Tutorial Letter 101/3/2018

POLITICS AND PUBLIC POLICY
PLC2602

Semesters 1 and 2

Department of Political Sciences

This tutorial letter contains important information about your module.
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Dear Student

1 INTRODUCTION

We would like to welcome you as a student of the Department of Political Sciences and trust that you will find this module interesting and stimulating. We hope that you will be successful in your academic endeavors and that you will continue your studies in this Department by selecting other modules that we offer.

Please take special note of the contents of this tutorial letter as well as your copy of, my Studies @ Unisa, for information concerning your studies.

The Department offers modules on a semesterised basis. This implies that there are two periods of tuition, as well as two sets of examinations during each calendar year. The first period runs approximately from February to May and the second period approximately from July to October. The examinations follow each period of study. Please note that aegrotat and supplementary examinations will coincide with the examinations of the following semester. Please note that the term ‘aegrotat examinations’ refers to the student’s deferment of examination to the next examination period. Therefore, students who are unable to write their examination at the originally designated time should not contact the lecturer, but should rather to the information contained within this tutorial letter regarding how to apply for an aegrotat examination.

Public policy is a key element of the discipline of political science, which focuses on politics as praxis. In other words, it provides an insight into the functions and powers of particular institutional arrangements of the state and civil society in relation to the process of policy making. Although it focuses on the practical element of politics, this does not meant that political theory or ideology is not important. In fact, theory and ideology are the instruments that we use to understand and analyse public policy. For example, the process of public policy making, the role of various actors within civil society, namely interest groups, private institutions and corporations, and the arrangement of state institutions, are determined by the dominant ideology of that particular political system. In a classical democracy, the public policy process adheres to the following tenets, namely: the president is a legitimate representative of the interests of civil society, and acquires her/his executive decision-making powers through an electoral process. There is participation of civil society in policy formulation, transparency in policy formation and implementation and accountability for policy decisions on the part of government. This “approach” to public policy making is very different to an authoritarian political system, where public policy is formulated and implemented in a “closed system”, where members or organisations of civil society are excluded from the process, but are forced to conform to the public policy. There are also further complexities in relation to the arrangement of the structures of government, which influence the nature and form that the process itself assumes, even though there is a common political ideology. For example, the USA is a democracy, but the institutions of government are arranged in a federalist format, whilst South Africa is also a democracy, but has a parliamentary system. Whilst the federalist, as well as the parliamentary system, subscribe to the basic tenets of democracy mentioned above, the actual process or stages of public policy making and the functions of individuals and institutions are distinctly varied.

In this particular module we do not engage the discourse on public policy in a generic sense; instead we focus specifically on the nature of public policy making in South Africa. Hence, the study guide has been designed to explain the public policy making process in South Africa, which assumes a different form relative to other democratic states such as the USA, France and Germany. Most of the examples regarding some of the challenges and approaches used for policy making are a reflection of the South African context.
You are urged to analyse various documents (green papers, white papers, discussion documents and other official policy documents) on a range of issues, whether pertaining to healthcare, policing, rural development, environmental protection or education. By engaging these documents you will acquire a greater sense of the process of public policy making, and how various actors and ideological dispositions shape the kind of policy decisions that are made. South Africa provides fertile ground for studies in public policy, because of its dynamic history. Public policy in post-apartheid South Africa is a project of political and economic rectitude, which is exemplified by the implementation of macro-economic policies such as RDP (Reconstruction and Development Programme), GEAR (Growth, Employment and Redistribution) and ASGISA (Accelerated and Shared Growth Initiative for South Africa). In evaluating the reasons for their failure, one soon realises the complexity and magnitude of the task facing policy makers. This includes – to mention only a few factors that we explore in this module – policy dilemmas, influence of particular actors such as corporations, influence of global economic structural reform and protection of elite political interests.

1.1 Tutorial matter

Note: Some of this tutorial matter may not be available when you register. Tutorial matter that is not available when you register will be posted to you as soon as possible, but is also available on myUnisa.

The study material supplied by the university consists of:

- Tutorial Letter 101
- Tutorial Letter 201 (This will be posted on myUnisa)
- Study Guide (Politics and public policy: PLC202V)

When you register, you will receive an INVENTORY LETTER together with your tutorial matter. The tutorial letter lists only the items available at the Department of Despatch in Pretoria or at the University’s regional offices on the date of your registration.

Students who register at a regional office will receive the remainder of their available tutorial matter by registered post from Pretoria.

Check the tutorial matter you have received against the inventory. You should have received all the items specified in the inventory, unless indicated otherwise (e.g. out of stock). Should any of the items be missing, please follow the instructions on the reverse side of the inventory letter.

Note: Your lecturers will not be able to assist you with missing study material.
2 PURPOSE AND OUTCOMES

2.1 Purpose

This module aims to enhance students’ knowledge and understanding of the public policy process, the challenges facing policy makers and how theory influences policy formulation, decision making and analysis in a democratic dispensation.

2.2 Outcomes

- Enhance students’ knowledge of the actual process that public policy-making assumes in South Africa.
- To equip students with the necessary tools to analyse public policy.
- Provide them with a sense of some of the policy dilemmas and challenges that face public policy makers.
- To identify the major role players in public policy making and their specific functions and powers.

3 LECTURER(S) AND CONTACT DETAILS

3.1 Lecturer(s)

Contact Details:

Responsible Lecturer: Ms S Motlhoki
Tel No.: (012) 429 6638
Fax: (012) 429 6085
Office no.: Theo van Wijk Building, 7th Floor (TvW 7-11), UNISA Main Campus, Muckleneuk, Pretoria, South Africa
E-mail: motlhsm@unisa.ac.za

3.2 Department

The Department offers three subjects namely: Politics (including South African politics), International Politics (including Strategic Studies) and African Politics.

For general information on Politics and International Politics please contact:

Mr Funny Tabane
Tel: (012) 429-6854
Fax: (012) 429 6085
Email: tabanfj@unisa.ac.za

For general information on African Politics please contact:

Mr Solly Mudau
Tel: (012) 429-8560
Fax: (012) 429 6085
Email: Mudauas@unisa.ac.za
3.3 University

You will find general Unisa contact details in the my Studies @ Unisa brochure. Thus, please study your copy of my Studies @ Unisa for information pertaining to your studies at Unisa and all services provided to students. The booklet contains necessary information on distance learning, contact with Unisa, online services (myUnisa), study material, assignments, examinations, learner support, career counselling, student affairs, disciplinary code and making use of the library. Please note that only problems of an academic nature, such as the content of modules, should be addressed to lecturers.

Sections 3.3.1, 3.3.2 and 3.3.3 provide important information concerning contact with Unisa. Remember: always provide your student number and the relevant module codes when you contact someone at Unisa.

3.3.1 BY LETTER: Address all correspondence to: The Registrar (Academic), P O Box 392, UNISA, 0003. PLEASE NOTE: Do not direct enquiries to different departments (e.g. this Department, Despatch and Library Services) in the same letter. This will delay a reply to your enquiries. Write a separate letter to each department and mark each letter clearly for the attention of that relevant department. Separate letters may be posted in the same envelope. Letters to lecturers may not be enclosed with assignments.

3.3.2 PERSONAL VISITS: Students wishing to see a lecturer should make an appointment. Remember that when you visit the campus, irrespective of whether you visit a lecturer, the library or another department, you must have your student card with you.

3.3.3 BY TELEPHONE, FAX AND E-MAIL: The following table provides a summary of the most important telephone and fax numbers, as well as e-mail addresses and websites.

