PST 315: Methods of Policy Analysis and Presentation
FALL 2024

Instructor: Prof. Jack Reilly, jlreilly@syr.edu
Time and Location: Monday and Wednesday, 5:15PM – 6:35PM, Hall of Languages 114
Office: Eggers 225B
Office Hours: Tuesdays & Thursdays, 11-12, and by appointment (http://jacklreilly.github.io)
Prerequisites: PST 101 and admittance to the Policy Studies major
Teaching Assistants:
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COURSE DESCRIPTION
The purpose of this experiential-learning methods course is to teach you how to write a professional report, characteristic of a non-profit, academic, or government agency. This course will help improve your research sophistication and understanding of social science research and will further your skills in the Microsoft Office suite. The instructor will lecture, hold discussions, and administer trainings in class, and students will be responsible for completing assignments by applying taught skills.

During the second week of class, you will be assigned a client based on your interests. You will be acting as a research consultant to your assigned client, the Teaching Assistants will act as your supervisor, and the professor will act as the CEO. Students will spend approximately 90 hours developing surveys, collecting and analyzing data, giving and receiving feedback, and creating a report for your client. The student's goal is to satisfy the client and meet the standards of conduct and performance set by the supervisors and CEO. Any questions on expectations should be first directed to your supervisor and then will be elevated accordingly.

LEARNING OBJECTIVES
1. Frame a research question and define a research scope
2. Gather information and data from a variety of sources
3. Judge sources' credibility, authority, relevance, bias, and accuracy
4. Calculate results, support arguments, and draw conclusions
5. Demonstrate software and technology proficiency
6. Present conclusions or data visually, clearly, and succinctly

EVALUATION

Points	Evaluation	Due Date
10	Organizational Assessment	Monday, September 16th
5	Executive Summary / Codebook / Spreadsheet	Monday, September 30th
15	Finding Problems Set	Monday, October 28th
45	Final Report	Monday, November 18th
5	Professional Materials	Monday, December 2nd
5	Student Presentation	Monday, December 2nd **OR** Wednesday, December 4th
15	Take-Home Final Exam	Monday, December 9th
+/- 0	Professionalism	Ongoing

Organizational Assessment: *10 points*
An assignment to help each student learn about their agency and project.

Draft Executive Summary, Codebook and Spreadsheet: *5 points*
Drafts of an executive summary, a codebook for all items (questions) collected in the survey or in the data and a spreadsheet that demonstrates how the coded items will be inputted into excel.

Finding Problems Set: *15 points*
This assignment gives students the opportunity to practice and receive performance feedback on the skills necessary for the Client Report, including calculating percentage change, scaling numbers, qualitative coding, making graphs, and more.

Final Report: *45 points*
A report created for each students' client that has a breakdown of the data collected (through a survey or data files) by the student or organization. The report includes an introduction, methods section, findings, and appendices. *Completing all requirements of Rough Draft on time is worth 5 points towards your Final Report grade.*

Professional Materials: *5 points*
Professional Materials are a Cover Letter, Resume, LinkedIn Profile, and draft Reference Letter intended for students to be prepared to apply for jobs. Students are required to meet with an A&S advisor for review of professional materials.

Student Presentation: *5 points*
A 5-minute PowerPoint presentation on your study and findings. Students will be required to present in class and may also be asked by their client for an additional presentation.

Take Home Exam: *15 points*
The final exam is a take-home assignment that will tie together the various components of the course. You will take findings from your Final Report and consider how it could potentially inform policy-making and organizational change for your client.

Other Assignments: *Professionalism points (see below)*
Assignments not listed in the table above are "check" grades meant to keep you on-track and allow for TA feedback. Students can lose points by failing to submit the assignment on time or by missing critical portions of the assignment.

Professionalism +/- *points:* There is a cap of +5 points and -10 points towards your Final Grade. Professionalism points can be earned throughout the semester for winning the best Dale Carnegie presentation, or demonstrating exceptional professionalism to your client, TA, or Professor Reilly. **Taking initiative to go above and beyond basic course requirements is strongly encouraged and will be rewarded.** Actions that are considered unprofessional and result in a loss of points include failure to submit a weekly survey and absence from class.

How to Gain/Lose Professionalism Points:
Surveys must be completed **each week** by 11:59 PM Sunday. The link will be posted to Blackboard and emailed via Blackboard each Wednesday after class. 1 professionalism point is deducted per missed survey.

