Advocacy in Public Administration: Policy, Planning & Development 658 (PPD 658)
A Graduate Seminar in Legislative Advocacy

University of Southern California, Price School of Public Policy, State Capitol Center
1800 I Street, Sacramento, California

Professor: Dr. Matthew Wheeler, Adjunct Associate Professor
Contact information:
Email – mwheeler@usc.edu
Office Phone – 916-442-3245

Course Dates: June 14-16 & July 20-22, 2018*
* Please note the interim contact assignments throughout the Summer Semester as explained in detail within this Course Syllabus.

Summary: This course is designed to give students a working knowledge of the legislative practice, specifically at the state level. The assignments within the course are designed to provide a tangible project, or “bill binder,” that can be used to stimulate and further a student’s career in the applicable advocacy professions. Areas of interest that parallel your current professional endeavors are highly encouraged to be integrated into the course assignments. The course website is on Blackboard. (blackboard.usc.edu)

Course Objectives: At the end of this course, successful students will have acquired the following skills and knowledge:

1. A working knowledge of the processes for adopting legislation in the California State Legislature and in the United States Congress. This working knowledge will entail all of the following:
   a. Ability to track legislation at both levels.
   b. Basic analytical skills for understanding and analyzing legislative proposals.
   c. Skills to discover other sources of legislative information enabling students to complete independent research on legislative issues.
   d. A working knowledge of the legislative process in Sacramento and Washington.
   e. An understanding of the informal processes of legislating.

2. A working knowledge of the skills and techniques in negotiating a public policy issue.

3. Practical knowledge as to how interest groups and grassroots coalitions work both independently and in common practice.
4. An understanding of the principles established in the *Federalist Papers* on legislating.

5. New perspectives on the influences that affect the legislative process.

**Academic Accommodations:** Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to me as early in the semester as possible. DSP is located in STU 301 and is open 8:30am-5:00pm, Monday through Friday. The phone number is 213-740-0776.

**Required Texts:**
You are required to purchase and fully complete each of the following publications prior to the first day of class. The publication date for each does not matter, so choose the most cost effective option for each. Some may be available electronically, which is also acceptable.

*From the Ground Up: Grassroots Organizations Making Social Change*
Carol A. Chetkovich & Frances Kunreuther
Cornell University Press, 2006

*Interest Groups and Lobbying: Pursuing Political Interests in America*
Thomas T. Holyoke
Westview Press, 2014

Additionally, you are required to have copies of the *Federalist Papers*, the *California State Constitution*, and the *United States Constitution* at your disposal for course discussions. Complimentary copies of both Constitutions are readily available in legislative offices, and online, while the *Federalist Papers* is available at any bookstore.

**Suggested Background:** This course will be adapted as we meet based upon the backgrounds, skillsets and interests of the class. Each morning we will begin with a brief discussion of “hot topics” and news and discuss through the lens of legislative advocacy. Reading the morning newspaper, political blogs, or even Facebook will help students start the day with a stimulated discussion.

**Course Schedule:** This course is presented in the intensive format. Please note that our first module will take place over a Thursday, Friday and Saturday pattern with the second module to be held over a Friday, Saturday, and Sunday pattern. Official class times are 9:00am to 5:00pm daily. Most offerings of this course have many students travelling from
outside the immediate Sacramento area. You are expected to be in class for the entirety of our meetings, so please plan your travel accordingly.

**Weekly Contact Assignments:** Additionally, University regulations require that all students enrolled in intensive courses receive a single contact hour of material each week throughout a semester. In order to meet these requirements, we will be utilizing Blackboard to complete a series of Contact Assignments. Contact Assignments will be given on seven Monday mornings commencing with May 21 and will be due the following Sunday. Assignments will include relevant and topical literature, articles, and news items meant to stimulate learning, thinking and critical analysis as a class. Assignments will take no more than one hour to complete each week and are to be completed at your convenience and pace over the week. Completion of these assignments is a mandatory requirement of this course. Given the purpose of the assignment being weekly contact, no late assignments will be accepted, nor will make-up assignments be granted. Students are responsible for updating all email addresses and preferences in Blackboard prior to the start of the course.

