

# ADVISING HANDBOOK

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

UNC PUBLIC POLICY

2017-2018



UNC  
PUBLIC POLICY

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## **INTRODUCTION**

Public Policy is an interdisciplinary social science major designed to provide students with the theoretical perspective, analytical skill and substantive knowledge needed to respond to major domestic and global policy problems.

The core curriculum includes exposure to multiple disciplinary fields, including economics, political science, policy analysis, philosophy, research methods and statistics.

The undergraduate major in public policy provides students with conceptual and analytical skills that prepare them for work or graduate school. The combination of a liberal arts education, the development of writing and analytical abilities, and knowledge in a domestic or global policy serves as the foundation for graduate work in many professions, including law, business, public policy, public and international affairs, social work, public health, education, and city and regional planning.

## **MAJORING IN PUBLIC POLICY: BACHELOR OF ARTS**

The Worksheet and Major Diagram can help you in meeting the requirements for a Bachelor of Arts in Public Policy.

### **Core Requirements**

First-year and sophomore students considering a major in Public Policy are encouraged to complete PLCY 101/101-H or PLCY 110/110-H.

- PLCY 210/210H Policy Innovation and Analysis
- PLCY 220/220H The Politics of Public Policy
- PLCY 340/340H Justice in Public Policy
- ECON 310, ECON 410 or PLCY 410
- PLCY 460/460 H Quantitative Analysis for Public Policy
- PLCY 581 Research Design for Public Policy
- PLCY 698 Senior Capstone in Public Policy or PLCY 692H Honors in Public Policy
- At least six credit hours of required electives. Three credit hours may be for a 100- or 200-level PLCY course. The remaining three credit hours must be for an elective course at the 300 level or above. PLCY 130, 293, and 393 may not count as electives for the public policy major.

### **Additional (Prerequisite) Requirement**

- ECON 101

### **Policy Field/Concentration (optional)**

Students who complete an additional three credit hours in a specific policy field may elect to graduate with a concentration by completing the form below. These additional three credit hours must be at the 300 level or above. PLCY 393 may not count as an optional field course. For students completing the honors thesis, PLCY 691H fulfills the field concentration. Common field concentrations include:

- Education and Labor Markets
- Environment and Human Welfare
- Innovation and Entrepreneurship; Science and Technology Policy
- Social Policy and Inequality
- Health Policy, Bioethics, and Human Rights
- International Development Policy
- Global Conflict and Cooperation

Additionally, students may select courses across fields and design their own concentration. For information on which elective courses are recommended for each policy field concentration, please speak the department's Student Services Officer or Director of Undergraduate Studies. Students can receive a B.A. degree with a major in public policy with a concentration. The

particular title for a concentration is not listed on student diplomas or transcripts. UNC Public Policy keeps records of student concentrations, and students may list their concentrations on their resumes.

**PUBLIC POLICY MAJOR WORKSHEET**

**PRE-REQUISITES**

- ECON 101

**I. CORE REQUIREMENTS**

- PLCY 210 or PLCY 210H: Policy Innovation and Analysis
- PLCY 220 or PLCY 220H: The Politics of Public Policy
- PLCY 340 or PLCY 340H: Justice in Public Policy
- Economic Analysis and Public Policy (**Choose 1** course from this list):
  - ECON 310: Microeconomics: Theory and Applications
  - ECON 410: Intermediate Theory: Price and Distribution
  - PLCY 410: Applied Microeconomics for Policy
  - MATH 231 is a prerequisite for ECON 410
- PLCY 460 or PLCY 460H: Quantitative Analysis for Public Policy
- PLCY 581: Research Design for Public Policy
  - PLCY 460 is a co-requisite/ prerequisite
- Advanced Policy Projects (Honors Thesis Track):
  - PLCY 691H: Honors in Public Policy I (*3.3 overall GPA and 3.5 PLCY GPA*)
    - PLCY 460 is a prerequisite
    - PLCY 581 is a prerequisite
  - \*This course may count as Field 3.
  - PLCY 692H: Honors in Public Policy II (*Application required*)
    - PLCY 691H is a prerequisite
- Advanced Policy Projects (Non-honors Track):
  - PLCY 698: Senior Capstone in Public Policy
  - PLCY 460 is a prerequisite; PLCY 581 is a pre- or co-requisite

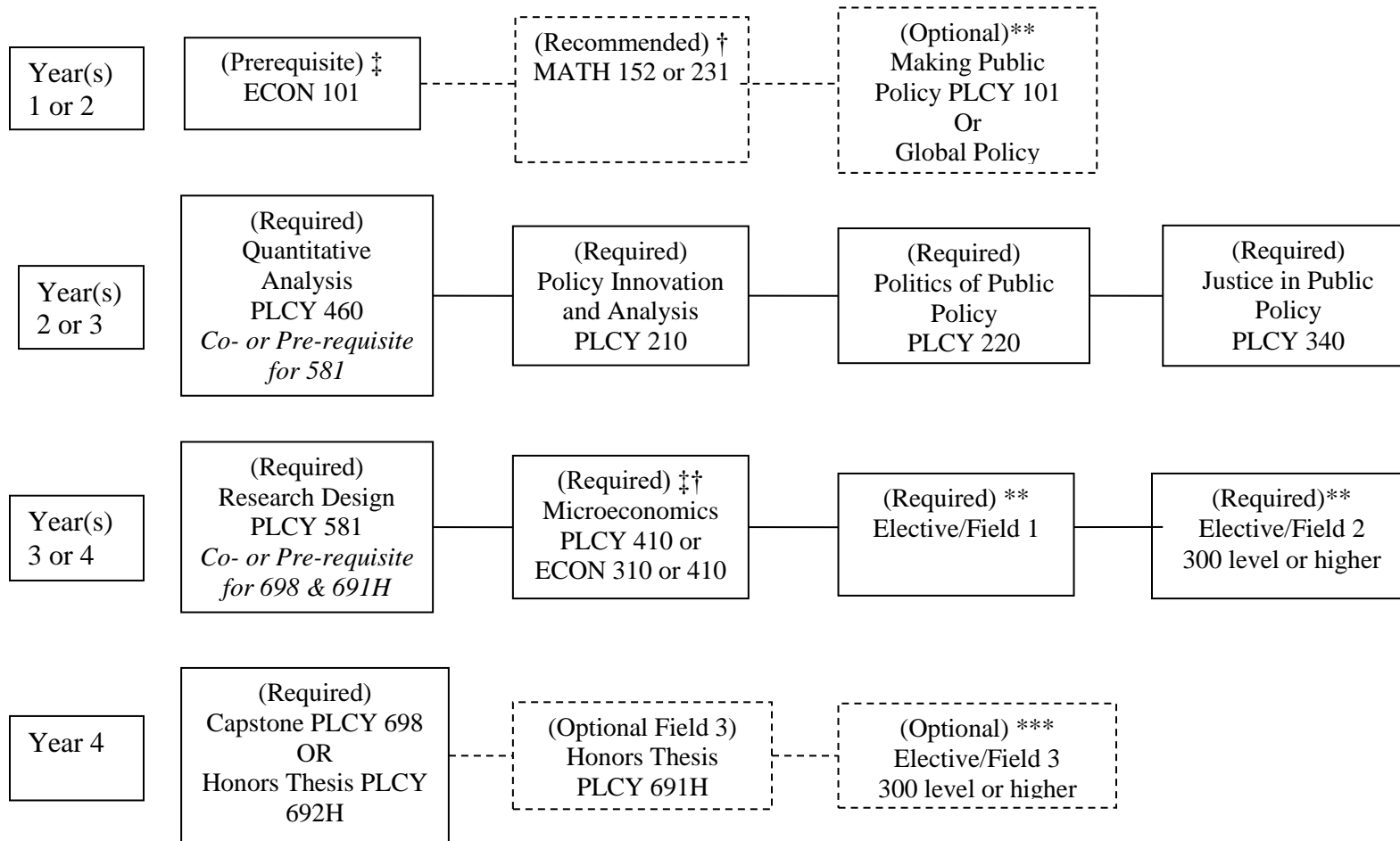
**II. ELECTIVES/POLICY FIELD (A minimum of 6 credit hours are required)**

