

Duke

SANFORD 
SCHOOL OF PUBLIC POLICY

Handbook for Public Policy Majors 2017-2018

**Rigorous analysis,
inspired action**

Duke University's
Sanford School of Public Policy
A community pursuing innovative
policy solutions to create positive
change.

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 the 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 the public sector, in private companies and in nonprofits. They hold influential positions in countries throughout the world, start their own businesses, and are seeking to address the world’s most important challenges. They share a spirit of optimism and a confidence that encourages them to be creative, think big, and solve problems.

The Sanford School has one of the best public policy programs in the country. 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.

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 pursue “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
Director, World Food Policy Center

In Keeping with Our Namesake’s Legacy, the Sanford School of Public Policy Has Outrageous Ambitions.

We aspire to be a great school of public policy for the 21st century and to be recognized in the region, in the nation, and throughout the world as a leader in our field. Our vision for what it means to be a great public policy school derives from our core values -- constants that continue to define who we are and what we strive to be -- and from our mission statement:

“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

Our teaching equips future and current policy leaders with the skills, knowledge and experiences that empower and inspire them to make a positive difference in the world. We aim to be a model for an innovative, engaging and policy-relevant teaching and learning environment. Our commitment to our students extends to creating outstanding learning experiences outside the classroom, providing excellent career and professional development services, and maintaining lifetime connections and opportunities for interaction with our alumni.

Deep Engagement with the Policy World

We strive to be deeply engaged with the community of public policy makers in governments, international organizations, nonprofits, media organizations and the private sector. Our engagement should be a two-way street, both an avenue for projecting our research into policy and practice and a way for policy makers and practitioners to inform our teaching and research.

Diversity and Community

Our vibrant and diverse community of scholars, teachers, administrators and students shares a commitment to the mission of the Sanford School. It is the nature of public policy that we draw strength from our different disciplines, perspectives and personal backgrounds, and we pride ourselves on collaboration and a strong sense of community. Moreover, we live in a diverse world, and to produce great research that matters and to empower and inspire future leaders, we embrace diversity.

Research That Matters

Through the honors program, independent study, or research assistantships public policy 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.

Describing the Public Policy 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.

If there is a common theme to the diverse set of courses taken by a public policy 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.

Learning Objectives

Public Policy Majors will...

- Analyze and evaluate contemporary public policy problems.
- Apply knowledge and skills acquired through core coursework and co-curricular activities to a public policy internship.
- Communicate effectively to a range of stakeholders in academic and applied settings using a variety of verbal and written formats including policy memos, research papers, blogs, policy reports and other formats.
- Understand how to use research to inform data-driven policy decisions.

The Public Policy Curriculum

Components: 12 Courses Including Public Policy Focused Internship

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
- **STA 101** Data Analysis and Statistical Inference
or STA 101-1, 102, 104, 111, or 130

2 Required Courses:

- **PUBPOL 304:** Economics of the Public Sector
- **History Elective**, from list designated by the PUBPOL department
<http://sanford.duke.edu/academics/undergraduate/courses/history-electives>
Note: the history elective must be taken on campus at Duke

4 Electives:

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

1 Public Policy Internship & PUBPOL 120:

The Sanford School faculty requires that all Public Policy majors complete a relevant internship prior to graduation. The purpose of this academic requirement is to give students an opportunity to apply concepts from the core courses in a real world setting. The Sanford Career Services Office (SCSO) must approve all internships in advance. Most internships are with public or nonprofit agencies, although in relatively rare instances an internship with a private for-profit company may be acceptable if the focus is on public policy. Regardless of the setting, the emphasis of the internship must be a project that uses professional skills, and it should not be administrative or service-focused. SCSO provides support for majors seeking public policy internships and assures that all majors fulfill faculty-approved requirements for the internship experience.

Public Policy Internship & PUBPOL 120 Requirements

Further details on the internship requirement can be found on our website:

