

**California State University, Sacramento**  
**GERO 102 Social Policy for an Aging Society/ PPA 100 Introduction to Public Policy and Administration**  
**Gerontology Department, College of Social Sciences & Interdisciplinary Studies**  
**Spring 2023**

Class Time: None (asynchronous)  
Final Exam: due midnight Fri., May 19  
Course Format: On-line  
Units: 3  
Prerequisites: None

Professor: Catheryn Koss, JD, PhD  
Office: Amador Hall 553D  
Office Hours: Tuesdays & Thursdays, 1-2:30pm, or  
by appointment (in-person or virtual)  
Phone: (916) 278-4341  
E-mail: [koss@csus.edu](mailto:koss@csus.edu)

Welcome to GERO 102 *Social Policy for an Aging Society* (cross-listed as PPA 100 *Introduction to Public Policy and Administration*). This course explores the context and process (including ethical dimensions) for policy making by national and California state and local governments. It provides some of the background and skills for entry-level positions in public or non-profit organizations.



This course is intended to:

- enhance understanding of the context and process of public policy making in the United States and California
- deepen understanding of the complexities of designing and implementing public policy
- build skill at clear and concise analytical writing
- sensitize students to ethical issues and challenges of public policy

This course will feature a combination of recorded lectures, discussion and activities, and graded assignments and final exam. There will be a strong emphasis on active learning and current events.

### **COURSE DESCRIPTION**

Explores context and process for policy making by national and California state governments including ethical dimensions. Applications are developed from students' and instructor's areas of interest including K-12 and higher education, land-use policy, and aging issues such as elder advocacy, Social Security, and Medicare/Medicaid. Provides background and skills for entry level positions in public or non-profit organizations.

### **EXPECTED LEARNING OUTCOMES**

Upon the completion of this course, students will be able to:

1. explain the context and process of public policy making in the United States and California
2. explain the complexities of designing and implementing public policy
3. practice clear and concise analytical writing
4. analyze ethical issues and challenges of public policy
5. find and interpret sources of laws and policies
6. describe aging demographic trends and their implications for society
7. practice effective policy advocacy at the local, state, and federal levels

## COURSE MATERIALS

There is no required text. All course materials will be available online through Canvas. Not all course materials will be posted at the beginning of the semester. Some information will be posted after specific material is covered. Please check Canvas regularly.



To complete your assignments, you will need a computer with access to the internet. You may [borrow a laptop computer](#). To get the technology and support you need to succeed in this course, contact [Information Resources and Technology](#) at (916) 278-7337, or email [servicedesk@csus.edu](mailto:servicedesk@csus.edu). **Please don't try to complete this course on your phone!**

## CLASS CORRESPONDENCE

The best way to communicate with other students or with me is through Canvas email. You may also email me at [koss@csus.edu](mailto:koss@csus.edu). If you email me directly, **please include “GERO 102” or “PPA 100” in the subject line and sign your full name (not just your first name)**. I will strive to respond to messages within two business days.



## OFFICE HOURS

If you would like to visit one-on-one with me, my office hours are listed at the top of this syllabus. If these office hours do not work with your schedule, I am also happy to make an appointment to visit with you. Please just email me at [koss@csus.edu](mailto:koss@csus.edu) or through Canvas to set up an appointment.

During my office hours, I will be in my office (Amador Hall 553D), but I will also have a zoom room open for students who would prefer to meet virtually. You may log into virtual office hours by clicking on the following link:

<https://csus.zoom.us/j/2507778940>

Or, you may join with audio only by telephone by calling the following number and then entering in the meeting ID:

(669) 900-6833

Meeting ID: 250 777 8940

Please note I will meet with students individually during office hours. You may need to wait in the hallway or in the zoom “waiting room” if I am meeting with another student.

## HOW TO SUCCEED IN THIS COURSE

To succeed in this course, you will need to:

- Take your time and try your best when completing practice on-line activities
- Review and apply feedback
- Complete all assignments carefully and timely
- Carefully read and follow directions
- Ask questions and seek help
- Take notes as you work through the practice activities (handwritten is best)



Your success is important to me. We all need accommodation because we all learn differently. If there are aspects of this course that prevent you from learning or exclude you, please let me know as soon as possible. Together we will develop strategies to meet both your needs and the requirements of the course.

There are many services offered by CSUS to help you succeed in this course and throughout your academic career. I encourage you to take advantage.



