Carleton University Winter 2024

Arthur Kroeger College of Public Affairs

**GINS 3100B**

**Global and International Group Project:**

**Policy Task Force Simulation**

**Instructor:** Dr.Eric Van Rythoven

**Email:** EricVanRythoven@cmail.carleton.ca

**Contact Policy:** Email is the best way to contact me. I normally reply within 24-48 hours, weekends excluded. All email must be through official Carleton university email accounts. For longer questions I recommend scheduling a Zoom or in-person meeting.

# 1. Course Overview

This is an experiential learning course focused on simulating a policy response to select global and international issues. Working in groups of 4-5 students you will spend the semester simulating a ‘policy task force’ and respond to a problem assigned by the instructor. Over the course of the semester the groups will complete assignments that correspond to key points in the policy development cycle culminating in longer policy paper designed for governments, NGOs, international organizations, and other stakeholders. While groups will be completing the same assignments, the content of those assignments will differ based on the policy issue selected. Potential topics include, but are not limited to:

* Democratic backsliding
* Disinformation and conspiracy theories
* Climate resiliency
* Digital human rights
* Artificial intelligence
* Transnational repression
* Foreign interference

A key part of this process will be stakeholder engagement. As part of the development of your policy response you will be interviewing different stakeholders including academics, government officials, diplomats, NGOs, journalists, as well as other experts. You and your group will make decisions on which stakeholders to consult, what questions to ask, and how their views will feed into your policy response.

While we will meet in-person periodically throughout the semester this course is primarily an independent group project. I will serve as the facilitator for your projects. I am here to help you formulate your project, brainstorm, problem solve, and provide feedback on your progress. Ultimately, however, you are responsible for the success of your project.

# 2. Learning Outcomes

By the end of this course, students will be able to:

1. Gain practical experience for career development in global and international studies. Skills developed may include: task-based problem solving and task prioritization; decision making; professional writing and communication; advocacy; cooperative work strategies; monitoring and evaluation frameworks and gap analyses.
2. Develop communication, interpersonal, and collaborative skills by working as part of a team.
3. Gain skills and knowledge required for success in working in international contexts; the ability to cope with and respond appropriately to changing circumstances and project goals; patience, discipline, and flexibility, particularly as projects are adjusted due to change in scope or timelines; an appreciation for diverse work patterns while remaining committed to deadlines; sensitivity to others, and open to different viewpoints.

# 3. Required Texts

Bardach, E., & Patashnik, E. M. (2019). *A practical guide for policy analysis: The eightfold path to more effective problem solving*. CQ press.

The text can be purchased from an online retailer of your choice. A digital copy is also available through the Carleton Library. All other readings will be posted on the course website. In the instructions for assignments, I will highlight which readings will be needed in completing the assignment.

# 4. Evaluation

|  |  |  |
| --- | --- | --- |
| *Item* | *Value* | *Timeline* |
| Contact Meetings | 10% | Twice during the semester. |
| Development Plan | 5% | January 19th |
| Problem Definition and Literature Review | 20% | February 9th |
| Stakeholder Engagement Report | 25% | March 8th |
| Policy Paper | 40% | April 8th |
| Personal Debrief | n/a | By April 12th |

All written assignments must provide a full list of sources used and avoid plagiarism or other violations of academic integrity. The preferred citation style is the Chicago author-date style which used author-date citations in the text and a bibliography at the end (see <https://library.osu.edu/find/resources/citation-examples/chicago-author-date/>). In this style, footnotes or endnotes are used only for explanatory digressions or notes of clarification. All papers submitted should be formatted with the 12-point font and page numbers. The use of generative A.I. in written assignments is not permitted and will be treated as an academic integrity violation.

Late Policy: 3% per day with weekends counting as 1 day.

**Contact Meetings (2 x 5%)**

Aside from the first introductory class we will not meet regularly. Instead, each group will have in-class ‘contact meetings’ with me twice during the semester. The purpose of the meeting is to:

* Provide an update on your progress,
* Ask questions about assignments,
* Trouble shoot problems.

Your group must have one contact meeting before February 16th. Attendance at meetings is mandatory. You should come prepared with an agenda to discuss and plan for the meeting to last at least 30 minutes.

