PADP 3100: Introduction to Policy Analysis  
Fall 2021

Department of Public Administration and Policy  
School of Public and International Affairs  
University of Georgia

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E-mail: flozano@uga.edu
Office Hours: Thu 11:40am - 12:40 pm  
Class Hours: TR 12:45pm-2:00pm  
Class Room: Baldwin H. 102

Textbooks and Other Course materials


*Required  
Note: Additional readings are listed in the Class Schedule and are available on the Class site or online.

Course Description

In this introductory class to policy analysis we will review the foundation concepts of policy analysis and its practice. The first part of the class will refer to the justifications for public policy, as one expression of collective action. Specifically, we will consider the question: by what criteria is it acceptable for government (officials) to employ coercion, (hard or soft) or other incentives with the aim of changing the behavior of citizens? In most instances, policy analysts answer this question within the framework of welfare economics, particularly market failure. There are, however, several critiques of an alternatives to the welfare economics framework as a justification for public policy. We will review several examples of the welfare economic perspective and some of these critiques and alternatives.

Moving for its justification, we move into the instruments of public policy. If government action is justified, what tools does government have at its disposal, and how might we choose
among them? We will review a catalogue of instruments and different criteria for instrument choice, including welfare maximization (i.e., efficiency), effectiveness, equity, and accountability.

The final part of the class reflects on the practice of policy analysis in the service of government decision makers, different from the academic practice, and how the conduct of policy analysis is likely to change in the near future.

Pre-requisites/Co-requisites

Although there is not a formal prerequisite different from POLS 1101, this class uses high school algebra to understand microeconomics and policy concepts. **You are expected to be familiar with inequalities, (Cartesian) Coordinates systems, and geometry.** We will not use many equations nor will develop complex calculations in this class.

Course Objectives

I introduce readings, assignments, case studies, and group activities to develop the following skills among students:

1. Understanding of basic concepts, terminology and tools of policy analysis.
2. Understanding of the strengths and weaknesses of the microeconomic approach to policy analysis.
3. Understanding of the strengths and weaknesses of different approaches to policy analysis.
4. Ability to work with quantitative and qualitative data and information to develop persuasive arguments expressed as policy recommendations.
5. Ability to write clear and succinct policy descriptions, analyses and recommendations designed for busy policy makers or decision makers.
6. Ability to communicate effectively to diverse audiences and to work in groups.

Course Policies

Coronavirus Information and Policies for the Class

We will follow an **in-person** methodology for this class without any restrictions. While class attendance is not mandatory, the likelihood of success without attending is substantially reduced.

- **Face Coverings**
  
  **Face masks are encouraged while in class or in the College’s common spaces.** Students seeking an accommodation related to face coverings should contact Disability Services at [https://drc.uga.edu](https://drc.uga.edu).

- **DawgCheck**

  Please perform a quick symptom update on DawgCheck—on the UGA app or website in case you have symptoms or if you have a positive test. It will help keep the class safe and health providers monitor the health situation on campus: [https://dawgcheck.uga.edu](https://dawgcheck.uga.edu)
• **What do I do if I have symptoms?**  Students showing symptoms should self-isolate and schedule an appointment with the University Health Center by calling 706-542-1162 (Mon-Fri, 8 a.m.-5 p.m.). For emergencies and after-hours care, see: https://www.uhs.uga.edu/info/emergencies.

• **How do I get a test?**  
Students who are demonstrating symptoms of COVID-19 should call the University Health Center. UHC is offering testing by appointment for students; appointments may be booked by calling 706-542-1162. UGA will also be recruiting asymptomatic students to participate in surveillance tests. Students living in residence halls, Greek housing and off-campus apartment complexes are encouraged to participate.

• **What do I do if I test positive?**  
Any student with a positive COVID-19 test is required to report the test in DawgCheck and should self-isolate immediately. Students should not attend classes in-person until the isolation period is completed. Once you report the positive test through DawgCheck, UGA Student Care and Outreach will follow up with you.

