

Course Syllabus

Course title: PUBLIC POLICY

Course number: JSM518, Fall Term 2019/2020

Golden course in the students' ranking (Fall Term 2017/2018).

Volume of instruction: 2/1

Number of credits: 9

Time and place: **Mondays, 3:30 - 6:20 p.m.; rooms 2080 (lectures), 2083, 3019 (seminars)**

Lectures:

Course leader: **Prof. Dr. Martin Potůček**, <http://www.martinpotucek.cz>

Course Moodle: **You need to enrol in Moodle at <https://dl1.cuni.cz/course/view.php?id=7795> using your username and password for the Central Authentication Service of Charles University. If you do not have this information, please contact the university IT department.**

Consultations to be booked beforehand at <https://konzultace.fsv.cuni.cz>

Seminars:

Seminar class A's language of instruction is English.

Head of seminar class (Room J 2080): **Mgr. Mirna Jusić**, mirna.jusic@seznam.cz.

Mgr. Martina Štýbrová, martina.stybrova@seznam.cz and **Mgr. Silvie Pýchová**, silvie.pychova@gmail.com will help Mirna with her duties.

Seminar class C's language of instruction is Czech.

Head of seminar class C (Room J 3019): **Mgr. Kamila Vlčková**, kam.vlckova@gmail.com

Assistants:

Abdelhafez Dina, dinayoussef@aucegypt.edu (paper mentor)

Aberra Rokia Aidahis, M.A., raidahis@gmail.com (paper mentor)

Ing. Martha Amoako, mamaoko24@gmail.com (paper mentor)

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PhDr. Ivan Duškov, ivan.duskov@gmail.com (paper mentor)

Eddy Bruno Esien, PhD., eddy@hiba.at (paper mentor)

Mgr. Jitka Čampulková, jitka.campulkova@mpsv.cz (paper mentor)

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Mgr. Silvie Pýchová, silvie.pychova@gmail.com (seminar facilitator, paper mentor)

Mgr. Martina Štýbrová, martina.stybrova@seznam.cz (seminar facilitator, paper mentor)

Emilija Tudzarovska Gjorgjievska, M.A. MSc., etudzarovska@yahoo.com (paper mentor)

Mgr. Kamila Vlčková, kam.vlckova@gmail.com (seminar facilitator, paper mentor)

Mgr. Petra Witzová, witzova@gmail.com (paper mentor)

Goals of instruction:

The course aims to introduce students to the study of public policy as a discipline, within a broader context of the development of contemporary societies; **to exemplify public policy's practical application and the ways public policy as a scientific discipline attempts to apprehend social problems and devise solutions thereof**; to do so by defining the key terms, theories and approaches of public policy; and to engage students in critical thinking and

studying, systematic work with scholarly literature, actively participating in lectures and seminars, and writing scholarly texts.

Registration prerequisites:

This course is offered exclusively to students of the Master's programmes of **Veřejná a sociální politika** (full-time students only), **Public and Social Policy**, and **International Economic and Political Studies**.

*Note: The twin course **JSM699, Theory of Public Policy** (4 credits, lectures only), is available for students of other full-time Master's or doctoral study programmes at Charles University, and for international visiting students (e.g., Erasmus students) enrolled in Bachelor, Masters and doctoral programmes at their home universities.*

Conditions for passing:

Students shall be admitted to the written examination for this course (in English, Czech or Slovak) if they have been sufficiently graded for their performance in lectures and seminars, and if they have elaborated and submitted a final written assignment (in English, Czech or Slovak) on an agreed topic. The topic shall be based on consultations with paper mentors.

Student's performance in lectures will be evaluated as follows:

1. Students should answer two question associated with the topics of lectures. **Questions will be available two weeks in advance for lectures #2 to #5 at the end of the previous lecture (and on the course Moodle).** The submission deadline for answers to questions is the day of the respective lecture (e.g., October 21 will be the deadline term for answering questions to lecture #2, published in October 7). Answers should be uploaded onto the course Moodle. Each answer (up to 2,200 characters, spaces included) will be evaluated by 0 to 2 points.
2. In addition, students can apply to present the Open Space Presentation, based on the application delivered to the course leader **Prof. Dr. Martin Potůček** via course Moodle. Selection of presentations will be based on the quality of the proposal plus principle first come – first serve. If approved, students will deliver their power point presentations and hand-outs in lectures #3 to #5, can get up to 4 additional points.

For student's performance in seminars consult the seminar syllabus below.

Guidelines for Lecture Question Answers

Students' answers to each of both questions cannot be longer than 2200 characters, including spaces and excluding references. If question answers are longer than that, their content will not be evaluated, and they will receive 0 points. In addition to references in-text or in-footnotes, students need to attach a reference list after each question answer.