A minimum of six credit hours are required. Three credit hours may be for a 100-level or 200-level PLCY course. The remaining three credit hours must be at the 300-level or above. Please see list of approved electives in the course catalog. *If a course that you would like to take as an elective is not indicated in the list, please complete the elective course approval form.* Students who take at least 9 credit hours in specific field area may elect for a concentration. Students define their own concentrations. Suggested concentrations and courses are described in the Undergraduate Handbook

- (required) \_\_\_\_\_
- (required) \_\_\_\_\_
- (optional) \_\_\_\_\_

## Public Policy Major Diagram

(Suggested Order to Complete 7 Required Core Courses and 6 Field Study Credit Hours)



Revised October 2017

† MATH 152 or 231 or equivalent is a prerequisite for ECON 410.

‡ ECON 101 is a prerequisite for ECON 301, ECON 410, AND PLCY 410.

\*\* 3 credit hours may be for a 100- or 200-level PLCY course.

\*\*\* Students who take at least nine credit hours in a specific policy field area may elect a concentration.



## **ADVICE FOR PUBLIC POLICY MAJORS (FAQs)**

### **Definition of Policy and Career Options**

#### **(1) What is Public Policy?**

Public policies are laws, regulations, decisions, and actions taken by governmental and non-governmental organizations to address social issues. As an academic discipline, public policy researchers seek to understand the development and causes of social problems, explain the political processes influencing which problems are addressed and how, design solutions to these problems, and evaluate these solutions.

Public policy problems of interest to UNC Public Policy faculty vary widely from global policy issues to domestic policy issues and include topics such as antitrust regulations, economic development, education, environment, health, human rights, immigration, poverty, and taxation.

#### **(2) What types of careers are there in public policy?**

Students interested in public policy follow many career paths. Some combine their interests in public policy with interests in business, economics, journalism, law, management, politics, public health, or social work. Public policy students may seek careers working on research within universities or think tanks such as the Rand Corporation, the Urban Institute or the Brookings Institute. Others may pursue careers in politics and may work as lobbyists for for-profit businesses or policy advocates for non-profit organizations. Additionally, students may pursue careers as legislative analysts for state legislators or policy analysts for federal government organizations such as the U.S. Government Accountability Office and the Congressional Research Service. In general, a variety of both governmental and non-governmental organizations need help interpreting policies and advocating for innovation and change. Therefore, students of public policy with strong analytic and writing skills are always in high demand.

#### **(3) Where can I find information about careers in public policy?**

One of the best ways to learn more about careers in public policy is to speak with a faculty member in Public Policy. In addition, the [Association of Public Policy Analysis and Management](#) (APPAM) provides information about careers in public policy on its website.

### **Major and Minor Requirements**

#### **(4) What are the current requirements for the public policy major?**

Requirements for the public policy major differ slightly depending on what year you entered the university. If the requirements for the major changed during your tenure at UNC, you must follow the guidelines in place for the year that you matriculated into UNC-Chapel Hill. Please refer to the appropriate Undergraduate Bulletin for additional information on course

requirements. Additional information on requirements to enter the Public Policy Honors program can be found in the Honors Advising Handbook available from the Student Services Officer.

**(5) How many public policy electives do I need to take to graduate with a major in public policy?**

Two. Students who complete a third elective will graduate with a public policy major and concentration in their field. However, a third course is not required for graduation with a BA in public policy. Students seeking to graduate with honors must complete a third elective course. The first semester of the honors thesis research sequence (PLCY 691H) will count as a third elective. Please see the honors handbook for more details.

**(6) How many public policy electives do I need to take to graduate with a minor in public policy?**

The undergraduate minor in public policy consists of five courses. Students must complete at least four of the following core courses: ECON 310 or 410; PLCY 210/210H Policy Innovation and Analysis; PLCY 220 The Politics of Public Policy; PLCY 340 Justice in Public Policy; PLCY 460 Quantitative Analysis for Public Policy; PLCY 681 Research Design.

Students must also complete one additional PLCY course at the 100 level or above. First-year and sophomore students considering a minor in public policy are encouraged to complete PLCY 101/101-H or 110/110-H.

**(7) Who should enroll in Policy 460?**

Sophomores, juniors, and seniors who are PLCY majors and minors should enroll in PLCY 460. We strongly recommend that all majors complete PLCY 460 by the end of their junior year. Juniors who expect to complete an honors thesis must complete PLCY 460 and PLCY 581 by the end of their junior year and prior to enrollment in PLCY 691H. Please see the honors handbook for more details.

**(8) If I have taken upper level statistics courses, may I opt out of Policy 460?**

No. All public policy majors are required to complete PLCY 460. PLCY 460 focuses on applications of statistics to problems in public policy analysis. Statistics courses in other majors focus on applications for those majors.

**(9) Is STOR 155 required?**

No. UNC Public Policy **strongly recommends** students complete an introductory statistics course (STOR 155, ECON 400, PSYC 210, SOCI 252) prior to enrolling in PLCY 460, but it is not required.