If you test positive we will work for you to catch up with some of the online material that I have prepared, and to accommodate assignments that require delivery once you feel you are recovered.

**Attendance & Participation Policy**

In general, I will not be taking attendance for this class with the exception of classes in which we have scheduled students participation, such as discussions, presentations, debates or exams. However, **Expect important incentives for completing the assigned in-class assignments.** While class attendance is not mandatory, the likelihood of success without attending is substantially reduced.

**Participation**

- **Devices**
  - I understand that the electronic recording of notes will be important for class and so computers will be allowed in class. Please refrain from using computers for anything but activities related to the class.
  - Phones are prohibited as they are rarely useful for anything in the course. They should be on “vibrate” or “silence” mode before the class starts.

- **Guests / Visitors**
  - Obtain prior authorization before bringing children or guests to class. Considering the current circumstances this should be avoided unless strictly necessary. We will probably not be accepting visitors but exceptions might be made based on the context.

- **Respect**
  - Refrain from talking out of turn.
– Use respectful language and tone during class discussions and when interacting with fellow students.

– Policy analysis involves values. Expression of personal values and perceptions is encouraged. Civil discourse and debate are expected.

– If you find someone’s comments to be insensitive, ignorant, or exclusive, approach it as a teachable moment, not opportunity for attack.

– If a student makes insensitive, exclusive, offensive comments with the intent of sowing class discord, they will be asked to leave class.

Students who violate these participation policies will be asked to leave. Repeat offenders may be dropped from the course.

Preferred Name and Pronouns

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. Class rosters are provided to the instructor with the student’s legal name. I am eager to address you by your preferred name and/or gender pronoun. Please advise me of this preference early in the semester so that I may make appropriate changes to my records.

Late Assignments

Late assignments will be accepted for no penalty if a valid excuse is communicated to the instructor before the deadline. After the deadline, assignments will be accepted for a 50% deduction to the score up to 2 days after the deadline. After this any assignments handed in will be given 0.

Non-Discrimination and Anti-Harassment Policy

‘The University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the University Community (as defined below) on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for any member of the University Community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the University.” UGA Non-Discrimination and Anti-Harassment Policy may be accessed at the Equal Opportunity Office web page. Any person who feels that he or she has been the subject of prohibited discrimination, harassment, or retaliation should contact the Equal Opportunity Office (EOO) at (706) 542-7912, or via email at ugaeoo@uga.edu.

University Honor Code & Academic Honesty Policy

UGA Student Honor Code: "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others."
All academic work must meet the standards contained in “A Culture of Honesty.” All students are responsible to inform themselves about those standards before performing any academic work. All students are expected to abide by the University Honor Code as found in A Culture of Honesty, which includes the following statement: “The University of Georgia seeks to promote and ensure academic honesty and personal integrity among students and other members of the University community. A policy on academic honesty (and procedural guidelines for adjudication of alleged violations of academic honesty) has been developed to serve these goals. Academic honesty means performing all academic work without plagiarizing, cheating, lying, tampering, stealing, receiving assistance from any other person or using any source of information that is not common knowledge (unless that assistance or use is authorized by the person responsible for supervising that academic work or fairly attributed to the source of assistance or information)."

Further details can be found at the following UGA site: (https://honesty.uga.edu/).

Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation. Questions related to course assignments and the academic policy should be directed to the instructor. Any violation will be reported to the Office of Academic Affairs.

Accommodations for Disabilities

Students who require accommodations to participate in course activities or meet course requirements should contact the course instructor during regular office hours, by email or by appointment. To request academic accommodations due to a special need, you can also contact the Disability Resource Center, 114 Clark Howell Hall, 706-542-8719 voice, 706-542-7719 fax, or 706-542-8778. If you have a letter from Disability Services indicating you have a documented disability that requires academic accommodations, please present the letter to me as early as possible so we can discuss the accommodations you might need for class. If we do not meet in person to review the form (which can be found at http://drc.uga.edu) two weeks prior to a major assignment you will not be assigned any accommodation for the assignment.