The evaluation of students' answers to PP Course lecture questions

Hodnocení odpovědí studentů kursu PP na otázky z lekcí

Points Body	The nature of answer Charakteristika odpovědi
2	The question was fully understood, the theoretical framework and empirical evidence were rightly applied. Reference to at least two scientific sources in addition to one of the course's textbooks (at least two scientific sources should be used in each answer). Value added: inventions, unusual but relevant perspective, appropriate case which fits to illustrate the given problematics.

	Porozumění otázky, relevantní uplatnění teoretického rámce a empirické evidence. Reference minimálně na dva další odborné prameny kromě učebnic, Přidané hodnoty: Ocenění hodná invence, nevšední, ale relevantní pohled, nabídka případu vhodně ilustrujícího danou problematiku.
1	The answer corresponds with the question, but it is more or less descriptive and doesn't provide satisfactory explanation of a given topic. Scarce reference to literature. Odpověď souvisí s otázkou, ale je spíše popisná a nepodává uspokojivé vysvětlení dané problematiky. Reference na odbornou literaturu kusé.
0	The answer doesn't correspond with the question as it was not understood. Failed reasoning – with logical failure or uncritical application of ideological cliché. The „common sense“ answer without attempt to scientific analysis and reference to literature. Answer delivered after deadline. Otázka nebylo porozuměno, odpověď se s ní míjí. Argumentace závadná – s logickými chybami nebo nekriticky přejímající ideologická klišé. Odpověď zůstává v rovině „ <i>common sense</i> “, bez uplatnění odborného pohledu a reference na literaturu. Odpověď byla dodána po <i>deadline</i> .

Guidelines for Preparing and Presenting Open Space Presentations

1. Choose an interesting issue suitable for public policy analysis.
2. Collect sufficient information to be able to explain the structure and relevant context of a corresponding public policy problem.
3. Decide about the appropriate theory/ies suitable for policy analysis.
4. Apply selected theory/ies to your case and critically assess its/their strengths and weaknesses.
5. Compile a concise power point presentation (up to 10 slides, including resources) and mail it to the course leader via Moodle for approval. You will be informed about the result in 7 days.
6. If approved, present it in the classroom in about 15 minutes, followed by discussion.

Note: Consider to have a look at chapters B2, B3 and B4 of Public Policy textbook for inspiration how to apply public policy theories.

Overview of Points and Grading

Table 1: Points can be earned in the following ways:

Item	Min	Max
Student's performance in lectures	8	16+4
Student's performance in seminar	10	20
Final written assignment	14	25
Written examination	18	35
Total	50	100

Table 2: Final grading shall be based on the following formula (provided the student earns at least the minimum number of points for each particular item – consult Table 1):

Final point score	Grade	
91 or more	A	Excellent (<i>výtečně</i>)

81–90	B	Very Good (<i>velmi dobře</i>)
71–80	C	Good (<i>dobře</i>)
61–70	D	Satisfactorily (<i>uspokojivě</i>)
51–60	E	Sufficiently (<i>dostatečně</i>)
50 or less	F	Fail (<i>nedostatečně</i>)

N. B.:

- Sources shall be consistently credited in line with the latest version of the ISO 690 standard or another internationally-accepted referencing standard (e.g. APA, MLA, Chicago/Turabian, Harvard). No form of plagiarism is tolerated at the Charles University. Any instances of plagiarism shall be discussed by the Disciplinary Board and, eventually, the Dean.
- The final written assignment shall be submitted via Moodle and to the mentor's email 3 days before the written examination at the latest. If the mentor evaluates the paper to be of sufficient quality and approves it via the mentor's email, the student may enter the written examination.

For students who repeat the course:

Students who didn't pass the course must repeat the part in which they didn't achieve enough points. Those who will write seminar paper again must submit final written assignment proposal (even if it will be the same as last year) within the deadline as other students.

Time: Mondays. Lectures 3:30–6:20 p.m., seminars 3:30–4:50 p.m. or 5:00–6:20 p.m.