**(10) What electives are available to students in Public Policy?**

Students in public policy may choose an elective from a list of over 300 courses at UNC-Chapel Hill. Please see the list of approved public policy elective courses in online course catalog. If a student would like to take a course not currently on this list and a faculty member of public policy recommends the course, the student should complete the elective course approval form and submit the form to the Student Services Officer. If approved, the course will then be added to our list of approved elective courses. Students should submit requests for approval of new elective courses prior to enrolling in the course.

**Internships**

**(11) Can students receive elective credit for PLCY 293: Internship in Public Policy or 393: Public Policy Clinic?**

No. PLCY 293 and 393 count as experiential learning courses. However, students are expected to complete additional course work for their public policy electives.

**Graduate Work**

**(12) What are the requirements for enrolling in a masters or doctoral program in public policy?**

Requirements vary. The most competitive masters programs strongly prefer students with college-level economics, statistics, and calculus. In addition, masters programs prefer students with at least 2-3 years full-time professional experience. Many doctoral programs in public policy require students to have completed at least one year of calculus, one semester of microeconomic theory with calculus, and a semester of statistics. Students considering a PhD in public policy should complete ECON 410 to satisfy the microeconomic theory requirement.

**Policy Field (Concentrations)**

**(13) What is a policy field or concentration?**

A policy field or concentration is a group of courses that are thematically linked. UNC Public Policy provides descriptions of several common field concentrations that are recognized by researchers and employers in the field. However, students may also design their own, unique field concentrations which blend across those the Department provides.

**(14) How many electives do I need to take to have a policy field or concentration?**

The field or concentration is optional. For a field concentration, you are required to complete a minimum of 3 electives. Three credits may be for a PLCY course at the 100- or 200- level. The remaining two elective course must be at the 300-level or above and must be on our list of currently approved courses. A list of currently approved courses is available in the undergraduate

catalog. If a course that you would like to complete as an elective is not on this list, please complete the [Elective Course Approval Form](#).

**(15) The elective/field course that I am most interested in is not listed on the approved list of courses. How can I get it added to the approved list?**

New classes are continually being offered at UNC. If a course that you are interested in as an elective is not currently on our approved list, please complete the [Elective Course Approval Form](#). Most courses with relevance to public policy and taught at the 300-level and above can be approved as electives.

**(16) Who records my field concentration?**

UNC Public Policy. The field concentration is not recorded on transcripts or diplomas but is identified in departmental records and can be stated by students on their resumes.

**Honors Courses**

**(17) What is an honors thesis?**

An honors thesis is substantial research project culminating in a written report. Students engaging in honors thesis research evaluate current public policy problems through a combination of qualitative and quantitative data collection activities and/or secondary data analysis of publicly available data. The honors thesis provides a total of six credit hours toward the major. Students completing an honors thesis enroll in PLCY 692H instead of PLCY 698 during the Fall or Spring semester of their senior year. More information on the honors thesis process is available [here](#).

**(18) What are the requirements for graduating with honors or highest honors in public policy?**

The requirements for honors are stated in the undergraduate bulletin and summarized in additional detail in the Honors Handbook. Please see the Honors Handbook for these details.

**(19) Does the honors thesis count as an elective in public policy?**

No. Students writing an honors thesis complete PLCY 692H as an alternative to PLCY 698. Students who enroll in PLCY 692H but who do not receive honors for their thesis research still receive credit for the course and can graduate with their peers. Students who enroll in PLCY 692H but who fail to complete their thesis or receive an incomplete in 692H will not be eligible to graduate. They must either complete the thesis or complete PLCY 698 in a subsequent semester. Therefore, we strongly discourage students from taking an incomplete in 692H. Grades of incomplete are treated as a 0.0 (i.e. an F) in the calculation of the GPA until they are completed. If not completed in the subsequent semester, incompletes become permanent Fs on the student's record. If students are unsure of their capacity to complete an honors thesis in the required time frame, they should enroll in PLCY 698.

## Honors and Awards

### **(20) What type of honors or awards does UNC Public Policy offer to undergraduates?**

The Department recognizes outstanding students in public policy through various different honors or awards:

- One to two students are chosen from the graduating class each year to serve as the student speaker for the class.
- One student who has received Highest Honors on their thesis research is selected to receive the Best Thesis Award. To be considered for best thesis, the Student Services Officer must receive a pdf copy of your thesis and a nomination for highest honors on or before April 1.
- The Michael A. Stegman Award for Policy Research and Advocacy is given to honor one or more graduating seniors who best exemplify the values and legacy of Professor Michael Stegman, the first chair of UNC Public Policy.
- The Kathy A. Taft Award is given to a rising or graduating senior majoring in public policy with an interest in and dedication to education policy.
- The Hodding Carter III Public Service Fellowship was established in 2015 in honor of Hodding Carter III, the (Emeritus) University Professor of Leadership and Public Policy at UNC-Chapel Hill. The Fellowship supports opportunities for UNC undergraduate public policy majors to engage in public service opportunities in our communities, the American south, the nation and around the globe.
- The Richard (Pete) N. L. Andrews Fund was established in 2015 in honor of Professor (Emeritus) Pete Andrews. The Andrews Fellowship is awarded to a rising junior majoring in public policy, environmental studies, environmental sciences or environmental health sciences with a demonstrated interest in and dedication to policy-related research and/or service related to solutions for local, state, national and/or global environmental challenges.

To be considered for any of these honors and awards, students must either nominate themselves or be nominated by a Public Policy student or faculty member. Because we do not always know about all the activities our students engage in, we very much welcome self-nominations. If you would like to be considered for an award, please do write a brief letter to the Director of Undergraduate Studies (DUS). In the letter, describe the work that you have done and tell us why we should consider you for one of our awards.

### **(21) What are the requirements for getting on Dean's List?**

To be eligible for the Dean's List, students must meet one of the following requirements: (1) a 3.200 semester grade-point average with no grade lower than a C if enrolled in fifteen or more hours of letter-grade credit, exclusive of physical education activities courses; (2) a 3.500 grade-point average with no grade lower than a C if enrolled in at least twelve but fewer than fifteen hours of letter-grade credit, exclusive of physical education activities courses.

## Study Abroad and Transfer Credits

**(22) I plan to study abroad. Will the course I take count towards my public policy major?**

Perhaps. A study abroad course offered at the equivalent of the 300-level and above which has sufficient public policy content may count as an elective for the public policy major. However, because students must earn a minimum of a C (not C-) for any transfer course, final approval of study abroad courses cannot be provided until the transcript is received.

**(24) How do I obtain credit for a public policy course taken through a study abroad program or at any other university?**

If a student would like to receive credit for an elective in public policy completed at another university or as part of their study abroad program, they need to provide a syllabus for the course for review by the Director of Undergraduate Studies and must have received a C or better in the course. To receive approval of a transfer class, the student must complete the transfer credit request form available in this packet. To receive approval for a study abroad course, students must also fill out the Study Abroad Course Approval Form for the Study Abroad Office.

