COURSE OUTLINE**

Class schedule:  
A,B,C,D Lectures Monday 14:30-16:00, Montpetit 201  
A, Seminar, Wednesday 14:30-16:00, FSS 6004  
B, Seminar, Monday 16:00-17:30, FSS 6004  
C, Seminar, Tuesday 14:30-16:00, FSS 6032  
D, Seminar, Tuesday 16:00-17:30, FSS 6032

Professor’s office hours:  
Engeli FSS 6025: Tuesday, 13:30-14:30  
Fafard FSS 6030: Tuesday 15:00-16:00 or by appointment  
French FSS 6015: I am in my office most of the week.

E-mail:  
isabelle.engeli@uottawa.ca  
patrick.fafard@uottawa.ca  
richard.french@uottawa.ca

** See official announcement for class rescheduling in the schedule section of the outline

Any questions sent by email should receive a response within two business days or during the following class if taken place within the 48 hours following receipt of the email. Note that the professor reserves the right not to answer an email if the level of language used is inadequate.

On virtual campus:  
Yes

The Politics of the Policy Process. Political factors and dynamics shaping public policy. Topics include the role of public opinion and agenda-setting, interest groups and the policy process, intergovernmental relations as well as the influence of experts and discursive politics on policy-making. Examining cases from several policy fields, the course will place Canada in a comparative perspective.
General Course Objectives
(1) introduce, discuss and critique a variety of factors that influence the policy making process. Critical analysis involves identifying, balancing, and managing evidence and argument from multiple and diverse sources.
(2) allow students to further develop their ability to read quickly and critically and write effectively. For writing skills, we want to develop:
- clarity and concision;
- capacity to summarize and synthesize; and,
- ability to assess and adjust to different reading audiences.

Teaching Methods

Professors Engeli, Fafard, and French, taking approximately 90 minutes, will present 11 lectures with opportunity for questions and discussion on Mondays in Montpetit 201 from 14:30-16:00. After a break varying in length by section, there will normally be seminar discussion on the subject matter of the lecture and reading for the week.

See official announcement for class rescheduling in the schedule section of the outline

Students in section A will meet Professor French for a seminar discussion in FSS 6004 on Wednesday from 14:30-16:00.

Students in section B will meet Professor French for a seminar discussion in FSS 6004 on Monday from 16:00-17:30.

Students in section C will meet Professor Engeli for a seminar discussion in FSS 6004 on Tuesday from 14:30-16:00.

Students in section D will meet Professor Fafard for a seminar discussion in FSS 6032 on Tuesday from 16:00-17:30.

Assessment Methods

Components of Final Mark

<table>
<thead>
<tr>
<th>Evaluation format</th>
<th>Weight</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punctuality and participation in class discussion of weekly readings</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>Briefing Note 1</td>
<td>30 %</td>
<td>Due February 24 2014 Submission in hard and electronic copies</td>
</tr>
<tr>
<td>Briefing Note 2</td>
<td>15 %</td>
<td>Due March 31 2014 Submission in hard and electronic copies</td>
</tr>
<tr>
<td>Final exam</td>
<td>40 %</td>
<td>April 7-24 2014</td>
</tr>
</tbody>
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All written assignments (except the examination) must be submitted in both soft and hard copies.

Sections A and B should submit using only their student numbers on briefing notes and exams.

Final exam: please be aware that late arrival to the examination will not be tolerated.

Participation
A total of 15 points have been allocated to participation in class. This includes arriving on time, attending class regularly, reading the assignments with care, and actively participating in class discussions.