Requirements	Grade Considerations
Attendance/Participation	Unexcused absences will result in a deduction of three points per class, while unexcused lateness will result in a deduction of one point. To be considered excused, you must email your TA before class. Upon approval, you may be excused.
Professional Dress	Failure to dress professionally during the client meetup will result in a loss of up to 5 points.
Emails to Client	CC your TA on ALL emails with your client, or you will lose one professionalism point per email. Only CC Professor Reilly if your TA has instructed you to do so.
Emails to TAs/Professor	Exercise professionalism when emailing TAs and/or Professor Reilly. TAs reserve the right to deduct points for slapdash language or intent in emails to Professor Reilly and/or TAs.
Dale Carnegie Exercises	After each group of Dale Carnegie presentations, the class and the TAs will vote which speech was the most effective use of Dale Carnegie principles. The winners of the votes will gain 1 professionalism point each. If a student wins both votes, they will receive 2 professionalism points. Poor performances can result in a loss of up to 3 points.
Deadlines/Meetings	Failure to attend any scheduled meeting (including meetings with your client, your TA, or Professor Reilly) will result in a loss of 3 points per meeting. Missing a scheduled meeting with A&S advisor will result in a loss of 5 points.
Client Evaluation	If a client reaches with a valid and reasonable complaint about your performance or professionalism, this will result in a loss of up to 10 points.
Other	Other exceptional or unprofessional conduct not listed here can result in a gain or loss of professionalism points accordingly, at Professor Reilly and the TAs' discretion.

LATE ASSIGNMENT POLICY
All assignments must be turned in on time in class unless otherwise noted or approved. Each day late, including weekends, will be subject to a per-day penalty unless a prior arrangement for an extension is given. Assignments more than 7 days late will not be accepted. TAs will notify you of points lost when an assignment is submitted late. Extensions may be granted proactively by your TA and/or Professor Reilly.

MICROSOFT OFFICE
This course will use Microsoft Office extensively. As a current student, you can use your SUmail student email account to download and install Office 365 ProPlus applications (including Word, Excel, and PowerPoint) on up to five computers (PC and Mac) and five mobile devices (iPhone, iPad, Android smartphone, Windows Phone). Students should download Microsoft Word, Excel, and PowerPoint prior to our first class session. See instructions here.

Microsoft Office supports both Windows and Mac operating systems, but operates slightly differently on each system. If you use a Mac and would prefer the Windows functionality, you can log in to the University's remote desktop service (rds.syr.edu). See instructions here.

RESOURCES
Students are responsible for ensuring they have the technology and skills needed to attend online sessions and complete course assignments. SU Information Technology Services has a variety of resources available for students, faculty, and staff to facilitate proper use of technology for successful online learning. You can access SU's knowledge base of technical, self-help information here. You can also request IT help by calling the Help Desk at 315.443.2677 or emailing help@syr.edu. See also Academic Continuity Resources a toolkit compiled and continuously updated by ITS to support students, faculty, and staff transition to online learning. You can also follow ITS on Instagram (@su_its).

ACADEMIC INTEGRITY
As a pre-eminent and inclusive student-focused research institution, Syracuse University considers academic integrity at the forefront of learning, serving as a core value and guiding pillar of education. Syracuse University's Academic Integrity Policy provides students with the necessary guidelines to complete academic work with integrity throughout their studies. Students are required to uphold both course-specific and university-wide academic integrity expectations such as crediting your sources, doing your own work, communicating honestly, and supporting academic integrity. The full Syracuse University Academic Integrity Policy can be found by visiting class.syr/edu, selecting, "Academic Integrity," and "Expectations and Policy."

Upholding Academic Integrity includes the protection of faculty's intellectual property. Students should not upload, distribute, or share instructors' course materials, including presentations, assignments, exams, or other evaluative materials without permission. Using websites that charge fees or require uploading of course material (e.g., Chegg, Course Hero) to obtain exam solutions or assignments completed by others, which are then presented as your own violates academic integrity expectations in this course and may be classified as a Level 3 violation. All academic integrity expectations that apply to in-person assignments, quizzes, and exams also apply online.

Students found in violation of the policy are subject to grade sanctions determined by the course instructor and non-grade sanctions determined by the School or College where the course is offered. Students may not drop or withdraw from courses in which they face a suspected violation. Any established violation in this course may result in course failure regardless of violation level.

ARTIFICIAL INTELLIGENCE
Based on the specific learning outcomes and assignments in this course, limited artificial intelligence is permitted for the purposes of checking your own work (ie, using Grammarly to check your spelling and grammer), provided you appropriately cite the tools that you used. Fully generative Artificial Intelligence tools (ie, asking ChatGPT to write your paper, or asking Stable Diffusion to generate an image for you) are not allowed unless you have requested and received explicit written permission of your TA or professor.

DISABILITY AND INCLUSION
Syracuse University values diversity and inclusion; we are committed to a climate of mutual respect and full participation. There may be aspects of the instruction or design of this course that result in barriers to your inclusion and full participation in this course. I invite any student to contact me to discuss strategies and/or accommodations (academic adjustments) that may be essential to your success and to collaborate with the Center for Disability Resources (CDR) in this process.

If you would like to discuss disability-accommodations or register with CDR, please visit [Center for Disability Resources](#). Please call (315) 443-4498 or email disabilityresources@syr.edu for more detailed information.

