Renison University College Land Acknowledgement
With gratitude, we acknowledge that Renison University College is located on the traditional territory of the Attawandaron (also known as Neutral), Anishinaabe, and Haudenosaunee peoples, which is situated on the Haldimand Tract, the land promised to the Six Nations that includes ten kilometres on each side of the Grand River.

Winter 2019

**COURSE NUMBER:** SDS 231R  
**Course Name:** Introduction to Social Policy  
**Instructor:** Theresa Romkey  
**Email:** tromkey@uwaterloo.ca

**Class Times/Location:** 2:30 to 3:50 pm on Monday and Wednesday in REN 2107  
**Office Hours:** by appointment

**Course Description:**
This course examines the policy-making process in Canada at the municipal, provincial, federal, and international levels to give students a sense of the players and their roles. It examines how policy agendas are set and the role of power and interest groups in the policy-making process; it also examines the various types of policies and the implementation process.

**Course Objectives:**
1. To describe the major analytical models of social policy.  
2. To analyze social policy using different theoretical ideologies.  
3. Critically discuss the role of policy institutions, ideas, and actors including the media, interest or pressure groups, think tanks and research organizations, and academics in the formulation of policy at different levels of government.  
4. Describe in detail the five stages of the policy cycle: agenda setting, policy formulation, decision-making, implementation, and evaluation.

**Required Text:**
Grading:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weight</th>
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<tr>
<td>Participation</td>
<td>10%</td>
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<tr>
<td>Critical reflection paper and presentation</td>
<td>30%</td>
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<tr>
<td>Policy cycle paper</td>
<td>30%</td>
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<tr>
<td>Final Exam</td>
<td>30%</td>
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Description of Assignments and Methods of Evaluation

Attendance and Participation (10%)
Students are expected to attend classes regularly and be prepared for class discussions. The criteria for evaluating class participation will be based on your understanding of material and the ability to contribute to discussions. Attendance is worth 5% and class participation is worth 5%.

Critical reflection paper (30%)
The purpose of this assignment is to give you an opportunity to examine one of the institutions that influence the development of social policy in Canada and/or globally. There are two parts to this assignment. The first is your presentation (worth 10%) and the second is your individual paper (worth 20%).

Presentation: Select an institution and evaluate their influence on policy formation. You should provide a brief history/context (including historical roots, funding source, ideological perspective) and outline their mandate/mission statement. You should also explain the importance (or relevance) of this institution and critically reflect on the both the positive and negative implications of this influence. Your presentation should be approximately 10 minutes and you should provide at least 2 class discussion questions. A sign-up sheet will be available in class.

Individual paper:
Your paper should be 7-8 pages (double spaced) and is due one week after your presentation. For example, if your presentation is on a Monday the paper would be due by 11:59pm on the following Monday. You should take the material from your presentation and create a critical reflection paper examining the influence of your institution (and institutions in general) on shaping and creating social policies. Integration of course material (at least 3 different chapters from our text) is required.

Policy Cycle paper (30%)
For this paper, you are to outline the different stages in the policy cycle. You should identify a social issue, come up with specific solutions to the social problem/issue, and develop a series of policy recommendations. You need to incorporate at least one of the different theoretical approaches to the policy-making process. You should assume you are the minister of the
appropriate department or head person and are able to implement these policies. Spend time on outlining how you would implement that policy: Who would be for it? Who would be against it? Who would you have to mobilize to get your policy implemented? How would it become policy (through legislation)? What would be some of the challenges you would face?

Your paper is due in stages throughout the term (via the Learn dropbox). All marking rubrics will be posted on Learn.
Part 1 due February 10 (11:59 pm)
Part 2 due March 17 (11:59 pm)
Part 3 due April 7 (11:59 pm)

**Take home final Exam (30%)**
Scheduled by the Registrar’s Office
Introduction
January 7 and 9

The Policy Context (Municipal, Provincial, Federal, International)
January 14 and 16

Influence of other Institutions, Ideas and Actors
January 21 and 23

Approaches to Policy Analysis
January 28 and 30

Stages in the Policy Cycle (Agenda Setting and Policy Formulation)
February 4 and 6
Stages in the Policy Cycle (Decision Making and Implementation)
February 11 and 13

Stages in the Policy Cycle (Evaluation)
February 25 and 27

Current Social Policy Issues
March 4 and 6

Current Social Policy Issues
March 11 and 13

Current Social Policy Issues
March 18 and 20
Current Social Policy Issues

March 25 and 27
Chapter 16


Summary

April 1 and 3

Final Exam Period is April 10-27.

