

GVPT388i/386 – Public Policy Internship Program
Spring Term 2010
Tuesday 6:30-9:15pm

Instructor: Elizabeth A. Bentley-Smith
Email: ebentley@gvpt.umd.edu
Phone: (301) 405-5021

Office: 1135A Tydings Hall
Office Hours: Wednesday 2:00-4:00pm
and by appointment

Course Description

This course will examine the contemporary performance of the public policy process in the American Democratic Government System. It will provide an overall introduction to the workings of the political policy processes, typologies, theories and bureaucracy at the federal level. Focus will be on the powers, organization, and rules and procedures of the United States government with emphasis on constitutional responsibilities and institutional procedures. The course will be split in two sections: 1) how policy is organized, designed, and simply put together and 2) how policy is implemented through bureaucracy.

“The Government and Politics Public Policy Internship Program enables students to work in local, state, national, regional, or global political institutions and receive college credit. Students are expected to work 8-20 hours per week over a 15-week semester and attend a weekly seminar in order to complete the program...The Public Policy Internship Program is designed for those students interested in the following policy institutions or policy arenas: (1) the Federal Bureaucracy; (2) the Federal Courts; (3) Civil Rights; (4) Community Service; (5) Environment; (6) International Studies; (7) Area Studies, especially Asian and Latin American Studies; (8) Labor; (9) Policy Advocacy; (10) Political Communications; (11) Municipal, City, or County Government; and (12) State Government.”¹

You must register for the following courses to earn GVPT credit for this internship:

~ GVPT 388I section 0101 for 3 credits, **REG** grading method

~ GVPT 386 section 6301 for 6 credits, **Pass/Fail** grading method (optional, only register for this course if you wish to earn additional elective credits; this course will not count toward any GVPT major requirements).

Fieldwork

You are required to complete 8 to 20 hours per week for your policy internship; however, your work schedule details are to be negotiated with your supervisor. It is beneficial to request a job description from your office; if you are unsure regarding your expectations, duties, or you have concerns for any reason, please contact me.

To make the most of your internship experience, you must be constantly aware of your surroundings. Be sure to observe all actions, including those you are not directly involved. Be mindful of staff actions, pay attention to your office’s agenda, and remain informed of political activities. Most importantly, keep in mind that you may observe confidential interactions and it is your responsibility to respect that confidence.

¹ <http://www.bsos.umd.edu/gvpt/undergraduate/internships/PPIPApp-PropSpring2010.pdf>

You were selected to participate in this program based on multiple criteria including your academic achievements and personal qualifications. These factors, along with a high level of professionalism, should be ever present during all aspects of your internship. At the end of the semester, your supervisor will complete a confidential evaluation which I will take into consideration when determining your final grade. I highly suggest asking your supervisor for an in-person evaluation upon the end of your internship experience to receive constructive criticism toward your future career.

Required Texts

Birkland, Thomas A. (2005). An Introduction to the Policy Process: Theories, Concepts, and Models of Public Policy Making. 2nd Edition. Armonk, NY: M.E. Sharpe. ISBN #0-7656-1489-8
Kingdon, John W. (2003). Agendas, Alternatives, and Public Policies. 2nd Edition. New York: Longman. ISBN #0-321-12185-6

If the text is listed in the readings for that week, s/he should be prepared to participate in discussion of that topic. This class is a learning opportunity for all students both in and out of the classroom environment. This course is not a lecture, but a seminar; therefore, students should be prepared to contribute at each class meeting. All students should participate equally and respect each others' view points.

Additional readings will be available through the Blackboard course page (www.elms.umd.edu). Students should visit the website during the first week of class to be sure that they have no problems obtaining the on-line reading materials. If necessary, some reserve materials will be available at the main desk of McKeldin Library.

You will also need to choose an additional text discussing a specific policy topic (i.e. Immigration, Health, Foreign Aid, etc.) that is important to your organization or Congressional office. This text must be approved by me, so you'll need to provide the book's information with a short description (including title, author, year, ISBN, and table of contents) by the third class, **February 9**. You will use this book in your journal entries, Op-Ed, Memos, and the topic will be your Final Paper.

Course Requirements

All reading is due on the date it is assigned. Students are expected to complete the readings in advance and come to class prepared to discuss them. In conjunction with the assigned readings, students should read daily newspapers (*The Wall Street Journal*, *The Washington Post*, *The New York Times*, etc.) to stay informed of current issues in U.S. and international politics.

Attendance is required and unexcused absences will be penalized. Since the course is only once a week, it is imperative that you attend all classes as you are responsible for the information discussed. I understand that unavoidable conflicts sometimes arise, therefore students will be allowed one absence without penalty, no questions asked. However, if you miss class due to illness, you are required to bring a doctor's note. This action will be reflected in your participation grade. There will be a short, 10-15 minute break during each class.

Although technology is a great tool, phones, iPods, blackberries, etc. are NOT welcome during class time. Any use of these items will negatively affect your Participation grade.

