

## SOCS3100: Policy Development, Program Management and Evaluation

Callaghan and Ourimbah  
Semester 2 - 2023



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

*The School of Humanities, Creative Industries and Social Sciences is committed to providing an inclusive environment in which all cultures are accorded respect and all students and staff are expected to act with honesty, fairness, trustworthiness and accountability in dealings with others. The School recognises and respects the unique histories and cultures of Aboriginal and Torres Strait Islander peoples, their unbroken relationship with the lands and the waters of Australia over millennia, and the validity of Aboriginal ways of knowing. We are dedicated to reconciliation and to offering opportunities for Aboriginal and Torres Strait Islander peoples to access and succeed in higher education.*

## OVERVIEW

### Course Description

This course provides an understanding of how to formulate, implement, manage and evaluate social programs and social policies by developing skills in systematic reviews, policy briefs, social audit, social impact analysis, and needs analysis in relation to real-life case studies. Includes consideration of ethical issues and development of skills in dealing with clients and institutional stakeholders.

### Assumed Knowledge Contact Hours

40 units of study at 1000 level.

#### Callaghan Lecture

Face to Face On Campus  
1 hour(s) per Week for 12 Weeks

#### Tutorial

Face to Face On Campus  
1 hour(s) per Week for 12 Weeks

#### Ourimbah Lecture

Face to Face On Campus  
1 hour(s) per Week for 12 Weeks

#### Tutorial

Face to Face On Campus  
1 hour(s) per Week for 12 Weeks

#### Online Lecture

Online  
1 hour(s) per Week for 12 Weeks

#### Tutorial

Online  
1 hour(s) per Week for 12 Weeks

### Unit Weighting Workload

10  
Students are required to spend on average 120-140 hours of

# COURSE OUTLINE

[www.newcastle.edu.au](http://www.newcastle.edu.au)

CRICOS Provider 00109J

effort (contact and non-contact) including assessments per 10 unit course.

## CONTACTS

**Course Coordinator**      **Callaghan and Ourimbah**  
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Consultation:

**Teaching Staff**      Other teaching staff will be advised on the course Canvas site.

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## SYLLABUS

**Course Content**      This course provides a grounded examination and skill development in policy development, program management and evaluation. It contributes to the development of core skills including critical thinking and analysis, problem solving, communication skills, and commitment to ethical practice.

Topics covered may include:

1. Social, Political and Economic environment: Competing perspectives and debates.
2. The nature of policy development, program management and evaluation.
3. Ethical issues: Approaches to ethical decision making.
4. Influencing policy processes and agendas.
5. Project and program design, implementation and evaluation.
6. Strategies and skills in policy development, program management and evaluation.
7. Using research methods and tools.
8. Resource management.
9. Practical aspects of information systems.
10. Financial management.
11. Being a reflective-practitioner in the policy, program and evaluation process.

**Course Learning Outcomes**      **On successful completion of this course, students will be able to:**  
1. Identify and critically appraise a range of theoretical perspectives, research methods and debates on policy development, program management and evaluation.

2. Critically appraise and discuss the relevant literature.
3. Apply principles of program management to develop a program management tool.
4. Apply relevant theories to the analysis of a case study in policy development.

**Course Materials**

**Recommended Reading:**

- Available on Canvas and via UoN library

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- Available on Canvas and via UoN library

# SCHEDULE

Week	Week Begins	Topic	Learning Activity	Assessment Due
1	17 Jul	Introduction to policy, programs and evaluation	Introduction to the topic Policy in everyday life	
2	24 Jul	Actors and Institutions	Identifying key players in policies	
3	31 Jul	Agenda Setting	Getting a policy position onto the Government agenda Framing the problem	
4	7 Aug	Policy Formulation	Best practice in policy Case study: nominate your policy	
5	14 Aug	Policy Decision Making	Policy analysis and advice	Assessment 1 (Quiz 1) - open 14-23 August
6	21 Aug	Program Implementation	Implementation gap	
7	28 Aug	Evaluation	Evaluation methods	
8	4 Sep	Performance Management	Case studies finalisation	Assessment 2 - Case Study - due 8 Sept
9	11 Sep	Frank and Fearless Advice	Introduction to briefings	
10	18 Sep	Ethics in Public Policy	Philosophical debates in policy	
<b>Mid Term Break</b>				
<b>Mid Term Break</b>				
11	9 Oct	Rational and emergent planning	Strategic planning	Assessment 1 (Quiz 2) - open 9-18 October
12	16 Oct	Review (online lecture)	No tutorial	
13	23 Oct	No lecture		Assessment 3 - Ministerial Briefing Paper - due 27 Oct
<b>Examination Period</b>				
<b>Examination Period</b>				

# ASSESSMENTS

This course has 3 assessments. Each assessment is described in more detail in the sections below.

