

(PAPM 1001B)
Policy Cycle: Analysis, Implementation, and Evaluation
Mondays, 2:35pm – 5:25pm
Please check Brightspace for location

Instructor:	Dr. Tiziana Carafa
Office Hours:	Mondays 1pm to 2pm
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COURSE DESCRIPTION AND OVERVIEW

The course introduces students to how public policy works in Canada. This is a foundational course that prepares students for future studies and work in public policy.

The course will introduce students to the policy making process, its implementation, and its evaluation. It will examine the phases that comprise the development of policies considering the challenges faced by policymakers, researchers, and evaluators.

The course will also discuss the contribution of the different forces shaping policy deliberations and the tools for managing policy action and policy evaluation. To better illustrate this contribution, we will examine specific policy and program issues which include Environmental Policy and Indigenous Policy.

LEARNING OUTCOMES

At the end of the course, students will be able to

1. Identify the phases of the policy cycle (i.e., policymaking process, instruments, implementation, evaluation, policy & program communication) and some of the challenges associated with them.
2. Describe the different theoretical frameworks for analysing and understanding public policy, and explain the differences between them (e.g., gender-based analysis, the rational choice model).
3. Appreciate the contribution of the different forces (nationally and internationally) that affect policy development.
4. Engage in critical and respectful discussions with classmates and professor.

COMMUNICATION

All e-mail communication must be done using the official Carleton University e-mail accounts and/or Brightspace.

Administrative Issues. E-mail communication should be used for administrative purposes, such as setting office hours appointment or clarifications on course requirements. To avoid confusion with other courses, e-mail communication from the instructor and from students should include the course code, that is PAPM1001B plus the SUBJECT MATTER of the e-mail.

Learning Material. For issues linked to the learning material, please set up an appointment with the instructor during office hours or consult the instructor during weekly lectures.

Issues Affecting Evaluation. For issues affecting the evaluation components, please inform the instructor as soon as possible via email and no later than 24 hours after the due date.

DO NOT wait until the end of the term to get in touch with the instructor as the instructor can no longer address the issue at that point.

The instructor can ask a student to submit (via email and hardcopy) the appropriate documentation to support the accommodation request for any of the evaluation components. Bear in mind that providing false or misleading information to avoid or delay the submission of work or to avoid an exam is a violation of Academic Integrity Policy.

Please note that if the request is deemed unreasonable or trivial (such as, changing house/apartment, forgot the due date, or other similar reasons) the student will not be accommodated.

SNAPSHOT OF EVALUATION COMPONENTS		
COMPONENTS	DEADLINES	% FINAL GRADE
Attendance at lectures	Every Monday from 2:35 pm – 5:25 pm. Starting on Monday, January 8 to Monday, April 8, 2024. Total: 13 classes.	13
ASSIGNMENT		
Certificate of GBA+ course completion	No later than 1 p.m. of January 26, 2024. To be uploaded in the Brightspace GBA certificate Module.	7
WRITTEN IN-PERSON TESTS		
Mid-term	March 4, 2024.	35
Final Exam	TBD (during exam period).	45
TOTAL		100

EVALUATION COMPONENTS DESCRIBED

ATTENDANCE

Class lectures serve to discuss and complement the readings. Student written tests and final exam will be based on both the readings and the lectures. As such, students are expected to do the readings, attend each lecture, and engage in discussions as assigned by the instructor. Attendance will be taken within the first 10 minutes of each class and verified again by the instructor after the break.

Please arrive on time and check in with the instructor, otherwise your attendance will be noted as absent.

The attendance for each class will be posted on Brightspace within one calendar day after the class.

This component of the course evaluation contributes to 13% of your final grade.

ASSIGNMENT: Gender-based Analysis Plus (GBA+):

The objective of the GBA+ assignment is to provide students with some insights on a practical aspect of policymaking. You must do the online course at [GBA+ Course](#)

When you have completed the course, you will receive a certificate of completion that you will need to upload in the Brightspace GBA certificate Module. You will need to upload the Certificate by **1 pm of January 26**. You can complete the course and upload the certificate before the January 26 deadline, but not after.

This component of the course evaluation contributes to 7% of the final grade.