Mental Health and Wellness Resources

- If you or someone you know needs assistance, you are encouraged to contact Student Care and Outreach in the Division of Student Affairs at (706) 542-7774 or visit https://sco.uga.edu/. They will help you navigate any difficult circumstances you may be facing by connecting you with the appropriate resources or services.
- UGA has several resources for a student seeking:
  - mental health services
  - crisis support

- If you need help managing stress, anxiety, relationships, etc., please visit BeWellUGA for a list of FREE workshops, classes, mentoring, and health coaching led by licensed clinicians and health educators in the University Health Center.

- Additional resources can be accessed through the UGA App.
Course Structure

Grading Policy

The grade will count the assessments using the following proportions:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Total Points</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Memos, Participation &amp; Lecture Exercises</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Review of Policy Analytical Report</td>
<td>15</td>
<td>Sep 27</td>
</tr>
<tr>
<td>Policy Tool Video &amp; Study Guide</td>
<td>20</td>
<td>Oct 11</td>
</tr>
<tr>
<td>Exam (online synchronous)</td>
<td>20</td>
<td>Nov 11</td>
</tr>
<tr>
<td>Memo Text</td>
<td>15</td>
<td>Nov 23</td>
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<tr>
<td>Memo Presentation (Debate)</td>
<td>10</td>
<td>Nov 30 - Dec 7</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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</table>

Reading Memos, Participation & Lecture Exercises

Completing the online material is required to attain full grade in participation. Almost for every week there will be a paper that we will discuss in our synchronous classes. To better prepare for the in-class discussion, you are expected to answer the following questions and upload them to eLC. Limit your answers to one-page maximum. The Reading Memos are due the night before a new module starts. You can follow this in the calendar.

1. What is the narrow question of the paper?
2. What is the broad question of the paper? Or to what broader literature does the paper talk to?
3. What is the main narrow finding of the article?
4. Any praises or any critiques?

I will not review all the submitted memos. Occasionally, I will select some memos and review them. If they do not address the matter at stake or if you don’t submit a memo, will reduce 3 points of your participation grade. Submitting all of them will be required to achieve 100% in your participation grade. Not attending mandatory sessions will also affect your grade in the same way.

Your participation in thoroughly completing the Lecture Exercises does not have a direct grade. However, expect important incentives for completing the assigned in-class assignments.

Review of Policy Analytical Report

This class has some rotation at the beginning of the semester and groups change from when the semester starts and when the planning is made, to when the group projects are to be delivered. As an individual student you are responsible for following up with your classmates. Follow up with some 2-3 weeks in advance so you know who you will work with, and inform me
immediately if you lose group members, to keep track and to re-organize such that groups are relatively even.

This project will be developed in groups of four. Download an in-depth (at least 40 pages) policy report from one of the following sources:

- **OECD** - Scroll down to Working Papers and Policy Papers / Select a topic and search for a publication.
- **RAND** - Research/Browse Reports/Filter by Reports.
- **Mathematica** - Publications/Project Report
- You can select other report from a different organization or think-tank, as long as it is policy analytical work. Make sure you get an approval first.

Prepare a presentation of 10 minutes with your analysis on how the policy report related to Bardach’s steps. **The files are due in advance of the presentations. The presentations will be hybrid synchronous and attendance is mandatory.** Make sure you address the following:

1. Provide a brief summary about your reading. What the problem is? Why is it important?

2. Discuss how the report addresses (or not) the different steps pointed out by Eugene Bardach’s A Practical Guide for Policy Analysis. Try to address each point separately.

3. Remember to address, what are the alternatives? what are the outcomes compared that lend themselves for the evaluation criteria? What is the evidence to make the argument?