## Research and Independent Studies

**(25) I would like to participate in research. What kinds of opportunities are there for undergraduate research?**

All faculty in the Department of Public Policy engage in a substantial amount of research as part of their jobs. Several faculty provide opportunities for students to collaborate on research projects for credit as well as for pay. Depending on their skill level, students may be invited to assist with the management of data collection activities, conduct statistical and qualitative analysis of data, and draft reports or papers. To engage in research for credit students should work with faculty to design an independent study through PLCY 395 (see section on independent studies). To engage in research for pay, students should ask individual faculty if they have any positions available.

Additionally, students seeking experience are encouraged to develop unpaid internship experiences with faculty. The University also offers several other programs for students interested in gaining research experience. These include the Summer Undergraduate Research Fellowship (SURF) program, the Carolina Research Scholar Program (CRSP), the Moore Undergraduate Research Apprenticeship Program (MURAP), and the Carolina Population Center Summer Internship Program. For the most up-to-date information on undergraduate research opportunities at UNC-Chapel Hill, please see the Office of Undergraduate Research. In addition, several leading think tanks offer summer undergraduate research programs for outstanding students in public policy. The Student Services Officer maintains records of these opportunities. Please see the Student Services Officer for more details.

**(26) Can I receive elective credit for independent studies?**

Yes. Students may receive up to 3 credits for an elective in public policy from an independent study. Independent studies are intended for advanced material not available through regularly offered classes at the university. Students who have completed existing courses in a topic area and would like to pursue more intensive research and study in collaboration with a faculty member in the department should consider an independent study.

Students wishing to complete an independent study should carefully think through the purposes and substance of their independent studies, and work with their supervising instructor in developing a formal syllabus (a “learning contract”) for the course. It is up to the supervising instructor in consultation with the student to decide exactly how much reading and possibly outside work is to be done by the student, how often the two will meet to discuss what is being accomplished in the course, and what papers or examinations will be a part of the course. Some reading and written work involving policy analysis must be done to receive credit for this course.

PLCY 396, 496, 596 titled “Independent Study/Reading in Public Policy,” may be taken for 1-3 hours of credit, depending on the amount of academic work to be done by the student. (Alternatively, a student may take PLCY 395, “Research in Public Policy,” for 1-3 credit hours, wherein students generally collaborate with public policy faculty in an on-going research project in public policy.) To receive elective credit for an independent study, the faculty member and student must complete the independent study proposal form in this packet and return it to the Student Services Officer. **Independent studies must be approved by the Director of Undergraduate Studies prior to enrollment.**

## FUNDING AND AWARDS IN UNC PUBLIC POLICY

UNC Public Policy offers funding and awards to support student work outside of the university and recognize student accomplishments at commencement.

### DUNCAN MACRAE Jr. PUBLIC POLICY INTERNSHIP GRANT

#### Purpose

The **Duncan MacRae Jr. Public Policy Internship Grant** aims to support internship opportunities for public policy majors and to defer some of the costs associated with engaging in unpaid summer internships. This is a needs-based award.

#### Eligibility

- Currently enrolled sophomores and juniors at UNC-Chapel Hill in good academic standing who are declared public policy majors and have completed at least two core courses in the major.
- Students who have received an internship award in previous years are not eligible to apply.

#### Application Process

Public Policy majors should submit an application to the Undergraduate Affairs Committee (c/o Student Services Officer) by March 15. The application should include the following:

- A cover letter indicating the purpose of your internship and how it will foster your professional development in the field of public policy.
- A copy of the internship offer letter that you received from the sponsoring government agency or non-profit organization.
- An internship contract your duties and responsibilities as an intern, including the number of weeks to be worked and expected hours worked per week, and rate of pay.
- A copy of your resume.
- A copy of your official UNC transcript.

#### Awards

Contingent on availability of endowment funds, a maximum of two awards of up to \$1,500 each will be made each year to help a public policy with the costs of participating in an unpaid summer internship.

#### Selection Process

The Undergraduate Affairs Committee will review applications and recommend recipient(s) to the Chair of UNC Public Policy.



## Reporting Requirements

Students are expected to include an acknowledgement of support from the Duncan MacRae Jr. Public Policy Fund in any publications or presentations resulting from the internship experience. Students are also expected to submit a portfolio of work completed as part of their internship to the UNC Public Policy's Student Services Officer.

## Examples of Internship Programs

Please contact the Director of Experiential Education for help guidance about internship opportunities.

- American Enterprise Institute: <https://aeiinternships.silkroad.com/AEIinternships/Home.html>
- Brookings Institution: <https://interns-brookings.icims.com/>
- Center on Budget and Policy Priorities: <http://www.cbpp.org/careers/intern>
- Congressional Research Service: <https://www.loc.gov/crsinfo/opportunities/volunteer.html>
- Department of Education: <http://www2.ed.gov/students/prep/job/intern/index.html>; <https://www2.ed.gov/about/inits/list/hispanic-initiative/internships.html>
- Department of Labor: <http://www.dol.gov/oasam/programs/internship/>
- Department of Justice: [http://www.justice.gov/careers/student\\_programs.html](http://www.justice.gov/careers/student_programs.html)
- Environmental Protection Agency: <https://www.epa.gov/careers/student-internships>
- Government Accountability Office: <http://www.gao.gov/careers/student.html>
- Migration Policy Institute: <http://www.migrationpolicy.org/about/internships.php>
- National Institutes of Health: <https://www.training.nih.gov/programs/sip>
- Urban Institute: <http://www.urban.org/about/urban-institute-academy>

## **DUNCAN MACRAE JR. PUBLIC POLICY MENTORED RESEARCH ASSISTANT**

### **Purpose**

**The Duncan MacCrae Jr. Mentored Research Assistant Grant** aims to promote opportunities for undergraduates to engage in mentored research with full-time public policy faculty.

### **Eligibility**

- Assistant, Associate, and Full Professors in Public Policy seeking to provide mentored research assistant opportunities to undergraduate public policy majors.
- Currently enrolled undergraduate students in good academic standing who are declared public policy majors and have relevant experience.

### **Nomination Process**

Public Policy faculty may nominate a student/potential research assistant for this award to the Undergraduate Affairs Committee in the fall semester (September 15 deadline).

Each nomination should include the following:

- A brief statement (no more than 250 words) by the faculty mentor describing the aims of the research project, its policy significance, and work to be performed by the undergraduate research assistant.
- A letter of interest from the student seeking to collaborate with the faculty mentor.
- A copy of the nominee's UNC transcript.
- A copy of the nominee's resume.

### **Anticipated Number and Amount of Awards**

Contingent on availability of endowment funds, a maximum of 3 awards of up to \$1000 each (100 hours at \$10 per hour) can be made in each academic year.

