



Course title:	Methods for Socially Just Policy Analysis	
Course #/term:	[SW 639], [Fall, 2021]	
Time and place:	[Thursday], [9:00 AM – 12:00 PM]	
Credit hours:	3	
Prerequisites:	Foundation Essentials required	
Instructor:	[Justin Hodge, LMSW]	
Pronouns:	[he, him, his]	
Contact info:	Email: [hodjusti@umich.edu]	Phone: [(734) 647-8891]
	You may expect a response within 48 hours	
Office:	4688 SSWB	
Office hours:	By appointment	

1. Course Statement

Course Description

This course will introduce students to a set of analytic tools and skills for critical policy thinking, reading, and writing. Analytic tools introduced in this class include Eugene Bardach’s Eightfold for policy analysis and using a feminist and intersectional framework for policy analysis with a particular emphasis on race, gender, and class. This course will enhance critical writing skills and teach concise and persuasive writing methods, issue framing, and legislative literacy for effective policy writing. Students will learn qualitative and quantitative data collection and analysis methods frequently used for policy analysis. Students will also be introduced to policy document writing, including policy briefs, memos, factsheets, op-eds, and public comments. Finally, students will learn how to locate, read, and translate policy for community consumption.

Course Objectives

Upon completion of the course, students will be able to:

1. Explore frameworks for policy analysis and utilize various frameworks for analysis, such as critical race theory, feminist, and intersectional frameworks;
2. Apply frameworks for policy analysis to the assessment of impact on social, economic, and environmental justice;
3. Explore research on evidence-based policymaking and its application to policy development and enactment;
4. Develop and evaluate a reasonable set of options (policy recommendations) for changing a particular bill or existing policy;
5. Design and implement a preliminary political and advocacy strategy for facilitating the enactment of the preferred option;
6. Organize and prepare different types of policy documents and/or policy recommendations;
7. Discuss the effect of social location and positionalities on policy development, their influence across system levels, and the process by which policy can advantage/privilege and disadvantage/oppress groups based on social location;
8. Discuss typical ethical concerns and concepts of equity related to social policy development and enactment

Course Design

This course will use multiple methods including but not limited to: lectures, demonstrations, case studies, readings, guest speakers, discussions, written assignments, individual and group exercises. The course will be offered primarily in person with the possibility of a flipped-class or hybrid structure.

Intensive Focus on Privilege, Oppression, Diversity and Social Justice (PODS)

This course integrates PODS content and skills with a special emphasis on the identification of theories, practice and/or policies that promote social justice, illuminate injustices and are consistent with scientific and professional knowledge. Through the use of a variety of instructional methods, this course will support students developing a vision of social justice, learn to recognize and reduce mechanisms that support oppression and injustice, work toward social justice processes, apply intersectionality and intercultural frameworks and strengthen critical consciousness, self-knowledge and self-awareness to facilitate PODS learning.

Issues related to privilege, oppression, diversity, and social justice will be explored through a policy lens. This course will focus on providing students with the tools to advance social justice through engagement in policy and politics, with a focus on engaging marginalized populations in the policy development process. Students will gain skills to analyze policies in relation to PODS, including evaluating the extent to which policies promote equity with regard to race, class, gender, sexual orientation, disability status and other aspects of social location.

2. Class Requirements

a. Text and class materials

The following book is required for this course:

I will place additional required readings in the “Files” section on Canvas, arranged in the “Modules” section. Students are expected to have completed all assigned readings prior to class.

Readings may be changed due to visits by guest lecturers, special circumstances, and student needs. I will aim to make any changes to readings two weeks in advance.

b. Class schedule

Refer to the “Modules” section on Canvas for the class schedule. Readings, assignments, and other activities are organized by class session in that section.