**Development Plan (5%)**

As the first step in developing your policy paper you will draft a plan for its development. Your plan will include:

* 500 words describing and contextualizing your topic,
* A detailed timeline of when assignments will be completed (including different steps and drafts of the assignment),
* The responsibilities of each member.

The semester will only become busier as time goes on. I highly recommend frontloading the development of your project so that as much as possible is achieved before midterms.

Due Date: January 19th @ 11:59pm

**Problem Definition and Literature Review (15%)**

The way you define a problem shapes the possible solutions and issues to be considered. In this written assignment you will offer a detailed definition of your policy problem and engage in broad literature review covering academic, government, NGO, think tank, and other sources. Your literature review will identify how your definition of the problem relates to or is different from the literature in different fields.

Specific instructions and a rubric can be found on Brightspace.

Due Date: February 9th @ 11:59pm

**Stakeholder Engagement Report (25%)**

A key part of the policy development process is consulting different stakeholders about their views on a problem. You will develop a list of relevant stakeholders to your topic and interview them. This can include academics, government officials, diplomats, NGOs, journalists, as well as other experts. Your report should cover:

* Which stakeholders did you engage with?
* How did you contact them?
* What questions did you ask?
* What were their responses?
* Did they make any recommendations?
* How will their views feed into your policy report?

Specific instructions and a rubric can be found on Brightspace.

Due Date: March 8th @ 11:59pm

**Policy Paper (40%)**

The policy paper represents the sum result of your work in this course. It takes elements from prior assignments and expands on them while also adding new content. Your policy paper must make clear who is the intended target audience (e.g. a particular government department, international organization, industry, etc.). A full policy paper will include:

* A definition of the problem,
* A discussion of the significance of the problem,
* A full literature review,
* A section on stakeholder engagement,
* Policy recommendations,
* Metrics for evaluation (if applicable).

Specific instructions and a rubric can be found on Brightspace.

Due Date: April 8th @ 11:59pm

**Individual Debrief**

This is the sole individual assignment of the course. The purpose of the debrief is to provide me with assessment of your contributions to the group project, as well as those of your group members. Who did what and when? Were there problems in the group? Who demonstrated leadership? What did you learn from the project? The debrief can be an extended email or an in-person meeting.

If you do not participate in the debrief, I will assume that you did not consistently contribute to the group, and you will be graded accordingly.

Due Date: April 12th @ 11:59pm

# 5. Timeline and Milestones

This is not a regular course with weekly readings. There may be multiple weeks where we do not meet in class—though you should be in regular contact with your group. That being said, policy development always follows a timeline, and it is important that your group keeps pace with the key milestones of the course. The timeline below highlights key milestones.

|  |  |
| --- | --- |
| January 8th | Class Introduction (Students select groups and topics) |
| January 19th | Development Plan Submitted |
| January 29th | First Contact Meeting (*ideally*) |
| February 9th | Problem Definition and Literature Review Submitted |
| March 8th | Stakeholder Engagement Report Submitted |
| March 25th | Second Contact Meeting (*ideally*) |
| April 8th | Policy Paper Submitted |
| April 10th | Individual Debrief Submitted (*ideally*) |

# 6. Group Grading Policy

This course emphasizes group work, and the standard practice will be that everyone in the group will receives the same grade. There are cases, however, where some group members contribute less to an assignment while others exercise leadership and initiative, and this may result in different grades. In exceptional cases where a group member has consistently shirked their responsibilities, I will sever that member from group. In this case the student will be required to complete an independent project to complete the course.

Part of the experientially learning aspect of this course is learning to work as a group to complete complex tasks. I expect professionalism and magnanimity from all students at all times. You should only come to me *after* you have exhausted all options to internally resolve a problem.

# 7. Appendix

**Requests for Academic Accommodation**

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

***Pregnancy accommodation:*** Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: [carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf](http://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf).

***Religious accommodation:*** Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: [carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf](http://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf).

***Accommodations for students with disabilities:*** If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, reach out to your instructor as soon as possible to ensure accommodation arrangements are made. For more details, please visit [carleton.ca/pmc](http://carleton.ca/pmc).

***Accommodation for student activities:*** Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who engage in student activities at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>.

For more information on academic accommodation, please contact the departmental administrator or visit: [students.carleton.ca/course-outline](http://students.carleton.ca/course-outline).

**Sexual Violence Policy**

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated. Survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: [carleton.ca/sexual-violence-support](http://carleton.ca/sexual-violence-support).

