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**SYLLABUS**  
**PROGRAM OF PUBLIC MANAGEMENT AND POLICY IN ENGLISH**  
**(E-PMP)**

LEVEL OF EDUCATION: UNDERGRADUATE

TYPE OF EDUCATION: FULL-TIME

**1. GENERAL INFORMATION**

- *Course title (Vietnamese):*      *Nhập môn chính sách công*
- *Course title (English):*        *Introduction to Public Policy*
- *Course code:*                    *EPMP1110*
- *Knowledge group:*            *Specialized knowledge*
- *Credit:*                            *3*
- *Prerequisite courses:*        *None*

**2. THE DEPARTMENT IN CHARGE: Social Management**

**3. DESCRIPTION**

The course includes content related to public policies: public policy issues, the content of public policy, public policy process, the process by which the state agencies enact public policy. The course also introduces the implementation process of public policy, public policy assessment and some fundamental public policy.

**4. REFERENCES**

**Required textbooks**

Michael E. Kraft and Scott R. Furlong (2004), *Public Policy: Politics, Analysis and Alternatives*, CQ Press.

**Other references**

Doan Thi Thu Ha, Nguyen Thi Ngoc Huyen (2010), *Economic Policy*, Science and Technology Publisher.

**5. COURSE OBJECTIVES :**

<b>Goal (Gx)</b>	<b>Description</b>	<b>PLO</b>	<b>Level</b>
<b>[1]</b>	<b>[2]</b>	<b>[3]</b>	<b>[4]</b>
G1 (Knowledge)	Understanding the definition of the public policy, the public policy process and some of the theories that explain the emergence of public policy problems and public	KT4	3

	policy decision-making; adapting to the process and content of public policy implementation and public policy evaluation.		
G2 (Skill)	Having the skills in applying knowledge of public policy to analyze public policy problems in English; Having the skills in writing descriptions and assessments of public policy in English.	KN3 KN5	3 3
G3 (Level of autonomy and responsibility)	Self studying in order to create life-time working capacity, having a sense of responsibility, cooperation, and autonomy at work; taking responsible for the results of their own work.	NLTC2	4

## 6. COURSE LEARNING OUTCOME:

Goal	CLO (CLOx.x)	Description	Level
[1]	[2]	[3]	[4]
G1 (Knowledge)	CLO1.1	Understanding the definition of the public policy, the public policy process and some of the theories that explain the emergence of public policy problems.	2
	CLO1.2	Understanding and being able to apply the content of planning and decision-making in public policy.	3
	CLO1.3	Being able to apply the process and content of public policy implementation.	3
	CLO 1.4	Being able to develop a process and methodology for public policy evaluation.	3
G2 (Skill)	CLO2.1	Having the skills in applying knowledge of policy analysis and CBA tools to analyze and evaluate public policy in English	3

	CLO2.2	Having the skills in writing descriptions and assessments of public policy in english.	3
G3 (Level of autonomy and responsibility)	CLO3.1	Self studying in order to create life-time working capacity.	4
	CLO3.2	Having a sense of responsibility, cooperation, and autonomy at work; taking responsibility for their own work results.	4

## 7. COURSE ASSESSMENT

Form of evaluation	Content	Time	CLO	Evaluation criteria	Ratio (%)
[1]	[2]	[3]	[4]	[5]	[6]
Learning process evaluation		From week 1 to week 12	CLO1.1 CLO3.1 CLO3.2	<ul style="list-style-type: none"> <li>- Level of class attendance</li> <li>- The level of lesson preparation at home (fully, thoroughly)</li> <li>- Level of participation in answering lecturers' questions (quantity and quality of answers)</li> <li>- Level of participation in questioning lecturers (quantity and quality of questions)</li> </ul>	10%
Mid-term review	Chapter 1: Public policy research  Chapter 2: Public	Week 5	CLO 1.1, CLO 1.2, CLO 2. 1 , CLO 3.1	The level of the individual assignment completion (punctuality, the quality of the assignment is	20%

	<p>policy research</p> <p>Chapter 3: Related parties involved in the policy process</p> <p>Chapter 4: Policy planning and decision-making</p>			<p>associated with the level of knowledge, skills and capacity to be autonomous and self-responsible of the course's learning outcomes)</p>	
Mid-term review	<p>Chapter 4: Policy planning and policy decision-making</p> <p>Chapter 5: Budgeting for public policy</p> <p>Chapter 6: Organizing the policy implementation</p> <p>Chapter 7: Impact assessment and policy change</p>	Week 11 & 12	<p>CLO 1.1, CLO 1.2, CLO 1.3, CLO 1.4, CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.2</p>	<p>The level of completing group assignments, presentations (punctuality, quality of content and presentations, responses to lecturers and classmates' questions associated with the level of knowledge, skills, as well as the capacity to be autonomous and self-responsible of the course's learning outcomes)</p>	20%

