

**Policy Cycle: Analysis, Implementation, and Evaluation
(PAPM 1001B)**

Lecture: Tuesdays, 14:35 - 17:25
Location: Richcraft Hall Room: 1200
(Please confirm with Carleton Central)

Instructor: Dr. Tiziana Carafa
Office: Loeb D199-G
Office Hours: Tuesdays, 12:00 p.m. to 1 p.m.,
and by appointment via Zoom.
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COURSE OVERVIEW

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

The course will introduce students to the policy making process, its implementation and evaluation. It will examine the stages 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. To better illustrate this contribution, we will explore this aspect of policy making through the examination of specific policy issues which include Environmental Policy and Indigenous Policy.

LEARNING OUTCOMES

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

1. Identify the stages of the policy cycle (i.e., policymaking process, instruments, implementation, communication, and evaluation) 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., the rational model, multiple streams, gender-based analysis).
3. Appreciate the contribution of the different forces 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 PAPM 1001B 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 (e.g., missing in-person tests or inability to attend a lecture or to complete an assignment), please inform the instructor **as soon as possible** via email and **no later than two calendar days after the due date**.

DO NOT wait once the due date is over or until the end of the term to get in touch with the instructor as she can no longer address the issue at that point.

Bear in mind that the instructor can ask a student to submit (via email and hardcopy) the appropriate documentation (e.g., medical certificate) to support the request for any of the evaluation components (i.e., Attendance, Written tests, and Assignments).

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	Ongoing	5%
WRITTEN TESTS AND FINAL		
First In-Person Test	January 24, 2023.	10%
Second In-Person Test	March 7, 2023.	35%
Final In-person Exam	TBD (during exam period)	45%
ASSIGNMENTS		
Certificate of GBA+ course completion	No later than 1 p.m. of February 14, 2023. To be uploaded in the assignment folder titled “ <i>Certificate of GBA+course (submit here)</i> ” on Brightspace	2.5%
In-Person Exercise Indigenous Environmental Relations	March 21, 2023. Please ensure to have Wi-Fi access during this lecture as you will be doing the exercise on Brightspace.	2.5%
TOTAL		100%

EVALUATION COMPONENTS

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 attend each lecture and to engage in discussions as assigned by the instructor. Attendance will be taken within the first 10 minutes of each lecture and verified again by the instructor after the break.

Please arrive on time and check in with the instructor. If you are not signed in for the class, your attendance will be noted as absent. This component of the course evaluation contributes to 5% of your final grade.

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

WRITTEN TESTS AND FINAL EXAM

There are three in-person written tests including the final for the course. They assess the students' understanding of the material and consist of (i) multiple choice questions, (ii) short answer questions and (iii) short essay questions.

First In-person Test: To be written in the classroom on **January 24, 2023**. It will evaluate students on the material (readings, lectures, and course outline) covered in both week 1 and 2 inclusive. It contributes to 10% of the final grade.

Second In-person Test: To be written in the classroom on **March 7, 2023**. It will evaluate students on the material (readings and lectures) covered from week 2 to week 8 inclusive. It contributes to 35% of the final grade.

Final In-person 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 all the material (readings and lectures) covered in the course, that is from week 2 to 14 inclusive. It contributes to 45% of the final grade.

Students are not to remove from the classroom any written in-person tests or the final in-person exam. Students are not to discuss nor share any of the questions used in the written In-person tests and the final exam with other students.

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

ASSIGNMENTS

The objective of the following assignments is to provide students with insights on some of the practical aspects of policymaking and they include the following:

Gender-based Analysis Plus (GBA+):

You must do the Gender Based Analysis Plus 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 assignment folder titled " *Certificate of GBA+Course Completion (submit here)*" in Brightspace. This component of the course evaluation contributes to 2.5% of the final grade.

You will need to upload the certificate by **1 p.m. of February 14**, unless you missed it due to illness, which will require the submission (via e-mail and hard copy) of a medical certificate. You can complete the course and upload the certificate before the February 14 deadline, but not after.

If you have already taken the GBA+ course prior to attending PAPM 1001, please advise the instructor within two weeks of the start of course and meet with her during office hours.

In-Person Exercise on Indigenous Environmental Relations:

The exercise will take place in class on **March 21**, and it will consist of class discussion, watching a video and doing a quiz on different segments of a video shown through Brightspace. Wi-Fi access is therefore required for this exercise. Students must engage in discussions and answer all the questions in the quiz to receive a grade for this assignment. This component of the course evaluation contributes to 2.5% of the final grade.

This assignment must be done in class on the scheduled date, March 21, unless you miss it due to illness, which will require the submission (via e-mail and hard copy) of a medical certificate.