Outline of Written Requirements

Journal Entries

Your first journal entry will be a three-page, typed, and double-spaced description of your job responsibilities, who you work for, what policies are important to your organization or Congressman, and a historical account (including mission and purpose) of your organization (or, if working for a Congressman, how s/he came to office and his/her electoral background). This entry is due in-class **February 2**. I will not grade this entry, but provide detailed comments so you can use it as a guide for all future papers.

Every week you will need to provide a detailed account of your internship activities and observations as related to the course readings. You will collate these reports and turn-in all of them three times during the semester (**March 2, April 6, and May 11**). Your weekly account must be two full-pages to three-pages, typed, and double-spaced descriptions of your work experiences (aka. journal entries); so for Part I, your journal entries should total 10-15 pages. The journal entries should discuss issues such as policies your office is focusing on, bills your Congressman (or organization) are lobbying for/against and why, the media response to those policies, and how the readings relate to such issues. As an employee, you must be informed and well-versed in the topics your office is focusing their resources on, this exercise is to help you discern information and discuss its potential ramifications on your organizations' decisions.

Op-Ed

You will write an Op-Ed which is an editorial letter written by an interested party (which can be a voter, Congressional aide, or lobbying group) to a newspaper audience in support (or against) a specific policy presently being discussed by Congress. Be mindful of your audience when writing this Op-Ed; you must present your position within the first paragraph, then follow-up with concise statements as to why you feel this way and what information backs up your viewpoints. The Op-Ed should be one full-page in length, typed, and single-spaced. You must also include a copy of the bill/policy you discuss in the paper. This paper is due: **March 9**.

Memos & Final Paper

Within the policy world you must present information to your superiors in easy-to-read and concise Memos. You will write two Memos; the first will discuss the background and trends specific to your policy topic, the second will outline the policy's actions or outcomes and your recommendations. A Trends Analysis should include background information to the issue, the current situation, and some statistical and graphical information illustrating the issue. Since Congressmen and executives do not have much time, this data is very important as it is likely the only part of the memo they may read. The first Memo is due **March 23**. An Action Memo briefly describes an issue, all likely policy responses that an issue, an evaluation of those responses, and your recommendations with specific actions. The Action Memo is due **April 20**. Each Memo should be two full-pages, typed, and single-spaced. These memos can be used in conjunction with your Final Paper.

The research paper will be on a specific area of policy activity in relation to the individualized policy book you chose earlier in the semester and became familiar with during your internship. Students will choose a policy, examine patterns of federal activity in this area and explain these patterns in terms of congressional and bureaucratic politics, structure and historical value. The following information must be discussed in the paper: the history behind this policy, the politics involved in the policy process

regarding the policy, the reasons different people/parties support and/or oppose the legislation (fairly present both sides), the chances of failure/success of the policy. What are the major obstacles this policy has to being successfully passed *and*, if passed, implemented? Students will also need to explain all sides of the policy. Please note that your opinion, albeit interesting, should not be included in this paper. The final paper is due in my office at noon on **Friday, May 14**. For more information, review the “Final Paper Outline” on Blackboard. The length of the paper text (not including cover page and bibliography) should be about 10-12 pages. The final paper must be typed and double-spaced. A bibliography is required, as you are not experts in the field (yet). The paper must include at least ten properly cited sources; you can choose from MLA, Chicago, or APA formats. Wikipedia is not considered a valid source in this class. Articles from newspapers and reputable magazines, journal articles, and non-fiction books are examples of valid sources.

Plagiarism is unacceptable in any form. All written work must be your own; copying any work in any form constitutes plagiarism. The Memos, Op-Ed, and Final Paper should include properly cited sources; however, these papers should not be an overuse of quotes of other authors’ research. If you have any questions as to how to properly cite sources or what constitutes an excessive use of others’ words, please ask me.

All papers should be well written and proofread. Deductions will be made for typographical, spelling and grammatical errors. Every paper must include a cover page which states your name, date the paper is due, the section of the course, the title of the paper, and the honor pledge. All papers are due at the beginning of class time; papers received after this time will be considered late and not accepted. No papers will be received via email!

Grades

Op-Ed – 10%

Memos (2 total) – 20%

Final Paper – 35%

Class Participation – 20%

Journal Entries (3 total) – 15%

You will be graded on the following scale:

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: 60 or below

Office Hours

I encourage all students to take advantage of my office hours. Please feel free to stop by and discuss any and all issues relating to the course (exams, papers, discussion) or to simply chat about politics. If these hours are not convenient, as noted, appointments can be made to meet at other times.

Email Policy

In this technological age, I understand that it is easier to contact me via email. I welcome any and all emails regarding the class; however, please understand that I will not be able to respond immediately to all of your emails. My policy is that I will respond to your emails within 24-48 hours. Also, when replying, please include the original email discourse. I am not available via IM, Facebook, or any other such medium.