**Plagiarism**

The University Academic Integrity Policy defines plagiarism as “*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.”*This includes reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

Examples of plagiarism include, but are not limited to:

* any submission prepared in whole or in part, by someone else, including the unauthorized use of generative AI tools (e.g., ChatGPT);
* using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
* using another’s data or research findings without appropriate acknowledgement;
* submitting a computer program developed in whole or in part by someone else, with or without modifications, as one’s own; and
* failing to acknowledge sources through the use of proper citations when using another’s work and/or failing to use quotations marks.

Plagiarism is a serious offence that cannot be resolved directly by the course’s instructor. The Associate Dean of the Faculty conducts a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They can include a final grade of “F” for the course.

More information on the University’s Academic Integrity Policy can be found at: <https://carleton.ca/registrar/academic-integrity/>.

**Intellectual property**

Student or professor materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

**Submission and Return of Term Work**

Papers must be submitted directly to the instructor according to the instructions in the course outline. The departmental office will not accept assignments submitted in hard copy.

**Grading**

Standing in a course is determined by the course instructor, subject to the approval of the faculty Dean. Final standing in courses will be shown by alphabetical grades. The system of grades used, with corresponding grade points is:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Percentage** | **Letter grade** | **12-point scale** | **Percentage** | **Letter grade** | **12-point scale** |
| 90-100 | A+ | 12 | 67-69 | C+ | 6 |
| 85-89 | A | 11 | 63-66 | C | 5 |
| 80-84 | A- | 10 | 60-62 | C- | 4 |
| 77-79 | B+ | 9 | 57-59 | D+ | 3 |
| 73-76 | B | 8 | 53-56 | D | 2 |
| 70-72 | B- | 7 | 50-52 | D- | 1 |

Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by an instructor may be subject to revision. No grades are final until they have been approved by the Dean.

**Statement on Student Mental Health**

As a University student you may experience a range of mental health challenges that significantly impact your academic success and overall well-being. If you need help, please speak to someone. There are numerous resources available both on- and off-campus to support you. Here is a list that may be helpful:

**Emergency Resources** **(on and off campus):** [https://carleton.ca/health/emergencies-and-crisis/emergency-numbers/](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcarleton.ca%2Fhealth%2Femergencies-and-crisis%2Femergency-numbers%2F&data=05%7C01%7CEricVanRythoven%40cmail.carleton.ca%7Cc30034c344e041c4ed1f08da86a6be96%7C6ad91895de06485ebc51fce126cc8530%7C0%7C0%7C637970347962069293%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ZfgQGp%2F0rixRDfeICuZGV%2BQ%2BS87hPvFnVfZ3zwKHMAc%3D&reserved=0)

**Carleton Resources:**  
• Mental Health and Wellbeing: [https://carleton.ca/wellness/](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcarleton.ca%2Fwellness%2F&data=05%7C01%7CEricVanRythoven%40cmail.carleton.ca%7Cc30034c344e041c4ed1f08da86a6be96%7C6ad91895de06485ebc51fce126cc8530%7C0%7C0%7C637970347962069293%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=vGOLDN1EoxHW6IIyt5vfeEqUrMmbjj8qmu3XZcrM1mM%3D&reserved=0)  
• Health & Counselling Services: [https://carleton.ca/health/](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcarleton.ca%2Fhealth%2F&data=05%7C01%7CEricVanRythoven%40cmail.carleton.ca%7Cc30034c344e041c4ed1f08da86a6be96%7C6ad91895de06485ebc51fce126cc8530%7C0%7C0%7C637970347962069293%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=mYPNDw8dNsb3QsoMKHuNDlyokpJLW0Ydc9ano8SSJug%3D&reserved=0)  
• Paul Menton Centre: [https://carleton.ca/pmc/](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcarleton.ca%2Fpmc%2F&data=05%7C01%7CEricVanRythoven%40cmail.carleton.ca%7Cc30034c344e041c4ed1f08da86a6be96%7C6ad91895de06485ebc51fce126cc8530%7C0%7C0%7C637970347962069293%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=pLinUuQaEJt9pl002KFuGBORO7aD%2BmhZ0b6iYTiWrIM%3D&reserved=0)  
• Academic Advising Centre (AAC): [https://carleton.ca/academicadvising/](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcarleton.ca%2Facademicadvising%2F&data=05%7C01%7CEricVanRythoven%40cmail.carleton.ca%7Cc30034c344e041c4ed1f08da86a6be96%7C6ad91895de06485ebc51fce126cc8530%7C0%7C0%7C637970347962069293%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3wt2KAM7Hk2jOUPv17Nxho0PQBCNmaLuBvF7WkhzipE%3D&reserved=0)  
• Centre for Student Academic Support (CSAS): [https://carleton.ca/csas/](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcarleton.ca%2Fcsas%2F&data=05%7C01%7CEricVanRythoven%40cmail.carleton.ca%7Cc30034c344e041c4ed1f08da86a6be96%7C6ad91895de06485ebc51fce126cc8530%7C0%7C0%7C637970347962069293%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=dfaj0tH6i1Ymdeyy%2BZmA3vPFsxEt0VosI1nYJWzj71E%3D&reserved=0)  
• Equity & Inclusivity Communities: [https://carleton.ca/equity/](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcarleton.ca%2Fequity%2F&data=05%7C01%7CEricVanRythoven%40cmail.carleton.ca%7Cc30034c344e041c4ed1f08da86a6be96%7C6ad91895de06485ebc51fce126cc8530%7C0%7C0%7C637970347962069293%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=INhOW2cZRQjXeudfe7pFC7WeRR0yPtdTDNF3DSrTYB8%3D&reserved=0)