### **Requirements**

Students receiving this award are encouraged to author or co-author a research paper with their faculty mentor and to participate/present in UNC's Annual Undergraduate Celebration of Research.

Faculty and student recipients of this award should acknowledge support from the Duncan MacRae Jr. Public Policy Fund in any publications or conference presentations resulting from the award.

## **KATHY ARNOLD TAFT AWARD FOR LEADERSHIP IN EDUCATION POLICY**

The **Kathy Arnold Taft Award for Leadership in Education Policy** was established in honor and memory of Kathy Taft by her family in 2010. Kathy Taft had a lifelong passion for the democratizing impact of public education on society, and served as vice chairperson of the Pitt County Board of Education in Greenville, as a founding member of Pitt County Communities in Schools, and as a member of the Board of Governors of the Governor's Schools of North Carolina. In 1995 she was appointed by Governor Jim Hunt to the North Carolina Board of Education, and took pride in becoming the longest-serving member of that board. Her son Jonathan Taft was a public policy major at Carolina.

The Taft Award for Leadership in Education Policy will recognize a rising or graduating senior public policy major who has demonstrated a passion for and commitment to improving K-12 education. The award will recognize the contributions and achievements of the nominee as well as their potential to play a future leadership role in education policy.

The Undergraduate Affairs Committee seeks nominations for the Taft Award. The deadline for nominations is **March 15 of each academic year**. To nominate a recipient, faculty, staff or students at Carolina should send the following information to the Undergraduate Affairs Committee (c/o Anna Brown, [annakb@email.unc.edu](mailto:annakb@email.unc.edu)):

- A letter from the student nominee with a brief (250 word) description of the nominee's contributions, achievements, and future leadership associated with improving K-12 education;
- Information supporting the selection of the candidate (including an official transcript and a resume);
- A letter of support from an internship supervisor, thesis advisor, or other professional educational policy mentor with a brief description of the nominee's academic background and extracurricular education-related activities related to improving K-12 education;

The Undergraduate Affairs Committee will review nominees and recommend a recipient to the faculty of the UNC Public Policy. The recipient will be recognized at our spring departmental commencement ceremony.

## THE MICHAEL A. STEGMAN AWARD FOR POLICY RESEARCH AND ADVOCACY

The **Michael A. Stegman Award for Policy Research and Advocacy** was established in 2007 by the faculty to honor Professor Michael Stegman, first chair of UNC's Department of Public Policy and previously a professor and Chair of the Department of City and Regional Planning. Throughout his forty-year career at UNC, Dr. Stegman produced high-quality policy research and analysis to advocate for affordable housing and for financial services and asset-building opportunities for the poor and working poor. Dr. Stegman served as Assistant Secretary for Policy and Research at the U.S. Department of Housing and Urban Development, chaired the White House Working Group on President Clinton's National Urban Policy Report, and founded UNC's Center for Community Capitalism. He retired from UNC to become director of policy and housing for the John D. and Catherine T. MacArthur Foundation in 2007. In 2012, he became the Counselor to the Secretary for Housing Finance Policy at the US Department of the Treasury.

The Stegman Award for Policy Research and Advocacy will recognize a graduating public policy major who has demonstrated an ability to use policy research and analysis to advocate for social change. The award will recognize the contributions and achievements of the nominee as well as their commitment to play a future role in policy research and advocacy.

The Undergraduate Affairs Committee seeks nominations for the Stegman Award. The deadline for nominations is **March 15 of each academic year**. To nominate a recipient, faculty, staff or students at Carolina should send the following information to the Undergraduate Affairs Committee (c/o Anna Brown, [annakb@email.unc.edu](mailto:annakb@email.unc.edu)):

- A letter from the student with a brief (250 word) description of the nominee's contributions, achievements, and future leadership associated with policy research and advocacy
- Information supporting the selection of the candidate (including an official transcript and a resume)
- A letter of support from an internship supervisor, thesis advisor, or other professional policy mentor with a brief description of the nominee's academic background and extracurricular education-related activities related to public service

The Undergraduate Affairs Committee will review nominees and recommend a recipient to the faculty of UNC Public Policy. The recipient will be recognized at our spring departmental commencement ceremony.

## HODDING CARTER III PUBLIC SERVICE FELLOWSHIP

The Hodding Carter III Public Service Fellowship was established in 2015 in honor of Hodding Carter III, the (Emeritus) University Professor of Leadership and Public Policy at UNC-Chapel Hill.

The Fellowship supports opportunities for UNC undergraduate public policy majors to engage in public service opportunities in our communities, the American south, the nation and around the globe.

The Carter III Fellow will serve on a team to advance public policies that improve the quality of life for low-income and low-wealth individuals in the Mid- South states of Arkansas, Mississippi, Louisiana, and Tennessee.

**The Hodding Carter III Public Service Fellow Selection Committee will seek letters of interest from interested applicants.** The deadline for submission is **March 15**. Interested students should send the following information as a zip file to the Committee (c/o Anna Brown, [annakb@email.unc.edu](mailto:annakb@email.unc.edu)):

- A letter of interest from the student nominee with a brief (no more than 500-word) description of the nominee's achievements, commitment to improving the welfare of low- and moderate-income households, and experience with, or a strong interest in, working with diverse communities;
- Unofficial transcript;
- Resume;
- Other relevant information supporting the selection of the candidate; and
- A letter of support from a faculty member, internship supervisor, or other professional policy mentor.

The Fellow will author memos and reports that will be used to brief policy makers, nonprofit and community leaders. Specifically, the Fellow will provide analytical support to HOPE's efforts to increase public and private investments in persistent poverty counties where poverty rates have eclipsed 20% for three decades in a row.

The Fellow's responsibilities include:

- Authoring policy briefs, reports, and memos on issues affecting communities of persistent poverty
- Conducting analysis of data on economic, financial, employment and banking trends in persistent poverty communities
- Preparing analysis for presentation of findings to nonprofit leaders, state and federal elected officials, administrative leaders in Cabinet agencies and the media

The Fellow should have these competencies/skills:

- Working knowledge of Microsoft Office, Microsoft Excel, Microsoft PowerPoint
- Working knowledge of or an interest in being trained on ArcGIS mapping software
- Coursework in public policy, public administration, economics or law with some coursework in statistics

**Hodding Carter III** was president and CEO of the Knight Foundation from February 1998 until July 2005. Under his leadership, the Knight Foundation made \$15 million in grants to further freedom-of-information projects and initiatives. The Foundation funded Sunshine Week, an annual effort sponsored by journalism advocacy and civil society organizations to promote values of open government, freedom of information, and public participation.