Grading: The system of grades used, with corresponding grade points is listed below.

Percentage Letter	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 the instructor may be subject to revision. No grades are final until they have been approved by the Dean.

LECTURE FORMAT

The course follows primarily a lecture format and lectures 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 lecture.

Class lectures also include eliciting student engagement and occasional class 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 during lectures. 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 lecture.

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 below, 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
<p><u>Week 1- January 10: Introduction to the Course</u> (format, content, evaluation components, textbook, readings)</p> <p>Required Reading:</p> <ul style="list-style-type: none">- Course outline- Brightspace Course page and Ares. <p>We will be accessing Brightspace; as such, students will need access to Wi-Fi.</p>
<p><u>Week 2- January 17: Public Policy Analysis and Indigenous Policy.</u></p> <p>Required Reading:</p> <ul style="list-style-type: none">- Pal et al., Ch. 1: Policy Analysis: Concepts and Practice, pp. 1-32.- Indigenous Policy. Miljan, L. (2017). <i>Public Policy in Canada: An Introduction</i> (7th Edition). Oxford University Press, pp. 290-300.
<p><u>Week 3- January 24: Public Policy Decision-Making Models and Associated Scholars.</u></p> <p>Required Reading:</p> <p>Howlett, M., M. Ramesh, and A. Perl (2009). Public Policy Decision- Making. In <i>Studying Public Policy: Policy Cycles and Policy Subsystems</i>, 3rd Edition. Oxford University Press, pp. 142-159.</p>

JANUARY 24- FIRST IN-PERSON TEST which will evaluate students on the material (readings, lectures, and course outline) covered in both week 1 and 2 inclusive.

Week 4 - January 31: Agenda Setting and Problem Solving.

Required Reading:

- Pal et al., Ch. 3: Agenda-Setting and Problem Solving in Policy Analysis, pp. 116-153.
- [Mandate letter \(environment\)](#)
- Pal et al., Ch. 2: Governance and Democracy, pp. 76-89.

Week 5 - February 7: Policy Actors, Communities, and Networks.

Required Reading:

- Pal et al., Ch. 6: Policy Actors, Communities, and Networks, pp. 257 -292.
- Pal et al., Ch. 2 : Global Mega-Trends, pp. 60-76.

Week 6 - February 14: Policy Instruments and Policy Design.

Required Reading:

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- Pal et al., Ch. 4: Policy Instruments and Policy Design, pp. 162-192.
- Pal et al., Ch. 4: Policy Instruments and Policy Design, pp. 199-200.
- In [Health Care in Canada](#), read only the section titled "The Role of Government which include (a) The federal government and (b) The provincial and territorial governments.

Recall that February 14, at 1 p.m. is the final date to upload the Certificate of GBA+ course completion. You need to upload it in the assignment folder available in Brightspace-Week 6 and titled " Certificate of GBA+course Completion (submit here)"

Week 7 - February 20: reading week- no class- no required reading

Week 8 - February 28: Policy Implementation

Required Reading:

- Pal et al., Ch. 5: Policy Implementation, pp. 218-250.
- A Summary on [The EDA Oakland Project](#). (2015/04/20)
- Pal et al., Ch. 2: Performance and Impact Challenge, pp. 98-100.
- Review Week 4: Governance and Democracy (section on Populism), pp. 83-89.

Week 9 - March 7: Second In-Person Test

Required reading:

- No reading required; however, **be prepared for your second In-Person test.**

MARCH 7-SECOND IN-PERSON TEST which evaluates students on all the material (readings and lectures) covered in the course, that is from week 2 to 8 inclusive.

Week 10 - March 14: Environmental Policies and Introduction to Indigenous Environmental Policies

Required Reading:

- Miljan, L. (2017). Environmental Policy. In Public Policy in Canada: An Introduction, 7th Edition. Oxford University Press, pp. 305-339.
- Review Week 2 on Indigenous Policy.

Short Articles:

- Surtees, Jeff (2017). [Who's the Boss](#). Law Now.
- Aerin, Jacob et al (2018). [Environmental Policy Must be Based on Science](#). Policy Options.
- Proudfoot, Shannon (2019/11/4). [Reactions to the then Minister of Environment](#). MacClean's.
- DeClerq, Katherine (2021/03/25). [Ontario disappointed but respects Supreme Court of Canada Ruling](#). Toronto News.
- Hunter, Adam (2022 /10/11). [Saskatchewan White Paper](#). CBC News.
- BBC News (2022/11). [Small Firms and Climate Change](#).
- Rannard, Georgina (2022/11) [COP27: Climate Costs Deal Struck but no Fossil Fuel Progress](#). BBC News.

