

Academic Tutoring – Foundations of Public Policy

Summer Module
OLive-UP 2020

Seminar Leader: Daniela Craciun

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Course dates: 2 June to 21 August 2020

Course Schedule: Individual consultations (18th of June & 30th of July 2020, 13:00-15:00), Class presentations (6th of August 2020, 10:00-11:30)

Office Hours: n/a

Credits: n/a

Grading: Pass/Fail

Course Description

The Academic Tutoring Summer Module course is a foundations course, ahead of further introduction in Module 1 and more advanced topics in Module 2. The aim of the course is to build your knowledge in the foundations of the discipline of Public Policy to the level expected of a final year Bachelors student and to prepare you for intensive tutoring in the subject during OLIVE-UP Module 1.

This course has been modified in accordance with BCB's directives about online teaching in light of Coronavirus. We will focus on reading and writing, and students will be assessed accordingly. The class will be delivered entirely online. Video calls through Google Hangouts will be the main format used. All written assignments should be submitted via Google Classroom. Presentations will be delivered via video call.

Learning Outcomes

- Developing English vocabulary specific to public administration
- Becoming familiar with key developments in the delivery of public goods and services
- An ability to read, understand, and discuss academic texts progressing clearly to the level expected of a final year Bachelors student
- Developing study skills as independent and active learners

Class Description and Student Requirements

Students will be required to dedicate 3 hours per week to independent study. Guidance will be provided through monthly individual consultations (20 minutes/student).

The course will be assessed through a combination of assignments which are designed to achieve the overall goals and learning outcomes of the course. You will be asked to read two academic books over the summer (copies of the books will be provided by the OLIVE program) and complete the assignments described in the table below. The books you have to read are:

BOOK 1: Theodoulou, S.Z. & Roy, R.K. (2016) *Public Administration: A Very Short Introduction*. Oxford: Oxford University Press.

BOOK 2: Rosling, H., Rosling, O. & Rosling Rönnlund, A.R. (2018) *Factfulness: Ten reasons we're wrong about the world – and why things are better than you think*, London: Sceptre.

Assignment	Length	Weight	Deadline
Participation in consultations	Throughout the course	25%	2 June to 21 August 2020
Read Book 1 + Take home exam	3-5 questions 300-500 words/question	25%	Friday, 26 June 2020 (by midnight)
Read Book 2 + Book presentation	3 students/group 20min + 10 min Q&A	25%	Thursday, 6 August 2020 10:00-11:30
Book 2 Review	1500 words 3 students/group	25%	Thursday, 20 August 2020 (by midnight)

Participation in consultations: You are expected to attend all the consultations and actively participate in them. Expect to answer questions based on the required readings. You should also prepare your own questions about the required readings. Attending without contributing with questions to the discussion will only earn you a minimum pass.

Read Book 1 + Take home exam: Your first assignment will be to read a very short introduction on the development of public administration (BOOK 1). The book is meant to give you an overview of how the delivery of goods and services developed over time. After reading the book, you will have to individually answer some questions in a take home exam (3-5 questions; 300-500 words/question). You will receive the questions on Thursday, 25th of June and will have to submit the answers by Friday, 26th of June.

Read Book 2 + Book presentation: Your second assignment will be to read a book on the importance of evidence/facts in decision-making (BOOK2). The book is meant to give you an understanding of the contemporary trend of evidence-based policy making. After reading the book, you will have to do a group presentation (2 students/group) in which you present 1) a summary of the book and (2) critical review of the main argument made by the book (its strengths/weaknesses and your overall judgement).

Book 2 Review: After the oral presentation of the book, you will have to write a book review (in groups of 2) that offers a summary and review of the evidence and arguments raised in the book assigned to you. As such, you will have to write a paper (1500 words) that offers (1) a summary of the book and (2) critical review of the main argument made by the book (its strengths/weaknesses and your overall

judgement). The review should provide a substantiated critique of the book and take a position towards its policy and scholarly contribution. The assignment will be evaluated based on its content (quality of summary and critique of argument) and form (structure, writing style and referencing).

Schedule

Course Structure

Consultation	General Theme	Tasks	Date
1	Key historical developments in public administration	Read Book 1	Thursday, 18 June 2020 13:00-15:00
		Questions about Book 1	
2	Evidence Based Policy Making	Read Book 2	Thursday, 30 July 2020 13:00-15:00
		Questions about Book 2	
		Questions you have about the presentation	
3	Presentations	Present Book 2 in groups	Thursday, 6 August 2020 10:00-11:30
		Questions about the book review	

Consultation slots

Consultation Date	Time Slots	Comments
Thursday, 18 June 2020	13:00-13:20 – Zainab 13:20-13:40 – Ghaithaa 13:40-14:00 – Razan 14:00-14:20 – Wael 14:20-14:40 – Ahlam 18:00-18:20 – Felix	Individual consultations
Thursday, 30 July 2020	13:00-13:40 – Zainab, Wael, Ghaithaa 13:40-14:20 – Razan, Ahlam, Felix(?) 18:00-18:20 – Felix	Group consultations for presentations
Thursday, 6 August 2020	10:00-11:30 – all students	Presentations in online class

Attendance

You are expected to attend ALL consultations. In cases of absence caused by illness, you must inform me and the Program Director in advance of the scheduled consultation via email. Students are expected to be proactive and make up for any work missed.

Academic Integrity

Bard College Berlin maintains the staunchest regard for academic integrity and expects good academic practice from students in their studies. You are expected to follow the university's code of academic integrity at all times throughout the course. Any work you submit must be your own original work. Make sure that you properly reference all the sources you use (e.g. books, journals, newspaper articles, websites, etc.). Cases of academic misconduct (e.g. cheating, plagiarism) in which you fail to meet the expected standards of academic integrity will be dealt with under the Code of Student Conduct, Section III Academic Misconduct.

Policy on Late Submission of Papers

As per Student Handbook guidelines, assignments that are up to 24 hours late will be downgraded one full grade (from B+ to C+, for example). Assignments that are more than 24 hours late may be rejected for grading, particularly if the explanation offered for the delay is not satisfactory. If a late assignment is accepted for grading, it must be submitted within four weeks of the deadline and cannot receive a grade higher than C. Thereafter, you will receive a failing grade for the assignment.