Date/Time	Agenda	Required Readings
Session 1	Course Overview	Syllabus
Session 2	Social Workers & Policy Analysis	Video: Introduction to the public policy process

		<p>Caputo, R. K. (2014). <i>Policy analysis for social workers</i>. Thousand Oaks, CA: SAGE Publications.</p> <ul style="list-style-type: none"> • Appendix B: Historical Overview of Policy Analysis
Session 3	Policy Approaches: Evidence-based Policymaking	<p>Video: Evidence-Based Policymaking Made Easy by 'Results First' Tool</p> <p>Evidence-Based Policymaking: A Guide for Effective Government</p>
Session 4	Policy Approaches: Targeted Universalism	<p>Targeted Universalism Video Explainer</p> <p>Targeted Universalism Podcast</p> <p>Targeted Universalism Primer</p>
Session 5	Policy Analysis: Eightfold Path	<p>Bardach, E., & Patashnik, E. M. (2020). <i>A practical guide for policy analysis: The eightfold path to more effective problem solving</i>. Thousand Oaks: CQ Press SAGE.</p> <ul style="list-style-type: none"> • Part I <p>Eightfold Path Recorded Lecture on Canvas by Professor Justin D. Hodge</p>
Session 6	Policy Analysis: POLARIS	<p>Assignment 1 Due</p> <p>Centers for Disease Control and Prevention. <i>Overview of CDC's Policy Process</i>.</p>

		<p>Atlanta, GA: Centers for Disease Control and Prevention, US Department of Health and Human Services; 2012.</p> <p>Centers for Disease Control and Prevention. <i>Using Evaluation to Inform CDC's Policy Process</i>. Atlanta, GA: Centers for Disease Control and Prevention, US Department of Health and Human Services; 2014.</p>
Session 7	Policy Analysis: European Training Foundation	<p>European Training Foundation. (2018). Guide to policy analysis. Publications Office. https://doi.org/10.2816/60610</p>
Session 8	Policy Writing: Effective Writing & Types of Policy Documents	<p>Recorded Lectures on Canvas by Professor Justin D. Hodge</p> <ul style="list-style-type: none"> • Writing a Policy Brief • Examining a Policy Brief <p>Butterfield, A. K., Rocha, C. J. (2010). <i>The dynamics of family policy</i>. Chicago, Ill.: Lyceum Books.</p> <ul style="list-style-type: none"> • Appendix A: Writing a Policy Brief <p>Creating a One-Pager WRITING FOR A POLICYMAKER & STAKEHOLDER AUDIENCE by Eileen Kostanecki, IHPI Director of Policy Engagement & External Relations</p> <p>Optional Readings:</p>

		<p>Chrisinger, D. (2017). <i>Public policy writing that matters</i>. Baltimore: Johns Hopkins University Press.</p> <ul style="list-style-type: none"> • Chapter 1: Case In Point <p>Smith, C. F. (2019). <i>Writing public policy: A practical guide to communicating in the policy making process</i>. New York, NY: Oxford University Press.</p> <ul style="list-style-type: none"> • Chapter 2: Communicating <p>Pennock, A. (2019). <i>The CQ Press writing guide for public policy</i>. Los Angeles: Sage /CQ Press.</p> <ul style="list-style-type: none"> • Chapter 6: Visually Communicating: On Creating and Writing About Graphs and Other Figures
Session 9	Analysis Lenses	<p>Bradbury, Alice. (8/4/2019). A critical race theory framework for education policy analysis: the case of bilingual learners and assessment policy in England. <i>Race Ethnicity and Education</i>, 1–20.</p>
Session 10	Analysis Lenses	<p>Moscovitch, A. (1978). ECONOMICS, POLITICS AND POLICY: COMPETING FRAMEWORKS AND POLICY ANALYSIS. <i>Canadian Journal of Social Work Education / Revue Canadienne D'éducation En Service Social</i>, 4(2/3), 70-93. Retrieved April 22, 2021, from</p>