4. During your review make special emphasis in pointing out what was the evidence that you think was most convincing in the report to make a case for the policy problem, and to make a case for the proposed solution or policy alternatives. (what is the outcome of reference? how was it presented (i.e. graphics, comparatively)?)

**Resources**

Bardach’s A Practical Guide for Solving Policy Analysis and the multilateral, or think-tank publications.

**Policy Tool Presentation & Study Guide**

This project will be completed in groups of up to 4 students (read the previous point concerning working in groups), with the same group you worked with in the previous project, unless you request a change. Each group will select one policy tool and upload one video (max 10 mins) and one study guide to eLC (max 3 pages). The video and study guides will create materials for the rest of the class to prepare for the exam. The video and the study guide should:

- Describe the tool and its degree of coerciveness, directness, automaticity, and visibility.
- Describe what kind of problem(s) the tool can be used to address.
• Summarize the key steps to implementation.

• Describe what are some of the challenges or shortcomings of the tool.

• Assess the tool in terms of the following criteria: equity, efficiency, effectiveness, manageability, and legitimacy.

• Describe a specific case to demonstrate the tool in practice.

• Identify social or political contexts that can lead to over/under use of the tool.

• Finally, assess the tool in terms of equity, efficiency and other policy goals that it might promote or hinder.

The study guide can mention the examples but should abstract from describing them in detail. Format the study guide as bullet points in a succinct way. Use Times 12 and single space. Quality and originality in the video and on the visual aids used will be rewarded.

In addition to prepare the video, you are expected to watch the videos your colleagues prepare. The Class Schedule suggest a timely way of watching up to 12 videos (this number might vary due to the final number of groups that will be presented). That material is required for the exam. To incentivize viewership in eLC, your final grade will be calculated from the assigned grade, times the share of videos you watch from your colleagues, if you watch them all, the grade will have no change.

Resources

Salamon’s “Tools of Government”

Tools

Government Corporation | Economic Regulation | Grants | Insurance
Social Regulation | Corrective Taxes | Contracting | Direct Government
Tax Expenditures | Vouchers | Tort Liability | Public Information

Memorandum and Presentation/Debate

For the Memorandum, working in groups of two or three, select a topic (no more than 2 groups may select any single topic). Identify a social problem within that topic that you will address. Follow Bardach’s 8 steps to produce a memo addressed to a chosen client. Partners will work together to write the first three steps, defining the problem and opportunities, and their first three sections will be identical in the final memo. Final memos should recommend a solution and steps four through eight, which evaluate options and make a recommendation, will be different for each memo. These latter five steps are not group work. Each student will submit a memo, but some components will be completed as a group work.

For the “Assemble the Evidence” section of the group work, think about it as discovery in a civil or criminal case. Make references to the sources you will develop your arguments from, such that all the members can have a chance to review the evidence that will be used. Layout the full extent of the evidence, numbers, figures, testimonies, or any other, in the argumentation
sections, from defining the problem, to projecting the outcomes, trade-offs and other argumentative sections. **The memo should have a minimum of 8 pages and a maximum of 15 without including references. Use Times size 12 double-spaced.**

For the Presentation/Debate, each partner should take a position on a solution to the policy problem. This will likely match the recommendation made in the final memo. This position will be defended in a debate format, each group member should take a different position. The extent of cooperation for the presentation should be decided by the group members. Partners may each argue for or against one remedy (basically pitting the remedy against the status quo), or each partner can recommend a specific and unique remedy. In any case, it is expected that members are familiar with each others’ alternatives and that they refer to them in a critical way. Once some questions or criticisms arise, students can present more evidence and further develop their arguments to rebut those critical points to their own alternatives. Prior to the debate part of the presentation, the group should create a short introduction to provide a a background to the problem for the class. Then for the majority of the allotted time, the group members should develop arguments to justify their chosen policy alternatives and rebutting others’. You should make sure that each member has a fair time to participate. **The presentations will be hybrid synchronous and attendance is mandatory.**

This is an experimental exercise on dissuasion, and evidence is key to create strong arguments. More importantly, it is an space in which you and your colleagues can get in-depth information about relevant policy issues and understand to what extent how complex they are, and how trade-offs make individual alternatives less than dominant.

