TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Government

MAPP 526
POLICY TOOLS AND PRACTICE
(15 Points)

Trimester One 2007

COURSE OUTLINE

Contact Details

Course Coordinator: **Dr Amanda Wolf**
Room RH 811, Level 8, Rutherford House, Pipitea Campus
Telephone: (04) 463 5712
Fax: (04) 463 5454
Email: amanda.wolf@vuw.ac.nz

Administrator: **Darren Morgan**
Room RH 802, Level 8, Rutherford House, Pipitea Campus
Telephone: (04) 463 5458
Fax: (04) 463 5454
Email: darren.morgan@vuw.ac.nz

Module Dates, Times and Locations

Module One:	Thursday 22 February 2007	8.30am – 6.00pm
Module Two:	Thursday 19 April 2007	8.30am – 6.00pm
Module Three:	Thursday 7 June 2007	8.30am – 6.00pm

Note: A tutorial session will be offered on Wednesday 18 April 2007 for people whose quantitative skills are weak. Details to follow.

Location: Classes will normally be held on the Pipitea Campus of Victoria University and you will be advised of your classroom one week prior to each module by email.

Course Objectives

This course introduces the methods analysts use to describe, understand, explain, or predict policy-relevant changes in behaviours, conditions, outcomes, and aspirations. It covers the purposes of analysis, effective design, the key methods and their applications in policy contexts.

MAPP 526 is a companion course to MAPP 525 (Policy Analysis and Advising). It is designed as part of the foundational requirements for the MPP.

By the end of this course, you will:

- Grasp the key features, strengths and limitations of evidence-based policy practices
- Understand some sources of policy information, ways of generating new information, and ways of interpreting information
- Know the purposes, strengths and limitations of some analytic methods for policy applications
- Demonstrate skill in designing and carrying out some analytic tasks
- Be able to address analytic challenges due to risk and uncertainty

Course Content

This course emphasises the "tools" analysts use in practice to produce and use information for policy understanding, recommendation or advice for decision makers. For a given purpose and context, analysts carry out tasks – some rather small and immediate, with few interactions with other analysts, agencies, or the public and some of much longer duration and broader scope and range of participants.

Thursday 22 February 2007

Overview

An introduction to a topic as large as "tools for policy analysis" involves selections. In this first day, we emphasise the "fit for purpose" of evidence, which takes into consideration the context and the purpose of the analysis, as well as the qualities of analytic methods. We consider the core ideas in qualitative and quantitative methods. Topics for the day include:

- Evidence-based decision making: roles, types, methods, limitations
- Intervention logic, with an emphasis on comparative interventions
- Addressing risk and uncertainty

Wednesday/Thursday 18/19 April 2007 **

Introduction to Statistics

- Provides non-statisticians an appreciation of important ideas behind statistics as used in government.

** The 18th is an optional day for people whose numerical skills are weak. It will cover a number of basic topics. You do not need to attend the tutorial if you already know the material (it will be possible to refresh your understanding through self-study with provided materials). If you are enrolled in MMPM 505 (Human Resource Management), MAPP 521 (Economics), or STRA 502 (Strategic Analysis), you cannot attend the tutorial day.

Thursday 7 June 2007

Information and Evidence

- Basic strategies to decide what information is needed, to find it, review it and produce an appropriate synthesis.

Learning Commitment

The learning objectives set for each course are demanding and, to achieve them, candidates must make a significant commitment in time and effort to reading, studying, thinking, and completion of assessment items outside of contact time. Courses vary in design but all require preparation and learning before the first module. Regular learning is necessary between modules (students who leave everything to the last moment rarely achieve at a high level). Expressed in input terms, the time commitment required usually translates to 65-95 hours (excluding class contact time) per course.

Readings

There is no set text. Each day has a separate reading pack, which will be sent to you 4 weeks in advance of the day. The readings provide information on specific topics and examples of applications of data and information in specific policy decision making contexts.

Please be familiar with all the assigned readings before each class meeting.