Day	Rooms	Content
7 Oct	2080	Lecture #1 <i>Introduction to the course, lectures and seminars.</i> A1 Public interests and public policy. <i>Students will form seminar groups.</i>
14 Oct	2080 2083 3019	Seminar #1 <i>Introduction to the discipline and seminar. Agreement on presentation topics. Topics of final written assignments (discussion of choice of topics, recommended structure of papers, and basic rules of crediting sources).</i>
21 Oct	2080	Lecture #2 A2 Values in Public Policy. Historical Institutionalism. A3 Governance. Corporatist Intermediation. Policy Networks. A4 Actors and Institutions. Actor-Centred Institutionalism. <i>Students' voting via Moodle: Selection of course leader's presentations for lectures #3 to #5.</i>
28 Oct	---	National Holiday of the Czech Republic
4 Nov	2080 2083 3019	Seminar #2 <i>Presentations on general topic "Market, State and Civic Sector as Regulators". Deadline for submitting final written assignment proposal (using the form at the end of this syllabus). Specifying the agreement on presentation topics. Discussion of final written assignment proposals.</i>

Day	Rooms	Content
11 Nov	2080	Lecture #3 A5 Public policy instruments. Discursive institutionalism. Advocacy Coalition Framework. A6 Public Policy Process. The Stage of Problem Delimitation and Problem Recognition. Agenda Setting. A7 Policy Formulation and Decisionmaking. Veto Players. Multiple Streams Framework. <i>Selected course leader's presentations.</i> <i>Selected students' Open Space Presentations.</i>
18 Nov	2080 2083 3019	Seminar #3 <i>Presentations on general topic "Actors and Institutions". Submission of the short essay.</i>
25 Nov	2080	Lecture #4 A8 Policy Implementation. Theories of Bureaucracy. Principal-Agent Model. A9 Policy Evaluation. Rational (Public) Choice Theory. A10 How to Understand Public Policy <i>Selected course leader's presentations.</i> <i>Selected students' Open Space Presentations.</i>
2 Dec	2080 2083 3019	Seminar #4 <i>Presentations on general topic "Delimiting the Policy Problem". Discussion on the elaboration of the final written assignments. Their comprehensive drafts will have to be submitted to paper mentors on December 3 at the latest.</i>
9 Dec	2080 2083 3019	Seminar #5 <i>Presentations on general topic "Public Policies" as policy realms and as policy instruments suitable for given public policy. Discussion on the elaboration of the final written assignments. Paper mentors will be present.</i>
16 Dec	2080	Lecture #5 <i>Selected course leader's presentations.</i> <i>Selected students' Open Space Presentations.</i> Final recapitulation, getting ready for the examination.

Basic sources in English

Potůček, M. et al. 2017. *Public Policy. A comprehensive Introduction*. Prague, Karolinum Press. **This is the key textbook for this course. It is available free of charge for students of Charles University on the E-resources Portal of the Student Information System (SIS).**

Howlet, M., Ramesh, M., Perl, A. 2009. 3rd edition. *Studying Public Policy: Policy Cycles and Policy Subsystems*. Oxford: Oxford University Press.

Peters, Guy B.: 2015. *Advanced Introduction to Public Policy*. Northampton: Edward Elgar Publishing.

Potůček, M., LeLoup, L., Jenei, G. and Váradi, L. 2003. *Public Policy in Central and Eastern Europe: Theories, Methods, Practices*. Bratislava: NISPAcee.

Routledge Handbook of Public Policy. 2013. London and New York: Routledge.

Základní literatura v češtině

Potůček, M. a kol. 2016. *Veřejná politika*. Praha: C. H. BECK. **Jde o základní učebnici pro tento kurs dostupnou v českém jazyce.**

Potůček, M. a kol. 2005 (2. vyd. 2010). *Veřejná politika*. Praha: Sociologické nakladatelství.
Veselý, A., Nekola. M. (eds.) 2008. *Analýza a tvorba veřejných politik: Přístupy, metody a praxe*. Praha: Sociologické nakladatelství.

Notes on reading

- Further reading will be submitted during individual lecture presentations.
- Students are expected to follow the media covering policy problems on an ongoing basis.

Journals

Public Policy

Central European Journal of Public Policy (CEJPP): <http://cejpp.eu/>

Journal of European Public Policy: <http://www.tandfonline.com/toc/rjpp20/current>

Journal of European Social Policy: <http://esp.sagepub.com/>

Journal of Public Policy: <http://journals.cambridge.org/action/displayJournal?jid=PUP>

Policy and Society: <http://www.journals.elsevier.com/policy-and-society>

Public Policy and Administration: <http://ppa.sagepub.com/>

Global Policy: <https://www.globalpolicyjournal.com/>

Policy Analysis

European Policy Analysis: <http://www.ipsonet.org/publications/open-access/epa>

Evaluation: <http://evi.sagepub.com/>

Journal of Comparative Policy Analysis: Research and Practice:

<http://www.tandfonline.com/toc/fcpa20/current>

Journal of Policy Analysis and Management: <http://www.appam.org/publications/jpam/>

Review of Policy Research: <http://www.ipsonet.org/publications/journals/review-of-policy-research/>