<table>
<thead>
<tr>
<th>Nature of enquiry/problem</th>
<th>Short SMS/telephone/fax</th>
<th>e-mail/website</th>
</tr>
</thead>
<tbody>
<tr>
<td>General – not sure whom to contact</td>
<td>32695 (SMS)</td>
<td><a href="mailto:info@unisa.ac.za">info@unisa.ac.za</a></td>
</tr>
<tr>
<td></td>
<td>Fax: 012 429 4150</td>
<td></td>
</tr>
<tr>
<td>Applications and registrations</td>
<td>43578 (SMS)</td>
<td><a href="mailto:Study-info@unisa.ac.za">Study-info@unisa.ac.za</a></td>
</tr>
<tr>
<td>Student accounts</td>
<td>31954 (SMS)</td>
<td><a href="mailto:finan@unisa.ac.za">finan@unisa.ac.za</a></td>
</tr>
<tr>
<td>Study material</td>
<td>43579 (SMS)</td>
<td><a href="mailto:despatch@unisa.ac.za">despatch@unisa.ac.za</a></td>
</tr>
<tr>
<td>Assignments and assignment results</td>
<td>43584 (SMS)</td>
<td><a href="mailto:Assign@unisa.ac.za">Assign@unisa.ac.za</a></td>
</tr>
<tr>
<td>Academic content of modules</td>
<td>Tel: 012 429 6854/8560/6626</td>
<td><a href="https://my.unisa.ac.za">https://my.unisa.ac.za</a></td>
</tr>
<tr>
<td>Prescribed book availability</td>
<td>Tel: 012 429 4152</td>
<td><a href="mailto:vospresc@unisa.ac.za">vospresc@unisa.ac.za</a></td>
</tr>
<tr>
<td>Examinations</td>
<td>43584 (SMS)</td>
<td><a href="mailto:Exams@unisa.ac.za">Exams@unisa.ac.za</a></td>
</tr>
<tr>
<td>Change of examination venue</td>
<td>Fax: 012 429 4150</td>
<td><a href="https://my.unisa.ac.za">https://my.unisa.ac.za</a></td>
</tr>
<tr>
<td>Special and aegrotat examinations</td>
<td>Fax: 012 429 4150</td>
<td><a href="mailto:Aegrotats@unisa.ac.za">Aegrotats@unisa.ac.za</a></td>
</tr>
<tr>
<td>Include all relevant documentation pertaining to your request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>myUnisa myLife e-mail</td>
<td>43582 (SMS)</td>
<td><a href="mailto:MyUnisaHelp@unisa.ac.za">MyUnisaHelp@unisa.ac.za</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:MyLifeHelp@Unisa.ac.za">MyLifeHelp@Unisa.ac.za</a></td>
</tr>
<tr>
<td>Student funding</td>
<td>Tel: 012 441 5463</td>
<td></td>
</tr>
<tr>
<td></td>
<td>011 471 2027</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>General enquiries: Tel: 012 429 3206 or consult your copy of myStudies@Unisa</td>
<td></td>
</tr>
<tr>
<td>Special needs (disability)</td>
<td>Tel: 012 429 6923</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fax: 012 429 8637</td>
<td></td>
</tr>
<tr>
<td>Graduation</td>
<td></td>
<td><a href="mailto:gaudeamus@unisa.ac.za">gaudeamus@unisa.ac.za</a></td>
</tr>
</tbody>
</table>
BY LETTER: Address all correspondence to: The Registrar (Academic), P O Box 392, UNISA, 0003. PLEASE NOTE: Do not direct enquiries to different departments (e.g. this Department, Despatch and Library Services) in the same letter. This will delay a reply to your enquiries. Write a separate letter to each department and mark each letter clearly for the attention of that relevant department. Separate letters may be posted in the same envelope. Letters to lecturers may not be enclosed with assignments.

PERSONAL VISITS: Students wishing to see a lecturer should make an appointment. Remember that when you visit the campus, irrespective of whether you visit a lecturer, the library or another department, you must have your student card with you.

SPECIFIC ENQUIRIES

PROBLEMS WITH PRESCRIBED BOOKS: vospresc@unisa.ac.za / 012 429 4152
PROBLEMS WITH MYUNISA: myunisahelp@unisa.ac.za.
ASSIGNMENT RESULTS: visit https://myunisa.ac.za
CHANGE OF EXAM VENUE: exams@unisa.ac.za / fax 012 429 4150 / https://myunisa.ac.za
REQUESTS FOR SPECIAL AND AEGROTAT EXAMINATIONS: aegrotats@unisa.ac.za / Fax number: 012 429 4150/+27 12 429 4150. Include all relevant documentation pertaining to your request.

ENQUIRIES ON THE CONTENT OF MODULES IN POLITICAL SCIENCES: Phone (012) 429 6854 or 429-8560
STUDENT FUNDING: 012 441 5463 / 011 471 2027
LIBRARY: General enquiries +27 12 429 3206 or consult your copy of my Studies @ Unisa SPECIAL NEEDS (DISABILITY) Academic Support +27 12 429 6923 / E-mail: nkunpaj@unisa.ac.za

4 RESOURCES

4.1 Prescribed books

There is one prescribed book for this module:


Alignment of the study guide to the prescribed book

The purpose of the prescribed book is to widen and deepen your knowledge on themes outlined in the study guide. Please find below a table, which aligns study units in the study guide to corresponding chapters in the prescribed book. Ideally, you should read the study units in conjunction with the corresponding chapters in the prescribed book. Keep in mind that the terminology used in the prescribed book and the themes are not exactly the same as the study guide, however, both sources talk to same process and the conceptual framework and context, which is very similar. The study guide is not based on the prescribed book, since at this level of study, you are expected to read widely and public policy by its very nature is eclectic. Furthermore, the prescribed book provides a more practical dimension to public policy making, whilst the study guide deals with theory and ideology and how this influences public policy. By engaging the prescribed book, you would be able to gain a more substantial and complex understanding of public policy, which provides the necessary foundations for later studies on public policy making.
<table>
<thead>
<tr>
<th>Study units in the Study guide</th>
<th>Chapters in the Prescribed book</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study unit 1</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>Study unit 2</td>
<td>Refer to the study guide only</td>
</tr>
<tr>
<td>Study unit 3</td>
<td>Chapters 4, 7, 8 &amp; 9</td>
</tr>
<tr>
<td>Study unit 4</td>
<td>Chapter 10</td>
</tr>
<tr>
<td>Study unit 5</td>
<td>Chapters 2, 5 &amp; 11</td>
</tr>
<tr>
<td>Study unit 6</td>
<td>Chapters 2 &amp; 13</td>
</tr>
</tbody>
</table>

NB: You should also refer to Chapters 1 & 12: Chapter 1 provides you with a historical overview of policy making and chapter 12 introduces you to policy analysis.

4.2 Recommended books

There are no recommended books for this module.

4.3 Electronic reserves (e-reserves)

There are no e-reserves for this module.

There are six articles that you can download as your ADDITIONAL READING to supplement your knowledge on module related themes. You may use the following sources for the self-assessment assignments.


These articles can be downloaded from the Unisa Library portal.
4.4 Library services and resources information

For brief information, go to www.unisa.ac.za/brochures/studies

For detailed information, go to http://www.unisa.ac.za/library. For research support and services of personal librarians, click on "Research support".

The library has compiled a number of library guides:

- finding recommended reading in the print collection and e-reserves – http://libguides.unisa.ac.za/request/undergrad
- requesting material – http://libguides.unisa.ac.za/request/request
- postgraduate information services – http://libguides.unisa.ac.za/request/postgrad
- finding, obtaining and using library resources and tools to assist in doing research – http://libguides.unisa.ac.za/Research_Skills
- how to contact the library/finding us on social media/frequently asked questions – http://libguides.unisa.ac.za/ask

5 STUDENT SUPPORT SERVICES

INFORMATION AND SERVICES

ONLINE SERVICES: Students should register on myUnisa, which will provide easy access to resources and information. The myUnisa system will enable you to contact your lecturers and other students, as well as the administrative departments. Study material issued by Unisa are also available on myUnisa. In order to obtain access to myUnisa, go to the main Unisa website at http://www.unisa.ac.za and click on the “login to myUnisa”. Note you also have the privilege of a lifelong Unisa e-mail address. Consult the my Studies @ Unisa, for more information on myUnisa.

