

School of Government

MAPP 526
POLICY TOOLS AND PRACTICE
(15 Points)

Trimester 1 / 2009

COURSE OUTLINE

Names and Contact Details

Course Coordinator: **Dr. Amanda Wolf**
Room RH 811, Level 8, Rutherford House, Pipitea Campus
Telephone: (04) 463 5712
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Other Lecturer: **Professor Sharleen Forbes**
Email: sharleen.forbes@vuw.ac.nz

Administrator: **Darren Morgan**
Room RH 821, Level 8, Rutherford House, Pipitea Campus
Telephone: (04) 463 5458
Fax: (04) 463 5454
Email: darren.morgan@vuw.ac.nz

School of Government Office Hours: 8.30am to 5.00pm, Monday to Friday

Trimester Dates

Monday 2 March to Wednesday 1 July 2009

Class Times and Room Numbers

Module One:	Thursday 26 February 2009	8.30am – 6.00pm
Module Two:	Thursday 23 April 2009	8.30am – 6.00pm
Module Three:	Thursday 11 June 2009	8.30am – 6.00pm

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

Withdrawal Dates

Students giving notice of withdrawal from this course after **Monday 9 March 2009** will NOT receive a refund of fees.

Students giving notice of withdrawal from this course after **Monday 1 June 2009** are regarded as having failed the course, unless the Associate Dean subsequently gives approval to withdraw.

Notice of withdrawal must be in writing / emailed to the Masters Administrator. Ceasing to attend or verbally advising a member of staff will NOT be accepted as a notice of withdrawal.

Course Content

Below is an outline of the course topics:

Module 1 (Thursday 26 February 2009):

- Evidence-based policy
- Literature review
- Overview of qualitative and quantitative methods

Module 2 (Thursday 23 April 2009):

- Introduction to key concepts in statistics and probability
- Estimating population information from samples
- Interpreting statistical tests

Module 3 (Thursday 11 June 2009):

- Visualizing data
- Cost-benefit analysis and cost-effectiveness analysis
- Risk and uncertainty

Course Learning Objectives

This course introduces the *methods* analysts use to describe, understand, explain, or predict policy-relevant changes in behaviours, conditions, outcomes, and aspirations. It considers the application of methods to research and analysis in policy contexts.

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 and interpretive tasks
- Be able to address analytic challenges due to risk and uncertainty

These objectives are assessed through answers to problems or questions on each of the main topics covered in the course.

Expected Workload

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.

Group Work

No group work is required outside of class meetings, and there is no assessment associated with in-class group work.

Readings

There is no textbook for this course. A reading packet will be supplied, with contents shown below. In addition, you will be directed to some internet sites as part of your preparation for class sessions. Additional materials may be made available, at no cost to you, during class sessions, or as part of assessment exercises.

For Module 1 (Thursday 26 February 2009):

1. Boaz, A. & Pawson, R. (2005, April). The perilous road from evidence to policy: five journeys compared. *Journal of Social Policy* 34 (2), 175-94.
2. Marston, G. & Watts, R. (2003, March). Tampering with the evidence: a critical appraisal of evidence-based policy-making. *The Drawing Board: An Australian Review of Public Affairs*, 3(3), 143-163.
3. Pawson, R. (2006). *Evidence-based policy: a realist perspective*. London: Sage, pp. 73-104.
4. Knopf, J. W. (2006). Doing a literature review. *PS Political Science and Politics*, 39(1), 127-132.

5. Bryman, A. (2004). The nature of qualitative research. In *Social research methods (2nd Ed.)*, Oxford University Press, pp. 265-289.
6. Mukherjee, C. & Wuyts, M. (2007). Thinking with quantitative data. In Thomas, A. & Mohan, G. (Eds.) *Research skills for policy development: how to find out fast*. Sage Publications, pp. 231-253.
7. Dunn, W. N. (2004). Forecasting expected policy outcomes. In *Policy analysis: an introduction (3rd Ed.)*, Upper Saddle River, NJ: Pearson Education, pp. 129-141.

For Module 2 (Thursday 23 April 2009):

8. Arnold, R. & Forbes, S. (2008). Introductory Statistics. Notes prepared for MAPP 526.

For Module 3 (Thursday 11 June 2009):

9. Boardman, A. E., Greenberg, D. H., Vining, A. R. & Weimer, D. L. (1996). *Cost-benefit analysis: concepts and practice*. Upper Saddle River: Prentice Hall, pp. 28-49.
10. Commonwealth of Australia, Department of Finance and Administration. (2006, January). Handbook of cost-benefit analysis, pp. 94-96; 108-114; 118-119.
11. Stern, P. C. & Fineberg, H. V. (Eds.) (1996). *Understanding risk: informing decisions in a democratic society*. Washington, DC: National Academy Press, pp 155-166.
12. Morgan, M. G. & Henrion, M. (1990) *Uncertainty: a guide to dealing with uncertainty in quantitative risk and policy analysis*. Cambridge: Cambridge University Press, pp 47-72.

Materials and Equipment

You will need a basic calculator.

Assessment Requirements

There are three assignments, relating to material covered on each of the three module days. Each assignment will be handed out in class, and will include questions relating to the topics covered in the session. Please refer to the participants' style guide for details of style and presentation (www.victoria.ac.nz/sog/degrees/postexperience/Style_Guide.pdf).

<u>Class meeting date</u>	<u>Assignment due date (5.00pm)</u>	<u>Weight</u>
Thursday 26 February 2009	Monday 30 March 2009	35%
Thursday 23 April 2009	Monday 18 May 2009	35%
Thursday 11 June 2009	Thursday 25 June 2009	30%

Please submit assignments 1 (Monday 30 March 2009) and assignment 3 (Thursday 25 June 2009) BY EMAIL to Amanda.Wolf@vuw.ac.nz. I will notify you only if I do NOT receive your assignment.

Please submit assignment 2 (Monday 18 May 2009) IN HARD COPY to:

Post Experience Programmes,
School of Government,
Victoria University of Wellington,
Level 8 Reception,
Rutherford House,
23 Lambton Quay,
P.O. Box 600,
Wellington.

Assignments that are submitted in person should be placed in the secure box at School of Government reception (Level 8, Rutherford House) during office hours of 8.30am to 5.00pm, Monday to Friday. The assignment box is cleared daily, and assignments will be date stamped.

Students should keep a copy of all submitted work.

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. For out of town students, two calendar days' grace is given to allow for time in the post.

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 dates;
2. Attend all modules/contact sessions of the course.

Communication of Additional Information

Additional information or information on changes will be conveyed to you by email to all class members. If you want your email address to remain confidential, you should note this on the email sign-up list circulated at Module One.

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 on the ground floor (EA 005). This counter is the first point of contact for:

- 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.

Use of Turnitin

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine www.turnitin.com. Turnitin is an online 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 mis-referencing, 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.

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 or go to www.victoria.ac.nz/home/about/policy/students.aspx

For information on the following topics, go to the Faculty's website www.victoria.ac.nz/fca, under Important Information for Students:

- Academic Grievances
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

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 students or staff.

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

Note: including the work of others will not be considered plagiarism as long as the work is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria University 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.victoria.ac.nz/home/studying/plagiarism.html

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 University. 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 6015. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or telephone (04) 463 5842.