Week 11 - March 21: Cont., Environmental Policies, and Indigenization

Required Reading:

- Ensure to do all the above readings (i.e., reading scheduled for Week 10).

MARCH 21, IN-PERSON EXERCISE on Indigenous Environmental Relations which will be available on Brightspace. Please ensure to have Wi-Fi access during this lecture as you will be doing the exercise on Brightspace during the lecture.

Week 12 - March 28: Evaluation

Required Reading:

- Pal et al., Ch. 7: Evaluation, pp. 304-343.
- Review week 8 on Policy Implementation

Week 13 - April 4: Communication

Required Reading:

- Pal et al., Ch. 8: Policy Communications, pp. 351-393.
- Lawlor, Andrea and Hopkins, Vince (2022). [Nudging](#). Policy Options.
- Thompson, Elizabeth (2019). [90% of Canadians Fell for Fake News](#). CBC News.

Week 14 - April 11: Policy Profession and Wrap Up

Required Reading:

- Pal et al., Ch. 9: Policy Profession Competencies Table, pp. 403-405 and 428-432.
- Charette, Janice (2015). [Preparing Canada's Public Service to Meet the Challenge](#). Policy Options
- May, Kathryn (2022). [Challenges Continue](#). Policy Options

Reminder: The FINAL IN-PERSON Exam will be held during the exam period. Please consult Carleton University exam schedule for more details.

The final exam evaluates students on all the material (readings and lectures) covered in the course, that is from week 2 to 14 inclusive.

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.

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://walkincounselling.com>

Requests 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, contact your PMC coordinator to send the instructor your Letter of Accommodation at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation. 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.

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: <https://carleton.ca/equity/sexual-assault-support-services>

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 this request 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>

Academic Integrity

Please note that all work submitted as a requirement of PAPM 1001 must be both your own work and original to this course. Academic offences are serious infractions and will not be tolerated. Students should consult the University's Academic Integrity Policy regarding academic integrity and instructional offences: [Academic Integrity - Registrar's Office \(carleton.ca\)](#)

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.
- 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.

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>

Dates and Deadlines

Registration and Withdrawals: Please see the Academic Year Calendar website for term dates and deadlines: [Academic year Calendar](#) Note that:

January 31, 2023: Last day to withdraw from full winter and the winter portion of fall/winter courses with a full fee adjustment. *March 15, 2023:* Last day for academic withdrawal from full winter, late winter, and fall/winter courses.

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](#).

COVID-19 Pandemic Measures

It is important to remember that COVID is still present in Ottawa. The situation can change at any time and the risks of new variants and outbreaks are very real. There are several actions you can take to lower your risk and the risk you pose to those around you including being vaccinated, wearing a mask, staying home when you're sick, washing your hands and maintaining proper respiratory and cough etiquette.

Feeling sick? Remaining vigilant and not attending work or school when sick or with symptoms is critically important. If you feel ill or exhibit COVID-19 symptoms do not come to class or campus. If you feel ill or exhibit symptoms while on campus or in class, please leave campus immediately. In all situations, you should follow Carleton's symptom reporting protocols.

Masks: Masks are no longer mandatory in university buildings and facilities. However, we continue to recommend masking when indoors, particularly if physical distancing cannot be maintained. We are aware that personal preferences regarding optional mask use will vary greatly, and we ask that we all show consideration and care for each other during this transition.

Vaccines: While proof of vaccination is no longer required to access campus or participate in in-person Carleton activities, it may become necessary for the University to bring back proof of vaccination requirements on short notice if the situation and public health advice changes. Students are strongly encouraged to get a full course of vaccination, including booster doses as soon as they are eligible and submit their booster dose information in [cuScreen](#) as soon as possible. Please note that Carleton cannot guarantee that it will be able to offer virtual or hybrid learning options for those who are unable to attend the campus.

All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most recent information about Carleton's COVID-19 response and health and safety requirements please see the [COVID-19 - website](#) and review the [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please contact covidinfo@carleton.ca

Intellectual Property

Classroom teaching and learning activities, including lectures, discussions, presentations etc., by instructors, teaching assistant and students, are copy protected and remain the intellectual property of the respective author(s). All course material, including PowerPoint presentations, outlines, and other materials, are also protected by copyright and remain the intellectual property of their respective author(s).

Students registered in the course may take notes and make copies of course material for their own educational use only. Students **are not permitted to** reproduce or distribute lecture notes and course material publicly for any purpose without the express consent from the copyright holder(s).

All classroom teaching, learning activities and PowerPoint are protected by copyright and are used exclusively for students' own educational use. They are **not to be published in third party sites**, such as **social media sites** and **course materials sites**.