WRITTEN IN-PERSON TESTS

There are two in-person written tests aimed at assessing the students' understanding of the material. The tests are:

Mid-Term: To be written in the classroom on **March 4, 2024**. It will evaluate students on the material (readings and lectures) covered from week 1 (including course outline) to week 6 inclusive.

The test will consist of three different sections: (i) multiple choice questions, (ii) short answer questions and (iii) short essay questions.

The test is marked on 100 points and contributes to 35% of the final grade.

Final Exam: The final exam will be held during the exam period. Please **consult Carleton University exam schedule** for more details.

The final exam evaluates students on the material (readings and lectures) covered in the course, that is from week 4 to 13 inclusive. The test will consist of three different sections: (i) multiple choice questions, (ii) short answer questions and (iii) short essay questions.

The final exam is marked on 100 points and contributes to 45% of the final grade.

Students are not to remove from the classroom any written test neither discuss nor share any of the questions used in the tests (mid-term and final) with other students.

Soon after the marking is completed the grade, including feedback, will be posted in the Brightspace gradebook.

COURSE FORMAT

Each class will follow primarily a lecture format. Lectures will serve to review and complement the readings. The written evaluation components will be based both on the readings and the lectures.

The lectures will be delivered using PowerPoint slides which serve as a framework to assist students during the lecture and in taking notes.

Were a lecture topic not covered during the assigned week, as per the Course Calendar and Reading List section of this course outline, it will carry over to the following class lecture.

Class lectures also include eliciting student engagement and occasional group activities drawing and expanding on the assigned readings. Discussions engage critical thinking, and it is expected that students will always be respectful and civil towards their peers and instructor during these discussions.

All cell phones are to be put away during the lectures. Students can check their phone during the breaks. Laptops are to be put in airplane mode and can be used to take lecture notes. Occasionally, Wi-Fi access may be required. If this requirement is not already noted in Course Calendar and Reading List section of this course outline, the instructor will inform students via email prior to the class.

TEXTBOOK

The textbook required for this course is: Leslie A. Pal, Graeme Auld, and Alexandra Mallett (2021). *Beyond Policy Analysis: Public Issue Management in Turbulent Times* (6th edition). Toronto: Nelson Education Ltd. Please ensure that you have the proper edition of the book. The textbook is available for purchase at Carleton University bookstore and is also placed on reserve at the MacOdrum Library.

In the Course Calendar and Reading List section, the textbook is referred to as Pal et al. Any additional material used in the course will be available either through hyperlink or Ares.

From time to time, the instructor may assign additional readings in preparation for the lecture.

COURSE CALENDAR AND READING LIST

Week 1- January 8: Introduction to the Course (evaluation components, format, content, textbook, readings).

Required Readings:

- Course outline
- Brightspace Course page and Ares.

We will be accessing Brightspace; as such, students will need access to Wi-Fi.

Week 2 - January 15: Public Policy and Policy Analysis (Concepts and Practices) and Introduction to Evidence Based Policy.

Required Reading:

Pal et al., Ch. 1: Policy Analysis: Concepts and Practice, pp. 1-32.

Week 3 - January 22: Bureaucracy and Agenda Setting.

Required Reading

- The Bureaucracy. Christopher Cochrane, Kelly Blidook, and Rand Dyck (2020). *Canadian Politics: Critical Approaches* (9th edition). Toronto: Nelson Education Ltd., pp. 503-526. (Available on Ares)
- Pal et al., Ch. 3: Agenda-Setting and Problem Solving in Policy Analysis, pp. 116-153.

Week 4 - January 29: Policy Actors and Governance.

Required Reading:

- Pal et al., Ch. 6: Policy Actors, Communities, and Networks, pp. 257 -292.
- Pal et al., Ch. 2: Governance and Democracy (section on Populism), pp. 83-89.
- Kremky, L (07/12/2020). [Populists Have Attacked Pluralism](#). LSE Department.

Week 5 - February 5: Public Policy Decision-Making Models + Developing an Argument.

Required Reading:

- Howlett, M., M. Ramesh, and A. Perl (2009). Public Policy Decision Making. In *Studying Public Policy: Policy Cycles and Policy Subsystems*, 3rd Edition. Oxford University Press, pp. 139-159. (Available on Ares)
- Writing an Argumentative Essay (Available on Ares)

Week 6 - February 12: Indigenous Policy and Indigenization.