### [Crisis Assistance & Resource Education Support \(CARES\)](#)

If you are experiencing challenges with food, housing, financial or other unique circumstances that are impacting your education, help is just a phone call or email away. The CARES office provides case management support for any enrolled student. The CARES office is located in the University Union, 1st Floor, Room 1260. You can contact the office by calling (916) 278-5138 or emailing [cares@csus.edu](mailto:cares@csus.edu).

### [Academic Advising](#)

The Academic Advising Center offers new student orientation, mandatory freshman advising, and advising on General Education and graduation requirements for all students.

### [IRT Service Desk \(Service Desk\)](#)

The Information, Resources, and Technology (IRT) helpdesk provides assistance to students, faculty and staff in their use of campus technologies.

### [Services to Students with Disabilities](#)

Sacramento State is committed to ensuring an accessible learning environment where course or instructional content are usable by all students and faculty. If you believe that you require disability-related academic adjustments for this class (including pregnancy-related disabilities), please immediately contact Services for Students with Disabilities (SSWD) to discuss eligibility. A current accommodation letter from SSWD is required before any modifications, above and beyond what is otherwise available for all other students in this class, will be provided. Please be advised that disability-related academic adjustments are not retroactive. SSWD is located on the first floor of Lassen Hall 1008 and can be contacted by phone at (916) 278-6955 (Voice) (916) 278-7239 (TDD only) or via email at [sswd@csus.edu](mailto:sswd@csus.edu). For a complete listing of services and current business hours visit <https://www.csus.edu/student-affairs/centers-programs/services-students-disabilities/>

Please feel free to set up an appointment with me to discuss your approved accommodation. This syllabus and course materials are available in alternate formats upon request. In addition, as your professor, I feel I have a responsibility to actively support culturally diverse learners with a wide range of learning styles and abilities and to be responsive in my teaching practices. Feel free to discuss your progress in this course with me at any time.

### [Student Affairs](#)

If you need help discerning who to see to get a question answered, advice on which classes to take, or information about how to obtain financial aid, Student Affairs may be able to assist you.

## [Student Health and Counseling Services](#)

Your physical and mental health are important to your success as a college student. Student Health and Counseling Services (SHCS) in The WELL offers medical, counseling, and wellness services to help you get and stay healthy during your time at Sac State. SHCS offers: primary Care medical services, including sexual and reproductive healthcare, transgender care, and immunizations; urgent care for acute illness, injuries, and urgent counseling needs; pharmacy for prescriptions and over-the-counter products; mental health counseling, including individual sessions, group counseling, support groups, mindfulness training, and peer counseling; athletic training for sports injury rehabilitation; wellness services, including nutrition counseling, peer-led health education and wellness workshops, and free safer sex supplies; violence and sexual assault support services. Most services are covered by the Health Services fee and available at no additional cost.

## [University Library](#)

The Sac State University Library provides access to a wide array of workshops, research guides, subject specialists, databases, electronic journals, and other electronic resources.

## [Reading & Writing Center](#)

The University Writing Center can help you at any stage in your reading and writing processes: coming up with a topic, developing and organizing a draft, understanding difficult texts, or developing strategies to become a better editor.

## **ASSIGNMENTS OVERVIEW**

Unless instructed otherwise, please submit all completed assignments electronically through Canvas. If you do not know how to submit assignments in Canvas, you can email your friendly professor or get help from [IRT](#).



Do not wait until the last minute to submit your assignments. If you have technical difficulties submitting an assignment, please email your friendly professor immediately so we can resolve the situation.

### Weekly Learn & Practice (due every Sunday, 10 points each week)

Throughout the semester, you will be exposed to and practice applying course content through weekly on-line practice activities (accessible via Canvas). These Learn & Practice activities are designed to deliver the course content through videos and readings as well as give you the freedom to practice and make mistakes without worrying about your grade.

You will be able to see correct answers and feedback immediately after you submit each Learn & Practice part. You will receive full credit for making a good faith effort to complete each week's Learn & Practice regardless of whether you answered any questions incorrectly (as long as you turn them in on time). There will be multiple parts to complete each week, so be sure you do them all.

I will review students' Learn & Practices to provide feedback and make sure they made a good faith effort. If it is clear that a student did not watch the videos, do the assigned reading, or make a good faith effort to answer the questions, I may deduct points. If you feel that I have unfairly deducted points, please reach out to me so we can discuss.

### Graded On-Line Assignments (50 points each)

There will be five graded on-line assignments worth 50 points each. These assignments are designed to demonstrate your knowledge and ability to apply what you are learning in this course.