	Chapter 8: Some basic public policies				
Final evaluation	Chapter 4: Policy planning and policy decision- making  Chapter 5: Budgeting for public policy  Chapter 6: Organizing the policy implementa tion  Chapter 7: Impact assessment and policy change  Chapter 8: Some basic public policies		CLO 1.1, CLO 1.2, CLO 1.3, CLO 1.4, CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1	The level of individual test completion at the end of the term (the quality of the test is associated to the attainment of knowledge, skills, as well as the capacity to be autonomous and self-responsible of the course's learning outcomes)	50%

\* The course uses Turnitin software to assess academic integrity

## 8. TEACHING PLAN

Week/ Session	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]
1	<p><b>Chapter 1. Public policy research</b></p> <p>1.1. Concept and content of public policy</p> <p>1.2. Reasons to study public policy</p> <p>1.3 The context of public policy and reasons for state intervention through public policy</p> <p>1.4 Approaches to public policy research</p> <p><i>Reading: Michael E. Kraft and Scott R. Furlong, Part I, Chapter 1; James E. Anderson, chapter 1, pages 1-9</i></p>	CLO1.1, CLO1.2, CLO2.1, CLO3.1	<p><b>Study at home:</b> Read Chapter 1 at home in advance</p> <p><b>Teaching and learning in class</b> Lecture: 3 sessions Discussion (group and class discussion): 1 session</p>	
2	<p><b>Chapter 2: Public policy research</b></p> <p>2.1. Classification of public policy</p> <p>2.2. Public policy process</p> <p><i>Reading: Michael E. Kraft and Scott R. Furlong, Part I, chapter 3, pages 77-98; James E. Anderson, chapter 1, pages 9-18</i></p>		<p><b>Study at home:</b> Read Chapter 2 at home in advance</p> <p><b>Teaching and learning in class</b> Lecture: 3 sessions Discussion (group discussion and class discussion): 1 session</p>	

3	<p><b>Chapter 3: The parties involved in the policy process</b></p> <p>3.1. Introduce related parties involved in the policy process</p> <p>3.2. State institutions</p> <p>3.3. Non-state parties</p> <p>3.4. Improve policy capacity</p> <p><i>Reading: James E. Anderson, chapter 2, pages 36-75</i></p> <p><i>Michael E. Kraft and Scott R. Furlong, Part I, chapter 2, chapter 3, pp 70-77</i></p>	CLO1.1, CLO1.3, CLO2.1, CLO3.1	<p><b>Study at home:</b> Read Chapter 3 at home in advance</p> <p><b>Teaching and learning in class</b></p> <p>Lecture: 3 sessions</p> <p>Discussion (group and class discussion): 1 session</p> <p>Discuss the question at the end of the chapter</p>	<p>The learning process, attitude, level of initiative and enthusiasm in learning assessment 10%</p> <p>Individual test: 20%</p>
4	<p><b>Chapter 4: Policy planning and decision-making</b></p> <p>4.1 Policy issue</p> <p>4.2 Policy Agenda</p> <p>4.3 Develop and implement an agenda</p> <p>4.4 Policy-making process</p> <p>4.5 Policy-making is an engineering process</p>	CLO1.2, CLO2.1, CLO3.1, CLO3.2	<p><b>Study at home:</b> Read Chapter 4 at home in advance</p> <p><b>Teaching and learning in class</b></p> <p>Lecture: 3 sessions</p> <p>Discussion (group class discussion): 1 session</p> <p>Discuss the question at the end of the chapter</p>	<p>Group assignment 20%</p>

	<p>4.6 Policy decision-making</p> <p><i>Reading: James E. Anderson, chapter 3, pp 83-102, chapter 4, pages 125-152</i></p>			
5	<p><b>Chapter 5: Budgeting for public policy</b></p> <p>5.1. Public policy budgeting</p> <p>5.2. Fiscal policy</p> <p><i>Reading: James E. Anderson, chapter 5, pages 169-194</i></p> <p>Mid-term test</p>	<p>CLO1.2, CLO2.1, CLO3.1, CLO3.2</p>	<p><b>Study at home:</b> Read Chapter 5 at home in advance</p> <p><b>Teaching and learning in class</b> Lecture: 3 sessions Deadline for individual assignment 20%</p>	
6	<p><b>Chapter 6: Organizing the policy implementation</b></p> <p>6.1. The process of organizing the policy implementation</p> <p>6.2. Administrative organizations and policy enforcement process</p> <p>6.3 Politics and public policy</p> <p><i>Reading: James E. Anderson, chapter 6, pages 169-194</i></p> <p>Group discussion</p>	<p>CLO1.3 CLO2.1, CLO3.1, CLO3.2</p>	<p><b>Study at home:</b> Read Chapter 6 at home in advance</p> <p><b>Teaching and learning in class</b> Lecture: 3 sessions Case discussion in the book (group and class discussion): 1 session Discuss the question at the end of the chapter</p>	