Contact Assignment One will be emailed by the professor no later than 9:00am on Monday, May 21 and will be due no later than 11:30pm on Sunday, May 27. Subsequent assignments will be given on May 28, June 4, June 18, June 25, July 2, July 9, and July 30 following the same format and Sunday due date. It will be the student’s sole responsibility to check your email address that is listed within the Blackboard module and complete the assignment.

**Course of Study & Class Meetings**

**In advance of the first day of class:**
- Contact Assignments emailed by May 21, May 28, & June 4
- Read both course texts and selected *Federalist Papers*

**Module One: June 14-16, 2018**

**June 14, 2018 (Thursday) – Orientation, Legislative Processes, & Legislative Ethics**

**Morning:** Discussion of course objectives, guest speakers, assignments, student background and individual issue areas. Discussion of current legislative endeavors, the legislative process, the suitable role of advocacy, the three branches of government, differences in state and federal processes, and the role of legislative advocacy.

**Afternoon:** This afternoon we will meet in the State Capitol to discuss the role of legislative ethics in advocacy and the prevailing state and federal laws that govern
the practice. Our discussion on the Holyoke text will commence to provide course context. A panel of invited guests from the political fundraising community will join us. As a class, we will discuss the role of politics, representation, political giving and elections within the practice of legislative advocacy.

Legislative proposal ideas will be discussed this afternoon in preparation for the Proposal Letter due on Friday, June 15.

**Assignments:** Prior to the first day of class, give thought to a specific area of concentration or legislative proposal that you wish to pursue in order to complete the course assignments.

**Highlighted Readings:**
*Holyoke: Introduction, Chapter 1, Chapter 10, Chapter 11 and Conclusion*
*Federalist Papers: 10 (Republic, not true Democracy), 14 (Extended Republic), 39 (Principles of a Republic Federation) and 47 (Representative Democracy).*

**June 15, 2018 (Friday) – Organizations & Employers of Legislative Advocates/Grassroots Efforts & Initiatives**

**Morning:** This morning we will again meet in the State Capitol to discuss the different types of lobbyists, who employs lobbyists, and the corresponding role of the advocate. We will begin these discussions with reference to the Chetkovich & Kunreuther readings, thus ensure that you are prepared to reference the text. These discussions will take place in a committee room at the State Capitol. You should plan to be in the room, through security, no later than 9:00am.

**Afternoon:** This afternoon we will discuss the dynamics of “bottom down,” or “grassroots” efforts to provide collective political action. Labor unions, trade associations, constituents, and political interest groups will all be discussed.

**Highlighted Readings:**
*Holyoke Chapters 2-5*
*Chetkovich/Kunreuther: Entire text, with focus upon Chapters 2, 3, 4, and 5.*

**June 16, 2018 (Saturday) – Legislative Counsel & Drafting Legislation**

**Morning:** This morning we will discuss how to research and interpret current law, how to make corresponding changes, and the role of the State Legislature/Legislative Counsel in drafting change proposals (bills).
Afternoon: This afternoon, we will research and draft your legislative proposal. Class time will be taken to break into teams and sufficiently research your legislative proposal. By the end of class and the weekend, you will have drafted your bill and it will be assigned to a corresponding policy committee.

Assignment: Legislative Proposal Letter due by end of day.

Highlighted Readings:
Holyoke Chapters 6-9.
Federalist Papers: 46 (State/Federal Government), 51 (Checks & Balances), 68 (Presidential Elections), and 52 (House of Representatives).

Contact Assignments emailed by June 18, June 25, July 2, & July 9

Module Two: July 20-22, 2018

July 20, 2018 (Friday) – Day at the State Capitol

Morning & Afternoon: Today we will host four panels of invited guests. Each panel will come to discuss current and ongoing issues with the California State Legislature and provide realistic feedback on your legislative proposals. Topics may include contract –vs- in-house lobbyists, political fundraising, contemporary political issues, the recent election and legislative ethics. These discussions will take place in a committee room at the State Capitol. You should plan to be in the room, through security, no later than 9:00am. This day we will also tour the State Capitol.