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	2 x 15% Quizzes (30%)	Quiz 1 Week 5 Open 12:01am Monday 14 Aug, Close 11:59pm Wednesday 23 Aug  Quiz 2 Week 11 Open 12:01am Monday 9 Oct, Close 11:59pm Wednesday 18 Oct	Individual	30%	1, 2
2	Case Study (40%)	Week 8 11:59pm Friday 8 Sept	Individual	40%	3, 4
3	Develop Briefing Paper or Evaluation Critique (30%)	Week 13 11:59pm Friday 27 Oct	Individual	30%	1, 3

## Late Submissions

The mark for an assessment item submitted after the designated time on the due date,

without an approved extension of time, will be reduced by 10% of the possible maximum mark for that assessment item for each day or part day that the assessment item is late. Note: this applies equally to week and weekend days.

## Assessment 1 - 2 x 15% Quizzes (30%)

<b>Assessment Type</b>	Quiz
<b>Description</b>	Up to 30 multiple choice and True /False questions in each quiz assessing comprehension and application of the weekly readings and lectures. Two quizzes worth 15% each.
<b>Weighting</b>	30%
<b>Length</b>	See description
<b>Due Date</b>	Quiz 1 Week 5 Open 12:01am Monday 14 Aug, Close 11:59pm Wednesday 23 Aug
<b>Submission Method</b>	Quiz 2 Week 11 Open 12:01am Monday 9 Oct, Close 11:59pm Wednesday 18 Oct Online
<b>Assessment Criteria</b>	Online quiz in Assessment folder of Canvas
<b>Return Method</b>	Correct answer of questions
<b>Feedback Provided</b>	Online Online - .

## Assessment 2 - Case Study (40%)

<b>Assessment Type</b>	Case Study / Problem Based Learning
<b>Purpose</b>	Using the concepts studied in weeks 1-7, investigate, analyse, and critique a specific policy/program, including its history, development and results.
<b>Description</b>	Report style, fully referenced in APA 7. Details and headings listed in Assessments section of Canvas.
<b>Weighting</b>	40%
<b>Length</b>	2500 words
<b>Due Date</b>	Week 8 11:59pm Friday 8 Sept
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	Rubric available in Assessment section of Canvas.
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Online - .

## Assessment 3 - Develop Briefing Paper or Evaluation Critique (30%)

<b>Assessment Type</b>	Written Assignment
<b>Purpose</b>	Using the theoretical concepts studied throughout the course, and applied in your case study, prepare a mock 'Ministerial Brief' recommending a policy approach.
<b>Description</b>	Details and headings listed in Assessments section of Canvas.
<b>Weighting</b>	30%
<b>Length</b>	1500 words
<b>Due Date</b>	Week 13 11:59pm Friday 27 Oct
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	Rubric available in Assessment section of Canvas.
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Online - .

## ADDITIONAL INFORMATION

### Grading Scheme

This course is graded as follows:

Range of Marks	Grade	Description
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85-100	High Distinction (HD)	Outstanding standard indicating comprehensive knowledge and understanding of the relevant materials; demonstration of an outstanding level of academic achievement; mastery of skills*; and achievement of all assessment objectives.
75-84	Distinction (D)	Excellent standard indicating a very high level of knowledge and understanding of the relevant materials; demonstration of a very high level of academic ability; sound development of skills*; and achievement of all assessment objectives.
65-74	Credit (C)	Good standard indicating a high level of knowledge and understanding of the relevant materials; demonstration of a high level of academic achievement; reasonable development of skills*; and achievement of all learning outcomes.
50-64	Pass (P)	Satisfactory standard indicating an adequate knowledge and understanding of the relevant materials; demonstration of an adequate level of academic achievement; satisfactory development of skills*; and achievement of all learning outcomes.
0-49	Fail (FF)	Failure to satisfactorily achieve learning outcomes. If all compulsory course components are not completed the mark will be zero. A fail grade may also be awarded following disciplinary action.