<http://sanford.duke.edu/academics/undergraduate/internships>

<p>TIME COMMITMENT</p> <ul style="list-style-type: none"> • 350 Hours 	<p>TIMING Internship must start after declaring the public policy major and most students complete the internship the summer between Junior & Senior year</p>		
<p>GEOGRAPHICAL LOCATION No restrictions</p>	<p>PREREQUISITES</p> <ul style="list-style-type: none"> • Complete all PUBPOL Core Courses • Attend Sanford Internship Workshop and Private Sector Information Session • Create student profile in Sanford CareerLink (SCL) 		
<p>FINANCIAL ASSISTANCE Student must attend a Sanford Internship Workshop to learn more and to be eligible for funding</p>	<p>POST-INTERNSHIP DOCUMENTS Supervisor Evaluation, Student Evaluation, & 5-Page Memo</p>		
<p>APPROVAL Receive approval of your SCL internship record, request permission number for PUBPOL 120 enrollment</p>	<p style="text-align: center;">Deadlines</p>		
<p>Mandatory Documentation</p>	<p>Summer</p>	<p>Fall</p>	<p>Spring</p>
<ul style="list-style-type: none"> • CareerLink Internship Record 	<p>May 1</p>	<p>Aug 20</p>	<p>Aug 20</p>
<ul style="list-style-type: none"> • Enroll in PUBPOL 120 	<p>Summer I Drop/Add</p>	<p>Fall Drop/Add</p>	<p>Spring Drop/Add</p>
<ul style="list-style-type: none"> • Supervisor Evaluation 	<p>Aug 1</p>	<p>Fall LDOC</p>	<p>Spring LDOC</p>
<ul style="list-style-type: none"> • Student Evaluation 	<p>Aug 1</p>	<p>Fall LDOC</p>	<p>Spring LDOC</p>
<ul style="list-style-type: none"> • 5-Page Memo 	<p>Aug 1</p>	<p>Nov 1</p>	<p>April 1</p>
<p>EXAMPLES OF ELIGIBLE INTERNSHIPS</p> <ul style="list-style-type: none"> • Public Policy Internships A wide variety of policy internships listed in the SCL internship database • Sanford Local Internship Program School year policy option • Duke in DC Spring semester study away program • DukeEngage Pre-approved opportunities eligible each summer • Hart Leadership Selected opportunities eligible each summer • Limited Private Sector Internships Only those with significant public policy focus 			

Optional Curriculum Opportunities

Graduation with Departmental Distinction –Two Tracks to Honors

There are two tracks to graduating with Distinction in Public Policy: the honors seminar and the independent study route. The choice will depend on a number of factors.

The seminar provides students with the additional support of feedback from seminar participants, trains students in the presentation of research results, offers the opportunity for research funding, and can generate additional recognition (i.e., designation as a PPS Honors Program Scholar).

The independent study route may be chosen by students who realize after they have produced significant seminar/independent study papers that they are interested in pursuing topics in even more depth than they did in their class papers. The same standards will be used in judging papers whether they come from the honors seminar or through the independent study track.

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/substitute).

Distinction Requirements

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/substitute). 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 link below or by connecting with the Honors Program Director.

<http://sanford.duke.edu/academics/undergraduate/honors-programs>

Honors Application:

<http://sanford.duke.edu/academics/undergraduate/forms>

Optional Curriculum Opportunities Continued

Independent Study

Independent study enables a student to pursue for course credit individual interests under the supervision of a faculty member. Independent study is of two types: Independent Study (non-research) and Research Independent Study.

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.

Independent Study Form and further instructions:

<http://sanford.duke.edu/academics/undergraduate/forms>

Pathways in Public Policy

Students who major in public policy may choose to focus their electives in Pathways. These are similar to “concentrations” in other majors. Pathways are not required but provide an opportunity to develop deeper knowledge in a specialized area of interest.

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.

<http://sanford.duke.edu/academics/undergraduate/curriculum/pathways>

Study Away

Duke public policy students may expand their learning horizons further by enrolling in a wide variety of study away programs offered through Duke's Global Education Office. The three programs listed below are sponsored by the Sanford School and are open to all Duke majors.

<http://sanford.duke.edu/academics/undergraduate/global-education>

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 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 public policy majors each spring semester. During this semester-long program, students enroll in three PUBPOL elective courses and independent for course credit. The internship *may* fulfill the required public policy internship.

Please contact lisa.kukla@duke.edu for more information.

Duke Semester in India

This fall semester study away program features four courses, focusing on poverty, health, sustainability and conservation. Students spend half the semester in Rajasthan studying 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 environmental sustainability and conservation, health and development issues, with particular attention to income disparities, slum areas and villages.

Please contact meghann.lail@duke.edu for more information.

**For all other study abroad programs, only a total of 2 transfer PUBPOL electives are allowed. Please connect with the Assistant Director of Undergraduate Studies for all PUBPOL course transfer approvals.*

Student Services for Public Policy Majors

Enrollment Eligibility

All public policy first majors are required to schedule and meet individually each 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 first major should contact that specific department for questions regarding registration eligibility.

Public Policy 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 consult the Public Policy Experts section in the link below to seek a faculty member whose expertise reflects their interests.

<http://sanford.duke.edu/people-and-research/faculty-directory>

Career/Internship Services & Support

The Sanford School Office of Career Services primarily provides undergraduates help with resumes, cover letters and mock interviews as part of each public policy major's internship search. They share information about jobs and fellowships for undergraduate students with an interest in public affairs and public policy.