Assignment: Committee Analysis at the start of class.

July 21, 2018 (Saturday) - Legislative Session/In-Class Advocacy

Morning & Afternoon: Today will be completely devoted to in-class advocacy presentations.

Assignment: In-Class Advocacy

July 22, 2018 (Sunday) – The New Advocate

Morning & Afternoon: Today we will wrap-up the course and discuss the future of the advocacy profession. Our discussion will include the current midterm/Gubernatorial election, barriers to future political initiatives, and how the role of the Legislative Advocate has been transformed into what it is today.
At the end of class, your bill will be SIGNED or VETOED by the Governor, which will provide direction as to how you should complete the final assignment: the Legislative Strategy Proposal.

**Highlighted Readings:**

*Readings: Chetkovich/Kunreuther: Chapters 6-7*

**Contact Assignment emailed by July 30**

**ASSIGNMENTS**

**LEGISLATIVE ADVOCACY & PROCESS SIMULATION**

**SUMMARY:** As students of public policy and advocacy, there is an expectation that you be able to articulate your thoughts orally, as well as in a written format. This course-long simulation is designed to highlight the California legislative process from thought inception to policy implementation. In order to successfully complete this course, ALL ASSIGNMENTS MUST BE TURNED IN ON TIME – NO EXCEPTIONS. This simulation is progressive; therefore, if preceding assignments have not been completed, moving on to next steps is not possible. At the end of class, you leave with a complete “bill binder” that show your knowledge and expertise of the legislative process.

**SIMULATION:** In teams of two (one team of three will be permitted if there is an odd-number of students enrolled in the course), you will choose a specific public policy that you wish to change through the legislative process. As a team, as well as individually, you will research, propose and lobby your legislative proposal to your peers, in addition to registered California lobbyists. On the final day of class, your bill will either be signed into California State Law, or vetoed by the Governor. Your final course assignment will be based upon the Governor’s decision.

**MECHANICS:** All assignments are expected to be emailed to the professor at mwheeler@usc.edu, in addition to turned in (hard copy), on time, in class. Creativity is encouraged; however do not dismiss the parameters of each assignment. Please follow the directions for each assignment with regards to length and grading criteria. Please use either a Times New Roman, Arial or Cambria font, no greater than 12 point. All papers are expected to be double-spaced (or its equivalent with regards to length) with one-inch margins on all sides.
ASSIGNMENTS

1. Contact Assignments
   **Due Date(s):** Sundays by 11:30pm – May 27, June 3, June 10, June 24, July 1, July 8, July 15, & August 5
   **Value:** 10% of course grade
   **Summary:** Contact Assignments will include relevant and topical literature, articles, and news items meant to stimulate learning, thinking and critical analysis as a class. Assignments will take no more than one hour to complete each week and are to be completed at your convenience and pace over the week.
   **Assignment:** Will be emailed each Monday of a Contact Assignment week by 9:00am to all students via University email. Specific Instructions will be given each week on the completion requirements of the assignment.

2. Legislative Proposal Letter
   **Due Date:** Saturday, June 16: END OF CLASS
   **Value:** 10% of course grade
   **Summary:** Prior to the first day of class, give thought to an area of California public policy that you wish to change. Be creative, and think of contemporary issues that are affecting California and the State Legislature. Feedback will be given by the Professor prior to the first day of Module One. On the first day of class, we will meet briefly to discuss your proposal and strategize as to the next steps. If you are unsure of what area you wish to concentrate, do not worry, as we can work on this together in class.
   **Assignment:** In your team of two (one paper for you both), compose an original 3-4 page legislative proposal to a sitting, or former, member of the California State Legislature. Be sure to include whom you represent (organization), why you have a vested interest in proposing the legislation, and why you think this member would benefit from authoring the legislation. Be creative. Assignment will be evaluated based upon your persuasiveness, detail, organization, and overall strategy.

