Course title: Policy Lab-II: Developing a Policy Paper

Course code: PPS 140	**No. of credits:** 3	**L-T-P**: 16-15-28	**Learning hours:** 45

Pre-requisite course code and title (if any): PPS 130. Policy Lab-I: Sectoral Policy Scoping

Department: Department of Policy & Management Studies

Course coordinator(s): Dr. Chandan Kumar	**Course instructor(s):** Dr. Chandan Kumar, Prof. Shaleen Singhal

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Course Type: Core	**Course offered in:** 2nd Semester

Course Description

This interactive and experiential course is designed to guide students through the process of developing a comprehensive policy paper. It will equip students with the skills necessary to analyze public policy issues, conduct effective research, engage stakeholders, and articulate recommendations clearly and persuasively. Through a combination of lectures, workshops, peer reviews, and real-world applications, students will learn to craft impactful policy papers that can inform decision-making at various levels of governance.

This course is the second part of a two-part course that imparts practical knowledge of the processes of policymaking or developing a policy paper/brief. In the first part, the students learned the initial process of identifying policy-relevant research questions through the scoping of literature and other evidence, and stakeholder consultation. In this second part of this Policy Lab course, the students will work on the identified research questions to develop a policy paper.

This course is divided into four practical modules. The first module builds discussion on the scoping review and research questions and gaps identified during the first part of the Policy Lab course. In this module, students will be guided to explore and reflect upon the policy dimensions in their identified issues. The second module will focus on structuring the policy document through a writing skill workshop, the students will present their selected topics and discuss their formulation/conceptualization and finalize the structure of their policy document based on the feedback received. The third module is focused on finalizing the analysis required for discussing the selected topics and formulating actionable, measurable, and clear recommendations. The final module is dedicated to conducting a peer review workshop, where the first draft of the manuscript will be flipped among the student groups, and they will be asked to review, identify gaps including unclear phrases and recommend modifications. All these activities will be evaluated as part of the evaluation process under this course.

Course objectives

- To help students analyze and define a specific public policy issue after conducting thorough research, including literature reviews and stakeholder analysis.
- To assist students to develop critical thinking skills to evaluate evidence and identify potential policy solutions.
- To orient students to structurally organize and write a clear, concise, and persuasive policy paper.
- To provide students with a platform to enhance their skills to effectively present policy recommendations to relevant stakeholders.

Course content

Module	Topic	L	T	P
1.	**Understanding Policy Issues** • Introduction to Policy Papers: Purpose and importance of policy papers; Overview of the evidence-based policy-making process and assessment • Identifying a Policy Issue: Techniques for selecting and defining the policy problem; Engaging with current events and existing literature	8	0	0
2.	**Structuring the Policy Paper** • Based on the issues identified by the students in the course "PPS 130. Policy Lab-I: Sectoral Policy Scoping", each group or individual will present their conceptual frame, discuss and structure their manuscript based on the feedback received. • Writing Skills Workshops will be conducted focusing on techniques of clear and concise writing, and for fostering persuasive communication of ideas. Students will work on their selected issues, discuss, and get feedback.	2	5	10

3.	**Analysis and Recommendations** • Evidence-Based Analysis: Evaluating data and evidence to support policy recommendations; Assessing the feasibility and potential impact of proposed policies. Students will work on their selected issues, present, and get feedback. • Developing Policy Recommendations: Formulating actionable, measurable, and clear recommendations; Discussing implementation considerations and potential challenges. Students will work on their selected issues, present, and get feedback.	4	5	10
4.	**Review and Revision** • Peer Review Workshop will be conducted. Each manuscript developed by the students will be reviewed by the fellow students (peers) and will be asked to identify the gaps. This process will be evaluated. The workshop will be engaging in constructive feedback sessions with peers. Techniques for revising and improving draft papers based on feedback will be discussed. • Finalizing the Policy Paper: Integrating feedback and finalizing the manuscript for submission and final presentation.	2	5	8
	TOTAL	**16**	**15**	**28**

Evaluation criteria:

Course grades will be based on the following criteria:

- **Minor Test 1:** Presentations based on the Structuring of Policy Paper (15%); Analysis & Recommendation (20%)
- **Minor Test 2**: Peer Review Workshop Presentation (15%)
- **Major Test:** Submission and Presentation of Policy Paper (50%)

Learning Outcomes:

Upon completion of this course, students would be able to:

1. enhance their practical skills and methodologies essential for effective policy analysis and writing (All evaluations)
2. contribute to public policy discussions and create impactful policy documents that address pressing societal issues (All evaluations)

Pedagogical approach:

Systematic literature review; content analysis; brainstorming sessions, group, or individual presentation, etc.

Suggested readings:

- Dunn, W. N. (2018). *Public Policy Analysis: An Integrated Approach, 6th edition*. New York: Routledge. https://doi.org/10.4324/9781315181226.
- Booth, W. C., Colomb, G. G., Williams, J. M., Bizup, J., & Fitzgeral, W. T. (2016). *The Craft of Research, 4th edition*. University of Chicago Press.
- Bardach, E., & Patashnik, E. M. (2019). *A Practical Guide for Policy Analysis: The Eightfold Path to More Effective Problem Solving, 7th edition*. United Kingdom: SAGE Publications.
- Smith, C. F. (2023). *Writing Public Policy: A Practical Guide to Communicating in the Policy-Making Process, 6th edition*. Oxford: Oxford University Press.

Student responsibilities:

- At least 75% attendance will be required.
- Active classroom participation; Critical reflections during Brainstorming Sessions; Equal participation of the participants working in a group.

Course Outline prepared by: Dr. Chandan Kumar

Course reviewers

1. Dr. Sunil Pandey, Director, Circular Economy and Waste Management, The Energy and Resources Institute (TERI), New Delhi, India.
2. Dr. Prashanth N. Srinivas, Director & Health Equity Cluster Lead, Institute of Public Health, Bengaluru, India.

Additional Information

This Course outline was approved in the 60th Academic Council Meeting held on 24th December 2024 at TERI School of Advanced Studies, New Delhi.