Carter held the Knight Chair in Journalism at the University Of Maryland College Of Journalism, and from 1965-66 he was a Nieman Fellow at Harvard. He worked on two presidential campaigns – for Lyndon Johnson and Jimmy Carter. In January 1977, Carter became spokesman of the Department of State and Assistant Secretary of State for Public Affairs, serving until 1980. Carter’s wife, Patricia Murphy Derian is a civil and human rights activist, who served as Assistant Secretary of State for Human Rights and Humanitarian Affairs from 1977 to 1981.

Carter went on to a national career in the media as television commentator and newspaper correspondent on public affairs, working with ABC, NBC, CNN, PBS, BBC, and The New York Times, among other leading media, and in the process earned four national Emmy Awards and the Edward R. Murrow Award for his documentaries. Carter received The Giduz Award for Public Service from the Harvard Club of the Research Triangle – “presented annually to an outstanding citizen who is committed to public service in our community, country and the world.”

Carter’s father was a newspaper publisher and editor in the South, whose editorials on racial and religious tolerance for the family-owned Greenville, Mississippi *Delta Democrat-Times* won the Pulitzer Prize in 1946. Born in New Orleans and raised in Greenville, Hodding Carter III graduated summa cum laude in with a bachelor’s degree from Princeton University. After serving in the military, he returned to Greenville, where he spent nearly 18 years as reporter-editorial writer, managing editor, and editor and associate publisher of the Delta Democrat-Times.

## **RICHARD N.L. (PETE) ANDREWS FELLOW IN ENVIRONMENTAL POLICY**

The **Richard N.L. (Pete) Andrews Fund** was established in 2015 in honor of Professor (Emeritus) Pete Andrews. The Andrews Fellowship will be awarded to a **rising senior majoring in public policy, environmental studies, environmental sciences or environmental health sciences** with a demonstrated interest in and dedication to policy-related research and/or service related to solutions for local, state, national and/or global environmental challenges. The Fund will provide \$500 in support for a student interested in working on environmental policy during the 2017 summer or a policy research-related project during the 2017-18 academic year. The awardee each year will be designated as the *Andrews Fellow in Environmental Policy*.

Rising seniors from the following major (or double majors) are eligible: BA Public Policy (PLCY); BA Environmental Studies (ENEC); BS Environmental Sciences (ENEC); BSPH Environmental Health Sciences (ENVR).

The Andrews Fund Committee calls for letters of interest from eligible applicants. The deadline for nominations is **March 15**. Interested students should send information as a zip file to the Committee (c/o Anna Brown at [annakb@email.unc.edu](mailto:annakb@email.unc.edu)). Applications should include the following:

- A letter of interest from the rising senior major with a brief (no more than 500-word) description of the nominee's achievements and plan for summer service and/or academic research associated with environmental policy;
- Unofficial transcript;
- Resume and other relevant information supporting the application of the candidate;
- A letter of support from a faculty member, internship supervisor, or other professional environmental policy mentor.

The Committee—with members from the Department of Public Policy, Department of Environmental Sciences & Engineering, the Curriculum for the Environment and Ecology and the Institute for the Environment—will review all applicants and recommend a recipient to the Chair of Public Policy. The recipient will be recognized (as a graduating senior) at the related-Department commencement ceremony and in the UNC Commencement Program.

Professor Andrews is a passionate scholar, teacher and mentor on the history, issues and instruments of U.S. environmental policy, and an actively engaged advisor and advocate at all levels of government. He retired in 2015 after 43 years of teaching, research and service, 34 of them at UNC-Chapel Hill. He served for 10 years as Director of the UNC Institute for Environmental Studies, chaired the committee that recommended creation of UNC's undergraduate degrees in Environmental Science and Studies, and taught in the Department of Public Policy, the Department of Environmental Sciences & Engineering, the Curriculum for the Environment and Ecology and the Department of City & Regional Planning. Professor Andrews is author of a leading book on the history of American environmental policy (*Managing the Environment, Managing Ourselves*), and he was honored by the Governor with the Order of the Long Leaf Pine for his distinguished service to the people of North Carolina.

**UNC PUBLIC POLICY**

**UNC ELECTIVE AND FIELD CONCENTRATION COURSE APPROVAL FORM**

**STOP! IF YOU ARE APPLYING FOR TRANSFER CREDITS FOR A COURSE TAKEN AT ANOTHER UNIVERSITY, PLEASE USE THE REQUEST FOR TRANSFER CREDIT INSTEAD.**

**Purpose:** The Office of Undergraduate Studies requires that we provide a list of approved field concentration classes. Therefore, you will not receive credit towards the major if you take an elective course which is not on our pre-approved list. If you would like to receive elective credit towards the major for a course not on our pre-approved list, you must complete this form. Only UNC courses at the 300-level and above will be considered. Though most reasonable requests can be accommodated, we **STRONGLY ENCOURAGE** you to save time, paper, and energy and choose your elective courses from our pre-approved list of over 250 courses!

**Instructions:** If a course that you would like to take is not on the approved public policy list, please complete the form below and attach the following: (1) A brief description of your field concentration in public policy and how this course contributes to your field, and (2) a full syllabus of the course. Your request may be approved by any public policy faculty adviser. However, you must submit a copy of this form with your adviser's signature to ensure that you will receive credit for the course. For a list of faculty in your field concentration and currently approved courses please see the public policy website.

**Name (First, Middle, Last):** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**PID:** \_\_\_\_\_ **Expected date of graduation:** \_\_\_\_\_

**Public Policy Field Concentration:** \_\_\_\_\_

**Number and Title of Proposed Field Concentration Course:**

\_\_\_\_\_

**Brief Description (150 words or fewer).**



**For Public Policy Faculty Use:**

I have reviewed \_\_\_\_\_ request for elective credit for the course entitled  
(student's name)  
\_\_\_\_\_. I approve  do not approve  of the course as a  
field concentration course.

\_\_\_\_\_  
(Faculty Advisor or DUS Signature and Date)

**Please return a copy of this form signed by your faculty adviser and the attached syllabus to:**

Student Services Officer  
UNC Public Policy  
University of North Carolina-Chapel Hill  
Abernethy Hall, CB#3435  
Chapel Hill, NC 27599

Newly approved courses will be kept on file, added to our approved list, and submitted by the Student Services Officer to the Office of Undergraduate Studies on March 1 of each academic year.

## UNC PUBLIC POLICY

### REQUEST FOR APPROVAL OF TRANSFER CREDITS

**(1) Instructions (Credit for Field Concentration Courses):** To receive course credit for a field concentration course taken abroad, please complete the form below and attach the following: (1) A brief description of your field concentration in public policy and how this course contributes to your field, (2) a full syllabus of the course and (3) a copy of your transcript showing completion of the course and the grade earned. If you have not yet taken the course and would like pre-approval of the course, please submit a copy of the syllabus. However, because students must earn a minimum of a C (not C-) for any transfer course, final approval cannot be provided until the transcript is received.

