

## SOCS3100: Policy Development, Program Management and Evaluation

Online

Semester 1 - 2024



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

<b>Course Description</b>	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.
<b>Academic Progress Requirements</b>	Nil
<b>Assumed Knowledge</b>	40 units of study at 1000 level.
<b>Contact Hours</b>	<b>Online Lecture</b> Online 1 hour(s) per week(s) for 12 week(s)  <b>Tutorial</b> Online 1 hour(s) per week(s) for 12 week(s)
<b>Unit Weighting</b>	10
<b>Workload</b>	Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10 unit course.

# COURSE OUTLINE

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# CONTACTS

<b>Course Coordinator</b>	<b>Online</b> A/Pr Penny Buykx <a href="mailto:Penny.Buykx@newcastle.edu.au">Penny.Buykx@newcastle.edu.au</a> (02) 4921 7786 Consultation: Please email me at penny.buykx@newcastle.edu.au if you need an appointment
<b>Teaching Staff</b>	Other teaching staff will be advised on the course Canvas site.
<b>School Office</b>	<b>School of Humanities Creative Industries and Social Sciences</b> Social Sciences Building Callaghan <a href="mailto:HCISS@newcastle.edu.au">HCISS@newcastle.edu.au</a> +61 4985 4500

# SYLLABUS

<b>Course Content</b>	<p>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.</p> <p>Topics covered may include:</p> <ol style="list-style-type: none"><li>1. Social, Political and Economic environment: Competing perspectives and debates.</li><li>2. The nature of policy development, program management and evaluation.</li><li>3. Ethical issues: Approaches to ethical decision making.</li><li>4. Influencing policy processes and agendas.</li><li>5. Project and program design, implementation and evaluation.</li><li>6. Strategies and skills in policy development, program management and evaluation.</li><li>7. Using research methods and tools.</li><li>8. Resource management.</li><li>9. Practical aspects of information systems.</li><li>10. Financial management.</li><li>11. Being a reflective-practitioner in the policy, program and evaluation process.</li></ol>
<b>Course Learning Outcomes</b>	<p><b>On successful completion of this course, students will be able to:</b></p> <ol style="list-style-type: none"><li>1. Identify and critically appraise a range of theoretical perspectives, research methods and debates on policy development, program management and evaluation.</li><li>2. Critically appraise and discuss the relevant literature.</li><li>3. Apply principles of program management to develop a program management tool.</li><li>4. Apply relevant theories to the analysis of a case study in policy development.</li></ol>
<b>Course Materials</b>	<p>Lecture Materials:</p> <ul style="list-style-type: none"><li>- Available each week on Canvas</li></ul> <p>Recommended Reading:</p> <ul style="list-style-type: none"><li>- Available each week on Canvas and via UoN library</li></ul> <p>Required Reading:</p> <ul style="list-style-type: none"><li>- Available each week on Canvas and via UoN library</li></ul>

# SCHEDULE

Week	Week Begins	Topic	Learning Activity	Assessment Due
1	26 Feb	Introduction to policy, programs and evaluation	Introduction to the topic Policy in everyday life	
2	4 Mar	Actors and institutions	Identifying key players in policies	
3	11 Mar	Agenda setting	Getting a policy position onto the Government agenda Framing the problem	
4	18 Mar	Policy formulation	Best practice in policy Case study: nominate your policy	
5	25 Mar	Policy decision-making	Policy analysis & advice	Assessment 1 (Quiz 1) - quiz open 25/03/2024 to 03/04/2024
6	1 Apr	Program implementation	Implementation gap	
7	8 Apr	Evaluation	Evaluation methods	
<b>Mid-Semester Recess</b>				
<b>Mid-Semester Recess</b>				
8	29 Apr	Performance management	Case studies finalisation	Assessment 2 - Policy Case Study - due 03/05/2024
9	6 May	Frank and fearless advice	Introduction to ministerial briefings	
10	13 May	Ethics in public policy	Philosophical debates in policy	
11	20 May	Rational and emergent planning	Strategic planning	Assessment 1 (Quiz 2) - quiz open 20/05/2024 to 29/05/2024
12	27 May	Review	No tutorial	Assessment 3 – Ministerial Briefing Paper - due 07/06/2024
13	3 Jun	No lecture		
<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 Quizzes	Quiz 1 - Week 5 - Open 12:01am Monday 25 Mar, - Close 11:59pm Wednesday 03 Apr  Quiz 2 - Week 11 - Open 12:01am Monday 20 May, - Close 11:59pm Wednesday 29 May	Individual	30% (2x15%)	1, 2
2	Case Study	11.59 pm 03/05/2024	Individual	40%	3, 4
3	Develop Briefing Paper or Evaluation Critique	11.59 pm 07/06/2024	Individual	30%	1, 3

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**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 Quizzes

**Assessment Type** Quiz  
**Description** 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.  
**Weighting** 30% (2x15%)  
**Length** Untimed (expected completion should take approximately 1 hour)  
**Due Date** Quiz 1 - Week 5  
- Open 12:01am Monday 25 Mar, Close 11:59pm Wednesday 03 Apr  
Quiz 2 - Week 11  
- Open 12:01am Monday 20 May, Close 11:59pm Wednesday 29 May  
**Submission Method** Online  
Online quiz in Assessment folder of Canvas  
**Assessment Criteria** Correct answer of questions  
**Return Method** Online  
**Feedback Provided** Online

## Assessment 2 - Case Study

**Assessment Type** Case Study / Problem Based Learning  
**Purpose** Using the concepts studied in weeks 1-7, investigate, analyse, and critique a specific policy/program, including its history, development and results.  
**Description** Report style, fully referenced in APA 7.  
Details and headings listed in Assessments section of Canvas.  
**Weighting** 40%  
**Length** 2500 words  
**Due Date** 11.59 pm 03/05/2024  
**Submission Method** Online  
**Assessment Criteria** Rubric available in Assessment section of Canvas.  
Students are advised to retain copies of draft work and to download and store PDF copies of references used in preparation of the assignment. This is a useful practice should there ever be a need to demonstrate the authenticity of your work.  
**Return Method** Online  
**Feedback Provided** Online

## Assessment 3 - Develop Briefing Paper or Evaluation Critique

**Assessment Type** Written Assignment  
**Purpose** Using the theoretical concepts studied throughout the course, and applied in your case study, prepare a mock 'Ministerial Brief' recommending a policy approach.  
**Description** Details and headings listed in Assessments section of Canvas.  
**Weighting** 30%  
**Length** 1500 words  
**Due Date** 11.59 pm 07/06/2024  
**Submission Method** Online  
**Assessment Criteria** Rubric available in Assessment section of Canvas.  
  
Students are advised to retain copies of draft work and to download and store PDF copies of references used in preparation of the assignment. This is a useful practice should there ever be a need to demonstrate the authenticity of your work.  
**Return Method** Online  
**Feedback Provided** Online

# ADDITIONAL INFORMATION

Grading Scheme

This course is graded as follows:

Range of Marks	Grade	Description
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.

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**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.

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/respect-at-uni/policies-and-procedures> that support a safe and respectful environment at the University.

*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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