



UNSW

UNSW Course Outline

SOSS3003 Policy Analysis - 2024

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General Course Information

Course Code : SOSS3003

Year : 2024

Term : Term 3

Teaching Period : T3

Is a multi-term course? : No

Faculty : Faculty of Arts, Design and Architecture

Academic Unit : School of Social Sciences

Delivery Mode : In Person

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Undergraduate

Units of Credit : 6

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

This course asks what are some concrete ways to contribute to and influence policy? In this course, you will gain experience in dealing with 'real world' policy problems through a series of case studies on topics drawn from current policy issues. You will develop skills in problem analysis, working in groups, and oral and written communication (including submission writing).

You will also develop an understanding of the practical constraints faced by social scientists working in applied policy settings.

Course Learning Outcomes

Course Learning Outcomes
CLO1 : Investigate policy problems, issues or concerns through contemporary policy case studies
CLO2 : Apply theory to real world policy domains to critically distill the problems, issues or concerns of relevance to the area
CLO3 : Undertake in-depth analysis of a policy problem, issue or concern by developing policy briefing skills
CLO4 : Demonstrate a strong awareness of the complex and dynamic nature of professional policy work

Course Learning Outcomes	Assessment Item
CLO1 : Investigate policy problems, issues or concerns through contemporary policy case studies	<ul style="list-style-type: none">• Policy Submission• Policy Briefing Paper• Essay• Tutorial and Online Participation
CLO2 : Apply theory to real world policy domains to critically distill the problems, issues or concerns of relevance to the area	<ul style="list-style-type: none">• Essay• Tutorial and Online Participation
CLO3 : Undertake in-depth analysis of a policy problem, issue or concern by developing policy briefing skills	<ul style="list-style-type: none">• Policy Submission• Policy Briefing Paper• Essay• Tutorial and Online Participation
CLO4 : Demonstrate a strong awareness of the complex and dynamic nature of professional policy work	<ul style="list-style-type: none">• Policy Submission• Policy Briefing Paper• Essay• Tutorial and Online Participation

Learning and Teaching Technologies

Moodle - Learning Management System | Echo 360

Additional Course Information

Learning activities

This course has been designed to foster in students a capacity for independent learning and critical thinking about policy - how it is made, analysed, implemented and debated. These

teaching objectives will be put into practice through two types of structured learning activity: lectures and tutorials.

LECTURES

The lecture component of this course consists of one weekly lecture, 1 hour in duration. In the lectures, you will be introduced to theory, context and key concepts for each weekly topic. These concepts will serve as the building blocks for the tutorial exercises. The lectures will be recorded to enable you to access them online. However, you are strongly encouraged to attend in person, as the interactive nature of the lectures will allow for real-time engagement, questions, and discussions that can further enrich your learning experience.

TUTORIALS/WORKSHOPS

Tutorials allow you to raise questions, discuss ideas and share the knowledge you've gained from your self-directed learning (weekly readings, note-taking, research) and engagement with the lecture. Tutorials will be organised around a range of structured learning activities, including group work, student-facilitated discussion, in-class reading and writing tasks, and informal and formal debates. These activities are designed to help you build essential critical thinking, problem-solving and teamwork skills, which are a key part of professional policy work. Tutorials are two hours in duration.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Policy Submission Assessment Format: Individual Short Extension: Yes (3 days)	20%	Due Date: 02/10/2024 11:59 PM Post Date: 19/10/2024 11:59 PM
Policy Briefing Paper Assessment Format: Individual Short Extension: Yes (3 days)	20%	Due Date: 23/10/2024 11:59 PM
Essay Assessment Format: Individual Short Extension: Yes (3 days)	40%	Due Date: 13/11/2024 11:59 PM
Tutorial and Online Participation Assessment Format: Individual	20%	Start Date: 09/09/2024 12:00 PM Due Date: 15/11/2024 05:00 PM

Assessment Details

Policy Submission

Assessment Overview

Description: For this assessment you will choose from three case studies and create a policy submission of around 1,200 words. The submission will be directed towards a fictional parliamentary inquiry, addressing its terms of reference. To help structure your submission, you will be provided with submission templates. Within this document, you will assume the role of a particular organisation or community group that is relevant to your chosen case study. Your submission should be written from the perspective of this organisation or group, incorporating relevant research findings and proposing actionable recommendations related to the main focus of the inquiry.

Feedback: You will receive written feedback, a marked rubric, and a numerical grade within ten working days of submission. The rubric will be available at the start of term to allow you to work towards clearly defined standards.