- January 26: Discussion of syllabus and class requirements
Government Protocol and Office Etiquette
Historical Development and Definitions of Public Policy
Read → Birkland, Chapters 1 (p.17-24), 2
- February 2: Journal Entry Due
Executive, Legislative, and Judicial Actors in Public Policy
Read → Birkland, Chapter 3
Read → Kingdon, Chapter 2
Read → Baum, “The Supreme Court in American Politics”
Read → Mills, “The Power Elite”
- February 9: Policy Book Description Due
Interest Groups and Other Actors in Public Policy
Read → Birkland, Chapter 4
Read → Kingdon, Chapter 3
Read → Lowi, “American Business, Public Policy, Case-Studies, and Political Theory”
Read → Walker, “The Origins and Maintenance of Interest Groups in America”
- February 16: Agenda-Setting: What Policies Get Made and Why
Read → Birkland, Chapter 5
Read → Walker, “Setting the Agenda in the U.S. Senate”
Read → Cohen, “Presidential Rhetoric and the Public Agenda”
- February 23: Origins of Policy and Policy Types
Read → Birkland, Chapter 6
Read → Kingdon, Chapter 4
Read → Theodoulou, “Making Public Policy”
- March 2: Journal Entry Due
Discussion on Op-Ed and Memo Writing: UMD School of Public Policy Handbook
The Toolbox of Policy
Read → Birkland, Chapter 7
Read → Lindblom, “The Science of ‘Muddling Through’”
Read → Lindblom, “Still Muddling, Note Yet Through”
- March 9: Op-Ed Due
The Budget Process
Read → The Congressional Appropriations Process: An Introduction
(<http://appropriations.house.gov/pdf/appfacts.pdf>)
Read → Davidson and Oleszek, Congress and Its Members, Chapter 14, p. 433-449
Read → Theodoulou and Cahn, Public Policy: The Essential Readings, Chapter 21, p.185-200
- March 16: Spring Break (NO CLASS)

- March 23: Trends Analysis Memo Due
 Regulatory Policy-Making
 Read → Meier, “Regulation: Politics, Bureaucracy, and Economics”
 Read → Gormley, “Regulatory Issue Networks”
 Read → Mazmanian and Sabatier, “A Multivariate Model of Public Policy-making”
- March 30: Domestic and Foreign Policy Making in Congress
 Read → Kingdon, Chapter 5
 Read → Davidson and Oleszek, Congress and Its Members, Chapter 14 (p. 420-433), 15
 Read → Wildavsky, “The Two Presidencies”
- April 6: The Streams of Public Policy
 Read → Kingdon, Chapters 6-7
- April 13: Journal Entry Due
 The Windows of Public Policy
 Read → Kingdon, Chapter 8-9
- April 20: Implementation of Policy
 Read → Birkland, Chapter 8-9
 Read → Wood, “Modeling Federal Implementation as a System”
- April 27: Actions Memo Due
 Policy Communities and Environments in Bureaucracy
 Read → Aberbach and Peterson, The Executive Branch, Chapter 10
 Read → Weber, “Bureaucracy”
 Read → Moe, “The Politics of Bureaucratic Structure”
- May 4: Civil Servants and Political Appointees in Bureaucracy
 Read → Aberbach and Peterson, The Executive Branch, Chapter 9
 Read → Wilson, Bureaucracy, Part II
 Read → Lewis, “The Politics of Presidential Appointments”
- May 11: Journal Entry Due
 Problems and Recommendations in Bureaucracy
 Read → Wilson, Bureaucracy, Part VI
- May 14: FINAL PAPERS DUE at NOON – No Late Papers Accepted!!!

Disability Accommodations

Students needing academic accommodations for a disability must first contact the Department Chair, Dr. Mark Lichbach (301-405-4156) and Dr. Jo Ann Hutchinson at Disabilities Support Services (301-314-7682). Dr. Hutchinson will discuss arrangements to verify the disability and establish eligibility for appropriate academic accommodations. They should then schedule an appointment with the professor to make appropriate arrangements; this must be completed during the first week of classes.

Religious Observance

Religiously observant students wishing to be absent on holidays that require missing class should notify their professors in writing at the beginning of the semester, and should discuss with them, in advance, acceptable ways of making up any work missed because of the absence.

Excused Absences for University Extracurricular Activities

Students participating in an officially sanctioned, scheduled University extracurricular activity will be given the opportunity to make up class assignments or other graded assignments missed as a result of their participation. It is the responsibility of the student to make arrangements with the instructor prior to any missed scheduled examination or other missed assignment for making up the work.

Academic Integrity

Please make sure to visit the Student Honor Council website that details the University's Code of Academic Integrity (www.studenthonorcouncil.umd.edu/code.html#honor_statement).

Plagiarism

“According to the University of Maryland Code of Academic Integrity, plagiarism is ‘intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.’ Examples of acts that would be defined as plagiarism are:

- Copying word for word, and neglecting to both enclose the words in quotation marks *and* to cite the source
- Summarizing or paraphrasing someone else's words or ideas and failing to cite the source
- Reproducing the organization or structure of another person's work and failing to cite it
- Any other act in which someone presents someone else's intellectual material as their own, whether it involves graphics, code, data, charts, etc.

To avoid plagiarism, you must properly cite any form of intellectual property (words, ideas, graphics, data, charts, organizational structure, etc.) that is not your own with the exception of ideas or facts that are considered common knowledge.”²

Honor Pledge

“I pledge on my honor that I have not given or received any unauthorized assistance on this examination.”

² http://www.lib.umd.edu/UES/plag_stud_what.html