		http://www.jstor.org/stable/41668920
Session 11	Analysis Lenses	Mcphail, Beverly. (2003). A Feminist Policy Analysis Framework. The Social Policy Journal. 2. 39-61. 10.1300/J185v02n02_04.
Session 12	Analysis Lenses	Hankivsky, Olena, Grace, Daniel, Hunting, Gemma, Giesbrecht, Melissa, Fridkin, Alycia, Rudrum, Sarah, Ferlatte, Olivier, et al. (10/12/2014). An intersectionality-based policy analysis framework: critical reflections on a methodology for advancing equity. International journal for equity in health, 13(1), 119. Research Support, Non-U.S. Gov't, England: BioMed Central Ltd.
Session 13	Writing Workshop - Drafts Required	
Session 14	Wrap-up	

c. Assignments

Assignment instructions and rubrics will be posted on Canvas in the "Assignments" section.

Assignment	Due date	Percent of overall grade
International Approaches to Policy Analysis	10/7/21	30%

Policy Factsheet	11/4/21	30%
Policy Brief	12/9/21	40%

International Approaches to Policy Analysis

For this assignment, you will explore the field of policy analysis in another country and compare it to the United States. Because the field can differ significantly from country to country, it may be challenging to find all of the information that you are interested in. Below is a list of potential topic areas that you should consider including, but feel free to select others based on the information you are able to find:

- **History:** Provide a brief summary of the history of the field, including how it got started and how it has changed over time.
- **Current State:** Describe the current state of the field, including how it is used in governments and organizations.
- **Core Components:** Describe the key components that make up policy analyses used in your country of choice.
- **Practitioners:** Describe who engages in policy analysis, including which professionals (social workers, public administrators, etc.) and the organizations that employ them (governments, think tanks, non-profits, etc.).
- **Key Differences:** Describe the key differences between policy analysis in the United States and your country of choice.
- **Key Similarities:** Describe the key similarities between policy analysis in the United States and your country of choice.

Next, reflect on your experience by answering the following questions:

- What were your key takeaways from this assignment? Did anything surprise you?
- What role do you see social workers having in policy analysis and what role could they have? Are there differences between the country you looked at and the United States?
- What potential do you see for using policy analysis to promote social justice? Are there differences between the country you looked at and the United States?

Policy Factsheet

Using the policy analysis frameworks you practiced throughout the semester, you will complete a professional quality policy factsheet. This factsheet is intended to be shared with someone in the community, such as a policymaker or advocacy group and is designed to compliment your policy brief.

The factsheet should be two pages and adhere to the following guidelines:

- Use an attention-grabbing title that explains the content
- Organize your content effectively using headings
- Make use of bullet points when possible, rather than paragraphs
- Spell out acronyms, avoid jargon, and define “specialty” terms
- Present your information in a non-partisan way
- Include your name, date, and contact information

Policy Brief

Using the policy analysis frameworks you practiced throughout the semester, you will complete a professional quality policy brief. This brief is intended to be shared with someone in the community, such as a policymaker or advocacy group.

The policy brief should have the following sections:

Title

Your title should be attention-grabbing, compelling, and clearly convey the topic.

Executive Summary

Sell the reader on the document by grabbing their interest with a concise problem description, the need for immediate action, and your recommendation. This is essentially a very brief summary of the entire document. All of the key components of your policy brief should be contained here so that the reader can see its value and becomes interested in reading the rest of it to learn the finer details.

Problem Description

Convince the reader that action is needed by clearly defining the problem addressed by your policy brief, describing the causes of the problem, and detailing the policy implications of the problem.

Policy Options

Explore multiple approaches to solving the identified problem through policy. Compare between 3 and 5 policy alternatives, with one of them being the current policy environment. Using a visual aid, such as a table or matrix, is an effective method of demonstrating the differences between the policy alternatives.

Policy Recommendations

Persuade the reader that your selected policy alternative is the best option. Discuss the shortcomings and benefits of each option, while highlighting that your selection is worth the tradeoffs associated with it. If possible, include recommendations on how the policy can be implemented.