Governance, Public Administration

Gouvernement et action publique: http://www.cairn-int.info/about_this_journal.php?ID_REVUE=E_GAP

Governance: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1468-0491](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1468-0491)

International Review of Administrative Sciences: <http://ras.sagepub.com/>

Lex localis - Journal of local self-government: <http://journal.lex-localis.press>

NISPAcee Journal of Public Administration and Policy: <http://www.nispa.org/journal.php>

Public Administration: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1467-9299](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1467-9299)

Public Management Review: <http://www.tandfonline.com/loi/rpxm20>

Political Science

Critical Policy Studies: <http://www.tandf.co.uk/journals/rcps>

Policy and Politics:

<http://www.ingentaconnect.com/content/tpp/pap;jsessionid=68u3luqoo56n6.victoria>

Policy Sciences: <http://link.springer.com/journal/11077>

Policy Studies Journal: <https://onlinelibrary.wiley.com/journal/15410072>

Politiques et Management Public: <http://pmp.revuesonline.com/accueil.jsp>

Internet sources

Almanac of Policy Issues: <http://www.policyalmanac.org/directory/General-Organizations.shtml>

European Union: <http://www.europa.eu/>

European Union Policy Agendas Project: <http://www.policyagendas.eu/>

International Conference on Public Policy: <http://www.icpublicpolicy.org/>

Network of Institutes and Schools of Public Administration in Central and Eastern Europe (NISPAcee): <http://www.nispa.sk/>

Organization for Economic Collaboration and Development: <http://www.oecd.org/>
Policy Design Lab: <http://policy-design.org/>
Public Policy Exchange, UK: <http://www.publicpolicyexchange.co.uk/>
The Comparative Agendas Project: <http://www.comparativeagendas.net/>
The Institute for Public Policy Research, UK: <http://www.ippr.org/>
The World Bank: <http://www.worldbank.org/>

Seminar Syllabus

SEMINAR of the course PUBLIC POLICY

Course number: JSM518, Fall Term 2019/2020

Golden course in students ranking (Fall Term 2017/2018).

Seminar's Moodle page: <https://dl1.cuni.cz/course/view.php?id=7795>

Seminar class A's language of instruction is English.

Head of seminar class (Room J 2080): Mgr. Mirna Jusić, mirna.jusic@seznam.cz.

Mgr. Martina Štýbrová, martina.stybrova@seznam.cz and Mgr. Silvie Pýchová, silvie.pychova@gmail.com will help Mirna with her duties.

Seminar class C's language of instruction is Czech.

Head of seminar class C (Room J 3019): Mgr. Kamila Vlčková, kam.vlckova@gmail.com

Assistants:

Abdelhafez Dina, dinayoussef@aucegypt.edu (paper mentor)

Aberra Rokia Aidahis, M.A., raidahis@gmail.com (paper mentor)

Ing. Martha Amoako, mamaoko24@gmail.com (paper mentor)

Mgr. Věra-Karin Brázová, v.k.brazova@gmail.com (paper mentor)

PhDr. Ivan Duškov, ivan.duskov@gmail.com (paper mentor)

Eddy Bruno Esien, PhD., eddy@hiba.at (paper mentor)

Mgr. Jitka Čampulková, jitka.campulkova@mpsv.cz (paper mentor)

Mgr. Ondřej Kopečný, kopecny@glopolis.cz (paper mentor)

Mgr. Mirna Jusić, mirna.jusic@seznam.cz (seminar facilitator, paper mentor)

Sokhna A. R. Ndiaye, sokhna.ndiaye@aauni.edu (paper mentor)

Mgr. Silvie Pýchová, silvie.pychova@gmail.com (seminar facilitator, paper mentor)

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Emilija Tudzarovska Gjorgjievskaja, M.A. MSc., etudzarovska@yahoo.com (paper mentor)

Mgr. Kamila Vlčková, kam.vlckova@gmail.com (seminar facilitator, paper mentor)

Mgr. Petra Witzová, witzova@gmail.com (paper mentor)

Seminar Dates: 7 Oct, 14 Oct, 4 Nov, 18 Nov, 2 Dec, 9 Dec.

Time: 3:30–4:50 or 5–6:20 p.m.

Seminar Rooms: 2080 (English class), 3019 (Czech class)

Goals

This seminar is an integral part of the course on Public Policy. Its major goal is to complement lectures by giving a more in-depth knowledge in the students' area of interest. Moreover, the seminars:

- encourage practical interaction in small groups to elaborate on materials presented in lectures and on specific topics of practical experience and apply theoretical knowledge,
- develop students' presentation and argumentation skills,
- enhance students' skills of writing scientific texts and improve their analytical skills,
- and also create possible opportunities for Masters' students and doctoral level assistants to share experience by working together.

