

PST 410.1: Practicum in Public Policy- Government and Non- Profit Agencies
Monday 2:15 - 5PM
Eggers 225B
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Fall 2023

Course Description:

PST 410, Practicum in Public Policy: Government and Non-Profit Agencies is designed for students to study, observe, and actively participate in public policy processes. The course consists of a semester-long internship (minimum 70 hours), 5 class meetings following this introductory session and assignments as outlined in this syllabus.

Class meetings will concentrate on the context of public policy. A session will be devoted to situating public policy decisions in the nature of the goods and services provided. Another session will focus on the practice of policy analysis. The next session will describe the process of obtaining and managing grants to provide public goods and services. In the following session the process of monitoring, evaluation, and learning and program evaluation will be described. A final session will focus on summarizing and evaluating the coursework and the internship experience. Time will also be given to class exercises and discussions about career goals, skill development, and students' internship experiences throughout the course of the semester.

Credits: 3 Credits

Prerequisites / Co-requisite: You must be a Policy Studies major or minor and have permission from Michelle Walker (Policy Studies advisor) to enroll in this course.

Eligibility Requirements: There are no eligibility requirements for this course.

Office Hours: 10:30-12:00am on Tuesday and Thursday in Eggers 333, or by appointment

Technology Policy: Please bring your laptops with you to class, as well as a notebook and writing utensils.

Course Requirements and Expectations:

Attendance in class is mandatory. Since there are only 5 class meetings following this one, and since 10 points of the final grade is applied to class participation, it will be in the best interest of the student to be present for class meetings. For each unexcused absence students may lose up to 2 points.

Individual participation as well as participation in group discussions will be monitored. Individual participation will include participation in class discussions including descriptions of the internship experience in class.

All assignments are due on the dates specified in the Class Schedule. For each day, an assignment is late one point will be deducted from the total points valued for each assignment.

No incompletes will be given for the final course grade. Policy Study students must successfully complete all requirements of this course in order to graduate.

Grading

Grades for this course will be based on the rubric below.

Assignments	Grade points / credit*
PAS410 Agency Mission Assignment	20 points
PST410 Problem and Solution Assignment	20 points
Internship	50 points
Class Participation	10 points

TOTAL **100 points**

Grading Scale

Students can earn a total of 100 points in this course. The percentage of points earned by students will be used to calculate their course grades. The following grade scale will be used.

Grades	GPA/Credits	Percentage Range
A	4.0	95-100
A-	3.66	90-94
B+	3.33	87-89
B	3.0	84-86
B-	2.66	80-83
C+	2.33	77-79
C	2.0	74-76
C-	1.66	70-73
D	1.0	67-69
D-	.667	65-66
F	0	0-64

Prior to each meeting, each student should prepare a 1-2 page memo for discussion in class.

The memo describes your internship experience since the last class meeting.

Topics to be answered in the memo are:

Overall, how well has your internship experience been since our last class meeting? Circle one.

Very Poor	Poor	Neither Poor nor Good	Good	Very Good
-2	-1	0	1	2

Why?

What outputs and/or outcomes did the client want to see?

What assignments and activities did you do to carry out to help realize these outputs and/or outcomes?

Have you learned / improved any skills as a result of these assignments and activities?

Have you used any skills related to your current or previous coursework to accomplish these assignments and activities?

How many days/week have you gone to your internship?

How many total hours have you completed at your internship since our last class meeting?

How many of those hours do you think were spent productively?

What do you think made the difference between time spent productively and time spent non-productively?

How often were you interacting with your supervisor?

Assess yourself on the following as it relates to your internship experience since the last class meeting:

My motivation for completing assignments and activities.

Very Poor	Poor	Neither Poor nor Good	Good	Very Good
-2	-1	0	1	2

My time management.

Very Poor	Poor	Neither Poor nor Good	Good	Very Good
-2	-1	0	1	2

My ability to communicate with others.

Very Poor	Poor	Neither Poor nor Good	Good	Very Good
-2	-1	0	1	2

My ability to complete assignments and activities.