Course Learning Outcomes

- CLO1 : Investigate policy problems, issues or concerns through contemporary policy case studies
- CLO3 : Undertake in-depth analysis of a policy problem, issue or concern by developing policy briefing skills
- CLO4 : Demonstrate a strong awareness of the complex and dynamic nature of professional policy work

Detailed Assessment Description

A detailed assessment description is provided in the Assessment Brief document located in the Moodle Assessment Hub.

Assessment Length

1,200 words

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Generative AI Permission Level

Planning/Design Assistance

You are permitted to use generative AI tools, software or services to generate initial ideas, structures, or outlines. However, you must develop or edit those ideas to such a significant extent

that what is submitted is your own work, i.e., what is generated by the tool, software or service should not be a part of your final submission. You should keep copies of your iterations to show your Course Authority if there is any uncertainty about the originality of your work.

If your Convenor has concerns that your answer contains passages of AI-generated text or media that have not been sufficiently modified you may be asked to explain your work, but we recognise that you are permitted to use AI generated text and media as a starting point and some traces may remain. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

For more information on Generative AI and permitted use please see [here](#).

In this assessment, **you will be marked on the originality of your analysis and the development of your own voice/argument** (see rubric). Please note that your submission will be passed through an AI-text detection tool. If your marker has concerns that your answer contains passages of AI-generated text that have not been sufficiently modified you may be asked to explain your work, but we recognise that you are permitted to use AI generated text as a starting point and some traces may remain. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties. It is a good idea to **keep copies of your initial drafts to show your lecturer if there is any uncertainty about the originality of your work.**

Policy Briefing Paper

Assessment Overview

Description: For this assessment you will prepare a policy briefing paper of approximately 1,200 words, focusing on one of the case studies discussed during class. You will use the policy brief template provided to analyse the key issues, distil relevant research evidence, and make recommendations related to your chosen case study.

Feedback: You will receive written feedback, a marked rubric, and a numerical grade within ten working days of submission. The rubric will be available at the start of term to allow you to work towards clearly defined standards.

Course Learning Outcomes

- CLO1 : Investigate policy problems, issues or concerns through contemporary policy case studies
- CLO3 : Undertake in-depth analysis of a policy problem, issue or concern by developing policy

briefing skills

- CLO4 : Demonstrate a strong awareness of the complex and dynamic nature of professional policy work

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work.

Essay

Assessment Overview

Description: In this assessment, you will select one of the set essay questions and respond using a case study from a range of topics. Your essay should be 2000 words in length.

Feedback: You will receive written feedback, a marked rubric, and a numerical grade within ten working days of submission. The rubric will be available at the start of term to allow you to work towards clearly defined standards.

Course Learning Outcomes

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- CLO2 : Apply theory to real world policy domains to critically distill the problems, issues or concerns of relevance to the area
- CLO3 : Undertake in-depth analysis of a policy problem, issue or concern by developing policy briefing skills
- CLO4 : Demonstrate a strong awareness of the complex and dynamic nature of professional policy work

Detailed Assessment Description

A detailed assessment description is provided in the Assessment Brief document located in the Moodle Assessment Hub.

Assessment Length

2000 words

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Generative AI Permission Level

Planning/Design Assistance

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Tutorial and Online Participation

Assessment Overview

Description: In weekly tutorials, students will receive assigned tasks to collaborate with their peers, centred around the set readings. These tasks will involve class preparation, thoughtful responses to set readings and questions, and respectful engagement with others, both in-person during tutorial discussions and online via the Moodle discussion board. Participation will be assessed based on students' in-class and online contributions, including their engagement in tutorial discussions, active participation in group activities, considered responses to set readings and questions, and respectful interactions with peers on the Moodle discussion board.

Feedback: You will receive a marked rubric and a numerical grade within ten working days of submission. The rubric will be available at the start of term to allow you to work towards clearly defined standards.

Course Learning Outcomes

- CLO1 : Investigate policy problems, issues or concerns through contemporary policy case studies
- CLO2 : Apply theory to real world policy domains to critically distill the problems, issues or concerns of relevance to the area

- CLO3 : Undertake in-depth analysis of a policy problem, issue or concern by developing policy briefing skills
- CLO4 : Demonstrate a strong awareness of the complex and dynamic nature of professional policy work

Detailed Assessment Description

Each week a group of 2-3 students will facilitate a **one hour discussion** based on the set readings for that week. Further details on how to complete this assessment task are provided in the assessment brief (see Moodle).

Assessment Length

250 words

Assessment information

In the first tutorial (week 1) you will form groups and nominate a week in which your group will facilitate discussion.

Assignment submission Turnitin type

Not Applicable

Generative AI Permission Level

Planning/Design Assistance

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For more information on Generative AI and permitted use please see [here](#).

General Assessment Information

More information, including detailed Assessment Briefs outlining what is required for each assessment, is provided via Moodle. You will also have the opportunity to ask questions about

the assessment/s in weekly tutorials.