Participants who have not taken MAPP 525 (Policy Analysis and Advising) are advised to read the text used in that course. All participants are advised to review the sections indicated:

> Eugene Bardach, 2000 or 2004, *A Practical Guide for Policy Analysis: The Eightfold Path to More Effective Problem Solving*, New York, Chatham House, especially the sections on assembling evidence and "smart practices".

Thursday 22 February 2007 Readings

1. Nutley, Sandra, Huw Davies, & Isabel Walter. 2003. Evidence based policy and practice: Cross sector lessons from the UK, *Social Policy Journal of New Zealand*, 20(June), 29-48.

2. 6, Perri. 2002. Can policy making be evidence-based?, *MCC: Building Knowledge for Integrated Care*. 10(1), 3-8.

3. Ellwood, David T. 2003. From research to social policy and back again: Translating scholarship into practice through the starry eyes of a sometimes scarred veteran, *Social Policy Journal of New Zealand*, 20(June), pp 6-28.

4. Nathan, S A, E Devlin, N Grove, & A B Zwi. 2005. An Australian childhood obesity summit: The role of data and evidence in 'public' policy making, *Australia and New Zealand Health Policy*. l2(17).

5. Dunn, William N. 1994. Forecasting policy futures, Ch 6 in *Public Policy: An Introduction*, Englewood Cliffs: Prentice Hall, pp 189-265.

6. Karoly, Lynn A, M Rebecca Kilburn, James H Bigelow, Jonathan N Caulkins, & Jill S Cannon. 2001. Overview of cost and outcome analysis, in *Assessing Costs and Benefits of Early Childhood Intervention Programs: Overview and Application to the Starting Early Starting Smart Program*. Santa Monica, California: RAND.

7. Baehler, Karen. 2002. Intervention logic: A user's guide, *Public Sector*. 25(3), pp 14-20.

8. Huhman, Marian, Carrie Heitzler, & Faye Wong. 2004. The VERB campaign logic model: A tool for planning and evaluation, *Preventing Chronic Disease: Public Health Research, Practice, and Policy*. 1(3), 1-6.

9. Boston, Jonathan. 2006. The rationale for the Performance-Based Research Fund: Some personal reflections, Paper prepared for a symposium on the evaluation of the PBRF, Wellington: Institute of Policy Studies, 16-17 February.

10. Bakker, Leon, Lesley Campbell, Paul Duignan, & David Eng. 2006. The PBRF Intervention logic: Informing the evaluation, Paper prepared for a symposium on the evaluation of the PBRF, Wellington: Institute of Policy Studies, 16-17 February.

11. Environmental Risk Management Authority (ERMA New Zealand). 2002. Approach to risk. ER-OP-03-02 12/02. Wellington: ERMA.

12. United Kingdom Cabinet Office, Strategy Unit. 2002. *Risk: Improving Government's Capability to Handle Risk and Uncertainty*. November.

Assessment Requirements

There are three assignments, each worth 1/3 of your final grade, relating to material covered on each of the three module days. The first two assignments will be handed out in class, and will include questions relating to the topics covered in the session, and some application to a topic or topics of your choosing. The third assignment will accompany the reading pack for 7 June. Please refer to the participants' handbook for details of style and presentation. Email your assignment, as a Microsoft Word attachment, to amanda.wolf@vuw.ac.nz by the deadline. Receipt will be acknowledged.

Class meeting date	Assignment due date (5.00pm)
Thursday 22 February 2007	Monday 12 March 2007
Thursday 19 April 2007	Monday 14 May 2007
Thursday 7 June 2007	Monday 18 June 2007

Students should keep a copy of all submitted work.

ANZSOG candidates taking this course as an elective should note that they take it for 24 points, and not 15 points. Accordingly, the learning outcomes to be achieved by ANZSOG candidates are wider and deeper than those expected for non-ANZSOG candidates. The content of those learning outcomes, and the means whereby they will be assessed, will be negotiated and confirmed with the Course Coordinator at the start of the course.

