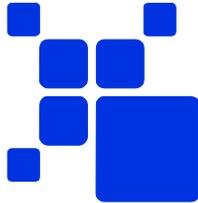


Duke

SANFORD 
SCHOOL OF PUBLIC POLICY

Handbook for Public Policy Majors 2015-2016

**Rigorous analysis,
inspired action**

**Duke University's
Sanford School of Public Policy**
A community of extraordinary people
seeking solutions to the world's most
challenging problems

The Sanford School of Public Policy

Sanford School alumni are changing the world. Because you are considering the major in public policy or have already declared this major, it is possible you are like our alums when they were at your stage of education — filled with passion and determination to make the world a better place. I hope this stays with you for a lifetime and that Sanford nurtures this, provides you with the knowledge and skills to realize your ambitions, and connects you with a broad range of career possibilities.

Our graduates work in public and private sectors and hold influential positions in countries throughout the world, seeking to address the world's most pressing issues. They share a spirit of optimism and a confidence that encourages them to be creative, think big, and solve problems.

Your coursework in the major will allow you to develop skills in political and economic analysis, understand how public policy is made across a variety of areas, be exposed to diverse viewpoints, and apply such knowledge in ways that will suit you to lead people and organizations. Sanford has one of the best public policy programs in the country.

Terry Sanford, former President of Duke University, Governor of North Carolina and United States Senator, founded the public policy programs at Duke more than 40 years ago with high aspirations, calling on students to have “outrageous ambitions.” I invite you to become part of the remarkable intellectual and personal environment Sanford provides, to maximize your potential, and to join our quest for a better world.

Kelly D. Brownell, Ph.D.

Dean, Sanford School of Public Policy

Robert L. Flowers Professor of Public Policy

Professor of Psychology and Neuroscience

Professor of Psychiatry and Behavioral Sciences

The Undergraduate Experience

“The Sanford School of Public Policy at Duke University educates tomorrow’s leaders and improves the quality of public policymaking through teaching, research, professional training, and policy and community engagement.”

Teaching That Empowers and Inspires...

PUBPOL majors have the opportunity to study with award-winning scholars and policy practitioners. Our faculty includes economists, political scientists, historians, psychologists and other scholars, as well as journalists, White House advisors, attorneys, diplomats and CEOs. Sanford School faculty members have consistently won the highest awards for teaching excellence at Duke University.

Deep Engagement with the Policy World...

The Public Policy major is one of the few majors at Duke that require students to complement their classroom studies with a hands-on internship. Students intern in policy positions in the public, private and nonprofit sectors, including positions at the State Department, CNN and the United Way.

Diversity and Community...

Duke public policy students may expand their learning horizons further by enrolling in study programs away from Duke. They explore international policy at the University of Glasgow, Scotland; connect classroom study to experiential learning oriented around policy innovation and public leadership with some of the most powerful people in Washington, DC; and examine rural and urban realities as well as development and global health through the Duke Semester in India program.

Research That Matters...

PUBPOL majors have opportunities to explore policy research questions in depth; determine whether academic research might be a potential career path; or reap the rewards of working closely with an expert in a particular policy field through the honors program, independent study or research assistantships.

A Great Regional, National and International Reputation...

With its multidisciplinary curriculum, award-winning teaching and research faculty, practical internships, far-reaching study away programs and professional networking opportunities, the public policy major prepares students for meaningful leadership positions in the public, private and nonprofit sectors.

Describing the PUBPOL Major

The Public Policy Studies major is an interdisciplinary social science program designed to provide students with the skills, analytical perspectives and substantive knowledge needed to respond effectively and fairly to major contemporary social problems. The core curriculum includes courses in economic and political analysis, statistics, political science, history and ethics. Electives offer a range of courses and seminars addressing complex policy issues such as health care, education, public finance, economic development, international trade, media regulation, racial politics and leadership. All students are required to participate in a 10-week practical internship to connect classroom learning to real world experience.

A PUBPOL major is difficult to describe in just a few words. If there is a common theme to the diverse set of courses taken by the PUBPOL major, it is the focus on analytical decision-making. How should a leader, facing some dilemma, determine what to do? Answers will not be found in a single analytical tool, such as cost-benefit analysis or political strategizing. Our students are trained to find creative and effective solutions by combining the skills and perspectives of the social sciences and management.

The curriculum prepares you for careers in the public sector, nonprofit organizations, think tanks, consulting firms and private companies. It also provides great background for further training in management, law or business.