Briefing Note 1
Briefing notes take a variety of forms depending on the organization and the objective. For the purposes of this assignment, the briefing note is a policy paper of up to 10 double-spaced pages, Times 11, which introduces a public policy problem, describes its background, the reasons for which it requires action, the nature of the options available, the advantages and disadvantages of each option, and a recommendation for decision-makers. You must trim your general interest down to a manageable scope and dimension: a practical problem that can reasonably be treated in the length and type of note in question. Your briefing is not an exercise in advocacy but rather an exercise in analysis under constraints (resources, time, contending interests, past commitments, statute law, etc.) for the benefit of your client. Note that you should identify the decision-maker, who may be a minister, mayor, MP, Leader of the Opposition, deputy minister, president of an NGO, president of a corporation, secretary-general of the UN, etc.... an international subject is perfectly acceptable. You should footnote any direct quotes, any key documents, and any data that are sourced from an authoritative reference work. However, as this is not a research paper, you do not need to reference absolutely everything - use your judgment. Too many references will get in the way of your client’s learning from your brief.

The subject of the briefing note should be discussed with the professor not later than February 3, 2014.

Students should consult the following guides to policy briefing:
How to Write a Briefing Note http://web.uvic.ca/~sdoyle/E302/Notes/WritingBriefingNotes.html
How to Write CDIs and Briefing Notes (Ken Rasmussen) http://leroy.cc.uregina.ca/~rasmuska/Admin%20826/How%20to%20write%20briefing%20notes%20and%20CDIs.ppt#256,1,How%20to%20write%20CDIs%20and%20briefing%20notes
工具：撰写清晰有效的简报笔记

简报笔记2
在第二个简报笔记作业中，学生将根据第一个简报笔记的内容，将其缩减为两页（2页）单倍行距，Times 11，以展示他们已经掌握了简报所需之清晰、精确和经济的要求。这个第二个简报笔记将被评估为如果是为副部长或一些同样忙碌的客户准备的。

期末考试
学生从各种不同的本科专业来参加此课程。因此，必须有3小时的期末考试来完成评估过程。考试测试（1）学生利用课程材料的程度，以及（2）学生运用课程材料回答直接来自课程讲授和讨论的提干的能力。

语言质量与迟交规定
教室出勤是完成这门课程的必要条件。您也将被评估在写作方面的技能。建议采取适当的措施来避免错误。您将被处以5%至15%的罚款，取决于教授的裁决。

迟交不被容忍。仅在教授认为是病情或其他严重情况时才允许例外。迟交将被视为一笔罚款。大学规定所有因病缺席的考试和其他因病迟交的例外需要提供医疗证明。学院保留权接受或拒绝任何理由，除非是医疗的。

如果因病或相关并发症而缺席，只有咨询处和校园诊所（位于100 Marie-Curie）可以出具有效的证明。

迟交一天将被视为一笔罚款。这也适用于通过电子邮件提交的作业，这种情况中，接收电子邮件的人的时间将作为收件时间的保证。

我们建议您尽快通知您的教授，如果宗教节日或活动迫使您的缺席。

课程材料
所需阅读材料可在大学中心（University Centre）的课程材料中心（UC0024）获取。乘坐Pivik旁边的楼梯下到大学中心的地下。
Schedule

Week 1 January 6 Course Overview

Week 2 January 13 What is Policy?


Week 3 January 20 How to Write a Briefing Note
Note Section C only (Isabelle): the seminar exceptionally takes place on Wednesday January 22, 17.30-18.45, room: FSS 11003. This is the official announcement.


Week 4 January 27 The Comparative Politics of the Policy Process
Note: Meetings this week with students about the policy brief


Week 5   February 3   Public Opinion and Public Policy


Week 6   February 10 Agenda Setting, Issue Attention, and Framing

**Reading:** Christoffer Green-Pedersen and Jesper Krogstrup, “Immigration as a Political Issue in Denmark and Sweden”, *European Journal of Political Science Research*, 47 (2008), 610-634.


Week 7   February 17 Study Week

Week 8   February 24 Knowledge and Evidence in Policy-Making

**Reading:**


Week 9   March 3   Participation, Deliberation and Citizen Engagement

**Guest Lecturer:** Mary Pat MacKinnon, Senior Fellow, GSPIA and Senior Account Director, Hill + Knowlton Strategies


**Week 10**  March 10  Market Failure and Government Failure


**Week 11**  March 17  Lobbying, Interests and Public Policy

**Guest Lecturer:** Claude-Paul Boivin, Executive Director, Canadian Dental Association


**Week 12    March 24    Decision Making in the Private and Public Sectors, and in Politics**


**Week 13    March 31    Gender and Public Policy**

**Notes:** Briefing Note 2 (Short version) Due

Section C (Isabelle): the seminar exceptionally takes place on Tuesday April 1, 8.30-10.00, room: FSS 6004. This is the official announcement.