INFORMAL STUDY GROUPS: The establishment of an informal study group will make it possible to discuss your studies with fellow students. In order to establish a study group, the names and addresses of fellow students in your area, phone the Unisa contact centre or e-mail: study-info@unisa.ac.za

ENQUIRIES ON UNISA PRESS PUBLICATIONS: unisapress@unisa.ac.za / thearl@unisa.ac.za / http://www.unisa.ac.za/press.

Telephone: 012 429 3448/3368/2976/3515/2953.

DEPARTMENTAL JOURNAL, POLITEIA: Unisa Press publishes a journal titled Politeia. It is edited by members of the Departments of Political Sciences and Public Administration and Management. Politeia is published three times a year. Students are encouraged to subscribe to the journal.

GROUP DISCUSSION VISITS: Students will be notified of any group discussions to be held by tutorial letter.

STUDY SKILLS: A revised and updated study skills guide entitled EFFECTIVE STUDY was published. It is available in English and it can be obtained from Unisa Press (order form attached). For more details consult, my Studies @ Unisa. Students, however, are not obliged to purchase this book.
5.1 Personal visits

The traditional form of interaction between student and academic is face-to-face sessions. You are advised to make an appointment prior to visiting your lecturer for this course. Remember that when you visit the Unisa campus, irrespective of whether you visit a lecturer, the library or another department, you must have your student card with you.

5.2 Group discussions

Another form of traditional face-to-face interaction are lectures or group discussions. These take place once a semester in Durban and Pretoria. Students will be notified via a tutorial letter, sms and email of group discussions to be held during the 1st and 2nd semester.

5.3 e-Tutor

Please be informed that, with effect from 2013, Unisa offers online tutorials (e-tutoring) to students registered for modules at NQF level 5, 6 and 7, this means qualifying first year, second year and third year modules. Please log on to myUnisa to find out if any of the modules that you have registered for falls in this category.

Once you have been registered for a qualifying module, you will be allocated to a group of students with whom you will be interacting during the tuition period as well as an e-tutor who will be your tutorial facilitator. Thereafter you will receive an sms informing you about your group, the name of your e-tutor and instructions on how to log onto MyUnisa in order to receive further information on the e-tutoring process.

Online tutorials are conducted by qualified E-Tutors who are appointed by Unisa and are offered free of charge. All you need to be able to participate in e-tutoring is a computer with internet connection. If you live close to a Unisa regional Centre or a Telecentre contracted with Unisa, please feel free to visit any of these to access the internet. E-tutoring takes place on MyUnisa where you are expected to connect with other students in your allocated group. It is the role of the e-tutor to guide you through your study material during this interaction process. For your to get the most out of online tutoring, you need to participate in the online discussions that the e-tutor will be facilitating.

There are modules which students have been found to repeatedly fail, these modules are allocated face-to-face tutors and tutorials for these modules take place at the Unisa regional centres. These tutorials are also offered free of charge, however, it is important for you to register at your nearest Unisa Regional Centre to secure attendance of these classes.

5.4 Free computer and internet access

Unisa has entered into partnerships with establishments (referred to as Telecentres) in various locations across South Africa to enable you (as a Unisa student) free access to computers and the Internet. This access enables you to conduct the following academic related activities: registration; online submission of assignments; engaging in e-tutoring activities and signature courses; etc. Please note that any other activity outside of these are for your own costing e.g. printing, photocopying, etc. For more information on the Telecentre nearest to you, please visit www.unisa.ac.za/telecentres.
5.5. MyUnisa

If you have access to a computer that is linked to the internet, you can quickly access resources and information at the University. The MyUNISA learning management system is Unisa’s online campus that will help you to communicate with your lecturers, with other students and with the administrative departments of Unisa – all through the computer and the internet.

To go to the MyUNISA website, start at the main Unisa website, http://www.unisa.ac.za, and then click on the “Login to MyUNISA” link on the right-hand side of the screen. This should take you to the MyUNISA website. You can also go there directly by typing in https://my.unisa.ac.za.

Please consult the publication my Studies @ Unisa which you received with your study material for more information on MyUNISA.

5.6. Informal study groups

Open and distance learning (ODL) implies that you are required to work mostly on your own. The establishment of an informal study group will go some way in alleviating the problem of loneliness and resolving study problems by discussing them with fellow students. You are encouraged to establish a study group in your area.

A list of the names and the addresses of fellow students in your area can be obtained from:
Department of Undergraduate Student Affairs
PO Box 392
UNISA
0003
South Africa
All enquiries should be directed to:
Fax Number : (012) 429 4150 / +27 12 429 4150
Email : study-info@unisa.ac.za

5.7. Satellite broadcasting and video conferencing classes

This is the new and exciting form of interaction between student and academic. As part of the Open and Distance Learning (ODL) model of learner support, satellite broadcasting and video conferencing classes will take place. Students be notified via a tutorial letter, sms and email of the time and date of these satellite broadcasting and video conferencing classes to be held during the 1st and 2nd semester. Students should go to their regional offices where they will they will be able to attend the classes which will be beamed live from Pretoria. All regional centres have satellite broadcasting and video conferencing facilities. After the conclusion of such classes, DVD’s are sent to all regional centres for viewing. Thus, if you cannot attend a satellite or video conferencing class, you can go to your nearest regional centre to view it free of charge. Alternatively, students may also purchase the DVD of the class at a cost of R60.00 from the regional office.

6 STUDY PLAN

If you are a student with a health-related condition such as tuberculosis and HIV/AIDS, or have a close family member with a health condition, please take cognisance thereof when planning your studies. The same also applies to any other difficulties you or close friends and family members may experience. Such difficulties may impact on the time you may have available for studies. In these circumstances it is important to plan well ahead in order to have sufficient time to meet deadlines. It will be unwise to cram tasks as this creates enormous stress which will
negatively impact on your performance as a student, as well as your health. Planning your studies is essential so that you work consistently and make good progress.

It would be wise to know your health status with regard to conditions such as tuberculosis, HIV/AIDS, blood pressure, diabetes and high cholesterol. If you are informed by medical tests, with the necessary medical and supportive interventions you can prolong and improve the quality of your life and your success in your studies.

7 PRACTICAL WORK AND WORK-INTEGRATED LEARNING

There is no practical work for this module.

8 ASSESSMENT

8.1 Assessment criteria

There are two compulsory assignments for this module. Both are compulsory for purposes of admission to the examination and a semester mark. They should be submitted on or before the due dates.

In order to be admitted to the examination you have to submit assignment 01 in good time. Assignments 01 and 02 will jointly contribute towards a semester mark that counts towards your final mark. Your semester mark will be calculated on the basis of the marks you have obtained in each of the two assignments. The semester mark (20%), together with your examination mark (80%) will thus be used to calculate your final mark for this module.

It is important to submit the assignments on time. See section 8.2 for the due dates and the unique numbers of assignments.

Unfortunately no extension for late submissions can be granted. This is due to requirements from the Department of Higher Education and Training that have to be met.

8.2 Assessment plan

Note: There are two compulsory assignments

Assessment in this module consists of both formative and summative assessments. Formative assessments include two compulsory assignments, self-assessment assignments and a range of self-evaluation exercises at the end of each study unit.

However, there are two compulsory assignments in this tutorial letter that must be submitted for marking. These assignments will determine your admission to the examination and your semester mark.

Summative assessment for this module consists of a formal venue-based examination. Please see your copy of my Studies @ Unisa for all rules and arrangements pertaining to examinations.
8.3 Assignment numbers

8.3.1 General assignment numbers

<table>
<thead>
<tr>
<th>General assignment numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 01: First Semester</td>
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<td>Assignment 02: First Semester</td>
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<td>Assignment 01: Second Semester</td>
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<td>Assignment 02: Second Semester</td>
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8.3.2 Unique assignment numbers

<table>
<thead>
<tr>
<th>General assignment numbers</th>
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<tbody>
<tr>
<td>Assignment 01: First Semester</td>
<td>731804</td>
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<td>Assignment 01: Second Semester</td>
<td>788696</td>
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<td>Assignment 02: Second Semester</td>
<td>836103</td>
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8.4 Assignment due dates

<table>
<thead>
<tr>
<th>General assignment numbers</th>
<th>Due dates of assignments</th>
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<tbody>
<tr>
<td>Assignment 01: First Semester</td>
<td>6 April 2018</td>
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<td>31 August 2018</td>
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<td>Assignment 02: Second Semester</td>
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</tr>
</tbody>
</table>

8.5 Submission of assignments

For detailed information and requirements as far as assignments are concerned, see my Studies @ Unisa, which you received with your tutorial matter.