Penalties

The ability to plan for and meet deadlines is a core competency of both advanced study and public management. Failure to meet deadlines disrupts course planning and is unfair on students who do submit their work on time. It is expected therefore that you will complete and hand in assignments by the due date. Marks may be deducted where assignments are submitted after the due date.

If ill-health, family bereavement or other personal emergencies prevent you from meeting the deadline for submitting a piece of written work or from attending class to make a presentation, you can apply for and may be granted an extension to the due date. Note that this applies only to extreme unforeseen circumstances and is not necessarily awarded. You should let your Course Coordinator know as soon as possible in advance of the deadline if you are seeking an extension.

Mandatory Course Requirements

To fulfil the mandatory course requirements for this course, you are required to:

1. Submit all assignments by the due date, unless you have been granted an extension;
2. Attend all contact sessions of the course. If you are unable to attend a session, you must inform the Course Coordinator as soon as possible and you may be required to submit a further item of assessment.

Communication of Additional Information

Additional information may be provided in class or by email.

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student and Academic Services Office
The Faculty's Student and Academic Services Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours, call the Student and Academic Services Office on (04) 463 5376.

Easterfield (EA) - FCA/Education/Law Kelburn Office
The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA 005) and offices 125a to 131 (Level 1). The office is available for the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

To check for opening hours, call the Student and Academic Services Office on (04) 463 5376.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied. See the Victoria University Calendar available in hard copy or under 'About Victoria' on the VUW home page at www.vuw.ac.nz.

Student and Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy website at www.vuw.ac.nz/policy/studentconduct. The Policy on Staff Conduct can be found on the VUW website at www.vuw.ac.nz/policy/staffconduct.

Academic Grievances

If you have any academic problems with your course, you should talk to the tutor or lecturer concerned; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean. VUWSA Education Coordinators are available to assist in this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy which is published on the VUW website at www.vuw.ac.nz/policy/academicgrievances.

Academic Integrity and Plagiarism

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity.   The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not.   This includes published or unpublished work, material on the Internet and the work of other student or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalised severely. Consequences of being found guilty of plagiarism can include:

- An oral or written warning
- Cancellation of your mark for an assessment or a fail grade for the course
- Suspension from the course or the University.

Find out more about plagiarism, and how to avoid it, on the University's website at www.vuw.ac.nz/home/studying/plagiarism.html.

Notice of Turnitin Use

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine Turnitin (www.turnitin.com).   Turnitin is an on-line plagiarism prevention tool which identifies material that may have been copied from other sources including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting misreferencing, misquotation, and the

inclusion of unattributed material, which may be forms of cheating or plagiarism. At the discretion of the Head of School, handwritten work may be copy typed by the School and subject to checking by Turnitin. You are strongly advised to check with your tutor or the Course Coordinator if you are uncertain about how to use and cite material from other sources. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

Students with Impairments

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services (DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS are located on Level 1, Robert Stout Building (telephone (04) 463 6070, email disability@vuw.ac.nz). The name of your School's Disability Liaison Person is in the relevant prospectus or can be obtained from the School Office or DSS.

Student Support

Staff at Victoria want students to have positive learning experiences at the University. Each Faculty has a designated staff member who can either help you directly if your academic progress is causing you concern, or quickly put you in contact with someone who can. Assistance for specific groups is also available from the Kaiwawao Māori, Manaaki Pihipihinga or Victoria International.

In addition, the Student Services Group (email student-services@vuw.ac.nz) is available to provide a variety of support and services. Find out more at www.vuw.ac.nz/st_services/.

VUWSA employs Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and Faculty delegates. The Education Office (telephone (04) 463 6983 or (04) 463 6984, email education@vuwsa.org.nz) is located on the ground floor, Student Union Building.

Manaaki Pihipihinga Programme

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme

is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email manaaki-pihipihinga-programme@vuw.ac.nz or telephone (04) 463 5233 extension 8977. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or telephone (04) 463 5842.