If you have any questions or concerns or anything is unclear, please let me know.

**Topics**

You may propose additional topics. One group per topic. Duplicate interests can be accommodated if specific policies within a topic are sufficiently different.

<table>
<thead>
<tr>
<th>Covid Social-distancing</th>
<th>Stay-at-Home Orders</th>
<th>Vaccination</th>
<th>Health Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannabis/Hemp</td>
<td>Sugar Consumption</td>
<td>Soft Drink Consumption</td>
<td>Food Deserts</td>
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<tr>
<td>Homelessness</td>
<td>Natural Disaster Relief</td>
<td>Public Preschool</td>
<td>Judiciary Policies</td>
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<tr>
<td>Free Higher Education</td>
<td>Universal Childcare</td>
<td>Recycling</td>
<td>Public Art</td>
</tr>
<tr>
<td>Climate Change</td>
<td>Opioid Dependence</td>
<td>Universal Basic Income</td>
<td>Immigration</td>
</tr>
<tr>
<td>Mandatory Minimums</td>
<td>Prisons</td>
<td>Net Neutrality</td>
<td>Public Information</td>
</tr>
</tbody>
</table>

**Resources**

Bardach’s A Practical Guide for Solving Policy Analysis

**Class Schedule**

The schedule is tentative and subject to change. The learning goals below should be viewed as the key concepts you should grasp after each week, and also as a study guide before each exam, and at the end of the semester. The applications in the second half of the semester tend to build on the concepts in the first half of the semester though, so it is still important to at least review those concepts throughout the semester.

‡ Reading eligible for “reading memo”.

9/13
Module 1 - Public Policy and Collective Action

Mandatory Readings
- Bardach. Part I. Step One to Step Four. p 1 - 47.
- W&V Preface.

Additional Reading

Module 2 - What is Policy Analysis?

Mandatory Readings
- W&V Chapter 2-3
- Bardach. Part I. Step Five to Step Eight. p 47 - 78.

Additional Reading
- W&V Chapter 15. Organizing your Policy Analysis

Module 3 - Consumer Theory & Welfare Economics

Mandatory Readings
- W&V Chapter 4

Additional Reading

Module 4 - Market Failures: Public Goods

Mandatory Readings
- W&V Chapter 5. Public Goods
- Salomon. (Chapter 1) The new governance and the tools of public action

Additional Reading

Module 5 - Market Failures: Externalities

Mandatory Readings
- W&V Chapter 5. Externalities
Additional Reading


Module 6 - Market Failures: Monopoly

Mandatory Readings

- W&V Chapter 5. Natural Monopoly

Additional Reading


Module 7 - Market Failures: Information Asymmetry

Mandatory Readings

- W&V Chapter 5. Information Asymmetry

Additional Reading


Module 8 - Other Limitations

Mandatory Readings

- W&V Chapter 6.

Additional Reading


Module 9 - Other Goals: Distribution Equity

Mandatory Readings

- W&V Chapter 7.
Additional Reading

Module 10 - Government Failures I

Mandatory Readings
- W&V Chapter 8. Problems inherent in Direct Democracy, in Representative Government

Additional Reading

Module 11 - Government Failures II

Mandatory Readings
- W&V Chapter 8. Problems inherent in Bureaucratic supply, in Decentralization
- Congleton, R. D. (2014). The contractarian constitutional political economy of Buchanan.‡

