classes) of class may not pass this course.

Appealing the Grade: If you object to any grading decisions, you may appeal the grade to the instructor. The appeal must be given along with original documents (e.g., quiz and exam) to the instructor no later than 24 hours after the grade is released.

CLASS POLICY

Attendance and Lateness: Students should attend each class and be present when each class begins. Being 15 minutes late is considered absent from the class. Excused absences for special circumstances (e.g., sickness) may be arranged in advance and will not influence the attendance grade. There is no formal seating chart.

Academic Misconduct: Students should not only gain knowledge and skills, but also build their character. Particularly, public managers should equip themselves with high and strict professional standards and ethics. All students should complete their own work and be evaluated based upon that work. Students should avoid academic dishonesty and misconduct including *plagiarism*, *fabrication* (falsification), and *cheating* (collaboration). The penalty for violation ranges from sanctions of 0 score for particular assignment/paper/exam and immediate F for final grade, and up to expulsion from the university. Please visit <http://www.iuj.ac.jp/ir-info/cheating-policy/> and check official definition of plagiarism and cheating.

- A student must not reproduce ideas, phrases, or sentences of another person without appropriate acknowledgment (**plagiarism**). Students must give credit to the originality of others and acknowledge an indebtedness whenever they quotes/paraphrases another person's actual words, either oral or written; employs another person's idea, opinion, or theory; or borrows facts, statistics, or other illustrative materials. Copying and pasting some parts of textbooks, journal articles, and/or Internet resources without citation involves both plagiarism and fabrication. Be honest with yourself and the instructor by clearly distinguishing your ideas from others' ideas.
- **Cheating** is an attempt to use or provide unauthorized assistance, materials, information, or others. Most common examples include discussing problem solving, looking at (stealing) other' work, showing your work to other students, sharing electronic files (Excel and wordprocessor) with other students, and using unauthorized external assistance such as tutors, commercial companies, and electronic devices (e.g., smartphone). In order to avoid unintended cheating, keep your own work in a safe place.
- All aspects of IUJ' student code of conduct (see students' curriculum handbook) apply to this class. It is students' responsibility to be aware of IUJ's policy on academic dishonesty and misconduct including harassments (<http://www.iuj.ac.jp/oss/seeking-assistance/>) and plagiarism (<http://www.iuj.ac.jp/ir-info/cheating-policy/>). Misunderstanding ("I thought copying only one sentence is O.K.") or ignorance ("I didn't know that") of dishonesty and misconduct are not acceptable in any circumstance. If you need clarification regarding this issue, contact the instructor or OAA (ofcgsir@iuj.ac.jp) immediately.

Course Feedback: Given diversity in their backgrounds, students are always encouraged to make comments and suggestions on this class (e.g., reading load, lecturing, presentation, and class discussion) in order to improve this course. If you don't feel comfortable studying in the class, do not hesitate to talk to the instructor. Any form of communication (e.g., walk-in, phone, email, facebook, etc.) will do. A good feedback may be awarded extra credits. No feedback will influence your grade negatively in any circumstance.

Use of Electronic Devices: Before each class and lab begins, students MUST turn off their cellular phone (smart phone), iPad, Galaxy tablet, and/or CD/MP3/DMB players. Also you may not use other electronic devices that may distract the instructor and their classmates. However, laptops or netbooks (mini laptops) are allowed for use in class unless they disturb others.

Computer Literacy: Students should be able to access computers in IUJ computer clusters and be familiar with wordprocessors (e.g, Microsoft Word and WordPerfect), and Web browsers (e.g., Firefox and Safari). If you are not feeling comfortable in this computing requirement, please talk to the instructor IMMEDIATELY.

IUJ Electronic mail: All students must use the university electronic mail to communicate with the instructor and other classmates. Students SHOULD peruse emails that the instructor sends in order for additional explanation and comments. You may not misuse email (e.g., a message without a title of email and sender's identity, a message containing irrelevant expressions and infringement of privacy, and a message sent to receivers who are not related to the subject).

Course Web Page: <http://www.sonsoo.org/policy/analysis/> provides the latest course schedule, announcements, and various course materials including lecture notes. Students MUST visit this Web page time to time to check announcements and materials available.