Grading Basis

Standard

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 9 September - 15 September	Lecture	Introduction to policy analysis
Week 2 : 16 September - 22 September	Lecture	Policy analysis: history, theory, practice
Week 3 : 23 September - 29 September	Lecture	The policy ecosystem
Week 4 : 30 September - 6 October	Lecture	Doing policy analysis
Week 5 : 7 October - 13 October	Lecture	Creating impact through partnership
Week 6 : 14 October - 20 October	Reading	There is no lecture this week. Reading week
Week 7 : 21 October - 27 October	Lecture	Power, politics and agenda setting
Week 8 : 28 October - 3 November	Lecture	Participatory and democratic approaches to policy
Week 9 : 4 November - 10 November	Lecture	Indigenous perspectives in/on policy analysis
Week 10 : 11 November - 17 November	Lecture	Policy analysis for social change

Attendance Requirements

In this course you are expected to attend at least 75% of tutorials. This means that if you do not attend at least 7/9 tutorials, you may lose marks for participation.

If you're unwell or cannot attend a tutorial for personal reasons, such as misadventure, please inform your tutor as soon as possible. That way, we can consider your situation in assessing your attendance. Your tutor will take a roll during class and this will be used to monitor tutorial attendance. If you are more than 15 minutes late for class you may be considered absent.

Course Resources

Prescribed Resources

All readings and other resources will be available digitally via Leganto and a link to it is available in Moodle under 'course information hub'.

There are two types of readings:

Weekly mandatory readings

Weekly optional readings

Recommended Resources

All readings and other resources will be available digitally via Moodle.

Course Evaluation and Development

Feedback will be sought at different stages of the course using simple surveys in Moodle to encourage students to make suggestions for improvement. Staff members will respond to the students' queries and suggestions.

Students can also make suggestions on the discussion forum in Moodle or make suggestions face-to-face during the tutorials and with the course convenor during the weekly office hour.

Final feedback via MyExperience will be required at the end of the term.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Georgia Van Toorn		Room 126 Morven Brown Building		Wednesday 11am-12pm	Yes	Yes
Tutor	Yiran Li					No	No

Other Useful Information

Academic Information

For essential student information relating to:

- UNSW and Faculty policies and procedures;
- Student Support Services;
- Student equity and disability;
- Special Consideration in the event of illness or misadventure;
- Examination information;
- Review of results;

Please see: <https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines>

Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take

many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

- Copying: Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment without appropriate acknowledgement.
- Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original information, structure and/or progression of ideas of the original without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.
- Collusion: Working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student for the purpose of them plagiarising, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.
- Inappropriate citation: Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.
- Duplication ("self-plagiarism"): Submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

The UNSW Academic Skills support offers resources and individual consultations. Students are also reminded that careful time management is an important part of study. One of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items. UNSW Library has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW, but it can also be a great refresher during your study.

Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your needs
- use and manage information effectively to accomplish a specific purpose
- better manage your time
- understand your rights and responsibilities as a student at UNSW

- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

Use of AI for assessments

As AI applications continue to develop, and technology rapidly progresses around us, we remain committed to our values around academic integrity at UNSW. Where the use of AI tools, such as ChatGPT, has been permitted by your course convener, they must be properly credited and your submissions must be substantially your own work.

In cases where the use of AI has been prohibited, please respect this and be aware that where unauthorised use is detected, penalties will apply.

[Use of AI for assessments | UNSW Current Students](#)

Submission of Assessment Tasks

Assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, alternative submission details will be stated on your course's Moodle site. For information on how to submit assignments online via Moodle: <https://student.unsw.edu.au/how-submit-assignment-moodle>

Late Submission Penalty

UNSW has a standard late submission penalty of:

- 5% per calendar day,
- for all assessments where a penalty applies,
- capped at five calendar days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet deadlines and to request [Special Consideration](#) as early as possible before the deadline. Support with [Time Management is available here](#).

Important note: UNSW has a “fit to sit/submit” rule, which means that if you sit an exam or submit a piece of assessment, you are declaring yourself fit to do so and cannot later apply for Special Consideration. This is to ensure that if you feel unwell or are faced with significant

circumstances beyond your control that affect your ability to study, you do not sit an examination or submit an assessment that does not reflect your best performance. Instead, you should apply for Special Consideration as soon as you realise you are not well enough or are otherwise unable to sit or submit an assessment.

School Contact Information

School of Social Sciences

Location: Room 159, Morven Brown Building (C20), Kensington campus

Opening Hours: Monday – Friday, 9am – 5pm (except public holidays)

Telephone: +61 2 9385 1807

Email: soss@unsw.edu.au

Web: <https://www.unsw.edu.au/arts-design-architecture/our-schools/social-sciences>