Course Guidelines

- You must keep a copy of all assignments.
- Appropriate documentation is required for late assignments. The penalty for late assignments is 5% per day including weekends.
- For all assignments, we use APA citation style.
- Assignments will be submitted and marked online only.

Turnitin.com: Text matching software (Turnitin®) may be used to screen assignments in this course. Turnitin® is used to verify that all materials and sources in assignments are documented. Students' submissions are stored on a U.S. server, therefore students must be given an alternative (e.g., scaffolded assignment or annotated bibliography), if they are concerned about their privacy and/or security. Students will be given due notice, in the first week of the term and/or at the time assignment details are provided, about arrangements and alternatives for the use of Turnitin in this course. It is the responsibility of the student to notify the instructor if they, in the first week of term or at the time assignment details are provided, wish to submit alternate assignment.

Electronic Device Policy

Electronic devices are allowed in class, provided they do not disturb teaching or learning.

Final Examination Policy

For Winter 2019, the established examination period is April 10-27, 2019. The schedule will be available at the end of January. Students should be aware that student travel plans are not acceptable grounds for granting an alternative final examination time (see: https://uwaterloo.ca/registrar/final-examinations
Accommodation for Illness or Unforeseen Circumstances:
The instructor follows the practices of the University of Waterloo in accommodating students who have documented reasons for missing quizzes or exams. See http://www.registrar.uwaterloo.ca/students/accom_illness.html

Academic Integrity:
In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. See the UWWaterloo Academic Integrity webpage (https://uwaterloo.ca/academic-integrity/) and the Arts Academic Integrity webpage (https://uwaterloo.ca/arts/current-undergraduates/student-support/ethical-behaviour) for more information.

Discipline: Every student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for their own actions. 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 Academic Dean. When misconduct has been found to have occurred, disciplinary penalties are imposed under the University of Waterloo Policy 71 – Student Discipline. For information on categories of offences and types of penalties, students should refer to Policy 71 - Student Discipline. For typical penalties check Guidelines for the Assessment of Penalties (https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/guidelines-assessment-penalties).

Students should also be aware that copyright laws in Canada prohibit reproducing more than 10% of any work without permission from its author, publisher, or other copyright holder. Waterloo’s policy on Fair Dealing is available here: https://uwaterloo.ca/copyright-guidelines/fair-dealing-advisory Violation of Canada’s Copyright Act is a punishable academic offence under Policy 71 – Student Discipline.

Grievance: A student who believes that a decision affecting some aspect of university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70 - Student Petitions and Grievances, Section 4 (https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-70). 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 are grounds. Students who believe they have grounds for an appeal should refer to Policy 72, Student Appeals (https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-72).

Academic Integrity Office (uWaterloo): http://uwaterloo.ca/academic-integrity/
Accommodation for Students with Disabilities:

**Note for Students with Disabilities:** The AccessAbility Services office, located on the first floor of the Needles Hall extension (NH 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 AAS office at the beginning of each academic term.

**Intellectual Property.** Students should be aware that this course contains the intellectual property of the instructor, which can include:

- lecture handouts and presentations (e.g., PowerPoint slides)
- lecture content, both spoken and written (and any audio or video recording thereof)
- questions from various types of assessments (e.g., assignments, quizzes, tests, final exams)
- work protected by copyright (i.e., any work authored by the instructor)

Making available the intellectual property of instructors without their express written consent (e.g., uploading lecture notes or assignments to an online repository) is considered theft of intellectual property and subject to disciplinary sanctions as described in Policy 71 – Student Discipline. Students who become aware of the availability of what may be their instructor’s intellectual property in online repositories are encouraged to alert the instructor.

**Mental Health Support**

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

**On Campus**

- Counselling Services: counselling.services@uwaterloo.ca / 519-888-4567 xt 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 form 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: 519-749-433 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

Full details can be found online at the Faculty of ARTS website

Download UWaterloo and regional mental health resources (PDF)

Download the WatSafe app to your phone to quickly access mental health support information
A respectful living and learning environment for all

1. It is expected that everyone living, learning or working on the premises of Renison University College will contribute to an environment of tolerance and respect by treating others with sensitivity and civility.

2. Harassment is unwanted attention in the form of jokes, insults, gestures, gossip, or other behaviours that are meant to intimidate. Some instances of harassment are against the law in addition to Renison University College policy.

3. Discrimination is treating people differently because of their race, disability, sex, sexual orientation, ancestry, colour, age, creed, marital status, or other personal characteristics. The Ontario Human Rights Code considers actions and behaviours rather than intentions.