Section D (Patrick): the seminar exceptionally takes place on Tuesday April 1, 10.00-11.30, room: FSS 6004. This is the official announcement.


Resources for You

Mentoring Centre - http://www.sciencessociales.uottawa.ca/mentor/fra/
The goal of the Mentoring Centre is to help students with their academic and social well being during their time at the University of Ottawa. Regardless of where a student stands academically, or how far along they are in completing their degree, the mentoring centre is there to help students continue on their path to success.

A student may choose to visit the mentoring centre for very different reasons. Younger students may wish to talk to their older peers to gain insight into programs and services offered by the University, while older student may simply want to brush up on study and time management skills or learn about programs and services for students nearing the end of their degree.

In all, the Mentoring Centre offers a place for students to talk about concerns and problems that they might have in any facet of their lives. While students are able to voice their concerns and problems without fear of judgment, mentors can garner further insight in issues unique to students and find a more practical solution to better improve the services that the Faculty of Social Sciences offers, as well as the services offered by the University of Ottawa.

Academic Writing Help Centre - http://www.sass.uottawa.ca/writing/
At the AWHC you will learn how to identify, correct and ultimately avoid errors in your writing and become an autonomous writer. In working with our Writing Advisors, you will be able to acquire the abilities, strategies and writing tools that will enable you to:

- Master the written language of your choice
- Expand your critical thinking abilities
- Develop your argumentation skills
- Learn what the expectations are for academic writing

Career Services - http://www.sass.uottawa.ca/careers/
Career Services offers various services and a career development program to enable you to recognize and enhance the employability skills you need in today's world of work.

Counselling Service - http://www.sass.uottawa.ca/personal/
There are many reasons to take advantage of the Counselling Service. We offer:

- Personal counselling
- Career counselling
- Study skills counselling

Access Service - http://www.sass.uottawa.ca/acces/
The Access Service contributes to the creation of an inclusive environment by developing strategies and implementing measures that aim to reduce the barriers to learning for students who have learning disabilities, health, psychiatric or physical conditions.

Student Resources Centres http://www.socialsciences.uottawa.ca/undergraduate/student-life-academic-resources

The Student Resources Centres aim to fulfill all sorts of students needs.

Beware of Academic Fraud!

Academic fraud is an act committed by a student to distort the marking of assignments, tests, examinations, and other forms of academic evaluation. Academic fraud is neither accepted nor tolerated by the University. Anyone found guilty of academic fraud is liable to severe academic sanctions.

Here are a few examples of academic fraud:

- engaging in any form of plagiarism or cheating;
- presenting falsified research data;
- handing in an assignment that was not authored, in whole or in part, by the student;
• submitting the same assignment in more than one course, without the written consent of the professors concerned.

In recent years, the development of the Internet has made it much easier to identify academic plagiarism. The tools available to your professors allow them to trace the exact origin of a text on the Web, using just a few words.

In cases where students are unsure whether they are at fault, it is their responsibility to consult the University’s Web site at the following address: http://web5.uottawa.ca/mcs-smc/academicintegrity/home.php.

Persons who have committed or attempted to commit (or have been accomplices to) academic fraud will be penalized. Here are some examples of the academic sanctions, which can be imposed:

• a grade of « F » for the assignment or course in question;
• an additional program requirement of between 3 and 30 credits;
• suspension or expulsion from the Faculty.

Last session, most of the students found guilty of fraud were given an « F » for the course and had between three and twelve credits added to their program requirement.

For more information, refer to: http://www.uottawa.ca/academic/info/newsletter/fraud_e.html.