PLCY 395H: Research in Public Policy and Global Affairs

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Semester: Spring 2018
Class: Specified Thurs 4:00-5:30pm
Location: Washington, DC, Duke classroom

WHAT WILL I LEARN?

COURSE DESCRIPTION: This course provides students with mentoring and practice to enhance their research, analytical, writing, and presentation skills. This course will be run as a workshop, emphasizing the practice of these skills. Students will work in small groups on practical assignments, such as: identifying reputable sources, analyzing scholarly literature, and providing peer review of drafts of course assignments for PLCY352H. These small group discussions will provide the basis for a larger class discussion. Students will have numerous opportunities to present their work to their small groups.

LEARNING OBJECTIVES: The goal of the course is to provide students with the opportunity to practice essential skills. Upon completing this course, students should be able to:

- Deliver and receive constructive feedback;
- Identify reputable sources;
- Critically analyze arguments and supporting evidence;
- Design op-eds, policy memos, policy briefs, oral presentations, and portfolios; and,
- Deliver oral presentations with confidence.

WHAT DO I NEED TO DO?

CLASS SESSIONS: Attendance is required. These sessions will entail class discussion, hands-on practice, and student presentations. I expect students to be in class on-time; if you arrive when class is scheduled to start, you are late. I expect students to come to class prepared to actively participate.

ASSIGNED READINGS: There are no assigned books for this course. Assigned readings can be found on the course Sakai page. You are expected to complete the readings prior to the class for which they are assigned. Outside of class, you should expect to spend roughly 2-4 hours each week reading, taking notes on the readings, and preparing class presentations.

COURSE WEBSITE: Assignments, readings, links to resources, announcements, and your grades can all be accessed on Sakai. You will need regular access to the internet to successfully complete this course. Please ensure you receive my emails – either through your UNC email account or by having your UNC emails forwarded to an account you check regularly.

REQUIREMENTS: Final grades will be determined as follows:

30%	Class participation
50%	Presentations
20%	Drafts of deliverables

WHAT WILL I BE GRADED ON DURING THE SEMESTER?

CLASS PARTICIPATION: You are expected to attend all sessions and actively participate. You should complete the assigned readings before class. Your class participation grade will be based on: 1) attendance, 2) participation, and, 3) the quality of your participation. Please come to class on time and prepared to engage in respectful dialogue with your classmates. Repeatedly arriving to class late will negatively affect your grade.

PRESENTATIONS: You will present six times during the semester (see schedule). Each presentation will provide you the opportunity to present your draft work on one PLCY352H assignment (op-ed, memo, brief, speech, oral presentation, portfolio). You should treat these as professional opportunities to present your work; coming well-prepared, having practiced your presentation, and open to constructive feedback on your work.

DRAFTS OF DELIVERABLES: You must post a draft of your deliverable to Sakai two days before your scheduled presentation of that deliverable (see schedule). This should be a solid draft, having been proofread and edited.

HOW WILL I BE GRADED?

COURSE GRADES: Your final course grade will be pass or fail.

PARTICIPATION: Your participation will be evaluated according to the following:

    Pass: Comes to class having completed all assigned readings. Participates instructively in discussions on a regular basis.

    Fail: Fails to complete all assigned readings. Fails to participate in a meaningful way in discussions. More than two absences (regardless if excused) and/or entirely disengaged during class.

PRESENTATIONS: You will be evaluated according to the following:

    Pass: Clearly well-prepared, with a practiced presentation. Able to clearly present main argument(s), and provide details of the argument and evidence to clearly support it. Presentation flows well, is clearly organized, and has effective visual aids.

    Fail: Clearly unprepared, having not practiced presentation. Weak presentation with unclear or no main argument(s), and limited details and evidence. Presentation does not flow, is poorly organized.

DRAFTS OF DELIVERABLES: You will be evaluated according to the following:

Pass: The draft is well written, proof-read, and without serious errors. The argument is clear, and supporting evidence is provided.