### Final Exam (100 points)

Information about the final exam will be posted in Canvas later in the semester.

### **GRADES & GRADE CORRECTIONS**

Below is a chart explaining how many points each required assignment or activity is worth.

<b>Assignment</b>	<b>Number and Point Value</b>	<b>Total Points</b>
Learn & Practice	15 weeks, 10 points per week	150
Graded Assignment	5 assignments, 50 points each	250
Final Exam	1 exam, 100 points	100
<b>Total</b>		<b>500</b>



The following grading scale will be used to calculate course grades:

<b>Letter Grade</b>	<b>Total Points</b>
A	468 and above
A-	449-467
B+	428-448
B	418-427
B-	398-417
C+	383-397
C	368-382
C-	348-367
D+	333-347
D	318-332
D-	298-317
F	297 or below

If you feel a grade or points posted are not correct or if you have a question about the grade or points you received, you have one week after the grade or points are posted to contact me in writing. After one week the points or grade will be final.

The University's Grading Policy can be found at: <https://www.csus.edu/umannual/acad/umg05150.htm>.

### **COURSE POLICIES**

#### Academic Disruption

Unforeseen events may prevent the course from proceeding as planned. If the faculty member is not available during the semester or campus is closed, students will be contacted and advised how the course will proceed. This may include a change in instructor or modality.



## Mandatory Reporting of Sexual Misconduct

The University requires faculty and staff to report any personal disclosures of sexual misconduct including rape, dating/domestic violence and stalking to the Title IX Coordinator. Students who do not wish to report their experience to me or the Title IX Coordinator may speak to someone confidentially by contacting [Student Health and Counseling Services](#).

## Student Rights and Responsibilities

For more information about your rights and responsibilities as a CSUS student please refer to the [Student Rights and Responsibilities policy](#).

## Understand When You May Drop This Course or Take an Incomplete

It is your responsibility to understand when you need to consider disenrolling from a course. Dates and deadlines for registration and dropping a course are posted online: <https://catalog.csus.edu/financial-registration-information/registration/>. For more information about the process and consequences of dropping a course, please read the [University's Drop and Withdrawal policy](#).

Under emergency/special circumstances, students may petition for an incomplete grade. For more information about when you may receive an incomplete, see: <https://catalog.csus.edu/academic-policies/>

## **ACADEMIC HONESTY**

Academic integrity is central to the mission of educational excellence. Each student is expected to turn in work completed independently. It is not acceptable to use the words or ideas of another person without proper acknowledgement of that source. This means that you must use citations and quotation marks to indicate the source of any phrases, sentences, paragraphs, or ideas found in published volumes, on the Internet, or from an interview. Violation of university policies on academic integrity may result in failure of the course or the assignment, and could end in suspension from the university. If you are in doubt about the instructions for any assignment in this course, you must ask for clarification.



## CSUS Policy on Plagiarism

Plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person's contribution. Regardless of the means of appropriation, incorporating another's work into one's own requires adequate identification and acknowledgement. Plagiarism is doubly unethical because it deprives the author of rightful credit and gives credit to someone who has not earned it. Acknowledgement is not necessary when the material used is common knowledge. The following would constitute plagiarism:

- Word-for-word copying
- The mosaic (to intersperse a few words of one's own here and there while, in essence, copying another's work)
- The paraphrase (the rewriting of another's work, yet still using the fundamental idea or theory) – unless you cite the paraphrase
- Fabrication (inventing or counterfeiting sources)
- Ghost-written material (submitting another's effort as one's own)

It is also plagiarism to neglect quotation marks on material that is otherwise acknowledged. Plagiarism and acts associated with it are cause for disciplinary and/or legal action. At Sac State, “cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.” Plagiarism is a form of cheating. At Sac State, “plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person’s contribution.” Source: Sacramento State University Library

Any form of academic dishonesty, including cheating and plagiarism, may be reported to the Office of Student Affairs. Refer to the University’s Academic Honesty Policy for additional information and guidance: <https://www.csus.edu/umanual/student/stu-100.htm>.

### **COMMITMENT TO INTEGRITY**

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom. Both the [Student Code](#) and [Hornet Honor Code](#) will be strictly enforced in this course and it will be expected that each student is both aware of and familiar with the requirements and penalties. All aspects of your course work are covered by the University’s student code and Hornet Honor Code, and any violation(s) will be reported to the University.