PUBPOL Majors Union

The student-led PUBPOL Majors Union has become an influential and creative voice in the administration of the Sanford School, providing input on such issues as the selection of faculty, the curriculum, and the internship program. Moreover, the Majors Union encourages students and faculty to meet informally and share ideas outside the classroom by sponsoring social functions and lunches throughout the year. The Union also helps host the School's Board of Visitors in their twice-yearly visit to campus.

All declared PUBPOL majors are a part of the Union and are included in the undergraduate list serve to receive the weekly PPSMU newsletter.

The Public Policy Curriculum: Prerequisites, requirements and electives

5 Core Courses:

- **PUBPOL 155D:** Introduction to Policy Analysis
- *Prerequisite for all core courses except Stats requirement*
- **PUBPOL 301:** Political Analysis for Public Policy
- **PUBPOL 302:** Policy Choice as Value Conflict
or **PUBPOL 330/GLHLTH 210:** Global Health Ethics
- **PUBPOL 303:** Microeconomic Policy Tools
or **ECON 201D:** Intermediate Microeconomics I
- **STATS 101:** Statistics and Data in Public Policy: STATS 101-1, 102, 104, 111, or 130 may substitute for STATS 101.

2 Required Courses:

- **PUBPOL 304:** Economics of the Public Sector
- **History Elective**, from list designated by the PUBPOL department
Note: the history elective must be taken on campus at Duke; it cannot be a transfer or study abroad course

4 Electives:

- 4 PUBPOL electives at the 160-699 level (one of which MUST be a 401- 699 level)

Internship & PUBPOL 120: Internship “Course”

- PUBPOL 155D, 301, 302, 303 and STATS 101 must be completed before starting the PUBPOL internship requirement
- Obtain and complete the hours requirement
- Enroll in PUBPOL 120- Internship requirement course, and submit a memo according to the syllabus guidelines after internship completion. The purpose of the memo is to link the internship experience back to coursework. If work is not submitted by deadline you will receive an “Unsatisfactory” grade.

Internship Requirement

The intention of the internship is to give students the opportunity to develop a basic understanding of one or more public policy areas and further hone research, writing and analysis skills they are building in the major. Rather than simply being a requirement to check off, the Sanford Career Services office works with students to find an internship that is interesting to the student, utilizes those key PUBPOL skills, and provides an experience that is a solid addition to the student's resume.

Most PUBPOL students complete their internship requirement during the summer between junior and senior years after they have completed the core courses- PUBPOL 155D, 301, 302, 303 & STATS 101 or equivalents. Our Sanford Career Services staff assists each student with completing this required curriculum component. Further details on the internship requirement can be found on our website: www.sanford.duke.edu.

Internship Hour Requirements

- Summer internship- 350 hours
- Over the school year- 280 hours
- Combination of summer and semester- 300 hours

The Internship and PUBPOL 120

- **Start the internship process early** by creating a CareerLink account and completing your profile. CareerLink provides students access to helpful resources in the Document Library.
- **Reach out to an internship advisor or assigned internship TA** for a meeting to discuss internship options, resume format and next steps. *All emails to Sanford Career Services must include student's name in the subject line!*
- **Apply to internships and watch** for internship deadlines, especially for those with the Federal Government.
- **Submit your internship** record for review before starting your internship
- **Enroll in PUBPOL 120 and submit memo** linking internship experience back to core coursework after internship hours are complete.

Interesting in completing the Internship requirement during the academic year? Contact your Internship Advisor by the end of Spring Break for more details about the Local Impact Consulting Internship (LICI) Program that matches students with local organizations in the Triangle area.

Advising for the PUBPOL Major

PUBPOL Program Coordinator

The PUBPOL Undergraduate Program Coordinator is the key administrative person in the Undergraduate Office and a resource for questions about the major for prospective and current PUBPOL students.

Enrollment Eligibility

All PUBPOL 1st majors are required to schedule and meet individually every semester with the program coordinator prior to course registration to review their progression through the major, discuss any questions and to be made eligible to enroll. Registration for the next semester is not possible without this meeting. Those students with another degree program other than Public Policy as their 1st major should contact that specific department for questions regarding registration eligibility.

PUBPOL Faculty Advisor

Students are strongly encouraged to meet with their faculty advisor as they may be used as a resource to ask questions about course choice, program goals and the like. Each Public Policy major is assigned a faculty advisor within the Sanford School of Public Policy once they formally declare the major with the Academic Advising Center. Students may review the faculty roster available from the Undergraduate Program Coordinator, or consult the PUBPOL Experts section on our website (www.sanford.duke.edu) to seek a faculty member whose expertise reflects your interests.