Structure of the Seminar

Active involvement of students is a major part of the learning process. **For optimal communication with seminar assistants and paper mentors, to upload assignments and access reading materials apply to Moodle <https://dl1.cuni.cz/course/view.php?id=7795>.** To ensure maximum interaction among students the entire class will be divided into 2 main classes, one English- and one Czech-speaking. If necessary, each class will be divided into 2 or 3 groups to limit the number of students per seminar session. The seminar sessions for the first groups of both English- and Czech-speaking students take place between **3:30–4:50 p.m.** in their respective classrooms. The seminar sessions for the second groups take place between **5–6:20 p.m.**, again in their respective classrooms (see above).

During the introductory session on **October 7, 2019**, every student is expected to choose their respective class (English- or Czech-speaking) and the time of their preference (**3:30–4:50 p.m. or 5–6:20 p.m.**). Once registered, students can change neither their group nor their time of preference due to additional subdivisions and tasks assigned in the course of time. Students who wish to register for an additional seminar can do so with the approval of their seminar coordinators.

Each seminar group will be divided into four teams (A, B, C, D). This helps students to actively engage in their group assignments. During the first seminar session, the teams will be formed and the email contact of each team coordinator will be given to seminar facilitators.

Except the introductory session, first and the last seminar session, the rest respect the following structure:

- One team will always prepare a presentation on the topic (see below) and **upload the PowerPoint presentation on Wednesday before the seminar week using Moodle.** When preparing the presentation, please consult the assigned readings for that week.
- The second team will, based on the concepts from the assigned readings, conduct a critical discussion with the authors of the presentation. **This team needs to submit their critical comments on Wednesday right after the seminar day (Monday).** These should be in the form of a reflection on the course of the presentation and the subsequent critical discussion and should not exceed 6,000 characters (including spaces).
- Length of presentation: 25 minutes, length of critical discussion: 20 minutes, and the remaining time is always devoted to concluding remarks, discussion of seminar papers, organizational and technical matters.
- Distribution of activities of the four teams is as follows:

Date	Presentation	Critical discussion
7 Oct	Introduction of the course, formation of seminar groups	
14 Oct	Introduction to the discipline. Agreement on presentation topics. Topics of final written assignments (discussion of choice of topics, recommended structure of papers, and basic rules of crediting sources).	
4 Nov	A	D
18 Nov	B	C
2 Dec	C	B
9 Dec	D	A
	Face-to-face discussions on submitted comprehensive drafts of the final written assignments. Paper mentors will be present.	

Short Essay

Every student is required to write one short essay. The essay should not exceed 7200 characters including spaces. Please respect the following requirements for the essay.

- **Deadline: please upload in Moodle on or before 18th November.**
- The essay topic needs to be related to the policy process. You are first required to read the textbook by Fischer et al (Fischer, F., Miller, G. J. and Sidney, M. S. 2007. *Handbook of Public Policy Analysis: Theory, Politics, and Methods*. New York: CRC Press.), part II, chapters 4–8. Your essay needs to demonstrate that you have read at least three of the five chapters.
- You should apply theories of the policy process.
- You can get a total of 6 points if the following criteria are met:

Understanding and correct application of the theories	3
Style and structure	2
Referencing	1

Note: Students can write the essay on a topic of their choice, but the topic should be related to the policy process. They are expected to apply the theories of the policy process to the topic or use the theories from the chapters above as a framework for interpreting or analyzing the chosen issue. In doing that, they should be able demonstrate their understanding of these theories, and not just merely describe a given policy process. Students can use the same or similar topic they are already using in their seminar paper as long as they follow the guidelines above.