7	<p><b>Chapter 7: Assessment of policy impact and change</b></p> <p>7.1 Policy impacts</p> <p>7.2 Policy review</p> <p>7.3 Policy review process</p>	CLO1.4, CLO2.2, CLO3.1, CLO3.2	<p><b>Study at home:</b> Read Chapter 7 at home in advance</p> <p><b>Teaching and learning in class</b></p> <p>Lecture: 3 sessions</p> <p>Case discussion in the book (group and class discussion): 1 session</p>	
8	<p><b>Chapter 8: Some fundamental public policies</b></p> <p>8.1 Budget and economic policy</p> <p>8.2 Education policy</p> <p><i>Reading: Michael E. Kraft and Scott R. Furlong, Part III, chapter 7, pp. 178 -210, pp. 280–305; Doan Thi Thu Ha, Nguyen Thi Ngoc Huyen, chapter V, VI</i></p>	CLO1.1, CLO1.3, CLO2.1, CLO3.1, CLO3.2	<p><b>Study at home:</b> Read Chapter 8 at home in advance</p> <p><b>Teaching and learning in class</b></p> <p>Lecture: 3 sessions</p> <p>Case discussion in the book (group and class discussion): 1 session</p> <p>Discuss the question at the end of the chapter</p>	
9	<p><b>Chapter 8: Some fundamental public policies</b></p> <p>8.3 Health Policy</p> <p>8.4 Environment and energy policy</p> <p><i>Reading: Michael E. Kraft and Scott R. Furlong, Part III, chapter 7, pp. 178 -210, pp. 280–305; Doan Thi Thu Ha,</i></p>		<p><b>Study at home:</b> Read Chapter 8 at home in advance</p> <p><b>Teaching and learning in class</b></p> <p>Lecture: 3 sessions</p> <p>Case discussion in the book (group and class discussion): 1 session</p>	

	<i>Nguyen Thi Ngoc Huyen, chapter V, VI</i>		Discuss the question at the end of the chapter	
10	Group Presentation	CLO 1.1, CLO 1.2, CLO 1.3, CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.1	Presentation 10 sessions + Review 2 sessions	
11	Group Presentation			
12	Group presentation and course review			
	Final exam	CLO1.2, CLO1.3, CLO1.4, CLO2.1, CLO2.2, CLO3.1, CLO3.2	Essay exam: 90 minutes	Final exam 50%

## 9. COURSE REQUIREMENT

### 9.1. Rules of class participation

- Students are responsible for attending all classes. In case of absence from school due to force majeure reasons, there must be sufficient and reasonable proofs.
- Students are responsible for actively researching documents, preparing lessons before going to class according to the instructions and requests of lecturers.
- Students who skip more than 20% of the lessons of the subject will be considered as not completing the course and have to retake again.
- Students who submit individual and group assignments later than the prescribed time of the instructors will receive 0 point for that assignment.
- Students will be randomly asked to answer questions during 12 sessions
- Regarding the communication between lecturers and students: Students are encouraged to participate in discussions (groups and individuals), give direct feedback to teachers about the content of the course, teaching and learning methods, teaching materials and handouts. Lecturers also encourage students to give feedback on the form, methods and contents of the tests to evaluate students' learning results. Students can communicate with lecturers in class, during office hours or via email. The valuable feedback from students contributes to improve the teaching and learning quality of the course

### 9.2. Rules of classroom behavior

- The course is conducted on the principle of respect for students and lecturers. All behaviors that interfere with the teaching and learning process are strictly prohibited.
- Students need to actively participate in lectures through discussions with lecturers (answering and questioning)
- Students must attend the class punctually. Students who are late more than 10 minutes after class starts will not be able to attend the class.
- Do not make noise, disturbing other students in the learning process.
- Eating, drinking, chewing gum and devices such as phones, music players are banned during class.
- Laptops and tablets are only used for the purpose of recording lectures, calculating, doing tasks. Absolutely do not use them for other purposes.

*Hanoi, Date Month Year 20*

**DEAN OF FACULTY**

**(Signed)**

**UNIVERSITY PRINCIPAL**

**(Signed)**