Appendices

Only include appendices when absolutely necessary.

Sources

You are not restricted to a specific citation style, but use the same style throughout the whole document

Requirements:

- The entire document should be at least 2000 words
- The document should be visually appealing through the use of color, graphics, tables, and figures

Extra Credit

For extra credit, you may complete as many of the following assignments as you would like. Please let me know if you are interested in doing this and we can discuss the specifics. Additional resources for each option are available on Canvas.

Additional International Approaches to Policy Analysis

You may complete the International Approaches to Policy Analysis assignment on additional countries for extra credit.

Op-ed

Using the policy analysis frameworks you practiced throughout the semester, you will complete a policy-focused op-ed. This op-ed is intended to be publishable quality, so it will be important to follow submission guidelines for your publication of choice. The Michigan Journal of Public Affairs is one option, but we can explore other options throughout the semester. Your topic should complement your policy brief.

Legislative Testimony and Public Comment

You may write legislative testimony or public comment to complement your policy brief.

d. Attendance and class participation

Both class attendance and active purposeful participation in class discussion and activities are paramount for the successful completion of this course. This course covers a content domain that is extensive, and given the time framework of the course each class moves quickly in discussing information.

e. Grading

Please review the MSW Student Guide policies on [Grades in Academic Courses and in Field Instruction](#) as well as [Student Grievance procedures](#).

Final grades will be determined on the basis of performance. Letter grades will be allocated as follows:

100+	A+	77-79	C+
93-100	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
		<60	E

f. Class Recording and Course Materials

Audio and video recording of in-class lectures and discussions is prohibited without the advance written permission of the instructor. Students with an approved accommodation from the Office of Services for Students with Disabilities permitting the recording of class meetings must present documentation to the instructor in advance of any recording

being done. The instructor reserves the right to disallow recording for a portion of any class time where privacy is a special concern. If the instructor chooses to record a class, they will decide which classes, if any, are recorded, what portion of each class is recorded, and whether a recording is made available on the course management website. On days when classes are recorded, students will be notified a recording is occurring. Class recordings and course materials may not be reproduced, sold, published or distributed to others, in whole or in part, without the written consent of the instructor.

g. COVID-19 Statement

For the safety of all students, faculty, and staff on campus, it is important for each of us to be mindful of safety measures that have been put in place for our protection. Your participation in this course is conditional upon your adherence to all safety measures mandated by the state of Michigan and the University, including [properly wearing a face covering in class](#) and compliance with the [University COVID-19 Vaccination Policy](#). Other applicable and additional safety measures may be described in the [Campus Maize & Blueprint](#). Your ability to participate in this course may be impacted by failure to comply with campus safety measures. Individuals seeking to request an accommodation related to the face covering requirement under the Americans with Disabilities Act should contact the [Office for Institutional Equity](#) and those seeking an exemption related to the vaccination requirement should submit an exemption request through [WolverineAccess](#). I also encourage you to review the [Statement of Student Rights and Responsibilities](#) and the [COVID-related Addendum to the Statement of Student Rights and Responsibilities](#).

h. Health-Related Class Absences

Please evaluate your own health status regularly and refrain from attending class and coming to campus if you are ill. You are encouraged to seek appropriate medical attention for treatment. School of Social Work students who miss class due to illness of any kind will be given opportunities to access course materials online or provided with alternative learning opportunities. Please notify me by email about your absence as soon as practical, so that I can make accommodations. Please note that documentation (a doctor's note) for medical excuses is not required.

Additional School and University policies, information and resources are available here: <https://ssw.umich.edu/standard-policies-information-resources>. They include:

- *Safety and emergency preparedness*
- *Mental health and well-being*
- *Teaching evaluations*
- *Proper use of names and pronouns*
- *Accommodations for students with disabilities*
- *Religious/spiritual observances*
- *Military deployment*
- *Writing skills and expectations*
- *Academic integrity and plagiarism*