Required Reading:

- Indigenous Policy. Miljan, L. (2017). *Public Policy in Canada: An Introduction* (7th Edition). Oxford University Press, pp. 290-300. (Available on Ares)
- Statistics Canada (2022-09-21). [Indigenous Population in Canada](#)

February 19 - reading week: no class

Week 7 - February 26: Policy Design and Policy Instruments + Review.

Required Reading:

- Pal et al., Ch. 4: Policy Instruments and Policy Design, pp. 162-192 and 199-100.

- In [Health Care in Canada](#), read only the section titled "The Role of Government" which includes (a) The federal government and (b) The provincial and territorial governments.
- Pal et al., Ch. 2: Governance and Democracy (section on Trust), pp. 76-83.

Week 8 - March 4: Mid-Term

The test will evaluate students on the material (readings and lectures) covered from week 1 (including course outline) to week 6 inclusive.

Week 9 - March 11: Policy Implementation and Behavioral Economics.

Required Reading:

- Pal et al., Ch. 5: Policy Implementation, pp. 218-250.
- A Summary on [The EDA Oakland Project](#). (2015/04/20).
- Lawlor, Andrea and Hopkins, Vince (2022). [Nudging](#). Policy Options.
- Peter, J. (2018). [Assessing Behavioral Public Policy](#). Elgar Online pp. 1-18.

Week 10 - March 18: Environmental Policy.

Required Reading:

- Miljan, L. (2017). Environmental Policy. In Public Policy in Canada: An Introduction, 7th Edition. Oxford University Press, pp. 305-336. (Available on Ares)
- Surtees, Jeff (2017). [Who's the Boss](#). Law Now.
- Cordeau, H. (June 6, 2023). [The Social Cost of Carbon](#). Canada's National Observer.
- McKittrick, R. and Aliakbari, E (March 16, 2021). [Estimated Impacts of a \\$170 Carbon Tax](#) Fraser Institute.
- Channel 4 News (November 2022) [Summary of COP 27](#)
- BBC (July 2023). [Climate Records Tumble- Scientist](#)

Week 11 - March 25: Program Evaluation and Data for Evidence Based Policy.

Required Reading:

- Pal et al., Ch. 2: Performance and Impact Challenge, pp. 98-100.
- Pal et al., Ch. 7 : Evaluation, pp. 304-343.

Week 12 - April 1: Policy Communication, and Making Evidence Matter + Taking Stock.

Required Reading:

- Pal et al., Ch. 8: Policy Communication, pp. 354-378.
- Thompson, E. (2019/06/11). [Poll Results on Canadians and Fake News](#) CBC News.
- O'Grady, K. (01/10/2015). [Health Policy and the Media](#) Policy Options.

Week 13 - April 8: Policy Profession and Future Challenges + Final Review

Required Reading:

- Pal et al., Ch. 9: Policy Profession Competencies Table, pp. 403-405 and 428-432.
- Pal et al., Ch. 2: Social Demographic Challenges. pp. 91-96.
- Pal et al. Ch. 2: Information, IT and Challenges, pp. 96-98. + pp. 100-106.
- Francoli, M. (2015). [Strengthening e-Democracy for Better Open Government](#) The Centre for e-Democracy,

APPENDIX

Carleton E-mails

All e-mail communication to students will be via the official Carleton University e-mail accounts and/or Brightspace. As important course and information is distributed this way, it is the student's responsibility to monitor their Carleton University e-mail accounts and Brightspace.

Intellectual Property

Professor or student materials created for this course (including but not limited to PowerPoint lecture slides, learning activities, presentations, case studies, exams, and answers to the exams) remain the intellectual property of the author(s). They are intended exclusively for educational use of students registered in the course. They are not to be reproduced or redistributed without prior written consent of the author(s). They are not to be published in third party sites, such as social media sites and course materials sites.