You may also submit them electronically via myUnisa by adhering to the following instructions:

All assignments are multiple choice format, students are required to have done preparation by reading the study material in order to answer the questions. Please note any late submissions will be accepted.
• Go to myUnisa.
• Log in with your student number and password.
• Select the module from the orange bar.
• Click on assignments in the left menu.
• Click on the assignment number you want to submit.
• Follow the instructions.
8.6 The assignments

8.6.1 Assignments for semester 1

COMPULSORY ASSIGNMENTS
Only students registered for semester 1 must complete the assignments for semester 1.

First Semester

Assignment 1

<table>
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<tr>
<th>Unique Numbers: 731804</th>
<th>Closing Dates: 6 April 2018</th>
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<tr>
<td>First Semester:</td>
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Question 1
Which one is not a definition of public policy?

1. Public policy is whatever governments choose to do or not to do.
2. Public policy is a projected programme of goals, values and practices.
3. Public policy is a combination of the policies of all the parties in Parliament.

Question 2
Identify the one option that correctly fills in the missing words:

An election manifesto is directed at (i) ... and sets out the (ii) ... of a party if it were to become (iii) ... If it receives the majority of votes, an election manifesto serves as a (iv) ... on policy matters given to government.

1. (i) the opposition (ii) policy objectives (iii) the government (iv) guarantee
2. (i) government (ii) vision (iii) opposition (iv) mandate
3. (i) the international community (ii) targets (iii) a majority party (iv) watchdog
4. (i) electorate (ii) policy objectives (iii) the government (iv) mandate

Question 3
An official in the Department of Home Affairs conducts an evaluation of the immigration policy and identifies the following deficiencies that have made the policy susceptible to abuse; (i) it lacks an effective mechanism to prevent corruption amongst high-ranking officials, (ii) the policy does not consist of a strategic plan of action to address organised crime. The official subsequently provides a set of recommendations to government in order to address these deficiencies however she receives no response.

This implies that...

1. there is apathy on the part of government
2. this is a policy decision.
3. the recommendations made are not policy related
Question 4
Indicate whether the following statement is true or false.

The Executive takes political responsibility for the implementation of policies, while the Legislature is the final arbiter on accepting policy proposals.

1. True
2. False

Question 5
The following activity represents which stage in the policy process?

Policy is converted from a technical product into a publicly sanctioned government programme embraced by all elected representatives.

1. Formulation
2. Evaluation
3. Agenda setting
4. Legitimisation and formalisation

Question 6
Indicate which one of the following options is not a characteristic of Public Choice Theory.

1. Policy-makers are guided by cost-benefit analysis in decision-making
2. Public policy is modelled on free market principles
3. One of the core functions of governments is to manage externalities
4. Policy-makers are motivated by individual interests

Question 7
Identify the one option that correctly fills in the missing words:

Policy implementation is often associated with (i) ............, and is treated as a separate and distinct sphere from politics, which means that administration is concerned with questions of (ii).......... (what is) rather than (iii) .......... questions (what should be or ought to be) assuming that politics is about (iv) ..........

1. (i) public policy (ii) objectivity
   (iii) theoretical (iv) value judgements
2. (i) public policy (ii) fact
   (iii) normative (iv) value judgments
3. (i) public administration (ii) fact
   (iii) normative (iv) management
4. (i) public administration (ii) fact
   (iii) normative (iv) value judgments
Question 8
Indicate which one of the following assumptions of neostatism is incorrect.

1. The structure of the state and government enhances the perception that individuals have of what their own interests and political resources are.
2. The emphasis should be on government’s function of governing and controlling and less on the allocation of resources.
3. The state is a political actor in its own right and is not a neutral referee.
4. A distinction should be made between state and government.

Question 9
Which policy evaluation problem does the case study below represent?

The Department of Agriculture, Forestry and Fisheries established a programme to assist a group of small scale farmers in northern KwaZulu-Natal. The Department aimed to become involved in communal agriculture to enhance farmers’ production of food crops to sell. Extensive support was provided in the form of necessary capital inputs, especially to construct irrigation systems. Water was pumped from the Pongola River, which flows into a nearby game reserve. Within a year of implementing the programme, a site visit was conducted by a departmental official who found that there was a significant increase in crop yields and the main objective of the policy had been met. However, the official had not realised that irrigation from the Pongola River had significantly curbed the flow of the river, resulting in a severe water shortage in the game reserve. In addition, the official was unaware that the ground water, which had been contaminated with chemical pesticides, had also flowed into the Pongola River, resulting in the poisoning and subsequent depletion of fish stocks which supported the river eco-system in the game reserve.

1. Conflict of interests
2. Diffuse policy impacts
3. Causality
4. Unrealistic time perspective

Question 10
Which one of the following is not responsible for policy implementation?

1. the legislature
2. international organisations
3. pressure groups and community organisations
4. the judiciary

Question 11
The South African government decided to actively pursue a national health insurance policy and in 2011, it formulated a Green Paper as part of an effort to provide the poor with access to better health care.

Which type of decision-making in agenda setting does this illustrate?

1. Institutional or governmental agenda
2. Systemic agenda
Question 12
Public policy shapes public opinion more often than public opinion shapes public policy.

Which of the following is not a reason for this state of affairs?

1. Leaders do not have a clear perception of public opinion. Most messages or signals are from other elites and not from the ordinary public.
2. Public policy is very flexible and can change in a short period of time.
3. Few people have an independent opinion on the bulk of policy questions.

Question 13
Is the following statement true or false?

In South Africa international and interstate agreements are only binding if they are ratified by both houses of parliament (the National Assembly and the National Council of Provinces).

1. True
2. False

Question 14
Which one of the following ideologies is associated with ‘rolling back the state’ advocating for the privatisation of public sector services?

1. Modern liberalism
2. Communism
3. Neoliberalism

Question 15
The following scenario is an example of which dilemma in policy-making.

It is highly unlikely that the South African state would reveal its strategy to mitigate piracy along its coastlines to the broader public in order to legitimise increased fiscal expenditure, as this could have a negative impact on national security.

1. Unintended consequences
2. Making policy on highly technical issues
3. Transparency
4. Conflict of value

Question 16
Indicate the correct option by the completing the statement below.

A developing state implements a national health insurance programme with the following two objectives in mind (i) to make healthcare accessible to all people; (ii) to improve the standard of healthcare. This will result in...

1. higher tax rates and higher per capita incomes.
2. lower tax rates and higher per capita incomes.
3. higher tax rates without increasing per capita incomes.
Question 17
Indicate which one of the options below represents the following action of decision-makers.

The South African government’s decision to support NATO’s adoption of the United Nations Security Council’s (UNSC) Resolution 1973 to intervene in the civil conflict in Libya in 2011 despite it contradicting the principle of ‘non-interference’, which is a key tenet of South African foreign policy.

1. the actions of decision-makers in the absence of a stated and formal policy, which could be applicable to any or all the stages of policy formulation (not only policy implementation)
2. the actions of the bureaucracy in the process of policy implementation

Question 18
Indicate the incorrect option.

1. Chicken, as a variation of game theory, is associated with brinkmanship and prioritises maximum gain.
2. According to game theorists, the actions of policy-makers must only reflect their own desires, abilities and preferences and not their expectations of what others would do.
3. The Battle of Avranches emphasises the minimisation of maximum potential losses under conditions of war.
4. Game theory is associated with the concept of strategy and refers to the series of moves a policy-maker should follow in decision-making designed to achieve optimum results.

