

**University of Alberta**  
**HECOL 300: Human Ecological Perspectives on Policy Development and Evaluation**  
**Fall 2018**

Class time: Monday, Wednesday, and Friday 10:00 – 10:50 am

Classroom: Agriculture & Forestry Centre (AF) Room 1-13

Instructor: Dr. Robert Buschmann

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### **Course Description**

HECOL 300 examines “processes of policy development, implementation and analysis; Canadian policy environments, institutional frameworks and instruments; application to professional practice and to current social and economic issues.” This course is a combination of lectures and in-class discussions of readings, along with in-class practice of case studies. Please note that this document is subject to change by the instructor as the course progresses.

### **Course Goals and Learning Outcomes**

There are two general goals to HECOL 300:

1. For students to obtain a broad knowledge of public policy in the Canadian, Albertan, and Edmonton context. To meet this goal, by the end of this course students will be able to:
  - Define public policy and describe major theories explaining for how public policy comes to be
  - Describe both broad contextual influences on public policy in Canada as well as proximate influences that can affect public policies in specific places (like Alberta or Edmonton)
  - Explain how problems get the attention of policy makers
  - List and describe instruments that are used to make and implement public policy
  - Identify and summarize issues related to implementation of public policies
  - Describe the major elements of evaluation, and the role evaluation plays in the public policy process
  - Explain key debates and trends in a variety of public policy fields in Canada, with a focus on domestic policies

2. For students to learn how to think systematically about public policy issues. To meet this goal, by the end of this course students will be able to:
  - Organize their thinking about a policy issue into a specific format
  - Find and use evidence that is appropriate for thinking and writing about public policy memos
  - Analyze potential policy options using specific criteria, and make a recommendation based on that analysis
  - Compose a clear, concise policy memo using a specific format

### **References and Readings**

Course materials for HECOL 300 include a required textbook and a selection of additional required readings. The textbook, available at the University of Alberta bookstore and online via Amazon or other retailers, is:

Miljan, L. (2018.) *Public Policy in Canada: An Introduction*. Don Mills, ON: Oxford University Press.

Readings are listed in the “Detailed Class Schedule” document (posted on eClass) and are available through either in portable document format (PDF) or via hyperlinks in the reading list at the end of that document. Occasional additional required readings may be assigned throughout the course.

### **eClass**

Copies of all relevant documents for the course (syllabus, class schedule, assignment descriptions, required readings, and so on) will be placed on the eClass site for the course. Students will need their Campus Computing ID (CCID) and password received via email from the Office of the Registrar to log on to eClass. Access eClass at: <https://eclass.srv.ualberta.ca/portal>. Assistance with eClass, including tutorials, computer set-up information, and frequently asked questions is available on the website.

### **Email**

Electronic communication between the instructor and students *will use only University of Alberta accounts* (i.e., “student”@ualberta.ca). Please include the course name and number (HECOL 300) and the purpose of your email in the subject line of your email. The instructor will not respond to email on weekends, but will make every effort to reply to email within 48 hours.

### **Student Accommodations**

Students who require accommodations in this course due to a disability affecting mobility, vision, hearing, learning, or mental or physical health are advised to discuss their needs with Student Accessibility Services.

<https://www.ualberta.ca/current-students/student-accessibility-services/>

## **Course Expectations**

Students are expected to behave professionally and ethically, demonstrate genuine interest in the subject matter, and come to all classes fully prepared to engage in the learning process, having completed assigned readings, and considered any guiding questions provided.

## **Electronic Devices**

Using cell phones, laptops, or other devices for any reason other than those related to what we are doing in class than can be disruptive to other students as well as the instructor; please help make the classroom an easy place to learn!

No electronic devices, including calculators and cellular telephones, are permitted during in-class exams.

Audio or video recording, digital or otherwise, of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Student or instructor content, digital or otherwise, created and/or used within the context of the course is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

## **Course Assignments**

This class has two evaluation elements: quizzes/exams and policy memo assignments. The quizzes and final exam are intended to evaluate goal #1 of the course (that students obtain a broad knowledge of public policy in Canada), and the policy memo assignments are intended to evaluate goal #2 (learning how to think through policy issues).

The mid-term policy memo and final policy memo are described further in the “Policy Memo Assignments” document, available on eClass. It is important to note that the policy memo assignments are group work assignments (each group should contain 4 students). Assignments are weighted to determine final grades as follows:

<b>Item</b>	<b>Percent of Grade</b>	<b>Due Date</b>
Quiz #1	10%	October 5, 2018
Mid-term Policy Memo	20%	October 19, 2018
Quiz #2	10%	November 9, 2018
Final Policy Memo	30%	December 7, 2018
Final Exam	30%	December 17, 2018, at 9:00 am

## Marking and Grading

Evaluation of assignments and exams will be expressed in raw marks throughout the term. Letter grades will be assigned only to the final distribution of total marks for the full course. Assignment of grades will be based on a combination of absolute achievement and relative performance based on the following description.