Very Poor	Poor	Neither Poor nor Good	Good	Very Good
-2	-1	0	1	2

Students will hold on to these memos in the class discussion and turn them in at the end of class.

The text of this page is available for students to fill out at the class web page

[PST410 Internship Memo Template](#)

Assignment Overview:

Agency Mission Paper: This assignment is due on September 25th in class. (20 points)

Societal Problem and Policy Solution Paper: This assignment is due November 13th in class. (20 points)

Internship: To receive full credit for their internship grade, students must meet the 70-hour requirement, receive a strong evaluation from their supervisor, and turn in completed internship assessment forms at the end of class meetings. (50 points)

Participation: To receive full credit for their participation grade, students must show up on time to all scheduled class sessions, actively listen and participate, and come prepared for discussion. (10 points)

Course Schedule: Class Schedule and Assignment Due Dates

Date	Topic	Assignments Due
August 28	Introductions; Internship Options and Preference List;	
Internship assignments sent by email September 1 st .		
September 11	Provision of Goods and Services in the context of rivalry and exclusion	Internship Assessment Memo
September 25	Overview of Policy Analysis	Internship Assessment Memo Agency Mission paper
October 16	Monitoring and evaluation, impact evaluation, selection of indicators.	Internship Assessment Memo
November 13	Discuss organizational structure and funding; grant applications, budgeting, managing.	Internship Assessment Memo Societal problem and solutions paper
December 11	Summary, lessons learned, and path forward.	Internship Assessment Memo

Syracuse University Policies

University Attendance Policy: Attendance in classes is expected in all courses at Syracuse University. Students should arrive on campus in time to attend the first meeting of all classes for which they are registered. Students who do not attend classes starting with the first scheduled meeting may be academically withdrawn as not making progress toward a degree by failure to attend. Instructors set course-specific policies for absences from scheduled class meetings in their syllabi. It is a federal requirement that students who do not attend or cease to attend a class be reported at the time of determination by the faculty. Faculty should use “ESPR” and “MSPR” in Orange Success to alert the Office of the Registrar and the Office of Financial Aid. A grade of NA is posted to any student for whom the Never Attended flag is raised in Orange Success.

Diversity and Disability: 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 meet with me to discuss strategies and accommodations (academic adjustments) that may be essential to your success and to collaborate with the Center for Disability Resources (CDR) in this process <https://disabilityresources.syr.edu/>. They coordinate 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 at (315) 443-4498 or by email at disabilityresources@syr.edu.

Religious Observances Notification and Policy: The steps to follow to request accommodations for the observance of religious holidays can be found at: <https://policies.syr.edu/policies/university-governance-ethics-integrity-and-legal-compliance/religious-observances-policy/>

Orange Success: Tools to access a variety of SU resources, including ways to communicate with advisors and faculty members) can be found at: <http://orangesuccess.syr.edu/getting-started-2/>

Academic Integrity Policy: Syracuse University’s Academic Integrity Policy reflects the high value we, as a university community, place on honesty in academic work. The policy defines our expectations for intellectual honesty and holds students accountable for the integrity of all work they submit. It is a student’s responsibility to understand the course-specific and university-wide academic integrity expectations. The policy governs appropriate citation and use of sources, the integrity of work submitted in exams and assignments, and the integrity of signatures on attendance sheets and other verification of participation in class activities. The policy also prohibits students from submitting the

same work in more than one class without receiving written authorization from both instructors. Under the policy, students found in violation 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, as described in the Violation and Sanction Classification Rubric. SU students must read an online summary of the University's academic integrity expectations and provide an electronic signature agreeing to abide by them twice a year during pre-term check-in on MySlice.

Obligation to report suspected violations. Members of the academic community, students, faculty, and staff are expected to report violations of these standards of academic conduct to the appropriate authorities, including the relevant instructor.

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://experience.syracuse.edu/bewell> and seek out support for mental health concerns as needed. Counseling services are available 24/7, 365 days a year, at 355.443.8000.

- Community services for non-emergency needs are also available by calling 211.