3. Mock-up/Draft Legislation
   **Due Date:** Sunday, June 24: END OF DAY
   **Value:** 10% of course grade
   **Summary:** Now that you have proposed your bill to the author, you need to assist Legislative Counsel in drafting your bill language. Through in-class research, you will study current California State Law and “mark-up” what needs to be changed in order to implement your proposal. As an example, if you were proposing to allow California State Universities to confer doctoral degrees, you would most likely change the Education Code.
   **Assignment:** Clearly research California State Law and find the areas that need additions or omissions in order to implement your bill. As a team, propose language
to current law through strikethroughs and italicized new language to provide a "mark-up" of your bill language (one “mark up” per team). This exercise will be done in class to provide guidance and clarity.

4. **Committee Analysis**
   **Due Date:** Friday, July 20: START OF CLASS
   **Value:** 20% of course grade
   **Summary:** In the interim between class meetings, your bill has been assigned to a legislative committee with policy oversight. For example, if you were proposing to allow all citizens in California to carry firearms, your bill would most likely be sent to the Committee on Public Safety. As the consultant to the committee, you will analyze the proposed legislation and provide applicable background and findings.
   **Assignment:** In no less than eight pages, as a team (one paper per team) prepare a committee analysis of your proposed bill from the perspective of the assigned committee. Be sure to include previous legislation that covered your issue, current legislation, an author’s summary of the need for the legislation, and organizations who have registered support or opposition. You will be graded upon your expertise, research on previous and current legislation, and overall creativity in completing the assignment. Do not forget to include applicable citations and references. Examples of committee analyses will be provided in class.

5. **In Class Advocacy**
   **Due Date:** Saturday, July 21: START OF CLASS
   **Value:** 20% of course grade
   **Summary:** Based upon your committee analysis, you now must present your bill and findings to the legislative committee and convince the members to support, or oppose, your legislation. One member of the team will provide a supporting argument, while one member of the team will provide an opposition argument. Your classmates, in addition to invited guests, will act as members of the committee and choose to either move your bill forward, suggest amendments, or hold your bill in committee.
   **Assignment:** Prepare two 10-15 minute arguments relative to your legislative proposal. One argument will be in favor of your bill, the other in opposition. **Remember: it is the role of the Lobbyist to know all arguments relative to your bill. As a successful advocate, you should be able to play either side of the issue based upon your subject matter expertise and knowledge of the process.** You will be graded upon your persuasiveness in class, knowledge of the issue area, creativity, and ability to simulate a realistic situation.

6. **Legislative Strategy Outline**
   **Due Date:** Monday, July 30: By 10:00pm
   **Value:** 20% of course grade

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Summary: Based upon your in-class advocacy and completed assignments, the Governor will choose to sign your bill into law, or veto. From this outcome, you must provide a strategy for the next steps.

Assignment: This is an individual assignment; therefore, every student is expected to submit a separate paper. In no less than eight pages, provide a strategy relative to your bill and what its next steps may be. Make the membership or organizational leadership your audience, and provide a policy memo to them based upon the outcome of your bill. If your bill was signed into law, how do you propose implementing your public policy? What will the public’s reception be? What steps will your opposition now take to possibly overturn your policy? If your bill was vetoed, why did it fail? What steps could have been taken to ensure its success? How will you address these steps in the future? How can you defend yourself as the advocate tasked with the bill's success? Remember: the audience of this memo is the organization that has hired you, so be persuasive, as well as realistic. You will be graded upon your ability to articulate the overall process that your bill underwent, future strategies, and subject matter knowledge in terms of the specific bill. Applicable citations and references should be included.

7. Course Participation
   Ongoing
   Value: 10% of course grade

Assignment: As a Graduate Student, you are expected to be thoughtful and engaging throughout the entire class. Further, as a student of legislative advocacy, participation is critical for the successful completion of this course. There is no need to “overdo” it, but it is expected that all students will show up to class, on time, and participate in all assignments. The Professor holds the SOLE right to detract participation points at any time due to tardiness, incomplete assignments, in-class distractions (computers, cell phones, etc) and lack of overall thoughtful participation. Demonstrated knowledge of the course texts and readings will also be a factor of course participation.