M.P.S. Legislative Affairs
Fall Semester 2017
August 28 – December 11

Course Name
Course Number Legislative Writing & Research
LGAF LH6
3 Credits

Wednesdays, 6:00 – 8:00p.m.
Hall of the States
[Except September 9th, Room 302, Gelman Library]

BASIC INFORMATION AND RESOURCES
Instructor: Julius W. Hobson, Jr., Adjunct Professor
Professor Hobson has over 45 years of experience in the public policy process. He is currently Senior Policy Advisor, Polsinelli PC, where he lobbies on behalf of clients in areas of Appropriations, Budget, Financial Services, Health Care, Immigration, and Tax Policy. Mr. Hobson previously served as Director of Congressional Affairs for the American Medical Association. He has worked in both the U.S. House of Representatives, as a chief of staff and subcommittee staff director, and the United States Senate. Mr. Hobson has handled Congressional Affairs for Howard University and the District of Columbia Government. He previously served as an elected member of the D.C. Board of Education. His family is profiled in The Washington Century: Three Families and the Shaping of the Nation’s Capital, by Burt Solomon (2004). Mr. Hobson is one of several lobbyists profiled in Lobbying in Washington, London, and Brussels: The persuasive Communication of Political Issues, by Connor McGrath (2005). Mr. Hobson has taught Lobbying at GSPM since 1994. He previously taught Advanced Strategy Lobbying, Electoral and Legislative Processes, and Fundamentals of Political Management. A native Washingtonian, Mr. Hobson received his B.A. (History) from Howard University and his M.A. (Legislative Affairs) from George Washington University.

Contact Information
Phone Number: (202) 626-8354 (o); (202) 364-8866 (h)
Email: jhobson@polsinelli.com or Julius.hobson@verizon.net

Communication
Office: By appointment

Blackboard Site
A Blackboard course site has been set up for this course. Each student is expected to check the site throughout the semester, as Blackboard will be the primary venue for outside classroom communications between the instructors and the students. Students can access the course site at
https://blackboard.gwu.edu. Support for Blackboard is available at 202-994-4948 or helpdesk.gwu.edu.

**Academic Integrity**
All members of the university community are expected to exhibit honesty and competence in their academic work. Students have a special responsibility to acquaint themselves with, and make use of, all proper procedures for doing research, writing papers, and taking exams. Members of the community will be presumed to be familiar with the proper academic procedures and will be held responsible for applying them. Deliberate failure to act in accordance with such procedures will be considered academic dishonesty. Academic dishonesty is defined as “cheating of any kind, including misrepresenting one’s own work, taking credit for the work of others without crediting them and without appropriate authorization, and the fabrication of information.” Acts of academic dishonesty are a legal, moral, and intellectual offense against the community and will be prosecuted through the proper university channels. The University Code of Academic Integrity can be found at [http://www.gwu.edu/~ntegrity/code.html](http://www.gwu.edu/~ntegrity/code.html).

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**Attendance Policy**
Attendance will be taken the first two weeks as a means of verifying registered students. Thereafter no attendance will be taken. If a student is absent from class, she/he will be responsible for acquiring missed material from fellow classmates.

**Course Evaluation**
At the end of the semester, students will be given the opportunity to evaluate the course through GW’s online course evaluation system. It is very important that you take the time to complete an evaluation. Students are also encouraged to provide feedback throughout the course of the semester by contacting any/all of the following:

Dr. Lara Brown  
Director, Political Management Program, GSPM  
[larambrown@gwu.edu](mailto:larambrown@gwu.edu)  | 202-994-4545
THE COURSE

Legislative Affairs Program Objectives
Upon completion of the Master’s degree in Legislative Affairs, students will:
1. Gain both theoretical and practical knowledge related to the U.S. Congress, general issues in the legislative arena, and how to effectively advance legislation;
2. Hone their oral and written communication skills in both theoretical and technical aspects of legislative affairs;
3. Be able to conduct cutting-edge research and engage in effective problem solving by learning critical thinking skills;
4. Learn how to work effectively with others, the value of collaborative work, and will understand ethical issues involved in the legislative arena.

Graduate School Expectations
Students enrolled in a graduate program should take their academic responsibilities seriously and be prepared to meet the following expectations:

1. Utilize effective time management skills so as to complete and submit their assignments on their required due dates and times.
2. Have attained a mastery of written communication skills including proper sentence structure, grammar, spelling, and word usage.
3. Understand how to properly format in-text citations and references for resources and information integrated into their written assignments.

