PSCI 334: PUBLIC POLICY  
Winter 2019  
HH 1106, Tuesday, 8:30am-11:20am

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Office Location: Hagey Hall 303  
Office Hours: Tuesday, 12:30-1:30pm

Course Description: This course examines the dynamics of public policy development in Canada, analyzing the actors, interests and institutions involved in problem identification, policy design, decision-making, implementation and evaluation. It is designed to equip students with knowledge of the policy process and a framework to analyze and recommend courses of action in response to contemporary problems.

Pre-Requisites: One of PSCI 250, 255, 264, LS 206/PSCI 260.

Course Objectives:  
Successful completion of this course will enable students to:
- understand and explain the stages of the public policy-making process
- identify key actors and institutions involved in public policy-making in Canada
- analyze and evaluate public policy outputs and outcomes

Required Texts:
1. PSCI 334 Custom Courseware, 2019 [available at University bookstore].
[Note: students may use the 1st edition of this text instead]
Course Requirements, Expectations and Standards:

1. **Active Learning [20%]**
   Attendance, active participation in class exercises, and individual LEARN posts.

2. **Midterm Test [25%] Date: February 12.**
   Short essay questions covering content from first half of course.

3. **Policy Analysis Paper [30%] Due: March 12 [comments] or March 19 [grade only].**
   8-10 page paper analyzing a current policy issue. Instructions posted on LEARN.

4. **Final Test [25%] Date: April 2.**
   Short essay questions covering content from second half of course.

University Regulations:

Cross-Listed Course:
   Please note that a cross-listed course will count in all respective averages no matter under which rubric it has been taken. For example, a PHIL/PSCI cross-list will count in a Philosophy major average, even if the course was taken under the Political Science rubric.

Academic Integrity:

   **Academic Integrity:** In order to maintain a culture of academic integrity, members of the University of Waterloo are expected to promote honesty, trust, fairness, respect and responsibility. See the [UWaterloo Academic Integrity webpage](https://www.uwaterloo.ca/academic-integrity/) for more information.

   **Discipline:** A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for his/her actions. Check the [Office of Academic Integrity](https://www.uwaterloo.ca/academic-integrity/) for more information. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to [Policy 71 - Student Discipline](https://uwaterloo.ca/studentaffairs/policies/71). For typical penalties check [Guidelines for the Assessment of Penalties](https://uwaterloo.ca/studentaffairs/policies/31).
**Grievance:** A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70 - Student Petitions and Grievances, Section 4. When in doubt, please be certain to contact the department’s administrative assistant who will provide further assistance.

**Appeals:** A decision made or penalty imposed under Policy 70 - Student Petitions and Grievances (other than a petition) or Policy 71 - Student Discipline may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72 - Student Appeals.

**Accommodation for Students with Disabilities:**

**Note for students with disabilities:** The AccessAbility Services office, located on the first floor of the Needles Hall extension (1401), collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the AS office at the beginning of each academic term.

**Other Course Policies:**

**Turnitin.com:** Text matching software (Turnitin®) will be used to screen assignments in this course. This is being done to verify that use of all materials and sources in assignments is documented. Students will be given an option if they do not want to have their assignment screened by Turnitin®. Note: students who do not wish to use this software must make alternative arrangements with the Instructor (e.g., outlines, drafts, oral presentation) by **January 20**.

**Collaborative work.** Students may partner with one class colleague for the Policy Analysis Paper. Both partners will sign a Collaborative Work Agreement before beginning the assignment and a Collaborative Work Checklist upon submission.

**Email.** I normally respond to email messages within 48 hours. If you do not receive a reply within this time frame, send the message again. I will only reply to student messages from official UWaterloo email accounts.

**Submitting assignments.** All assignments must be submitted to the LEARN Dropbox on the due date. Failing this, the student must contact the Instructor to make arrangements.
to submit the assignment. Emailed assignments will not be accepted unless permission has been specifically granted.

**Penalty for late assignments.** Late assignments will be penalized at a rate of five percent (5%) per day (including weekends). Assignments later than 10 days will not be accepted and will automatically receive a grade of zero (F). *Extensions on assignments will be granted only in the case of officially documented illness, personal or family crisis.* The Health Services UW Verification of Illness Form can be found here. **Counselling & Psychological Services** provides confidential support and advises instructors on the need for academic accommodation.

**Grade appeals.** To appeal an assignment grade, students must provide a 1-page rationale explaining why the grade was inappropriate (e.g., what factors should be considered?). Grade appeals will not be considered more than 3 weeks after the assignment was available for return.

**Copyright.** Lectures, presentations, handouts, website content, assignments and other materials distributed in this course may not be recorded, reproduced or transmitted in any form or by any means, without the Instructor’s consent.

**Mental Health Support**

All of us need a support system. The faculty and staff in Arts encourage students to seek out mental health support if they are needed.

**On Campus**
- Counselling Services: counselling.services@uwaterloo.ca / 519-888-4567 ext. 32655
- **MATES:** one-to-one peer support program offered by Federation of Students (FEDS) and Counselling Services
- Health Services Emergency service: located across the creek from Student Life Centre

**Off campus, 24/7**
- **Good2Talk:** Free confidential help line for post-secondary students. Phone: 1-866-925-5454
- Grand River Hospital: Emergency care for mental health crisis. Phone: 519-749-4300 ext. 6880
- **Here 24/7:** Mental Health and Crisis Service Team. Phone: 1-844-437-3247
- **OK2BME:** set of support services for lesbian, gay, bisexual, transgender or questioning teens in Waterloo. Phone: 519-884-0000 extension 213
Territorial Acknowledgement

We acknowledge that we are living and working on the traditional territory of the Attawandaron (also known as Neutral), Anishinaabe and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land promised to the Six Nations that includes ten kilometres on each side of the Grand River.