For undergraduate students		
<b>Excellent</b>	A <sup>+</sup>	Outstanding: The student has demonstrated an extraordinary grasp of the course content and performance reflects creativity and innovation, in addition to a high level of analytical ability.
	A	Excellent: The student has demonstrated superior understanding of the course content and a high level of analytical ability.
	A <sup>-</sup>	The student has demonstrated superior understanding of the course content, but has not shown the same level of analytical ability as students receiving an A.
<b>Good</b>	B <sup>+</sup>	The student has demonstrated a sound understanding of course material, with superior understanding being evident in some topics.
	B	The student has demonstrated a uniformly sound understanding of course material.
	B <sup>-</sup>	The student has demonstrated a generally sound understanding of course material, but there are some areas in which depth of understanding is limited.
<b>Satisfactory</b>	C <sup>+</sup>	The student has demonstrated adequate awareness of course content with sound understanding of some topics.
	C	The student has demonstrated adequate awareness of all of the central dimensions of the course.
	C <sup>-</sup>	The student has demonstrated adequate awareness of most of the central dimensions of the course, but lacks knowledge of one or two topics.
<b>Poor</b>	D <sup>+</sup>	The student has demonstrated a lack of knowledge in one or more of the central dimensions of the course, and has very superficial understanding of most topics.
<b>Minimal Pass</b>	D	The student's performance is only minimally acceptable due to a lack of understanding of several central dimensions of course content.
<b>Fail</b>	F	The student has demonstrated a lack of knowledge of most of the course content.

## Submission of Assignments and Late Assignments

Assignments are to be submitted to the instructor no later than 11:59 pm (Edmonton time) on the dates indicated in this syllabus. Assignments must be submitted electronically, either by eClass (preferred) or by email directly to the instructor, in Microsoft Word format.

In order to be fair to students who manage their time so as to meet deadlines, **NO EXTENSIONS WILL BE GRANTED** except in the case of illness or other extreme circumstances. Students who submit assignments after the deadline stated in the syllabus will be penalized 20% for each day (24 hours) or portion of day that the assignment is late. Assignments submitted more than four days late will receive a mark of zero.

## **Student Absences**

As noted in the academic calendar: "Approval for an excused absence from term work (e.g., classes, assignments, quizzes, term papers, reports, etc.) or term exams is at the discretion of the instructor." To apply for an excused absence, a student must explain the reason for absence to the instructor within two working days following the scheduled date of the term work or term exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence". When a student is absent without an acceptable excuse, a grade of 0 is assigned for the work missed. See: "What to do when you are sick":

<http://www.registrarsoffice.ualberta.ca/en/Examinations/students-when-sick.aspx>

Quizzes must be written on the date noted, except in the case of illness or other extreme circumstances. If an excused absence is approved for a waiver of a missed quiz, the percentage weight allotted to the quiz will be distributed to the final exam as decided by the instructor.

Students should check exam schedules prior to making travel or event plans. Instructors cannot give students permission to miss the final exam or grant a request for a deferred final exam. Decisions to grant a deferred final exam can only be made by students' own Faculty's Student Services Office. Acceptable reasons for excused absences may include illness or bereavement. Unacceptable reasons include weddings, travel or vacation. The University policy on deferred exams can be found in Section 23.3.2 of the University Calendar. Should a request for a deferred final exam be granted, the instructor will set a new exam, and set a new time and location for it in consultation with the student.

## **Academic Integrity and Code of Student Behaviour**

The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at [www.governance.ualberta.ca](http://www.governance.ualberta.ca)) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.

All students at the University of Alberta are subject to the Code of Student Behaviour, as outlined at: University Governance > Code of Student Behaviour. Please familiarize yourself with it and ensure that you do not participate in any inappropriate behavior as defined by the Code. Key components of the code include the following statements.

30.3.2(1) No Student shall submit the words, ideas, images or data of another person as the Student's own in any academic writing, essay, thesis, project, assignment, presentation or poster in a course or program of study.

30.3.2(2)c. No Student shall represent another's substantial editorial or compositional assistance on an assignment as the Student's own work."

Students should speak with the course instructor about any questions or concerns about the code. Students should be particularly aware of the code as it pertains to internet and library

research, use of previous class notes, reclamation plans of former students and interviews or discussions with others.

**Policy on Course Outlines**

Policy about course outlines can be found in Course Requirements, Evaluation Procedures and Grading of the University Calendar.