The CDR is responsible for coordinating disability-related academic accommodations and will work with the student to develop an access plan. Since academic accommodations may require early planning and generally are not provided retroactively, please contact CDR as soon as possible to begin this process.

DISCRIMINATION OR HARASSMENT
The University does not discriminate and prohibits harassment or discrimination related to any protected category including creed, ethnicity, citizenship, sexual orientation, national origin, sex, gender, pregnancy, disability, marital status, age, race, color, veteran status, military status, religion, sexual orientation, domestic violence status, genetic information, gender identity, gender expression or perceived gender.

Any complaint of discrimination or harassment related to any of these protected bases should be reported to Sheila Johnson-Willis, the University's Chief Equal Opportunity & Title IX Officer. She is responsible for coordinating compliance efforts under various laws including Titles VI, VII, IX and Section 504 of the Rehabilitation Act. She can be contacted at Equal Opportunity, Inclusion, and Resolution Services, 005 Steele Hall, Syracuse University, Syracuse, NY 13244-1120; by email: titleix@syr.edu; or by telephone: 315-443-0211.

FAITH TRADITION OBSERVANCES AND RELIGIOUS ACCOMMODATION

[Syracuse University's Religious Observances Policy](#) recognizes the diversity of faiths represented in the campus community and protects the rights of students, faculty, and staff to observe religious holy days according to their traditions. Under the policy, students are given an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance, provided they notify their instructors no later than the academic drop deadline. For observances occurring before the drop deadline, notification is required at least two academic days in advance. Students may enter their observances in MySlice under Student Services/Enrollment/My Religious Observances/Add a Notification.

HEALTH & WELLNESS CONSIDERATIONS

Mental health and overall well-being are significant predictors of academic success. As such it is essential that during your college experience you develop the skills and resources effectively to navigate stress, anxiety, depression, and other mental health concerns. Please familiarize yourself with the range of resources the Barnes Center provides (https://ese.syr.edu/bewell/) and seek out support for mental health concerns as needed. Counseling services are available 24/7, 365 days, at 315-443-8000.

COURSE SCHEDULE:
(Class topics subject to change; assignment due dates fixed)

Week	Class	Class Activities	Assignment Due
1	Monday, August 26th	Introduction into course (Syllabus and client survey)	Client Assignment Survey to be completed during class.
	Wednesday, August 28th	Project overview and client expectations/relationships	
2	Monday, September 2nd	NO CLASS – Labor Day	
	Wednesday, September 4th	Student/Client Meetings	**Business Casual Dress Required**
3	Monday, September 9th	Introduction into Organizational Assessment	**Finalized Contract and Timeline due** via email to TA by 5:15PM.
	Wednesday, September 11th	Target Population, Sample	
4	Monday, September 16th	Executive Summary Introduction, Variables	**Organizational Assessment Due** via email to TA by 5:15PM.
	Wednesday, September 18th	Coding Introduction and Coding Workshop	
5	Monday, September 23rd	Executive Summary Workshop	**Draft Executive Summary due** via email to TA by 5:15PM.
	Wednesday, September 25th	Qualitative Coding	
6	Monday, September 30th	Word and Excel Training	**Revised Executive Summary, Spreadsheet, and Codebook due** via email to TA by 5:15PM.
	Wednesday, October 2nd	Word and Excel Training continued	
7	Monday, October 7th	Research Method Introduction	**Formatted Report Shell due** via email to TA by 5:15PM.
	Wednesday, October 9th	Census Data Workshop, Research Methods Continued	
8	Monday, October 14th	No CLASS – **Fall Break**	
	Wednesday, October 16th	Research Methods Workshop, Findings Statement Workshop	
9	Monday, October 21st	Graphing Competition	

		Wednesday, October 23rd	Rough Draft Review	
10		Monday, October 28th	Intro into Professional Materials	**Finding Problems Set due** via email to TA by 5:15PM.
		Wednesday, October 30th	Intro into Professional Materials continued, Meeting Schedule and Logistics	
11		Monday, November 4th	NO CLASS – Office Hours	**Rough Draft due** via email to TA by 5:15PM.
		Wednesday, November 6th	NO CLASS – Individual Meetings with Professor and TA	
12		Monday, November 11th	NO CLASS – Individual Meetings with Professor and TA	
		Wednesday, November 13th	NO CLASS – Individual Meetings with Professor and TA	
13		Monday, November 18th	Professional Materials Review, Presentation Review	**Final Client Report due** via email to **CLIENT AND TA** by 5:15PM.
		Wednesday, November 20th	Final Exam Review, ILTA Exercise	
Week of November 25 - 29			**NO CLASS – Thanksgiving Break**	
14		Monday, December 2nd	Student Presentations	**Student Presentations due** via email to TA by 5:15PM (regardless of presentation day). **Professional Materials due** via email to TA by 5:15PM.
		Wednesday, December 4th	Student Presentations	
15		Monday, December 9th	Wrap-up, Course Evaluations	**Take-Home Final Paper Due** via Blackboard by 5:15PM.