Seminar Content and Readings

Date	The seminar topic	Seminar Content
7 Oct		<i>Introduction to the course, lectures and seminars. Students will form seminar groups.</i>
14 Oct	Seminar 1: Introduction to the seminar, agreement on presentations and distribution of assignments	<i>Introduction to the discipline and seminar. Agreement on presentation topics. Topics of final written assignments (discussion of choice of topics, recommended structure of papers, and basic rules of crediting sources).</i>
4 Nov	Seminar 2: Market, State, and Civic Sector as Regulators	<i>Presentations on general topic “Market, State and Civic Sector as Regulators”. Deadline for submitting final written assignment proposal (using the form at the end of this syllabus). Specifying the agreement on presentation topics. Discussion of final written assignment proposals.</i>
		<ul style="list-style-type: none"> • Potůček, M. et al. 2017. <i>Public Policy</i>. Prague, Karolinum Press, chapter A3. • Potůček, M. 2003. Policy Coordination: Government, Markets, and the Civic Sector. In: Potůček, M., LeLoup, L. T., Jenei, G., Váradi, L. (eds.): <i>Public Policy in Central and Eastern Europe: Theories, Methods, Practices</i>. Bratislava: NISPAcee. Pp. 77–102. Available at http://www.martinpotucek.cz/index.php?option=com_content&view=article&id=78%3App-in-cee&catid=36%3Aknihy&Itemid=62&lang=cs
18 Nov	Seminar 3: Actors and Institutions	<i>Presentations on general topic “Actors and Institutions”. Submission of the short essay.</i>
		<ul style="list-style-type: none"> • Potůček, M. et al. 2017. <i>Public Policy</i>. Prague, Karolinum Press, chapter A4.

<ul style="list-style-type: none"> Schuyler House, R., Araral Jr., E. The institutional analysis and development framework. In: Araral Jr, E., Fritzen, S., Howlett, M., M Ramesh, Wu, X. (eds.) Routledge Handbook of Public Policy. New York: Routledge, 2013. Pp. 115–124. 		
2 Dec	Seminar 4: Delimiting the Policy Problem	<i>Presentations on general topic “Delimiting the Policy Problem”. Discussion on the elaboration of a comprehensive draft of the final assignment, which should be submitted to paper mentor on December 3 at the latest.</i>
<ul style="list-style-type: none"> Hisschemöller, R., Hoppe, R. 2001. Coping with Intractable Controversies: The case for problem structuring in policy design and analysis. In Hisschemöller R., Hoppe, R., Dunn, W. N., Ravetz, J. <i>Policy Studies Review Annual</i>. Pp. 47–72. Vesely, A. 2007. Problem delimitation in public policy analysis. <i>Central European Journal of Public Policy</i>, Vol. 1, pp. 80–101. Available at http://www.cejpp.eu/index.php/ojs/article/viewFile/11/7 		
9 Dec	Seminar 5: Public Policies	<i>Presentations on general topic “Public Policies as policy realms and/or as policy instruments suitable for given public policy”. Face-to-face discussions on submitted comprehensive drafts of the final written assignments. Paper mentors will be present.</i>
<ul style="list-style-type: none"> Potůček, M. et al. 2017. <i>Public Policy</i>. Prague, Karolinum Press, chapter A5. Fawcett, H. 2006. Social Policy: Pensions. In: Peters, B. G., Pierre, J. (eds.): <i>Handbook of Public Policy</i>. London: Sage. Pp. 187–199. Potůček, M., LeLoup, L., Jenei, G. and Váradi, L. 2003. <i>Public Policy in Central and Eastern Europe: Theories, Methods, Practices</i>. Bratislava: NISPAcee. Chapters 10, 13. 		

Student Assessment

45% of the student’s evaluation (final grade) is based on his/her performance in the seminar. That is, the student’s activity during the seminar will be awarded a maximum of 20 points and the student can gain a maximum of 25 points for the final version of his/her submitted written assignment.

	Points
Seminars’ activity	5
Critical discussion	2
Essay	6
PowerPoint presentation	7
Final written assignment	25
<i>Total</i>	<i>45</i>

Evaluation Criteria for PowerPoint Presentation and Critical Discussion

- Clarity of presentation, precision of argument, ability to answer questions and defend the facts presented
- Preparation and in-depth knowledge of the basic literature and general overview of the subject matter
- PowerPoint presentation delivered by Wednesday evening.
- Relevance of the critical evaluation

- Leadership skills shown in the debates and critical discussions (courtesy, respect, humor)

How to implement a good PowerPoint presentation?

- Think about the structure of the presentation.
- Concentrate on getting a few simple points across.
- Keep the attention of the audience.
- Text in overheads should be large enough so that everyone can read them.
- If using a table, mark clearly the figure(s) you want the listeners to concentrate on.
- Too much animation can be distracting, so avoid animation overload.
- Handouts are generally a good idea; however, make sure that they do not deflect attention from your talk.
- The total duration of one presentation should not exceed 25 minutes.
- Never forget to speak slowly.
- Sum up your key arguments as bullet points in the conclusion.

How to prepare sound questions and lead a fine discussion?

- Do not do to others what you would not want to have done to you.
- Prepare the type of questions that you would like to receive yourself.
- Put forward open questions; avoid the possibility of simply answering yes or no.
- Concentrate your questions around key issues of the particular topic.
- In your answer, include comments aimed at alerting the audience to the wider implications of the issue discussed and boosting the debate.
- Be brief; do not occupy the majority of the debate yourself.
- Think positively; a critique of the opinion of others can wait until after they have presented their idea.
- Remember that the Powerpoint is only a roadmap of the presentation of the group you are evaluating: your final, written comments should be based on the in-class presentation and the course of the subsequent discussion.