Question 19
Indicate whether the following statement is true or false.

The effects of globalisation such as currency exchange fluctuations, fluctuations in oil prices due to the political crisis in the Middle East and the adherence to the principle of ‘free trade’ demanded by the World Trade Organisation, does not erode the economic sovereignty of individual states.

1. True
2. False

Question 20
The following example represents which aspect of the bureaucracy’s role in policy implementation?

In November 2011, the Minister of Sport in South Africa, Minister Fikile Mbalula, appointed a Ministerial Committee of Enquiry into Cricket South Africa. The purpose of this committee was to establish terms of reference to determine the course of action that should be taken to resolve the debacle regarding financial mismanagement. The forensic audit reports conducted by an independent financial firm revealed that the financial practices of officials were in contravention of the Companies Act.

1. Bureaucratic discretion
2. Regulation-making
3. Bureaucratic adjudication
First Semester

Assignment 2

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<tr>
<td>First Semester: 769660</td>
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</table>

**Question 1**
Which one of the following is not one of the complicating factors to keep in mind when engaged in evaluating policy?

1. Uncertainty over policy goals
2. Diffuse policy impacts
3. Difficulties in data acquisition
4. Unrealistic time perspective
5. Unofficial resistance

**Question 2**
Which one of the following is not one of the best-known variations of game theory?

1. Chicken
2. The battle of the sexes
3. The prisoner's dilemma
4. The battle of the opponents

**Question 3**
Which one of the following is not an internal participant in the policy processes with regard to GEAR?

1. Parliament
2. The Reserve Bank
3. The ANC as a party
4. Nedlac
5. SARS

**Question 4**
Indicate whether the following statement is true or false.

A Government Gazette represents the most basic phase in policy making that will lead to legislation, in some instances legislation is not envisaged but a statement of policy is required.

1. True
2. False
Question 5
Indicate the one that should **not** be incorporated in a policy analysis.

1. The United Nations
2. The African Union
3. International financial markets
4. Emerging markets
5. The IMF, World Bank group and commercial banks

Question 6
Which one of the following is not involved in formulating policy alternatives?

1. The executive
2. Bureaucracies
3. Political parties
4. Policy-planning organisations
5. Interest groups

Question 7
From the list below, select one which is not a condition of policy impact.

1. Government or public policy output
2. Impact on the target situation or group
3. Direct costs and benefits in terms of resources devoted to the programme
4. Indirect costs and benefits, including loss of opportunities to do other things
5. None of the above

Question 8
Which one of the following is not an element to judge direct or tangible impact of policy?

1. The public's complaints
2. Hearings and reports
3. Site visits
4. Output measuring
5. None of the above

Question 9
Indicate whether the following statement is **true** or **false**:

The budget of a government is a special type of legislation; it is normally tabled in Parliament by the Minister of Finance who explains it in the budget speech.

1. True
2. False

Question 10
Who is not responsible for policy implementation?

1. The legislature
2. The judiciary
3. The Reserve Bank
4. Pressure groups and community organisations
Question 11
Indicate whether the following statement is true or false:

Corporatism can be defined as a system of interest representation in which the constituent units are organised into an unspecified number of multiple, voluntary and self-determined categories which are not specially licenced, recognised, subsidised, created or otherwise controlled in leadership selection or interest articulation by the state and which do not exercise a monopoly of representational activity within their representative categories.

1. True
2. False

Question 12
When it comes to the policy process, which of the following should not be incorporated in an analysis as a participant?

1. International credit-rating agencies and business confidence
2. The G8, G77, Non-aligned Movement and World Economic Forum
3. The New Partnership for African Development (Nepad)
4. None of the above

Question 13
When it comes to the macroeconomic policy process, which of the following does not contribute to the policies?

1. The Office of the President
2. The Department of Finance and the national Treasury
3. The Department of Trade and Industry (DTI)
4. Provincial and local governments
5. None of the above

Question 14
Indicate whether the following statement is true or false:

Bureaucratic discretion is usually the prerogative of the judiciary; however public officials often have to decide whether a person, an organisation, a business or an association has complied with laws and regulations.

1. True
2. False

Question 15
Which one of the following is not one of the stages in the public policy making process?

1. Agenda setting
2. Drawing the budget
3. Policy formulation and decision making
4. Policy legitimization
5. Policy implementation
Question 16
Indicate whether the following statement is true or false:

A referendum is normally based on questionnaires and/or interviews conducted by research institutions or professional market research companies.

1. True
2. False

Question 17
Which of the following is not an assumption made by neostatism?

1. The state could be used as a scapegoat to be blamed for social problems
2. The state has interest of its own
3. A distinction should be made between the state and government
4. The state is a political actor in its own right and is potentially autonomous; is it not a neutral referee
5. None of the above

Question 18
Indicate whether the following statement is true or false:

In totalitarian states, every aspect of the individual's life is usually controlled and regulated by the public sector.

1. True
2. False

Question 19
Indicate whether the following statement is true or false:

In practical terms policy implementation means that the political executive takes control and directs departments, agencies, commissions and other relevant institutions in order to execute the policy and to reach the policy objectives.

1. True
2. False

Question 20
Indicate whether the following statement is true or false:

An opinion poll is an opinion of a substantial segment of the public on a particular issue.

1. True
2. False
8.6.2 Assignments for semester 2

Only students registered for semester 2 must complete the assignments for semester 2.

Assignment 1

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</tr>
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</table>

Question 1
Which one of the following is not a theory to explain the policy making process?

1. Classical theory
2. Liberal democratic theory
3. Mediation theory
4. Systems theory
5. Elite theory

Question 2
Identify the one option that correctly fills in the missing words:

An election manifesto is directed at (i) ... and sets out the (ii) ... of a party if it were to become (iii) ... If it receives the majority of votes, an election manifesto serves as a (iv) ... on policy matters given to government.

1. (i) the opposition (ii) policy objectives (iii) the government (iv) guarantee
2. (i) government (ii) vision (iii) opposition (iv) mandate
3. (i) the international community (ii) targets (iii) a majority party (iv) watchdog
4. (i) electorate (ii) policy objectives (iii) the government (iv) mandate

Question 3
An official in the Department of Home Affairs conducts an evaluation of the immigration policy and identifies the following deficiencies that have made the policy susceptible to abuse; (i) it lacks an effective mechanism to prevent corruption amongst high-ranking officials, (ii) the policy does not consist of a strategic plan of action to address organised crime. The official subsequently provides a set of recommendations to government in order to address these deficiencies however she receives no response.

This implies that...

1. there is apathy on the part of government
2. this is a policy decision
3. the recommendations made are not policy related
Question 4
Indicate whether the following statement is true or false.

Intragovernmental relations concern all vertical and horizontal relationships that foster cooperation and coordination arrangements between units of government to attain specific objectives

1. True
2. False

Question 5
The following activity represents which stage in the policy process?

Policy is converted from a technical product into a publicly sanctioned government programme embraced by all elected representatives.

1. Formulation
2. Evaluation
3. Agenda setting
4. Legitimisation and formalisation

Question 6
Indicate which one of the following options is not a characteristic of Public Choice Theory.

1. Policy-makers are guided by cost-benefit analysis in decision-making
2. Public policy is modelled on free market principles
3. One of the core functions of governments is to manage externalities
4. Policy-makers are motivated by individual interests

Question 7
Indicate which one of the following assumptions of neostatism is incorrect.

1. A distinction should be made between state and government.
2. The structure of the state and government enhances the perception that individuals have of what their own interests and political resources are.
3. The emphasis should be on government’s function of governing and controlling and less on the allocation of resources.
4. The structure of the state and government enhances the perception that individuals have of what their own interests and political resources are.
5. The state is a political actor in its own right and is not a neutral referee.

Question 8
Indicate whether the following statement is true or false.

A model is a representation of a more complex reality that has been oversimplified in order to describe and explain the relationships among variables, and even sometimes to prescribe how something should happen.