Additional Reading

Module 12 - Improving government one step at the time

Mandatory Readings

Additional Reading
## Calendar

Disclaimer: The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Conceptual Foundation Topics</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>19-Aug</td>
<td>Introduction</td>
<td>First Day of Class</td>
</tr>
<tr>
<td>T</td>
<td>24-Aug</td>
<td>Public Policy &amp; Collective Action</td>
<td>Reading memo (RM) 1</td>
</tr>
<tr>
<td>R</td>
<td>26-Aug</td>
<td></td>
<td>Drop/Add Deadline (Aug 25)</td>
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<tr>
<td>T</td>
<td>31-Aug</td>
<td>What is Policy Analysis</td>
<td>RM 2</td>
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<tr>
<td>R</td>
<td>2-Sep</td>
<td></td>
<td></td>
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<tr>
<td>T</td>
<td>7-Sep</td>
<td>Consumer Theory &amp; Economic Welfare</td>
<td>RM 3</td>
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<tr>
<td>R</td>
<td>9-Sep</td>
<td></td>
<td></td>
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<tr>
<td>T</td>
<td>14-Sep</td>
<td>Market Failures: Public Goods</td>
<td>RM 4</td>
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<tr>
<td>R</td>
<td>16-Sep</td>
<td></td>
<td>Salomon Ch 1 and Q&amp;A</td>
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<tr>
<td>T</td>
<td>21-Sep</td>
<td>Market Failures: Externalities</td>
<td>RM 5</td>
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<tr>
<td>R</td>
<td>23-Sep</td>
<td></td>
<td></td>
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<tr>
<td>T</td>
<td>28-Sep</td>
<td>Review of Policy Analytical Report (Presentations)</td>
<td>First Session will be held in-person</td>
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<tr>
<td>R</td>
<td>30-Sep</td>
<td></td>
<td>Second Session will be held online</td>
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<tr>
<td>T</td>
<td>5-Oct</td>
<td>Market Failures: Monopoly</td>
<td>RM 6</td>
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<tr>
<td>R</td>
<td>7-Oct</td>
<td></td>
<td></td>
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<tr>
<td>R</td>
<td>14-Oct</td>
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<td>Tools project due (Oct 11)</td>
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<td>T</td>
<td>19-Oct</td>
<td>Other Limitations</td>
<td>RM 8</td>
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<td>R</td>
<td>21-Oct</td>
<td></td>
<td>Tools: G1 - G2 - G3 - G4</td>
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<td>T</td>
<td>26-Oct</td>
<td>Other Goals: Distribution Equity</td>
<td>Withdrawal deadline - RM 9</td>
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<tr>
<td>R</td>
<td>28-Oct</td>
<td></td>
<td>Tools: G5 - G6 - G7 - G8</td>
</tr>
<tr>
<td>T</td>
<td>2-Nov</td>
<td>Government Failures I</td>
<td>RM 10</td>
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<tr>
<td>R</td>
<td>4-Nov</td>
<td></td>
<td>Tools: G9 - G10 - G11 - G12</td>
</tr>
<tr>
<td>T</td>
<td>9-Nov</td>
<td>Government Failures II</td>
<td>Memo Q&amp;A - RM 11</td>
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<tr>
<td>R</td>
<td>11-Nov</td>
<td></td>
<td>Exam (online synchronous)</td>
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<tr>
<td>T</td>
<td>16-Nov</td>
<td>Improving Government</td>
<td>RM 12</td>
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<tr>
<td>R</td>
<td>18-Nov</td>
<td></td>
<td>Memo is due Nov 19</td>
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<tr>
<td>T</td>
<td>23-Nov</td>
<td>Final Memo Project Session</td>
<td>Memo is due Nov 23 (no class)</td>
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<tr>
<td>R</td>
<td>25-Nov</td>
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<td>Thanksgiving (no class)</td>
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<td>T</td>
<td>30-Nov</td>
<td></td>
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<tr>
<td>R</td>
<td>2-Dec</td>
<td></td>
<td></td>
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<tr>
<td>T</td>
<td>7-Dec</td>
<td>Presentation/Debate Sessions</td>
<td>Hybrid</td>
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