Seminar Paper Guidelines

Before embarking on writing a seminar paper, each student must have an assigned mentor. Without a mentor, a student cannot submit a seminar paper and enrol in the written examination of the course. Paper mentors are assigned to students by the heads of the seminar classes, Mirna Jusić (mirna.jusic@seznam.cz) (English-language seminars) and Kamila Vlčková (kam.vlckova@gmail.com) (Czech-language seminars). Paper mentors are usually students of the Doctoral Program in Public and Social Policy, and they are assigned to students based on the congruence of the seminar paper themes with mentors' thematic focus and expertise.

Procedures and deadlines

- **For every student, it is mandatory to submit an outline of their work by 4 November, using the form provided at the end of this syllabus.** They should send the outline to their mentor and upload it electronically to Moodle. The mentor will subsequently provide their feedback on the outline and, following eventual adjustments to the outline by the student, will approve the outline.

- **Submission of a draft of the seminar paper by 3 December is mandatory.** They should send the draft to their mentor and upload it electronically to Moodle. Drafts should follow the recommended structure of papers (provided below) and the main arguments and analysis should already be well-advanced. This is crucial for the mentor to be able to provide the student with valuable comments on how to best improve their papers.
- **Students will meet their mentors on 9 December and consult with them in person on their draft seminar papers.** Note: Some mentors will not be present due to their other commitments (study abroad etc.).
- **Students are obliged to send the final seminar paper directly to their mentors and upload them on Moodle 3 days before the final examination at the latest. Paper mentors will confirm that students' papers are of sufficient quality to be able to enter the exam via mentor's email 1 day before the exam at the latest.** After the evaluation of the seminar papers, students can improve their work one more time and gain additional points.

Communication with mentors

- A) The student and the mentor communicate in the following ways:
- Via email, as the main tool of communication between the student and the mentor;
 - In person, at or outside of seminar classes, at a mutually agreed time and place. Mentors' participation in the seminars is optional. Mentors and students will have a chance to meet in person on 9 December to discuss students' advanced drafts of seminar papers.
 - In another manner, via phone or Skype, at a mutually agreed time.
 - The outline, draft and final version of the seminar paper have to be submitted electronically via Moodle as well, as per the above schedule.
- B) Students should have in mind that mentors will not be able to respond to their queries and questions immediately. Mentors are obliged to reply to students within 10 working days of the receipt of students' work via Moodle or requests via emails. An exception is the written confirmation that mentors send to students after receiving their final seminar papers, which is mandatory for students to attend the written exam.
- C) Students should send the final paper via Moodle 3 days before the final examination at the latest in order to receive a timely confirmation by the mentor. After reviewing the paper, if the mentor assesses that the seminar paper is of sufficient quality for the student to be able to proceed to the written examination, they are obliged to provide via Moodle a confirmation of the acceptance of the paper as a precondition for the student to enroll in the written examination 1 day before the examination at the latest.
- D) Each student is entitled to at least 3 e-mail consultations with its mentor (not counting the meeting in person as part of the seminar). The mentor may, at his or her discretion and depending on availability, choose to offer more consultations.
- E) Each mentor will agree with the student on how to implement and monitor changes in the seminar paper (I.e. which specific sections of the paper they will comment on if feedback to other parts of the paper has already been addressed by the student).
- F) Mentors provide students with general feedback on their outline, their draft paper and their final paper, as well as grade them via Moodle. Specific feedback (e.g. on paper drafts) may be provided via email.

Evaluation Criteria for Seminar Papers (maximum 25 points)

- The seminar paper should fall within the range of 24,000 and 36,000 characters with spaces without attachments and bibliography. Students are obliged to update it otherwise.
- It is possible to write the seminar paper within 45,000 and 63,000 characters with spaces without attachments and bibliography authored by a mini-team of two students. Students are obliged to update it otherwise. In the final version of the seminar paper it is necessary to specify its authors' shares.
- The study must meet the requirements of scientific text (language, style, citation, and work with sources (ISO 690 etc.), title, page numbering, formalities, rules, spelling).
- Recommended structure:
 - Cover page (title, author's name and email, institution)
 - Table of contents
 - Summary
 - Introduction
 - Definition of cognitive or practical problems (where exactly the study will contribute to a better understanding, an introduction to more specialized issues, defining the problem, laying out the research questions, formulating the objectives of the study)
 - Recapitulation of the current state of knowledge (formal sources with references)
 - Theoretical background based on specific theoretical conceptualizations, etc.
 - Outline of the methodology used (choice of procedure, limits, methods of application)
 - Analytical procedure and results (e.g., specific problems, goals, actors, places of policy-making, tools, processes, existing public policy documents, the decisions taken, etc. associated with the topic)
 - Conclusion (answer to the research question and the goal of the work, including critical evaluation of the results, recommendations for further direction of investigation)
 - Bibliography and sources
 - Appendices (optional)