Now entering its third year, the Sanford EMBARK Program provides programming and career support for students interested in exploring careers and "first jobs" in politics, advocacy, human rights, social justice, lobbying, policy research and government. This student led team connects current students with Sanford and Duke alumni for support in their specific policy related interests through the October kickoff, informal coffee chats, digital profiles, and the EMBARK Networking Expo in the Spring. For more information about EMBARK or to join the student team, email suzanne.valdivia@duke.edu.

Duke's Career Center located in the Smith Warehouse provides career advising and events for all our undergraduate students. You can sign up on-line to make an appointment with a career counselor and you can see what employers will be coming to campus for the Non-Profit & Government Fair in mid-October in addition to other Career Fairs and Employer Info Sessions. <https://studentaffairs.duke.edu/career>

Special Programs

Hart Leadership Program

Public policy 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. Public policy majors who participate in the Service Opportunities in Leadership Program may receive credit for completing their required public policy 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 113 or at (919) 613-7406.

4+1 Accelerated Master of Public Policy Track

The "4+1 Accelerated MPP" track (4+1 AMPP) is a new opportunity for Duke public policy majors to complete both their undergraduate and master's degrees in five years. Majors who are able to pursue graduate-level coursework during their senior year will be eligible to apply in Spring of their junior year. The application deadline is April 20, 2018. For more details about eligibility, the application process, 4+1 AMPP curriculum and other details, please email Meghann Lail, Public Policy Undergraduate Program Coordinator, meghann.lail@duke.edu.

Student Leaders – The Public Policy Majors Union

The student-led Public Policy Majors Union (PPSMU) is 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 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 public policy majors are a part of the Union and are included in the undergraduate list serve to receive the weekly PPSMU newsletter. New Majors Union Officers are elected by the public policy major student body each Spring semester.

The Sanford Community

As undergraduate public policy 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 PhD 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.

Research Centers & Programs

The faculty of the Sanford School of Public Policy lead or collaborate with a wide variety of on-campus interdisciplinary research centers that are exploring vital policy questions and bringing provocative and timely speakers to campus. These research hubs can offer students opportunities to work with faculty on ground-breaking research, and to engage with leaders in many fields.

Listed below are institutes, centers and programs housed at the Sanford School, as well as other Duke centers in which public policy faculty members are active. Those led by Sanford School core or secondary faculty members include the faculty director's name.

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

<http://dewitt.sanford.duke.edu/>

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.

<https://sites.duke.edu/agsp/>

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: Linda Burton, James B. Duke Professor of Sociology, Professor of Public Policy

<http://childandfamilypolicy.duke.edu/>

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, Senior Lecturer in Public Policy.

<https://hart.sanford.duke.edu/>

The POLIS at Duke 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, Associate Dean for Strategy and Innovation, Sanford School, Professor of Public Policy, Political Science and Environment.

<https://polis.sanford.duke.edu/>

The World Food Policy Center addresses four broad categories of food issues: hunger, malnutrition and food insecurity; obesity and chronic diseases such as diabetes; agriculture and the environment, including biodiversity, GMOs, climate change, water, and other issues; and food safety and defense. It seeks to create a global network of people working on food issues to create a world food policy idea bank.

Director: Kelly Brownell, Dean, Sanford School of Public Policy; Robert L. Flowers Professor of 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 Lab The lab is not part of the OIT lab system and is not generally available for undergraduate student use. Undergraduates may request access for honors class work or for faculty research projects. Requests for undergraduate access to the Sanford computer labs should be submitted by faculty to ppshelp@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>

Recycling Large, centrally located blue bins are clearly labeled and available to dispose waste items. Recycling is 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.

Sanford School of Public Policy 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. Consult the website for answers to most questions about the major, as well as a list of faculty and staff contacts for additional information.

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Go to

www.sanford.duke.edu

to learn how to **SUBSCRIBE** to our podcasts and e-newsletter:

- **Policy 360 with Kelly Brownell** (podcast)
 - **Ways & Means Show** (podcast)
- **Research and Views** (monthly e-newsletter)

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 Public Policy Majors

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

Undergraduate Program Coordinator*

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Director of Undergraduate Studies

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Dean of Sanford School

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Assistant Internship Director**

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Director of Undergraduate Internships**

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Sanford School Registrar

Anita Lyon
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919.613.7382
anita.lyon@duke.edu

* 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 Sanford Career Services Staff will be most helpful for information about internships, including: requirements, applications and connections to alums at key organizations of interest.