Course Description and Overview
Two skills are most valuable for professionals whose careers are focused on legislative affairs: the ability to find and use government and non-government documents and resources, and the ability to communicate to a sophisticated, policy-driven audience. This course is designed to help students in Legislative Affairs accomplish both of those goals.

Students will learn to use specialized research databases and policy journals, such as Lexus-Nexus Congressional, Congressional Quarterly, National Journal, Congressional Research Service reports, materials from the U.S. General Accountability Office, Congressional Budget Office, THOMAS, and many others. Students will prepare congressional testimony, write press releases and position papers, create decision memos and talking points, and prepare floor statements.
Each student will prepare six written assignments, varying in length and detail. For each of the assignments, we will bring in a guest authority to give us a fuller appreciation of the complexity and pitfalls of such assignments.

**Course Learning Objectives**

1. Students will learn how to sharpen legislative research skills. Students will learn about and use the most relevant databases and resources that cover Congress, the legislative process, the executive branch, the federal agencies, politics and public policy.

2. Learn sharpen your legislative research skills. Students will learn about and use the most relevant databases to write for a variety of audiences in the legislative arena. Students will learn how to write press releases, congressional testimony, and a variety of other products, and will learn how to tailor them to various audiences: legislators and their staff, the press, policy watchers, and the general public.

3. Students will learn how to sharpen oral presentation skills. Students will have several opportunities to present writings before fellow class members. Part of project grades will include an oral presentation.

**Course Requirements**

There will be no examinations, no quizzes, and no grade for class participation. The entire grade will depend on the written product students turn in and the defense of it during class sessions. Several times during the semester, there will be guest experts who will advise on how to think about legislative writing and research, and how to conduct it.

**Evaluation and Grading**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Learning Objective(s) Addressed</th>
<th>Due Date</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press Release</td>
<td></td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td>Congressional Testimony</td>
<td></td>
<td></td>
<td>20%</td>
</tr>
<tr>
<td>Issue Brief/Position Paper</td>
<td></td>
<td></td>
<td>30%</td>
</tr>
<tr>
<td>Decision Memorandum</td>
<td></td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td>Op-ED</td>
<td></td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td>Floor Statement</td>
<td></td>
<td></td>
<td>20%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

Following is the grade scale for all GSPM classes:

<table>
<thead>
<tr>
<th>Grade*</th>
<th>Grading Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100 Your work is outstanding and ready for submission in a professional</td>
</tr>
</tbody>
</table>
environment. Your material, effort, research, and writing demonstrate superior work.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-</td>
<td>90-93</td>
<td>Represents solid work with minor errors. Overall, excellent work.</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>Very good. Represents well-written material, research, and presentation, but needs some minor work.</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>Satisfactory work, but needs reworking and more effort. Note that although not a failing grade, at the graduate level, anything below a “B” is viewed as unacceptable.</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>You’ve completed the assignment, but you are not meeting all of the requirements.</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>Needs improvement in content and in effort. Shows some motivation and concern.</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>Needs reworking, improved effort, and additional research. Shows minimal motivation and concern.</td>
</tr>
<tr>
<td>C-</td>
<td>70-72 (lowest grade to pass)</td>
<td>Poor performance. Major errors, too many misspellings, problems with accuracy, etc.</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
<td>Unacceptable performance, or inability to submit the assignment.</td>
</tr>
</tbody>
</table>

*Please note that you will be penalized for late submission of assignment(s).*

**Readings**

- **Required:**
• **Suggested:**

**Tentative Course Calendar**

*The instructor reserves the right to alter course content and/or adjust the pace to accommodate class progress. Students are responsible for keeping up with all adjustments to the course calendar.*

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- Dr. Steven Billet
  Director, Legislative Affairs Program
  sbillet@gwu.edu | 202-994-1149

- Dr. Jack Prostko
  Associate Dean for Learning and Faculty Development
  College of Professional Studies
  jackp@gwu.edu | 202-994-3592

- Suzanne Farrand
  Director of Academic Administration, GSPM
  sfarrand@gwu.edu | 202-994-9309

Week 1: August 30

Topic and Content Covered: Overview of legislative and policy resources and databases.

Learning Objective(s) Addressed: Introduction and overview of the course; overview of legislative and policy resources and databases.