Academic Dean for PUBPOL

Academic Deans help students progress through their four years at Duke. They provide support such as working with your instructors to ensure you get appropriate academic accommodations in cases of chronic illness as well as personal and family emergencies; helping with course withdrawals and leaves of absence or other status changes; and fielding queries from faculty, parents, campus partners and others about Trinity College Arts & Sciences academic policies and procedures. Contact your Academic Dean for expert advice on university policy and help in understanding the requirements that structure undergraduate education.

Pathways in Public Policy

To help students focus their studies, we offer Pathways in Public Policy, which consist of clusters of courses, research opportunities, and internships for students with strong interests in particular policy areas. Pathways will help students choose electives more coherently. They will also alert students early in their Duke careers to the sequences of courses they should be taking, especially courses that would provide them with the research skills (e.g., econometrics) that they may need for honors theses. While students will not be required to pick a Pathway, having the information available should allow students to construct more coherent selections as they choose their electives.

Pathways include global policy, social policy, economic policy, health policy, and policy journalism. Within each of these broad groupings, more narrowly defined clusters of courses and interests are described on the Sanford School website. The social policy pathway, for example, includes descriptions of how students could pursue interests in studying education policy or child and family policy. Each semester the Director of Undergraduate Studies (DUS) will update information about what courses will be offered that may be of interest to students in a particular pathway. The integration of research opportunities and internship offerings with course descriptions should also lead students to pursue a coherent plan in their selection of classes, research opportunities and internships.

For more information about Pathways please visit:

www.sanford.duke.edu

The Honors Project

There are two different tracks to graduating with distinction in public policy: the honors seminar and the independent study route. For entry into either of the two tracks, a student must have at least a 3.40 average in a subset of core courses taken to date (i.e., PUBPOL 155D, 301, 302, and 303).

For graduation with departmental distinction, students are required to complete an honors seminar or independent study project and produce an honors research project. To be awarded Distinction in Public Policy, a student must receive no less than an A- on the research paper as determined by the honors program director and have at least a 3.40 average in a subset of core courses (i.e., PUBPOL 155D, 301, 302, and 303). If a student is judged to have done a clearly superior research project, as evidenced by a grade of A or A+ as determined by the honors program director, and if the 3.40 or higher average in the above subset of courses is attained, Highest Distinction in Public Policy is awarded. The proposed program of research must be approved in advance by the Director of Undergraduate Studies. More details on the honors program are provided in the PUBPOL Honors Brochure, available from the office of the Director of Undergraduate Studies.

Independent Study

Independent study enables a student to pursue for course credit individual interests under the supervision of a faculty member. The application process requires the development of a preliminary bibliography and work schedule along with a completed independent study form with approval from both the Director of Undergraduate Studies and the supervising faculty member. Completed requests must be submitted to the Sanford School Registrar before the drop/add date of the proposed semester to receive a permission number for course registration.

Study Away

Duke in Glasgow

Each fall, a seminar-sized contingent of students travel to Scotland to study policy issues at the University of Glasgow, historically esteemed for its contribution to political economy and moral philosophy. Students participate in a number of important cultural and political institutions as well as sightseeing excursions to explore the diversity of the UK. All students enroll in a specifically designed course on British policy and politics, while three additional elective courses may be chosen from the University's regular offerings. During this study abroad semester, the 401-699 level PUBPOL elective requirement may be fulfilled, along with 2 PUBPOL additional electives.* Please visit www.sanford.duke.edu or contact meghann.lail@duke.edu for more information.

Duke in DC- Policy, Leadership and Innovation

Based in the nation's capital city, the Duke in DC program is available to PUBPOL majors each spring semester. During this semester-long program, students enroll in three PUBPOL elective courses and either an independent study or internship. The internship *may* fulfill the required public policy internship. Please visit www.sanford.duke.edu or contact lisa.kukla@duke.edu for more information.

Duke Semester in India

This fall semester study away program features two development courses and two global health courses, each set of courses focusing on rural and urban realities. Students spend half the semester in Rajasthan studying and researching development, poverty, and global health while living with host families both in Udaipur and surrounding villages. At mid-point, students move to Bangalore to study urban environment, health and development issues, with particular attention to income disparities, slum areas and villages. Please visit www.sanford.duke.edu or contact meghann.lail@duke.edu for more information.

**For all other study abroad programs, only a total of 2 transfer PUBPOL electives are allowed.*

Service Opportunities in Leadership

PUBPOL students may also participate in special experiential opportunities at home and abroad through the Hart Leadership Program's Service Opportunity in Learning Program. Students have worked with homeless shelters, schools and service agencies across the U.S., refugee camps in Bosnia and community projects in Central America and South Africa. PUBPOL majors who participate in the Service Opportunities in Leadership Program may receive credit for completing their required PUBPOL internship if they complete the policy paper and obtain the necessary evaluation forms from their sponsors.