**Off Campus Resources:**  
• Distress Centre of Ottawa and Region: (613) 238-3311 or TEXT: 343-306-5550, [https://www.dcottawa.on.ca/](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.dcottawa.on.ca%2F&data=05%7C01%7CEricVanRythoven%40cmail.carleton.ca%7Cc30034c344e041c4ed1f08da86a6be96%7C6ad91895de06485ebc51fce126cc8530%7C0%7C0%7C637970347962225510%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=FCnNF%2FvxRpAVwNJ1RdOoR9UNXOdst%2FDt75vPg8msGd8%3D&reserved=0)  
• Mental Health Crisis Service: (613) 722-6914, 1-866-996-0991, [http://www.crisisline.ca/](https://can01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.crisisline.ca%2F&data=05%7C01%7CEricVanRythoven%40cmail.carleton.ca%7Cc30034c344e041c4ed1f08da86a6be96%7C6ad91895de06485ebc51fce126cc8530%7C0%7C0%7C637970347962225510%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=IlJN4qFzId6keNycWt%2B8LUNeOAvEyRFs9tNT%2FY%2BrsxI%3D&reserved=0)  
• Empower Me: 1-844-741-6389, [https://students.carleton.ca/services/empower-me-counselling-services/](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstudents.carleton.ca%2Fservices%2Fempower-me-counselling-services%2F&data=05%7C01%7CEricVanRythoven%40cmail.carleton.ca%7Cc30034c344e041c4ed1f08da86a6be96%7C6ad91895de06485ebc51fce126cc8530%7C0%7C0%7C637970347962225510%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Aq%2FPnHSHUPLaDZ6FaTc%2BAxLv5w78ja2%2B5mFLTq34mEo%3D&reserved=0)  
• Good2Talk: 1-866-925-5454, [https://good2talk.ca/](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgood2talk.ca%2F&data=05%7C01%7CEricVanRythoven%40cmail.carleton.ca%7Cc30034c344e041c4ed1f08da86a6be96%7C6ad91895de06485ebc51fce126cc8530%7C0%7C0%7C637970347962225510%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=917V5T2coxLVPgwcnf0tckFdnjxDJI90eAUdSeGNDsw%3D&reserved=0)  
• The Walk-In Counselling Clinic: [https://walkincounselling.com](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwalkincounselling.com%2F&data=05%7C01%7CEricVanRythoven%40cmail.carleton.ca%7Cc30034c344e041c4ed1f08da86a6be96%7C6ad91895de06485ebc51fce126cc8530%7C0%7C0%7C637970347962225510%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Geh1hBBoNQmPzZhzvknbacgiRaNThvcPw7BH5m%2BZWKs%3D&reserved=0)

**Carleton E-mail Accounts**

All email communication to students from the Department of Political Science will be via official Carleton University e-mail accounts and/or Brightspace.  As important course and university information is distributed this way, it is the student’s responsibility to monitor their Carleton University email accounts and Brightspace.