READING MATERIALS

You MUST have the following required textbook that can be purchased from online bookstores like amazon.co.jp. You will not be able to do homework or take exam successfully without the textbook. A hardcopy (as opposed to electronic forms like PDF) of the textbook is necessary. Some students prefer electronic forms of the textbook and articles due to their cost saving and convenience, but these electronic forms may not provide as much information and effectiveness as hardcopies. You MAY NOT use electronic copies of the textbook during the exam.

Bardach, Eugene, and Eric M. Patashnik. 2016. *A Practical Guide for Policy Analysis: The Eightfold Path to More Effective Problem Solving*, 5th ed. Sage & CQ Press. ISBN: 978-1483359465.

You are also asked to read some book chapters and journal articles listed in the course schedule below. Students should read all required readings (e.g., journal articles and book chapters) before class.

This course also has following recommended readings that are available at the MLIC Library reserve for 3-hour checkout.

Bellinger, William K. 2016. *The Economic Analysis of Public Policy*, 2nd ed. New York: Routledge. ISBN: 978-1138796348.

Bickers, Kenneth N., and John T. Williams. 2001. *Public Policy Analysis: A Political Economy Approach*. Boston, MA: Houghton Mifflin Company. ISBN: 978-0395852637.

- Boardman, Anthony E., David H. Greenberg, Aidan R. Vining, and David L. Weimer. 2011. *Cost-Benefit Analysis: Concepts and Practice*. 4th ed. Boston: Prentice Hall. ISBN 978-0137002696.
- Brewer, Garry D., and Peter DeLeon. 1983. *The Foundations of Policy Analysis*. Homewood, IL: Dorsey Press. ISBN 978-0256023237.
- Bromell, David. 2017. *The Art and Craft of Policy Advising: A Practical Guide*. Springer. ISBN 978-3319849164.
- Dewey, John (edited by Melvin L. Rogers). 2016. *The Public and Its Problems: An Essay in Political Inquiry*. Swallow. ISBN: 978-0804011662; Dewey, John. 1927. *The Public and Its Problems*. New York: Henry Holt and Company.
- Dunn, William N. 2012. *Public Policy Analysis*. 5th ed. Upper Saddle River, NJ: Pearson Education. ISBN 978-0205-252572. 6th edition in 2017.
- Hillier, Frederick S., and Mark S. Hillier. 2014. *Introduction to Management Science: A Modeling and Case Studies Approach with Spreadsheets*. 5th ed. (International Edition) McGraw-Hill. ISBN 978-1259010675.
- Majone, Giandomenico. 1989. *Evidence, Argument, and Persuasion in the Policy Process*. New Haven: Yale University Press. ISBN 978-0300052596.
- Mazmanian, Daniel A., and Paul Sabatier. 1989. *Implementation and Public Policy with a New Postscript*. University Press of America. ISBN 978-0819175267.
- Morgan, M. Granger. 2017. *Theory and Practice in Policy Analysis: Including Applications in Science and Technology*. New York: University Printing House. ISBN 978-1316636206.
- Parsons, Wayne. 1995. *Public Policy: An Introduction to the Theory and Practice of Policy Analysis*. Cheltenham, UK: Edward Elgar. ISBN: 978-1852785543.
- Pressman, Jeffrey L. and Wildavsky, Aaron B. 1984. *Implementation: How Great Expectations in Washington Are Dashed in Oakland*, 3th ed. Berkeley: University of California Press. ISBN: 978-0520052338.
- Sabatier, Paul A. ed. 1999. *Theories of the Policy Process*. 1st ed. Boulder, CO: Westview Press. ISBN 978-0813399867; Weible, Christopher M., and Paul A. Sabatier, eds. 2017. *Theories of the Policy Process*. 4th ed. Routledge. ISBN 978-0813350523.
- Sherwood, Dennis. 2002. *Seeing the Forest for the Trees: A Manager*. London: Nicholas Brealey Pub. ISBN 978-1857883114.
- Weick, Karl E. 1979. *The Social Psychology of Organizing*. 2nd ed. Reading, MA: Addison-Wesley Pub. Co. ISBN 978-0075548089.
- Weimer, David L., and Aidan R. Vining. 2017. *Policy Analysis: Concepts and Practice*, 6th ed. Routledge. ISBN 978-1138216518.
- Wildavsky, Aaron. 1987. *Speaking Truth to Power: The Art and Craft of Policy Analysis*, 2nd ed. New Brunswick, NJ: Transaction Publishers. ISBN: 978-0-88738-697-8; Wildavsky, Aaron. 2018. *The Art and Craft of Policy Analysis*. Palgrave MacMillan. ISBN: 978-3319586182.