Information about special service internship opportunities in the U.S. and abroad is available from the Service Opportunities in Leadership Program, part of the Hart Leadership Program in Room 116 or at (919) 613-7350.

Career Services

The Career Development Center in Page Building (919-660-1050), <http://www.studentaffairs.duke.edu/career>, provides career services for all our undergraduate students. The Sanford School Office of Career Services, while primarily serving graduate students, periodically receives information about jobs and fellowships for undergraduate students with an interest in public affairs and public policy.

PUBPOL Website

Our website (www.sanford.duke.edu) is a comprehensive source for information about our faculty, curriculum, research and policy-related special events here and elsewhere on campus. Some of our faculty members have also chosen to develop web pages for individual courses. A Sanford magazine, published twice a year, provides timely information about research activities and individual achievements of our students, faculty and alumni. It is available online as well as in racks near building entrances. Consult the website for answers to most questions about the major, as well as a list of faculty and staff contacts for additional information. You can also become a fan of the Sanford School on Facebook, follow @DukeSanford on Twitter, or join the School's LinkedIn group.

The Sanford Community

As undergraduate PUBPOL majors, you are not alone in the Sanford School. In addition to undergraduate instruction, the School also houses a professional master's degree and a Ph.D. program for graduate students interested in solving public-sector problems and a mid-career training program for individuals from the developing world who are pursuing careers as analysts and leaders. Research centers described elsewhere in this handbook are working to advance our understanding of policy issues and their solutions. Individual faculty members are also pursuing research on issues and problems facing today's decision makers.

Take advantage of this vibrant academic community by meeting with faculty members whose interests are similar to yours.

Far-reaching Research Centers

The Sanford School provides a dynamic campus hub for interdisciplinary research centers exploring vital policy questions in the field and in the classroom. Headed by a director, the centers have faculty drawn from both the Sanford School and across the university. Some centers also have support staff and research assistants. The centers provide students the opportunity to participate in research projects and special course offerings. The centers also bring in guest speakers and hold conferences of interest to the Sanford community. Listed are both centers housed within the Sanford School, as well as university-wide centers in which public policy faculty are active.

Center for Strategic Philanthropy and Civil Society researches, analyzes and promotes philanthropy that consistently produces high impact. The center stimulates communication, collaboration and problem-solving around pressing issues of public policy and philanthropy. It operates the Duke Foundation Research Program.

Director: Joel Fleishman, Professor of Law and Public Policy

Center for the Study of Philanthropy and Voluntarism promotes the exchange of ideas among students, scholars, policymakers and practitioners in the nonprofit sector.

Director: Charles T. Clotfelter, Z. Smith Reynolds Professor of Public Policy; Professor of Economics and Law.

DeWitt Wallace Center for Media and Democracy works to sustain the accountability function of journalism through research, education, policy development and professional training. The Center manages the undergraduate Policy Journalism and Media Studies Certificate.

Director: Bill Adair, Knight Professor of the Practice of Journalism and Public Policy

Duke American Grand Strategy Program is an interdisciplinary program that blends education and scholarship. Our mission is to raise future leaders by having students study past strategists and engage with current leaders. Through workshops, distinguished lectures, and courses, participants in AGS have the opportunity to interact with leaders from the world of policy as well as the best scholars writing on these topics today.

Director: Peter Feaver, Professor of Political Science and Public Policy.

Duke Center for Child and Family Policy seeks to solve problems facing children in contemporary society by bringing together scholars from many disciplines with policymakers and practitioners. The center manages the undergraduate Child Policy Research Certificate.

Director: Kenneth A. Dodge, William McDougall Professor of Public Policy, Professor of Psychology and Neuroscience.

The Duke-UNC USDA Center for Behavioral Economics and Health Food Choice Research (BECR) strives to increase understanding of how behavioral economics approaches to healthier food can lead to public policies that support healthier eating by addressing consumer as well as food industry and retail behavior.

Director: Matt Harding, Assistant Professor of Public Policy and Economics.

Hart Leadership Program is the first endowed undergraduate program at a major university to emphasize ethics, service, social entrepreneurship and the responsibilities of leadership as part of its curriculum.

Director: Alma Blount, Lecturer in Public Policy.

Samuel and Ronnie Heyman Center for Ethics, Public Policy, and the Professions focuses its teaching and research activities on ethical issues in public policy decisions. The Center sponsors symposia, speakers and conferences.