**(2) Instructions (Credit for Public Policy Core Courses):** Substitutes for core courses in the public policy major are allowed in rare circumstances and approval of substitutions requires that the course material provided in the alternative course be nearly identical to that of the department's required core course.

To receive credit for a core public policy course taken at another university, please complete the form below and attach the following: (1) A brief statement regarding the reason for taking the core course at another university rather than the required course at UNC, (2) a full syllabus of the course, and (3) a copy of your transcript showing completion of the course and the grade earned. To receive credit for a transfer course you must have earned a minimum of a C (not C-).

**Name (First, Middle, Last):** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**PID:** \_\_\_\_\_ **Expected date of graduation:** \_\_\_\_\_

**Public Policy Field Concentration:** \_\_\_\_\_

**Requests are reviewed once each term. Please submit your request to by August 1 (Summer), December 1 (Fall), and April 1 (Spring):**

Student Services Officer  
UNC Public Policy  
University of North Carolina-Chapel Hill  
Abernethy Hall, CB#3435  
Chapel Hill, NC 27599

(Turn Over)

**Title of Transfer Course:** \_\_\_\_\_

**Number and Title of Core Public Policy Course (if seeking transfer credit for a core course):** \_\_\_\_\_

**Please write your brief statement for transfer credit in the space below (150 words or fewer).**

**For Public Policy Faculty Use (Core Course Transfer Credit Only):**

I have reviewed \_\_\_\_\_ request for transfer credit for the course entitled  
(student's name)  
\_\_\_\_\_. I approve  do not approve  of  
the course as a substitute for the core course \_\_\_\_\_.

\_\_\_\_\_  
(Core Course Instructor's Signature and Date)

**For Department Chair or Director of Undergraduate Study Use:**

I have reviewed \_\_\_\_\_ request for transfer credit for the course entitled  
(student's name)  
\_\_\_\_\_. I approve  do not approve  of the request  
for transfer credit.

\_\_\_\_\_  
(Department Chair or DUS' Signature and Date)

## UNC PUBLIC POLICY

### PROPOSAL FOR DIRECTED INDIVIDUAL STUDY

**Purpose:** Directed Individual Study is designed to offer advanced students the opportunity to pursue, for credit, a specialized topic of interest not currently taught through a regularly offered course. Students seeking to complete an independent study with a faculty member need to prepare a syllabus for their independent study in consultation with the proposed instructor. Please note that you must find a faculty member (not a graduate student instructor) who is willing to be your adviser for the project.

**Instructions:** Students need to come to an agreement on the aims of the course, its learning objectives, content, and evaluation plan with a faculty member who will direct their course of study prior to registration. Students should prepare a proposal for their independent study by completing the information below. The instructor should then review and amend the proposal as needed. The signed proposal serves as a learning contract for the independent study course.

**Name (First, Middle, Last):** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**PID:** \_\_\_\_\_ **Expected date of graduation:** \_\_\_\_\_

**Major(s):** \_\_\_\_\_

**Current GPA: Cumulative** \_\_\_\_\_ **Major** \_\_\_\_\_

**Prerequisites Filled:**

<b>Course #</b> _____	<b>Semester</b> _____	<b>Grade</b> _____
<b>Course #</b> _____	<b>Semester</b> _____	<b>Grade</b> _____

**Instructor Name:** \_\_\_\_\_ **Instructor Email:** \_\_\_\_\_

**Is the student seeking credit for this course as an elective in Public Policy?**

No

Yes. Field Concentration: \_\_\_\_\_

**To ensure that this elective is credited towards the major, please return a copy of this form signed by your instructor to:**

Student Services Officer  
UNC Public Policy  
University of North Carolina-Chapel Hill  
Abernethy Hall, CB#3435  
Chapel Hill, NC 27599

October 2017

**Please provide the following information in a separate document, attached to your signed proposal.**

A. **Direction** – provide a brief statement on the focus or aims of your independent study (25 words):

B. **Learning Objectives** – outline the specific measurable learning outcomes to be achieved by your independent study.

C. **Content** – list the readings and assignments utilized to achieve these objectives:

Required Readings

Description of Assignments

D. **Evaluation Plan** – Specify the procedures for reviewing progress and measuring achievement of your learning objectives:

Assignments will be evaluated as follows:

<b>ASSIGNMENT</b>	<b>% OF GRADE</b>	<b>DUE DATE</b>

E. **Number of Credits:** \_\_\_\_\_ (see attached Course Credit Guidelines)

F. **Course No. PLCY** \_\_\_\_\_

I understand the course assignments as specified by this independent study proposal, agree to undertake these responsibilities, and will abide by the Honor Code's responsibilities of students.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the requirements expected of the instructor, agree to supervise the student's work as detailed in this proposal/learning contract, and will abide by the Honor Code's responsibilities of faculty. I certify that I am supervising no more than two students enrolled in independent study per semester or summer session.

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Director of Undergraduate Studies: \_\_\_\_\_  
Signature Date

### COURSE CREDIT GUIDELINES

**General:** For undergraduates, a single course credit reflects approximately 1 hour of class time and 2 hours of reading and research in addition to time spent in class.

**3 Credits:** An undergraduate independent study should be assigned 3 credits if the faculty member and the student meet at least once each week and the course requires an average commitment of 9 hours per week. For a 3 credit course, students should be expected to complete a substantial class project such as a 10-page term paper.

**2 Credits:** An undergraduate independent study should be assigned 2 credits if the faculty member and the student meet at least once every other week and the course requires an average commitment of 6 hours per week. The course may include short discussion papers or reflections on weekly readings and/or weekly analyses of project data.

**1 Credit:** An undergraduate independent study should be assigned 1 credit if the faculty member and the student meet at least once every other week and the course requires an average commitment of 3 hours per week. The course may include weekly field work, journal writing about learning experiences, and reflective discussions with the instructor.

## UNC PUBLIC POLICY

### LEARNING CONTRACT FOR PLCY 293: PUBLIC POLICY INTERNSHIP

#### **PLCY 293 Description and Requirements (for further detail refer to the PLCY 293 syllabus)**

This course offers students an opportunity to reflect upon and enhance their internship experiences. With the completion of assignments in parallel with an external internship, public policy students receive a total of 3 hours of academic credit. The external internship must be designed to allow the student to do policy-relevant research, policy analysis, program evaluation, and/or policy advocacy under the supervision of a mentor at a nonprofit, nongovernmental, or governmental organization (students will not receive credit for any partisan or campaign-based internship, regardless of their duties). Please note that although PLCY 293 counts as an Experiential Education course in UNC's General Education Requirements, PLCY 293 does not count as a field elective toward the PLCY major or minor.

