

Class Syllabus  
January 2014

### **Professional Development Training in Public Affairs for State of Wisconsin Legislative Staffers**

The purpose of this graduate-level professional development course is to develop skills in analyzing public policy and understanding public management. The course is primarily for legislative staff employed by the Wisconsin State Legislature. Upon successful completion of the course, the participants will receive a *Training Certificate in Public Affairs* conferred by La Follette School of Public Affairs at UW-Madison. Students who complete this training are expected to list this certificate on their resumes. Upon successful completion of the program, the Certificate can be considered as progress toward a La Follette School of Public Affairs MPA degree as well as any potential future MPA-executive programming options available through the school. This course is taught by tenured and tenure-track La Follette faculty, and coordinated and led by La Follette Outreach Staff.

#### **Logistics & Course Details**

The training course is comprised of four intensive instruction days in January of 2014. The days are: Monday Jan. 6, Friday Jan. 10, Monday Jan. 13, and Friday Jan. 17. The cohort size will be between 10-25, and all classes will be offered in the Capital (Room=TBA). Class begins at 9:00 AM and ends at 3:00 PM each day. There will be a coffee break provided by the program for networking in the AM and PM; participants will have a one-hour lunch break.

Each day will have required readings and/or assignments attached to the in-class experience. When taken together, the expectation is that there will be 25 hours of in-class experience and approximately 10 hours of outside of the classroom readings and assignments.

#### **Team Projects**

Over the course of the two-week program, the participants will spend time in assigned "work teams" on policy topics of their choice. The assignments will include a team memo, as well as an oral presentation of the team's results on the final day of class. The assignments will be introduced on the first day of class and the instructor will empanel teams of five or fewer students that day. The projects will include researching a policy problem and solution implemented recently by another American state. Students will be required to use the memo writing technique introduced in class. The purpose of the assignment will be to build on class concepts, and then apply those concepts to a real policy problem potentially facing the Wisconsin State Legislature in the future.

#### **Grading**

Grading for the course will be based on the standard UW-Madison scale, A-F. There will be three components of the evaluation. The first piece is course participation, which includes attending class, participating in class, respecting the participation and opinions of others, and completing assigned course readings. A course participation grade will be assigned for day, totaling 33.3% of the total grade. The second component is the team policy analysis memo, which will constitute 33.3% of the course grade. Third, the team presentations will complete the final 33.3% of the grade. Typically, all team members will receive the same grade. Students must receive a B or higher to graduate from the course.

## Course Activities

### *Day 1: Monday Jan. 6*

9-9:30 am Introduction to Class and Assignments (Prof. Susan Yackee)  
9:30-11:45 am (with 15 minute break) Energy Policy (Prof. Greg Nemet)  
Lunch 11:45-12:45  
12:45-3 pm (with 15 minute break) Policy Analysis (Prof. David Weimer)

### *Day 2: Friday Jan. 10*

9-11:30 am (with 15 minute break) Cost-Benefit Analysis (Prof. David Weimer)  
Lunch 11:30-12:30  
12:30-3 pm (with 15 minute break) Social Policy Analysis in Wisconsin (Prof. Tim Smeeding)

### *Day 3: Monday Jan. 13*

9-11:30 am (with 15 minute break) Performance Management in Government (Prof. Don Moynihan)  
Lunch 11:30-12:30  
12:30-3 pm (with 15 minute break) International Trade and Financial Policy (Prof. Menzie Chinn)

*Team Memos and Team PowerPoints Due: Wednesday Jan. 15 at 11:59 pm.*

Email documents to:

Prof. Geoff Wallace (wallace@lafollette.wisc.edu) and Terry Shelton (shelton@lafollette.wisc.edu)

### *Day 4: Friday Jan. 17*

9-11:30 am (with 15 minute break) Health Policy (Prof. Jason Fletcher)  
Lunch 11:30-12:30  
12:30-2 pm Team Presentations (Prof. Geoff Wallace)

#### Draft Schedule

12:30-12:50	Team 1
12:50-1:10	Team 2
1:10-1:30	Team 3
1:30-1:50	Team 4
1:50-2:10	Team 5

2:10-2:40 pm - Written Evaluations of Class / Presentation Feedback Generated (Prof. Geoff Wallace)  
2:40-3 pm Graduation Celebration (Prof. Susan Yackee)

## LFS Contact Information

*Faculty Contact:* Dr. Susan Yackee, Director of the La Follette School,  
syackee@lafollette.wisc.edu

*Staff Contact:* Terry Shelton, Outreach Director of the La Follette School,  
shelton@lafollette.wisc.edu