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/>

Carleton Resources:

- Mental Health and Wellbeing: <https://carleton.ca/wellness/>
- Health & Counselling Services: <https://carleton.ca/health/>
- Paul Menton Centre: <https://carleton.ca/pmc/>
- Academic Advising Centre (AAC): <https://carleton.ca/academicadvising/>
- Centre for Student Academic Support (CSAS): <https://carleton.ca/csas/>
- Equity & Inclusivity Communities: <https://carleton.ca/equity/>

Off Campus Resources:

- Distress Centre of Ottawa and Region: (613) 238-3311 or TEXT: 343-306-5550, <https://www.dcottawa.on.ca/>
- Mental Health Crisis Service: (613) 722-6914, 1-866-996-0991, <http://www.crisisline.ca/>
- Empower Me: 1-844-741-6389, <https://students.carleton.ca/services/empower-me-counselling-services/>
- Good2Talk: 1-866-925-5454, <https://good2talk.ca/>

- The Walk-In Counselling Clinic: <https://walkincourse3lling.com>

Request for Accommodation

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

Pregnancy obligation: write to the 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 accommodation regarding a formally scheduled final exam, you must complete the Pregnancy Accommodation Form [click here](#)

Religious obligation: write to the 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 [click here](#)

Academic Accommodations for Students with Disabilities: The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, please request your accommodations for this course through the [Ventus Student Portal](#) at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). Requests made within two weeks will be reviewed on a case-by-case basis. For final exams, the deadlines to request accommodations are published in the [University Academic Calendars](#). After requesting accommodation from PMC, meet with the instructor to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally scheduled exam (if applicable).

Survivors of Sexual Violence: As a community, Carleton University is committed to maintaining a positive learning, working, and living environment where sexual violence will not be tolerated, and where 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: [Sexual Violence Prevention & Survivor Support | Equity and Inclusive Communities \(carleton.ca\)](#)

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 will be provided to students who compete or perform at the national or international level. Write to the 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>

Student Conduct

All communication should be professional and respectful and should uphold the tone of the Student Rights and Responsibilities Policy, found at <https://carleton.ca/studentaffairs/student-rights-and-responsibilities>

Use of Artificial Intelligence

Unless explicitly permitted by the instructor in a particular course, any use of generative artificial intelligence (AI) tools to produce assessed content (e.g., video, text, code, equations, image, summary, etc.) is considered a violation of academic integrity standards.

Academic Integrity

Academic integrity is an essential element of a productive and successful career as a student. Carleton's [Academic Integrity Policy](#) addresses academic integrity violations, including misrepresentation, plagiarism, unauthorized collaboration, impersonation, withholding of records, obstruction/interference, disruption of instruction or examinations, improper access to and/or dissemination of information, or violation of test and examination rules. Students are required to familiarize themselves with the university's academic integrity rules.

Procedures in Cases of Suspected Violations

Violations of the Academic Integrity Policy are serious offences which cannot be resolved directly with the course's instructor. When an instructor suspects a violation of the Academic Integrity Policy, the Associate Dean of the Faculty conducts a rigorous investigation, including an interview with the student. Penalties are not trivial. They may include a mark of zero for the assignment/exam in question or a final grade of "F" for the course. More information on the University's Academic Integrity Policy can be found at: [Procedures](#)

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.

Plagiarism is a serious offence that cannot be resolved directly by the course 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.

Dates and Deadlines

Registration and Withdrawals: Please see the Academic Year Calendar website for term dates and deadlines: [Academic calendar winter 2024](#)

Deferred Final Examination: Once the date for the final exam is scheduled, instructors cannot grant permission to defer the final exam. Students may petition, within the deadline set by the Registrar’s Office or Graduate Registrar, to write a deferred exam. Please consult the Registrar’s website regarding deadlines, rules and procedures governing deferred final examinations [Registrar](#).

Grading: The system of grades used is listed below.

A+	90-100		B+	77-79		C+	67-69		D+	57-59		F	0-49
A	85-89		B	73-76		C	63-66		D	53-56			
A-	80-84		B-	70-72		C-	60-62		D-	50-52			

Standing in a course is determined by the course instructor, subject to the approval of the faculty Dean. This means that grades submitted by the instructor may be subject to revision. No grades are final until they have been approved by the Dean. As such, final grades posted to Carleton Central are the official and approved ones.