

**POL 192A/B: Political Science Internship Program, UC Center  
Sacramento  
Thurs 4:10-6:00pm, at UCCS**

**Instructor:** Jaime Jackson  
**Office:** UC Center Sacramento  
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**Office Hours:** Thursdays 9:00-11:00am and by appt.

### **Required Textbooks**

*Research Methods and Statistics for Public and Nonprofit Administrators*, Masami Nishishiba, Matthew Jones, Mariah Kraner.

### **Additional Readings**

*A Practical Guide for Policy Analysis: The Eightfold Path to more Effective Problem Solving* (4th Edition). Available in the UCCS Student Center.

Additional readings will be assigned during each week of the course. These readings will be available on Canvas, listed by author's last name, students may download or print the articles. All of the assigned readings, for a given week, should be completed prior to coming to class.

### **Course Objectives**

The POL 192A/B is a course designed to bridge the internship experience with the academic study of related disciplines such as political science and public policy. The ability to translate empirical evidence for use in policy debates is central to policymaking. As a members of the policy community students require a sophisticated understanding of a variety of types of data and policy analysis. This course will introduce strategies for data analysis and collection, study design, and principles for evaluating research. Topics will include: experimental design, case study evaluation, survey and questionnaire design, sampling, measurement reliability, game theory, correlation, and hypotheses testing.

The internship, coursework, and independent policy analysis are integral and students will not receive credit unless all coursework is satisfactory. In order to receive credit for POL 192A/B each student will:

1. Work a minimum of 120 hours (240 if enrolled in A/B)

2. Complete internship journal [submitted over email]
3. Attend all seminar hours
4. Receive a satisfactory evaluation of internship performance and internship journal
5. Complete all in-class activities
6. Submit a policy analysis proposal [submitted on Canvas, 1-2 pages]
7. Submit a policy analysis [submitted on Canvas, 10-12 pages]

### **Course Outline:\***

Week 1, Orientation Week/Policy Bootcamp/Writing Workshop

Thursday, 1/19 Identifying the Focus of Research

Thursday, 1/26 Research Design and Experimental Methods (Title Ideas Due)

Thursday, 2/2 Surveys and Questionnaires (Policy Analysis Proposal Due)

Thursday, 2/9 Sampling and Data Collection

Thursday, 2/16 Case Studies and Data Visualization

Thursday, 2/23 Hypothesis Testing and GIS (Jaime Out)

Thursday, 3/2 Program Evaluation and Writing Reports

Thursday, 3/9 TBD

Thursday, 3/16 Research Presentations

Thursday, 3/23 Final Papers Due

\*Course Schedule Subject to Change or Adjustment

### **Grading**

Course grades are pass/fail and are based on the following components [a 'passing' grade is the equivalent of a C- in a graded course]:

Weekly in-class data and research assignments (5%)

Policy analysis proposal (5%)

Policy analysis paper (40%)

Satisfying each of the internship requirements, all components must be completed or grade will not be released (50%)

*Attendance and participation:* Students are expected to attend all classes. Students should come to class prepared to discuss the assigned readings and complete the in-class assignments. More than two unexcused absences over the course of the quarter will result in a failing grade for the

course. Arriving 15 minutes late to class will count as an absence.

*In-class assignments:* During the course of the quarter students will complete weekly in-class assignments designed to help them with their policy analysis paper. Assignments will be completed independently or in groups, students are encouraged to bring their laptops to class for the assignments.

*Policy Analysis Proposal:* During the fourth week of the quarter students will submit a 1-2 page policy analysis proposal. The proposal will outline the policy analysis paper and provide a roadmap for the policy analysis. The Proposal is due in Week 5.

*Policy Analysis Final Paper:* This course requires a written policy analysis [10-12 pages]. The policy analysis will be an original project, aimed at examining an important public policy issue in California. Additional information on the proposal will be provided on Canvas in the second week and discussed in class. The policy analysis papers will be due on the last day of the course.

Late proposals and papers will be accepted up to three days after the due date. After three days papers will no longer be accepted. Late proposals, papers, or journals will be penalized 5% for each day they are late, including weekends. All written work must reflect your own scholarship, in line with the UC Davis Code of Academic Conduct. For guidelines avoiding plagiarism see the SJA at <http://sja.ucdavis.edu/>. You are expected to be aware of these guidelines, ignorance of guidelines does not excuse a violation.

## Course Policies

*E-mail and Office Hours:* Guidelines for e-mail correspondence with the instructor and/or the teaching assistant(s): (1) include the course in the subject line along with subject; (2) 24-hour response time during the week, 48-hour response time over the weekend; (3) please use the e-mail you would like your response to come to; (4) include any attachments you wish to have reviewed or that you have referred to in the body of the text; (5) check the discussion board on Canvas prior to submitting e-mail questions; (6) consider posting to the discussion board on Canvas if you have a general question; (7) create a prioritized list of your questions for office hours visits.

*Attendance, Participation, and Weekly Readings:* Class attendance and the corresponding weekly readings are mandatory. All students should come to class prepared to participate in class discussion and to participate with the in-class activities.

*Late Policy:* Make-up exams and paper extensions will be allowed only in the event of a medical or family emergency. The emergency must be documented [doctor's note] in order to be able to take a make-up exam or to have an extension on a paper. If documentation is provided, then a decision will be made regarding whether you will be granted a make-up exam or receive an extension. Any requests for an incomplete must be accompanied by a written medical report. Arriving late to exams is a disruption to your classmates, students who arrive more than 20 minutes late for a

final exam will not be allowed to sit for the final.

*Grade Appeals:* Students will have one week from when grades are posted to appeal their grade. All appeals must include a typed, double spaced statement explaining why you are requesting a grade appeal, and you must justify with evidence from your exam, paper, or summaries. If you choose to appeal your grade, the instructor reserves the right to increase or decrease the existing grade.

*Internship Termination:* In the very rare event that your internship is terminated for cause during the quarter, we reserve the right, following appropriate investigation, to assign a failing grade for 5 of the 10 course units. If any issues do arise during the internship, you should communicate your concerns immediately to your student advisor (Greg Anderson or Sandra Wilson), to Associate Director Cindy Simmons, or to the teaching staff.

## **Academic Honesty**

As a University of California student, you have agreed to abide by the University's academic honesty policy. Cheating and other violations of academic honesty are serious offenses. Students are expected to work independently on all graded assignments. Please refer to the UC Davis policy on integrity of scholarship for further details. Students who engage in cheating will earn an F (no pass) grade.

## **Students with Disabilities**

Any student who, because of a disability, may require some special arrangements in order to meet any of the course requirements should contact the instructor as soon as possible to make necessary accommodations. It is the responsibility of the student to request accommodation for individual learning needs. The UC Center will make every attempt to accommodate all qualified students with disabilities.

**Laptops and tablets are permitted in-class for note-taking and in-class assignments only. Please do not disrupt your classmates by surfing the web or engaging in other activities.**