\*Skills are those identified for the purposes of assessment task(s).

#### Communication Methods

Communication methods used in this course include:

- Canvas Course Site: Students will receive communications via the posting of content or announcements on the Canvas course site.
- Email: Students will receive communications via their student email account.

#### Course Evaluation

Each year feedback is sought from students and other stakeholders about the courses offered in the University for the purposes of identifying areas of excellence and potential improvement.

As a result of student feedback, the following changes have been made to this offering of the course:

- Simplified content on Canvas, removal of redundant readings
- Removal of recorded oral presentation component to assessment 3

#### Oral Interviews (Vivas)

As part of the evaluation process of any assessment item in this course an oral examination (viva) may be conducted. The purpose of the oral examination is to verify the authorship of the material submitted in response to the assessment task. The oral examination will be conducted in accordance with the principles set out in the [Oral Examination \(viva\) Procedure](#). In cases where the oral examination reveals the assessment item may not be the student's own work the case will be dealt with under the [Student Conduct Rule](#).

#### Academic Misconduct

All students are required to meet the academic integrity standards of the University. These standards reinforce the importance of integrity and honesty in an academic environment. Academic Integrity policies apply to all students of the University in all modes of study and in all locations. For the Student Academic Integrity Policy, refer to <https://policies.newcastle.edu.au/document/view-current.php?id=35>.

#### Adverse Circumstances

The University acknowledges the right of students to seek consideration for the impact of allowable adverse circumstances that may affect their performance in assessment item(s). Applications for special consideration due to adverse circumstances will be made using the online Adverse Circumstances system where:

1. the assessment item is a major assessment item; or
2. the assessment item is a minor assessment item and the Course Co-ordinator has specified in the Course Outline that students may apply the online Adverse Circumstances system;
3. you are requesting a change of placement; or
4. the course has a compulsory attendance requirement.

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Before applying you must refer to the Adverse Circumstance Affecting Assessment Items Procedure available at:

<https://policies.newcastle.edu.au/document/view-current.php?id=236>

**Important Policy  
Information**

The Help button in the Canvas Navigation menu contains helpful information for using the Learning Management System. Students should familiarise themselves with the policies and procedures at

<https://www.newcastle.edu.au/current-students/no-room-for/policies-and-procedures> that support a safe and respectful environment at the University.

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**Other Information**

**DETAILS FOR POLICY CASE STUDY ANALYSIS**

Select a policy/program for analysis and nominate your choice in week 4.  
Relate the discussion of the policy/program to the theories and principles outlined in the course. Using the following outline, discuss each stage of the policy process, first by defining the stage and then by describing how this stage is evident in your choice of policy/program.

**Introduction:** Begin with positioning your policy/program with a concise summary of the nature of the policy/program and **timeline** of the major developments. Indicate the scope of the analysis.

The body of the case study will have the following headings:

**Policy actors and institutions**

**Agenda-setting**

**Policy debate/formulation**

**Decision-making**

**Policy Instruments**

**Implementation**

**Evaluation**

**Conclusion:** Conclude the report, for example, suggesting improvements, recommendations, further research, and/or a summative judgement.

**References:** The paper must be adequately referenced using APA7 style

Double space your work and use a suitable font.

Provide a **title page** with:

Your name and student number

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Assessment 3 [Title of your case study]

Due date (and copy of extension approval, if applicable)

Word count (all content, excluding title page and reference list)

Marking rubric for the policy case study analysis will be available on Canvas.

**DETAILS FOR MINISTERIAL BRIEFING PAPER**

Using the template provided on Canvas, and from your research for the case study, prepare a mock 'Ministerial Briefing' that recommends a policy approach. It must be guided by the theoretical concepts studied through the course. Copy and save the template and then address each section.

Double space your work and use a suitable font.

Provide a **title page** with:

Your name and student number

SOCS3100 S2 2023

Assessment 3 [Title of your briefing]

Due date (and copy of extension approval, if applicable)

Word count (all content, excluding title page and reference list)

Marking rubric for the ministerial briefing paper will be available on Canvas.

*Both written assessments and the presentation will be discussed in tutorials.*



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*This course outline was approved by the Head of School. No alteration of this course outline is permitted without Head of School approval. If a change is approved, students will be notified and an amended course outline will be provided in the same manner as the original.*

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