Last week (for Assignment #1), you did some preliminary research on a public issue, policy or practice (see Assignment #1 if you have questions about this) and gathered material and/or wrote up some rough notes.

For next week, 1/28 (due by e-mail at class time), you are to turn that information into a report of 3-4 pages following the general guidelines for academic papers (one inch margins; typed in 12 point type; title page with name, class, date, and assignment name/number; last name and page number on each page, and indented paragraphs). In addition, it should follow the specific guidelines for the Administrative Case Study, posted under “Examples/Guidelines” on Blackboard Learn. This report is a draft (not the final paper) but it should be clean, and as error-free as you can make it. Since it is largely an informative report, do not worry too much about “style” beyond making it coherent and organized. Please e-mail it to me and bring it to class electronically (on a jump drive or emailed to yourself).

Do not cut-and-paste material from websites or otherwise “borrow words.” (This is “plagiarizing!”) Use the questions on the Administrative Case Study Guidelines as prompts to help you organize your report. Not all of the questions will relate to your chosen issue/policy/practice and organization, so use your own judgment as the ultimate guide as to what to include.

In class we will add academic research to your paper in an attempt to bring more perspective to the topic and perhaps view the larger, related issues and/or context within which the policy/law/practice exists.

Beyond researching your topic--the agency and the law/policy--and writing up the fundamental information on it, your goal for this phase of the paper is to come up with a particular aspect or issue that you want to investigate more in-depth. (Ex: the policy as it affects one organization or population?) It does not have to be a problem area, though it could be… (For example, an agency might have an image problem as a result of its attempts to adhere to or implement a policy. A law might be good but enforcing it may be problematic as a result of the limited resources of the agency tasked with enforcement.)

Go to the Guidelines for Writing an Administrative Case Study posted on Blackboard under “Guidelines/Examples” for more “guidance.” Also, read Ch. 13, p. 152; and review Appendix A in text, along with helpful source links under “Resources” on Blackboard Learn, for potential help in obtaining more in-depth information on your chosen policy/agency. Please note you need at least 3-4 sources for this project.

Remember to please work on these step-by-step assignments as we go along on the way to the ultimate final draft of this project, due electronically on 2/11, by class time. Doing so will help ensure you don’t fall behind.