Evaluation criteria for final paper and points

The level of academic text: Criteria pertaining to the quality of academic text as such: title, page numbers, grammar and spelling, style, <u>use of citations/sources</u>	3
Structure: Whether the appropriate structure of an academic text is followed.	4
Work with literature/sources: Whether the student has incorporated relevant sources in their paper	2
Problem delimitation: Problem identification and focus of paper <ul style="list-style-type: none"> ▪ Whether (relevant) theories are applied well ▪ Empirical/practical aspects: 	5
Conceptual framework: Appropriate theories / concepts used	5
Empirical/practical aspects: How the issue has been operationalized, how methods have been applied	5
Total	25

Anti-plagiarism procedure

Students submit their papers onto Moodle prior to the exam. They have to do so in the **Turnitin column** in Moodle, under Seminar 5. This step is absolutely mandatory as to verify that students have not engaged in plagiarism when writing their seminar paper.

Turnitin is an anti-plagiarism software that will automatically scan papers for instances of plagiarism and will inform instructors whether or not a student has plagiarised parts of their paper.

Plagiarism refers to cases where students are not properly citing sources in their papers, but copying other authors' work, ideas, materials or data, and passing them off as their own. This also pertains to copying parts of students' own earlier work without properly acknowledging it.

Charles University treats instances of plagiarism very seriously. *Any form of plagiarism is unacceptable and will be dealt with using official procedures.* Students are therefore advised to take special precaution and make sure that they cite all the sources they are using in their seminar paper properly.

For more information, **please see the following guide on bibliographic citation of our faculty:**

<https://fsv.cuni.cz/en/academics/forms-and-regulations/study-regulations/bibliographic-citation-guide>

Also see the Faculty of Social Sciences Dean's provision concerning citing:

<https://fsv.cuni.cz/en/deans-provision-no-182015>

Students should also note that the confirmation they receive from their mentor that their paper is of sufficient quality for them to enter the exam only represents a provisional acceptance of the paper. In other words, if the test for plagiarism - automatically performed through the Turnitin software in Moodle - confirms plagiarism, student papers can still be refused and students may not pass the course in such instances.

Basic sources in English

Potůček, M. et al. 2017. *Public Policy. A comprehensive Introduction*. Prague, Karolinum Press. **This is the key textbook for this course. It is available free of charge on the E-resources Portal of the Student Information System (SIS).**

Howlet, M., Ramesh, M., Perl, A. 2009. 3rd edition. *Studying Public Policy: Policy Cycles and Policy Subsystems*. Oxford: Oxford University Press.

Peters, Guy B.: 2015. *Advanced Introduction to Public Policy*. Northampton: Edward Elgar Publishing.

Potůček, M., LeLoup, L., Jenei, G. and Váradi, L. 2003. *Public Policy in Central and Eastern Europe: Theories, Methods, Practices*. Bratislava: NISPAcee.

Routledge Handbook of Public Policy. 2013. London and New York: Routledge.

Základní literatura v češtině

Potůček, M. a kol. 2016. *Veřejná politika*. Praha: C. H. BECK. **Jde o základní učebnici pro tento kurs dostupnou v českém jazyce,**

Potůček, M. a kol. 2005 (2. vyd. 2010). *Veřejná politika*. Praha: Sociologické nakladatelství.

Veselý, A., Nekola. M. (eds.) 2008. *Analýza a tvorba veřejných politik: Přístupy, metody a praxe*. Praha: Sociologické nakladatelství.

The Outline of the Seminar Paper for Public Policy course

Student's name: _____ Study Programme: _____

	Student's suggestions:	Mentor's Comments:	Approved version:
Title			
Cognitive problem			
Research question			
Theory/ies applied			
Method/s applied			
Sources (literature, other sources)	Required and recommended reading (see course syllabus): Electronic databases of scientific articles in the Jinonice Library (minimum one)	Required and recommended reading (see course syllabus): Electronic databases of scientific articles in the Jinonice Library (minimum one)	Required and recommended reading (see course syllabus): Electronic databases of scientific articles in the Jinonice Library (minimum one)
Date			

Approved by mentor: _____