In order to get the electronic copy of a journal article, (1) visit IUJ's E-journal portal, (2) provide a journal name (e.g., *Public Administration Review*), (3) choose a source (e.g., JSTOR and EBSCO) of the journal, and then (4) find out the paper using its title, author name, year of publication, volume, and/or number.

WEEKLY SCHEDULE

* This schedule is tentative and subject to change. Students should check the latest schedule on the course Web site from time to time.

1st Week: Introduction (January 11th)

This week discusses basic natures of public policy and policy analysis.

Required:

- Weimer & Vining (2010) Chapter 2.
- Landau, Martin. 1977. The Place of Policy Analysis in Political Science: Five Perspectives--The Proper Domain of Policy Analysis. *American Journal of Political Science* 21(2): 423-427.

Optional:

- Dewey (1927)
- Lowi, Theodore. 1988. Foreword: New Dimensions in Policy and Politics. In *Social Regulatory Policy: Moral Controversies in American Politics*. Edited by Raymond Tatalovich and Byron W. Daynes, x-xxi. CO: Westview Press.
- Weimer & Vining (2010) Chapter 14, 15 or Dunn (2012) Chapter 1, 2.

2nd Week: Art and Craft of Policy Analysis (01/18) — Quiz

This week discusses Wildavsky's art and craft of policy analysis to understand the social process of policy analysis.

Required: Wildavsky (2016) "Introduction: Analysis as Art" and Ch. 16 "Analysis as Craft."

Optional: Majone (1989) Ch. 1-3.

3rd Week: Procedures of Policy Analysis 1 (01/25) — Quiz

This week discusses procedures of policy analysis in Bardach and Patashnik (2016).

Required: Bardach and Patashnik (2016) Part I (pp. 1-82).

4th Week: Procedures of Policy Analysis 2 (02/01) — Quiz

This week continues to discuss the procedures of policy analysis in Bardach and Patashnik (2016).

Required: Bardach and Patashnik (2016) Part II (pp. 83-111).

No class on February 8th due to the JDS Technical Interview in Myanmar

5th Week: Basics of Cost-Benefit Analysis (02/15) — Quiz

This week introduces basics of cost benefit analysis using Krutilla's Kaldor-Hicks Tableau.

Required: Krutilla, Kerry. 2005. Using the Kaldor-Hicks Tableau Format for Cost-Benefit Analysis and Policy Evaluation. *Journal of Policy Analysis and Management* 24(4): 864-875.

Optional: Boardman, Greenberg, Vining, and Weimer (2011) Chapter 1.

6th Week: Decision Analysis (02/22) — Quiz

This week introduces basics of decision analysis including decision criteria under risk and uncertainty.

Required: Hillier & Hillier (2014) Chapter 9 (9.1, 9.2, 9.3, and 9.5).

Optional: Albright & Winston (2005) Chapter 8.
Stevenson & Ozgur (2007) Chapter 11.

7th Week: Systems Thinking in Policy Analysis (03/01) — Quiz

This week introduces systems thinking of system dynamics and then shows how to study causal relationships among events by drawing a causal loop diagram.

Required: Weick (1979) Chapter 3 (Interdependence and organizing. pp. 65-88).

Optional:

- Anderson & Johnson (1997)
- Maruyama, Magoroh. 1963. The Second Cybernetics: Deviation-Amplifying Mutual causal processes. *American Scientist* 51(2): 164-179.
- Masuch, Michael. 1985. Vicious Circles in Organizations. *Administrative Science Quarterly* 30(1): 14-33.
- Sherwood (2002) Chapter 4, 7, 11.
- Wender, Paul H. 1968. Vicious and Virtuous Circles: The Role of Deviation Amplifying Feedback in the Origin and Perpetuation of Behavior. *Psychiatry* 31(4): 309-324.

8th Week: Communicating Policy Analysis (03/08)

This week discusses how to develop policy arguments and communicate policy analysis.

Required: Dunn (2012) Ch. 9 “Communicating Policy Analysis.”
Majone (1989) Ch. 2 “Analysis as Argument”

Optional: Dunn (2012) Ch. 8 “Developing Policy Arguments.”
Bardach and Patashnik (2016) Part II (pp. 72-82)

Final exam (week 11)