Fail: The draft is poorly written, with numerous serious errors in structure, grammar, and spelling. There is no clear argument; and supporting evidence is limited. The draft demonstrates limited effort.

GRADE APPEALS: I take the evaluation and grading of your assignments seriously. I am always happy to discuss with you how your work was evaluated and how you can improve your performance in the course. However, I will not change any grade without a written request. If you feel that an assignment was graded incorrectly you must submit a written explanation of why you are making the appeal and the specifics of your complaint, and officially request that the assignment be re-graded. Please review comments and the assignment directions before appealing your grade. I will re-evaluate your work and you will receive the new grade, which may be higher, the same, or lower than the original grade. Grade appeals will only be accepted for one week after an assignment has been returned to the class. This system is designed to minimize frivolous grade appeals and ensure you have carefully examined and reflected on the quality of your work before initiating a grade appeal.

UNC HONOR CODE

The University of North Carolina at Chapel Hill has had a student-administered honor system and judicial system for over 100 years. **The Honor Code of the university is in effect at all times and the submission of any work in this course signifies understanding and acceptance of those requirements**. *If you have questions about your responsibility under the honor code, please bring them to your instructor or consult with the office of the Dean of Students or the Instrument of Student Judicial Governance (http://instrument.unc.edu).* **Never submit work unless you are fully satisfied that you have complied in full with the requirements of the Honor Code.**

UNC COPYRIGHT POLICY

All course materials – including, but not limited to: syllabus, readings, exercises, PowerPoint slides, quizzes, exams, and quiz answer keys – are covered by this policy. "Students do not have rights to post or sell materials from a class without permission from the original faculty member who created the material. For example, students do not have rights to upload content that faculty have created to online learning platforms, such as Course Hero. In addition, although students own their work, the Copyright Policy forbids them from selling classroom notes and laboratory exercises they have created." For additional information see: University Committee on Copyright http://library.unc.edu/scholcom/rights/ownership/

UNC POLICY ADDRESSING DISCRIMINATIONAND HARASSMENT

Any form of violence or harassment, including sexual assault, relationship violence, and stalking is unwelcome at the University. If you or someone you know has been harassed or assaulted, you can find the appropriate UNC resources at http://sexualassaultanddiscriminationpolicy.unc.edu

Course Outline

Session	Date	Topic	Readings	Assignment
1	Jan 11	• Peer Review and Constructive Feedback • Reputable Sources and Where to Find Them	• On Sakai – Peer Review, Sources	• Identify one reputable and one non-reputable source on the web, bring to class
2	Jan 25	• Analyzing Arguments • Policy Memo: Design, topics, style and audience	• On Sakai – Arguments, Policy Memo	• Write one paragraph – making one point, and clearly supporting it, bring to class
3	Feb 8	• Policy Memo: Presentations/Peer feedback • Op-Ed: Design, focus, style and audience	• On Sakai – Op-Ed	• Draft memo due Feb 6
4	Feb 22	• Op-Ed: Presentations/Peer feedback • Speech: Design, topics, style and audience	• On Sakai – Policy Brief	• Draft Op-Ed due Feb 20
5	Mar 8	• Speech: Presentations/Peer feedback Policy Brief: Design, topics, style and audience	• On Sakai – Speech	• Draft Speech due Mar 6
6	Mar 22	• Policy Brief: Presentations/Peer feedback • Oral Presentations: Design, Text & Visuals	• On Sakai – oral presentations	• Draft Policy Brief due Mar 20
7	Apr 5	• Oral Presentations: Practicing pitches, feedback • Portfolio: Design and intent	• On Sakai – Portfolios	• Oral presentation due in class
8	Apr 26	• Portfolio: Presentations of key points/Peer feedback • Assessment of recitation: What worked, what didn't, wisdom for next time		• Draft Portfolio due Apr 24

This course syllabus is a general plan for the course. The course outline and assignments may be revised during the course. The most up-to-date syllabus will always be posted on Sakai and I will announce any changes in class.