1. True
2. False
Question 9
Which policy evaluation problem does the case study below represent?

The Department of Agriculture, Forestry and Fisheries established a programme to assist a group of small scale farmers in northern KwaZulu-Natal. The Department aimed to become involved in communal agriculture to enhance farmers’ production of food crops to sell. Extensive support was provided in the form of necessary capital inputs, especially to construct irrigation systems. Water was pumped from the Pongola River, which flows into a nearby game reserve. Within a year of implementing the programme, a site visit was conducted by a departmental official who found that there was a significant increase in crop yields and the main objective of the policy had been met. However, the official had not realised that irrigation from the Pongola River had significantly curbed the flow of the river, resulting in a severe water shortage in the game reserve. In addition, the official was unaware that the ground water, which had been contaminated with chemical pesticides, had also flowed into the Pongola River, resulting in the poisoning and subsequent depletion of fish stocks which supported the river eco-system in the game reserve.

1. Conflict of interests
2. Diffuse policy impacts
3. Causality
4. Unrealistic time perspective

Question 10
Which one of the following is not responsible for policy implementation?

1. the legislature
2. international organisations
3. pressure groups and community organisations
4. the judiciary

Question 11
The South African government decided to actively pursue a national health insurance policy and in 2011, it formulated a Green Paper as part of an effort to provide the poor with access to better health care.

Which type of decision-making in agenda setting does this illustrate?

1. Institutional or governmental agenda
2. Systemic agenda

Question 12
Public policy shapes public opinion more often than public opinion shapes public policy.

Which of the following is not a reason for this state of affairs?

1. Leaders do not have a clear perception of public opinion. Most messages or signals are from other elites and not from the ordinary public.
2. Public policy is very flexible and can change in a short period of time.
3. Few people have an independent opinion on the bulk of policy questions.
Question 13
Indicate whether the following statement is true or false.

In South Africa international and interstate agreements are only binding if they are ratified by both houses of parliament (the National Assembly and the National Council of Provinces).

1. True
2. False

Question 14
Which one of the following ideologies is associated with ‘rolling back the state’ advocating for the privatisation of public sector services?

1. Modern liberalism
2. Communism
3. Neoliberalism

Question 15
The following scenario is an example of which dilemma in policy-making.

It is highly unlikely that the South African state would reveal its strategy to mitigate piracy along its coastlines to the broader public in order to legitimise increased fiscal expenditure, as this could have a negative impact on national security.

1. Unintended consequences
2. Making policy on highly technical issues
3. Transparency
4. Conflict of value

Question 16
Indicate the correct option by completing the statement below.

A developing state implements a national health insurance programme with the following two objectives in mind (i) to make healthcare accessible to all people; (ii) to improve the standard of healthcare. This will result in...

1. higher tax rates and higher per capita incomes.
2. lower tax rates and higher per capita incomes.
3. higher tax rates without increasing per capita incomes.

Question 17
Indicate which one of the options below represents the following action of decision-makers.

The South African government’s decision to support NATO’s adoption of the United Nations Security Council’s (UNSC) Resolution 1973 to intervene in the civil conflict in Libya in 2011 despite it contradicting the principle of ‘non-interference’, which is a key tenet of South African foreign policy.

1. the actions of decision-makers in the absence of a stated and formal policy, which could be applicable to any or all the stages of policy formulation (not only policy implementation)
2. the actions of the bureaucracy in the process of policy implementation
**Question 18**
Indicate the **incorrect** option.

1. *Chicken*, as a variation of game theory, is associated with brinkmanship and prioritises maximum gain.
2. According to game theorists, the actions of policy-makers must only reflect their own desires, abilities and preferences and not their expectations of what others would do.
3. The *Battle of Avranches* emphasises the minimisation of maximum potential losses under conditions of war.
4. Game theory is associated with the concept of strategy and refers to the series of moves a policy-maker should follow in decision-making designed to achieve optimum results.

**Question 19**
Indicate whether the following statement is **true** or **false**.

Modernisation policies are public policies which succeed in empowering people to exercise choices, especially regarding the quality of life that they would prefer to maintain.

1. True
2. False

**Question 20**
The following example *represents* which *aspect* of the bureaucracy’s role in policy implementation?

In November 2011, the Minister of Sport in South Africa, Minister Fikile Mbalula, appointed a Ministerial Committee of Enquiry into Cricket South Africa. The purpose of this committee was to establish terms of reference to determine the course of action that should be taken to resolve the debacle regarding financial mismanagement. The forensic audit reports conducted by an independent financial firm revealed that the financial practices of officials were in contravention of the Companies Act.

1. Bureaucratic discretion
2. Regulation-making
3. Bureaucratic adjudication
Question 1
According to Boyle and Lemaire (1999: 28), which one of the following is not one of the examples that distinguish between the different users of data and their particular information need?

1. Programme user
2. Executive user
3. Legislative user
4. Public user
5. Judicial user

Question 2
Which one of the following is not one of the assessment recommendation to establish more integrated and future-focused approaches to education and training programmes for policy professionals?

1. Role of government
2. International scene and comparative studies
3. Theories of effectiveness
4. Provincial legislature

Question 3
Which one of the following is not an internal participant in the policy processes with regard to GEAR?

1. Parliament
2. The Reserve Bank
3. The ANC as a party
4. Nedlac
5. SARS

Question 4
Indicate whether the following statement is true or false.

A Government Gazette represents the most basic phase in policy making that will lead to legislation, in some instances legislation is not envisaged but a statement of policy is required.

1. True
2. False
Question 5
Indicate the one that should not be incorporated in a policy analysis.

1. The United Nations
2. The African Union
3. International financial markets
4. Emerging markets
5. The IMF, World Bank group and commercial banks

Question 6
Which one of the following is not involved in formulating policy alternatives?

1. The executive
2. Bureaucracies
3. Political parties
4. Policy-planning organisations
5. Interest groups

Question 7
From the list below, select the one that is not a condition of policy impact.

1. Government or public policy output
2. Impact on the target situation or group
3. Direct costs and benefits in terms of resources devoted to the programme
4. Indirect costs and benefits, including loss of opportunities to do other things
5. None of the above

Question 8
Which one of the following is not an element to judge direct or tangible impact of policy?

1. The public’s complaints
2. Hearings and reports
3. Site visits
4. Output measuring
5. None of the above

Question 9
Indicate whether the following statement is true or false:

Institutionalisation refers to the development of relationships, networks and partnerships in a system context that surpass organisational parameters.

1. True
2. False

Question 10
Who is not responsible for policy implementation?

1. The legislature
2. The judiciary
3. The Reserve Bank
4. Pressure groups and community organisations
Question 11
Indicate whether the following statement is true or false:

Corporatism can be defined as a system of interest representation in which the constituent units are organised into an unspecified number of multiple, voluntary and self-determined categories which are not specially licenced, recognised, subsidised, created or otherwise controlled in leadership selection or interest articulation by the state and which do not exercise a monopoly of representational activity within their representative categories.

1. True
2. False

Question 12
When it comes to the policy process, which of the following should not be incorporated in an analysis as a participant?

1. International credit-rating agencies and business confidence
2. The G8, G77, Non-aligned Movement and World Economic Forum
3. The New Partnership for African Development (Nepad)
4. None of the above

Question 13
When it comes to the macroeconomic policy process, which of the following does not contribute to the policies?

1. The Office of the President
2. The Department of Finance and the national Treasury
3. The Department of Trade and Industry (DTI)
4. Provincial and local governments
5. None of the above

Question 14
Indicate whether the following statement is true or false:

Bureaucratic discretion is usually the prerogative of the judiciary; however public officials often have to decide whether a person, an organisation, a business or an association has complied with laws and regulations.

1. True
2. False

Question 15
The World Bank emphasises the importance of impact indicators by recommending that no more than a dozen indicators are measured for its development projects, at least half of which should be impact indicators measuring the major development objectives.

Which one of the following is not one of the indicators?