Requirements for the course are to:

- complete a minimum of 112 hours of work experience at your internship site, including 96 hours of non-clerical work (e.g., 8 hours/week for 14 weeks). **Note: failure to document 112 hours of work experience will result in a failing grade in the course.**
- develop and carry out a plan of work that will contribute to your academic and professional development
- complete a variety of written and oral reflections on your internship experience
- develop a portfolio of materials that reflects your achievements during your internship experience

This completed learning contract must be turned into UNC Public Policy no later than the first day of your internship or the last day of course registration for the term in which you intend to enroll in PLCY 293, whichever comes first..

STUDENT NAME: \_\_\_\_\_

PID: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAJOR: \_\_\_\_\_ DATE OF ANTICIPATED GRADUATION: \_\_\_\_\_

INTERNSHIP DATES: \_\_\_\_\_

INTERNSHIP AGENCY/SITE NAME & ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INTERNSHIP SUPERVISOR NAME \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

(over)

**Attach to this signed learning contract:**

- A proposed plan of work for the semester in which you:
  - List all Public Policy courses you have completed or are in the process of completing.
  - Briefly describe the organization/agency’s mission and the work they conduct.
  - Note your work schedule and list the roles and responsibilities you will have as an intern.
  - Describe in detail what you expect to learn from your internship and what skills you hope to develop.
    - Identify any areas of special interest or specific goals that you have for your internship experience.
    - What opportunities (personal, academic, and/or professional) does this offer you?
    - What work products will you complete, and what will you include in your Internship Portfolio?
- A letter from your internship supervisor, on letterhead and signed. The letter should:
  - State total number of internship hours to be completed by the student (Minimum 112 hours; e.g., 8 hours/week for 14 weeks)
  - Affirm that at least 96 hours will be devoted to non-clerical work (clerical work includes photocopying, data entry, etc.)
  - Outline the student’s responsibilities as an intern
  - Include the statement “I have received a copy of [student’s name] internship contract and the syllabus for PLCY 293. I agree to supervise and evaluate this student’s work as specified in the contract and syllabus.”

**Please return a signed copy of this contract and attachments to:**

Student Services Officer  
University of North Carolina- Chapel Hill  
Public Policy  
Abernethy Hall, CB#3435  
Chapel Hill, NC 27599

**By signing this learning contract, I agree to complete the requirements of PLCY 293 as specified in the course syllabus.**

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Director of Undergraduate Studies: \_\_\_\_\_ Date: \_\_\_\_\_



## UNC PUBLIC POLICY

### DESCRIPTIONS OF ELECTIVE POLICY FIELD

Students in Public Policy typically focus their interests in one of eleven fields and can choose from a list of over 300 relevant courses taught at UNC-Chapel Hill across these fields. Below are brief descriptions of each field and a list of core and adjunct faculty whose interests fall within these fields. **Students whose interests lie in more than one field may blend courses across these fields and provide their own rubric for the field.** For example, a student interested in child and family policy as well as health policy may blend courses from these areas and title their field concentration, maternal and child health policy. The field concentration is not provided on transcripts or diplomas but is identified in departmental records and can be identified by students on their resumes. Thus, there is no need to obtain special approval to blend courses across fields.

#### **Education and Labor Markets**

UNC Public Policy expertise in the area of U.S. education policy includes evaluation of policies, programs, and schools in K–12 education, early childhood education, and postsecondary education. In addition, faculty interests include how educational policies affect inequality in student, teacher, and school outcomes as well as the educational consequences of migration. Other topics on labor markets in the U.S. include policies that impact working families, tax policies, self-employment, professional/occupational licensing, and the link between higher education and the labor market.

Key faculty: Gitterman, Hemelt, Lauen, Moulton.

#### **Environment and Human Welfare**

UNC Public Policy expertise in the area of environment and human welfare (including health) focuses on climate change, energy policy, and environmental and natural resource management policies in national, state and developing country contexts.

Key faculty: Handa, Jagger.

#### **Innovation and Entrepreneurship; Science and Technology Policy**

UNC Public Policy expertise in this area focuses on regional clustering of scientific knowledge, innovation and entrepreneurship, the commercialization of academic research, and factors that promote technological change and economic growth. Moreover, the Research Triangle Park (RTP) is itself internationally recognized as a premier example of knowledge-based economic development.

Key faculty: Feldman.

#### **Social Policy and Inequality**

UNC Public Policy expertise focuses on the ways that social policies ameliorate or exacerbate disparities within and between groups. Specific research expertise includes the U.S. social

safety-net policies, needs and outcomes for immigrant youth and their families, innovative policy incentives (such as cash transfer incentives in developing countries), marriage, and women's reproductive health and rights. This area also includes the study of politically relevant identity groups, such as racial and ethnic minorities groups, low-income individuals, women, members of LGBTQ\* communities, and immigrants.

Key faculty: Gitterman, Handa, Hemelt, Kreitzer, Moulton, Smith.

### **Health Policy, Bioethics, and Human Rights**

UNC Public Policy expertise in health policy—domestically and globally—includes a focus on mental health and substance abuse; maternal, reproductive, and infant health; AIDS and infectious disease control; environmental health; health insurance and managed care; and biomedical and behavioral research. Much of this research is focused on improving health behaviors and outcomes, reducing health inequalities, understanding the economic and institutional basis of effective policies, and exploring ethical and rights-based approaches to health.

Key faculty: Durrance, Gitterman, Handa, Kreitzer, MacKay, Meier.

### **International Development Policy**

UNC Public Policy research in this area explores the interplay between economics, politics, and human rights approaches in shaping development policy. Specific topics include: the household and community determinants of human capital investment; the impact of social programs and policies on poverty, migration, and human development; household barriers to labor market participation; drivers of civil conflict; corruption; natural resource governance; poverty and environment trade-offs and synergies; energy poverty; aid accountability; public opinion regarding foreign direct investment; the human right to health.

Key faculty: Handa, Jagger, Meier, Sullivan, Zimmerman.

### **Global Conflict and Cooperation**

UNC Public Policy expertise in this area includes challenges where the causes and consequences extend beyond the borders of any one country. Faculty study how effectively national governments, transnational organizations, and the institutions of global governance respond to these global issues. Specific areas of expertise include the impact of international/regional economic integration on labor standards; the effects of foreign economic and military aid; external interventions into domestic armed conflicts; how international law affects public health; international accountability and anti-corruption efforts; international migration; and international cooperation to address critical environmental issues.

Key faculty: Gitterman; Meier, Sullivan, Zimmerman.