Assignment(s) Due Today: None

Reading Assignment: Garfinkle, Chapters 1, 2, & 3
Smith, Chapters 1, 2 & 3

Week 2: September 6

Class will meet at the GWU Gellman Library [Room 302] for a presentation on research and policy resources by David Ettinger, PhD, International Affairs & Political Science Librarian

Topic and Content Covered: Research Resources

Learning Objective(s) Addressed: Learn about various legislative and policy research resources.

Assignment(s) Due Today: None

Reading Assignment: Smith, Chapters 4 & 5
Cornell, et al, CRS Report
Mansfield, CRS Report

Week 3: September 13

Topic and Content Covered: Congressional Testimony

Learning Objective(s) Addressed: What is congressional testimony? What makes for outstanding testimony? What pitfalls have to be avoided?

Assignment Due Today: None

Reading Assignment: Smith, Chapter 9
Garfinkle, Chapter 7
Davis, CRS Report

Week 4: September 20

Topic and Content Covered: Preparing Congressional Testimony

Learning Objective(s) Addressed: Preparing oral testimony to be read within a limited timeframe (five minutes).

Assignment Due Today: Each student will prepare a five-page opening statement to be read before a congressional hearing. Unfortunately, your boss—who tends to be belligerent and confrontational, hates politics, and does not understand Congress—has to be prepared with a measured reasonable opening statement that he will read. Some students will be called on to read their statements and defend same in class.
Week 5: September 27

Topic and Content Covered: The Washington Press Release

Learning Objective(s) Addressed: Opportunities and pitfalls of writing a press release.

Assignment Due Today: None

Week 6: October 4

Topic and Content Covered: Writing a press release

Learning Objective(s) Addressed: Opportunities and pitfalls of writing a press release.

Assignment Due Today: Each student will hand in a one-page single spaced press release on an assigned topic. Students will be chosen to read and defend their press releases in class.

Week 7: October 11

Topic and Content Covered: Decision Memorandum

Learning Objective(s) Addressed: What goes into a succinct, accurate, and unbiased decision memorandum?

Assignment Due Today: None

Reading Assignment: Garfinkle, Chapter 9
Smith, Chapter 8

Week 8: October 18

Topic and Content Covered: Writing a Decision Memorandum

Learning Objective(s) Addressed: How to prepare a decision memorandum which presents relevant sides of an issue.

Assignment Due Today: Students will write a one-page memorandum, no more than four paragraphs (12 point type) outlining the key issues and the alternative decision choices. Issues are complex, fraught with political landmines, with hidden agendas, and unknown factors lurking everywhere. You have to lay out for your CEO the salient issues; the CEO has to make the right decision, based on your analysis.

Week 9: October 25

Topic and Content Covered: Preparing Floor Statements
Learning Objective(s) Addressed: Crafting a powerful, carefully written statement that will be read on the Floor of the House.

Assignment Due Today: None

Reading Assignment: Garfinkle, Chapter 7

**Week 10: November 1**

Topic and Content Covered: Writing a floor statement

Learning Objective(s) Addressed:

Assignment Due Today: Students will write a four-page floor statement that will be read by the Member. House rules permit Members to speak up to five minutes. Students will be trying to make the most of this opportunity. Some students will be required to read their floor statement orally in class and to defend same.

**Week 11: November 8**

Topic and Content Covered: Op-ED (Opposite the Editorial Page)

Learning Objective(s) Addressed: How to write an opinion editorial, boiling down a complex issue into its most important points.

Assignment(s) Due Today: None

Reading Assignment: Garfinkle, Chapter 6

**Week 12: November 15**

Topic and Content Covered: Writing an Op-Ed

Topic and Content Covered: Op-ED

Learning Objective(s) Addressed: Assignment Due Today: Op-Ed

**Week 13: November 22nd – No Class [Thanksgiving Break]**

**Week 14: November 29**

Topic and Content Covered: Preparing an issue brief/position paper, offering maximum impact on Members of Congress and the public.

Position Paper/Issue Brief
Learning Objective(s) Addressed: Students will learn how to research and write a position paper on an assigned topic.

Assignment Due Today: None.

Reading Assignment: Smith, Chapters 6 & 10
Garfinkle, Chapter 4

Week 15: December 6 [Last Class Meeting]

Assignment Due Today: Each student will submit a ten-page issue brief/position paper on an assigned topic via email by 9:00 pm.

Copyright Statement

Unless explicitly allowed by the instructor, course materials, class discussions, and examinations are created for and expected to be used by class participants only. The recording and rebroadcasting of such material, by any means, is forbidden.