1. Efficacy indicators
2. Impact indicators
3. Efficiency indicators
4. Effectiveness indicators
5. Sustainability indicators
Question 16
Indicate whether the following statement is true or false:

A referendum is normally based on questionnaires and/or interviews conducted by research institutions or professional market research companies.

1. True
2. False

Question 17
Which of the following is not an assumption made by neostatism?

1. The state could be used as a scapegoat to be blamed for social problems
2. The state has interest of its own
3. A distinction should be made between the state and government
4. The state is a political actor in its own right and is potentially autonomous; is it not a neutral referee
5. None of the above

Question 18
Indicate whether the following statement is true or false:

In totalitarian states, every aspect of the individual’s life is usually controlled and regulated by the public sector.

1. True
2. False

Question 19
Indicate whether the following statement is true or false:

In practical terms policy implementation means that the political executive takes control and directs departments, agencies, commissions and other relevant institutions in order to execute the policy and to reach the policy objectives.

1. True
2. False

Question 20
Indicate whether the following statement is true or false:

An opinion poll is an opinion of a substantial segment of the public on a particular issue.

1. True
2. False
8.7 Other assessment methods

There are two self-assessment assignments for this module. Please note that the submission of assignments (i.e. Assignment 03 and Assignment 04) are optional and, therefore, not compulsory. In other words, the mark you receive for this assignment does not contribute to your final mark or replace the marks you have received for your two previous assignments. However, you are urged to attempt these assignments as it will provide you with an opportunity to develop your analytical and academic writing skills. In addition, you will be able to reflect critically on the public policy process and gain more insight into the more sophisticated and nuanced issues, such as how theory influences policy formulation, decisions, evaluation and analysis. Furthermore, by engaging specific case studies and some of the issues that emerged from them, your understanding of the dilemmas and problems confronting policy makers will be enhanced.

Self-Assessment Assignment
Assignment 03

<table>
<thead>
<tr>
<th>Assignment 03</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester One</td>
<td>30 April 2018</td>
</tr>
<tr>
<td>Semester Two</td>
<td>30 September 2018</td>
</tr>
</tbody>
</table>

Question:

What effect has decentralisation had on stimulating local economic and political development in South Africa? Critically discuss whether national policy frameworks and formulas have enhanced or undermined local governance.

Readings (available on ADDITIONAL READING material):

Assignment 04

<table>
<thead>
<tr>
<th>Assignment 04</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester One</td>
<td>30 April 2014</td>
</tr>
<tr>
<td>Semester Two</td>
<td>30 September 2014</td>
</tr>
</tbody>
</table>

Question:

Consider the impact that the “rights-based approach” in response to the HIV/AIDS policy in South Africa had on public policy making in the post-apartheid democratic context. Write an essay in which you critically discuss the role that civil society played in challenging the South African governments’ dominant view and approach to the HIV/AIDS crisis.

Note: There are three required readings for this assignment. (If you are unable to access them you can use other sources. (Refer to the sub-section on Further Research, below)

Readings (available on ADDITIONAL READING material):


Requirements:

Format: Assignments can be typed or written. If you choose to type your responses, please ensure that you meet the following technical requirements: (i) Font Style: Times New Roman or Arial, (ii) Font Size: 11, (iii) Line Spacing: Single, (iv) Margins: Narrow (v) If possible, please print back-to-back. If you choose to write your responses, please write neatly and legibly.

Further Research: It is not compulsory to conduct further research in order to write the self-assessment essays. The three sources required to answer each question can be found on the ADDITIONAL READING list. You can download these readings from Unisa Library portal. If you do not have access to a computer and the internet, you can use a range of other resources, such as newspapers, magazine articles and other documents directly related to the stipulated themes in the self-assessment assignments. These resources must be referenced consistently both in text (i.e. the actual body of the assignment) and in the bibliography. In addition to the three primary sources, you are welcome to use secondary sources to enhance your responses, provided that they are relevant and that they are referenced.

Feedback: Individual feedback will be given to you on this assignment. Comments will be written on your actual assignment, indicating whether you have answered the question adequately, where you possibly went wrong, and how you should have approached the
question. Your marked assignment with comments will be returned to you approximately two weeks after we receive them.

WRITING ASSIGNMENTS

When writing any of your assignments, take note of the following:

- Do all the prescribed readings (or the readings you have selected).
- Plan your essay.
- Reference correctly.
- Do not plagiarise.
- Do not simply summarise the various readings.
- Work on a draft copy before submitting your final essay.
- As essays are known to “disappear”, make sure you retain a copy of your written work.

1. Presentation: The ideal assignment is a typed assignment. However, a handwritten essay is acceptable, provided that your handwriting is neat and legible. The first page of your essay should contain your full name and student number, the essay question in full, your lecturer’s name, and the due date. Number your pages, and include your bibliography on a separate page.

2. Footnotes, Citations, Referencing and Bibliography: It is essential to reference all quotations, statistics and ideas you derive from other sources, including lectures. If you are using or quoting words directly, you must show this by using quotation marks. There appears to be little consistency in the way that footnoting is practised in academic writing within the university. Different departments appear to have their own preferences. This can also be said for most published material. Under these conditions it is difficult to set guidelines for students. The key to any referencing system is to be consistent. So regardless of which method you use - **BE CONSISTENT**. You should also try to avoid the use of *op. cit.* Many social science students will be more familiar with what was originally known as the Harvard System, which utilises references within the text. It is also known as the author-date system. Here you acknowledge the source of your quotation/information in the body of your essay, by stating, in brackets:

- the author’s surname (no initial required), followed by a comma (or not, in some forms of referencing)
- the date of publication of the work cited, followed by a colon or a comma
- and the page number
- for example: (Beinart, 1993:54) or (Beinart, 1993:54-57) or (Beinart, 1993, 54) or (Beinart 1993, 54)

If the author's name already appears in the text, it is not necessary to repeat it in the reference eg Beinart (1993:54) has argued that .... If you are summarising an argument that spreads through most of the book or article, then page numbers can be omitted eg (Beinart, 1993).

**Websites** should never be given as your text citation. You should always refer to an author and a date. The website is simply provided as a supplement to the reference in the reference list.

When do you use a text citation?

- If you use a *direct quote* from any other piece of writing. This is formatted differently for short quotes and long quotes.
- If you *paraphrase* text from any other piece of writing, summarising an idea, theory or fact it contains.
**Short direct quote: run-on style**

According to Baylies, ‘the impact of AIDS on household production has typically been treated with less urgency than similar outcomes of other shocks’ (1992, 612). Thus the disruption caused by AIDS on the economic functioning of the household is not understood as well as the disruption caused by ‘drought, market ruptures or complex political emergencies’ (Baylies 1992, 612).

**Note:**

- **The inverted commas (quotation marks)** to which a citation refers do not incorporate the text citation. It would be wrong to have "HIV is devastating large parts of Africa (Moore 1999, 21)." The correct punctuation would be "HIV is devastating large parts of Africa" (Moore 1999, 21).
- **The full stop/period** should come after the closing brackets/parentheses of the text citation. It would be wrong to have “HIV is devastating large parts of Africa”. (Moore 1999, 21) You should rather have “HIV is devastating large parts of Africa” (Moore 1999, 21).
- Any changes to the quoted text have to be captured in brackets.

**Long direct quote: offset style**

Buroway draws on Polanyi to suggest that counterhegemonic potential lies not only in the realm of production, as classically understood, but in the domain of consumption and the market.