Director: Joel L. Fleishman, Professor of Law and Public Policy.

The Polis at Duke is a new center, launching this year. It engages the Duke community in meeting a great challenge of our time: restoring the health of our politics through leadership, innovation and service. Through our teaching, research, and collective engagement, we aim to inspire and empower Duke students to participate in political life in all its forms, and to improve democratic processes in the U.S. and around the world.

Director: Frederick Mayer, Professor of Public Policy, Political Science and Environment.

Program on Global Health and Technology Access supports scholarship, policy engagement and teaching on issues of globalization and health. Its initial work has focused on alternative models of innovation for health and improving access to essential medicines, particularly for the developing world.

Director: Anthony So, Professor of the Practice of Public Policy Global Health.

Duke Center for International Development addresses specific policy issues associated with globalization and international development through training, graduate-level education, advisory programs and related research.

Interim Director: Jonathan Abels

Triangle Center on Terrorism and Homeland Security was launched in 2005 to stimulate cross-disciplinary discussion and scholarship on military, diplomatic and domestic counter-terrorism strategies and policies for preventing and protecting against terrorist attacks. It is co-sponsored by Duke, UNC-Chapel Hill, and RTI International.

Director: David Schanzer, Associate Professor of the Practice of Public Policy.

Triangle Institute for Security Studies is an interdisciplinary consortium founded in 1958 and sponsored by Duke, UNC-Chapel Hill and NC State University to advance research and education concerning national and international security, broadly defined.

Director: Peter D. Feaver, Professor of Political Science and Public Policy.

The Sanford School Buildings

The Sanford Building and Rubenstein Hall are located at the corner of Science Drive and Towerview Road, across from Duke Law School.

Card Access Duke Card access for undergraduates is from 6 a.m. until midnight.

Computer Usage The Sanford School is fully equipped for wireless networking. You can log on to the Duke network from all common areas as long as your laptop is registered with Duke OIT. See <http://www.oit.duke.edu/net-security/network/wireless/index.php>

Duke Network ePrint Service visit <http://www.oit.duke.edu/comp-print/printing/>

The Sanford School computer labs are not part of the OIT lab system and are not generally available for undergraduate student use. Undergraduates can be provided with access for honors class work or for faculty research projects by request. Requests for undergraduate access to the Sanford computer labs should be submitted by faculty to pshelp@duke.edu.

Meeting Room Reservations The Sanford School of Public Policy offers a unique and exciting setting for conferences, meetings and special events. To make a reservation please visit <http://sanford.duke.edu/who-we-are/our-location/facility-rental>

Important Offices The main administrative office of the Sanford School is located in Sanford Building Room 124A. The Undergraduate Program Coordinator is located in Room 108. The internship office is located in Room 257B. The building manager's office is in Rubenstein Hall Room 142.

Recycling Large, centrally located blue bins are clearly labeled and available to dispose waste items. Recycling and composting are strongly encouraged to help reduce the amount of waste in landfills. Please do your part and help keep us green by taking advantage of this convenience.

Saladella Cafe at Sanford, a popular eatery on the ground floor of the Sanford Building, offers salads, hot soups, tortilla wraps, sandwiches, yogurt, fruit, bagels, cookies and several beverages. Hours are from 8 a.m. until 5:30 p.m., Monday through Thursday, and from 8 a.m. to 3 p.m. on Friday. They accept points, Flex and cash. Vending machines are located

adjacent to Fleishman Commons and on the ground level of Rubenstein Hall for additional snacks and drinks.

Visiting Speakers and Special Events Most lectures and events are open to the public, and notices are placed around the building announcing upcoming events and lectures. For specific information, please consult the Sanford School web site

This handbook is meant to help students understand the various requirements of the undergraduate public policy program at Duke. It will only supplement, not supersede, the "Academic Procedures and Information" set forth in the Bulletin of Undergraduate Instruction of Duke University. It is understood, therefore, that the Bulletin will be the final authority in the event any discrepancy might occur between the contents of these two publications.

Key Contacts for PUBPOL Majors

Visit the Sanford School of Public Policy at www.sanford.duke.edu for more details on the major and current news & events.

Undergraduate Program Coordinator*

Meghann Lail
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Director of Undergraduate Internships**

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Sanford School Registrar

Anita Lyon
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* The Undergraduate Program Coordinator will be most helpful for general information about the major, including: advisors, course requirements, electives, independent study requirements and special programs.

** The Internship Program Administrators will be most helpful for information about internships, including: requirements, pre-internship courses, applications and placements.