Everyone suffers from the market inasmuch as unrestrained it leads to the destruction of the environment, global warming, toxic wastes, the colonization of free time, and so forth. … Whereas alienated and degraded labour may excite a limited alternative, it does not have the universalism of the market that touches everyone in multiple ways. It is the market, therefore, that offers possible grounds for counterhegemony. We see this everywhere but especially in the amalgam of movements against the many guises of globalization. (Buroway 2003: 231)

Harvey argues that unions were in the ascendancy during an era of expanding…

- Leave one line open before AND after the quote.
- Indent the quoted text (control+M on MS word or select paragraph and click indent icon).
- No inverted commas/quote marks are necessary, since you have indented the quote.
- The text citation can be incorporated into your text or can appear at the end of the quote.
- In the latter case, the correct location of the full stop is before the citation. This is confusing because it is different to a short quote, see above.
- Block quotations should show any paragraph breaks contained in the original.
- There is no rule as to how long a quote has to be before it is indented. As a loose guide, more than 8 lines or 100 words should be indented (University of Chicago Press 2006, 447). You can indent shorter quotes if it makes sense to do so. Any quotes that are less than a whole sentence would normally be run-on quotes (see short quotes above).
Paraphrasing means you are explaining or summarising the ideas of another author without using their wording. This is most easily achieved when you read the original and try to express the point in your own words without working directly off the prose of the original. To simply change one or two words in a sentence does not make it yours. Rather try to work out what the controlling ideas are and then express them in your own way.

With paraphrasing you use the same citation system (Author year, page) as you would for quoting. Whether or not you provide the page number for paraphrasing is up to you. If the particular point that you are citing occurs on a specific page of the original text you should include the page in the citation. Not only is this useful for others reading your work, it is sometimes useful for your own purposes so that you can easily retrace your own steps. Note, however, that page numbers are only optional with paraphrasing, not with quotes where they are essential.

References within references: Sometimes when you are reading a text (eg, Baylies 2002), the author you are reading quotes or paraphrases someone else (eg Cohen) and you want to use this. Ideally you should go and look up and read the original text (Cohen) for yourself. However, where the original is unavailable, it is acceptable to do the following:

Reference List/Bibliography
A bibliography is an essential part of your essay. Any piece of written work you submit to the department must include a complete bibliography or list of references. Your bibliography should include all the works you have examined in your assignment, but exclude those you have not used. Again, there is little consistency in the manner in which bibliographies are compiled within the university and in academic writing – just be consistent. Any acknowledged system will be accepted, as long as the name of the author, title of the article/book/journal etc, date of publication, place of publication and publisher are listed.
Formatting the reference list/bibliography (note: do not follow the manner in which material has been acknowledged in the handbook)
The format will depend on whether it is

- a non-edited book (each chapter written by the same author/s)
- an edited book (each chapter written by a different author)
- a journal article
- a newspaper article
- a document from a website
- an interview
- an unpublished document
Non-edited book
For references to books written by just one set of authors (ie not an edited book where each chapter is written by different authors), you need to provide the following:

1. Author(s).
2. Year it was published.
3. Title of the book in italics. Include the subtitle if there is one. (underlining or bold are acceptable alternatives to italics, as long as you use the same style throughout)
4. Place of publication. Where more than one city is listed, use the first one.
5. Publisher.

Note: Although it is more common to use the author’s initials only, you might want to use the full first name of the author wherever available, as some journals now require this.

Chapters from edited books
References to edited books, where each chapter has been written by a different author, should have the following:

1. Name of the author of that chapter first. Some students make the mistake of starting with the book editors. If you are referring to something specific from the book, you need to refer to the particular chapter in which you found. You will, therefore, treat each chapter as a separate reference, and you will create a separate reference list entry for each chapter from an edited book. Therefore, your primary way of identifying it is not the editors but the author of the actual chapter you are using.
2. Year the edited volume was published.
3. Title of the chapter (formatted in normal text).
4. Editors of the book followed by (ed) or (eds) in brackets (depending on singular or plural).
5. Name of the book (italics/underlined/bold). Note that the authentic Chicago style would put the editors after the title of the book. This is also acceptable, but less common in South African publications.
6. City of publication.
7. Publisher.
8. First and final page numbers of the chapter.

Articles from periodicals or journals
Each reference from a journal should include

1. The author(s) of the article.
2. Year of volume (year published).
3. Title of article (in normal text).
5. Details of journal volume and number/issue.
6. First and final pages of the article.
**Online Documents**

Try to treat documents from websites like any other article or chapter you find. It is not enough to simply provide the web address; you need to find as much information about the document as possible.

1. You need to identify an author or an authoring institution.
2. Then provide a date of publication. If there is no identifiable date, then use “n.d.” in place of the year.
3. Then put the title in italics, if it is a formal published document.
4. Then provide other details where available, such as place of publication.
5. Finally, provide the web address (URL). If you think that the download is time sensitive you can provide the date on which you downloaded the document. This is optional, however, and may not be useful.

These details only need appear in the final reference list, whereas your text citation will say something like “According to the National Treasury (2002) …”. You are not required to provide the URL when you refer to the document in your essay – only when you provide full details at the end.

3. **Plagiarism:** You should note that plagiarism takes many forms. Some of them are deliberate attempts to steal someone else’s work; others are simply products of bad note-taking or lazy forms of writing:

- **Lifting pieces of sentences.** Even if the bulk of every paragraph is in your own words, it is still plagiarism to lift phrases or pieces of a sentence directly from your source.
- **Long Block Quotes.** Another common form of plagiarism is to copy large chunks of text directly from the source, surrounded by short paragraphs of your own writing. This is still plagiarism. Remember, you will always be penalised for using long block quotes.
- **Paraphrasing.** The last of the inadvertent forms of plagiarism is paraphrasing. In this form, learners simply rephrase the original source, following the argument and content directly, into their own words. This is still plagiarism. If you remember that the primary objective of an essay is to demonstrate your ability to process and organise information and argument, you will be better equipped to avoid plagiarism (and poor marks). In some cases it is not easy to avoid paraphrasing, especially when summarising important points. But try to use your own words and always acknowledge correctly.
- **Copying.** The most obvious form of plagiarism is to copy somebody else's work directly. If you do this, or if you allow your work to be plagiarised, you will receive a zero grade, and you may be prevented from receiving your degree. Never reproduce sections of other students' essays as if they were your own. (Even if the other student knows about this, it is still not acceptable, since you are not the actual author.)
- **Cutting and pasting** material from the internet or any other electronic document without indicating the source is also plagiarism.

All these practices are forms of plagiarism. Some, like deliberate and unacknowledged copying, will be very heavily punished and may result in the department bringing disciplinary action against you. But even the least severe forms of plagiarism will result in a failing grade. Footnoting the material doesn't change the fact that it’s not your own writing. It's like leaving a note after you’ve stolen someone’s car. To avoid plagiarism, learn to use your own words, read widely, take careful notes, acknowledge your sources correctly, and use quotation marks.
8.8 The examination

Students who register for modules in the first semester will write examinations in May to June, and students who register for modules in the second semester will write examinations in October to November. Aegrotat, special and supplementary examinations for the first semester will take place during October to November of the same year and, for the second semester, during May to June of the following year.

Examinations will take place during May/June (first semester) and October/November (second semester). All enquiries and applications relating to admissions should be forwarded to the following e-mail address: study-info@unisa.ac.za, or calls must be directed to the Unisa Contact Centre at 086-167-0411 or fax 012-429-4150. Please do not contact the Department unless the enquiry is of an academic nature.

**General Structure of Examinations:** Please note that both the May/June and October/November examinations will assume the following structure:

You will be required to answer all three sections, namely, Section A, Section B and Section C. The examination will be marked out of a total of 100 marks and contribute 90% to your final mark.

9 FREQUENTLY ASKED QUESTIONS

Should you have any questions regarding your studies you should contact the Department on academic matters. Please consult my Studies @ Unisa for all non-academic queries.

10 SOURCES CONSULTED

No sources were consulted.

11 IN CLOSING

All the best in your studies

Should you encounter any problems or need further information, you are most welcome to contact me.

Regards

**Lecturer:** Ms S Motlhoki

**Office No.:** Theo van Wijk Building, TvW 7-11, Unisa Main Campus, Muckleneuk, Pretoria, South Africa

**Tel No.:** (012) 429 6638 (national)

+27 12 429 6638 (international)

**E-mail:** motlhsm@unisa.ac.za

12 ADDENDUM

There is no addendum.