UNT Department of Public Administration

PADM 5500. Administrative Research Methods 1
Spring 2017
T 6:00 p.m. to 8:50 p.m.

Instructor: Brian K. Collins
Office location: Chilton Hall 204C
Office Hours: By apt.
Phone: 565-2318
Email: brian.collins@unt.edu
Course URL: Login at learn.unt.edu

Course Description and Objectives

1. Students will analyze the accurate description of data characteristics and potential associations between variables. METHOD OF ASSESSMENT: Exam #1 and assignments.
2. Students will use statistical techniques to test variable associations and interpret those relationships using difference of means and cross tabulations. METHOD OF ASSESSMENT: Exam #2 and assignments.
3. Students will demonstrate the application of the logic of control in statistical analysis and the interpretation of analysis using the logic of control. METHODS OF ASSESSMENT: Exam #3 and assignments.
4. Students will demonstrate the concepts and application of the logic of social science evaluation that relies upon the collection and measurement of data. METHODS OF ASSESSMENT: Exam #3 and assignments.
5. Students will effectively use Excel and SPSS software to analyze data. Exams #1-#3 and assignments.

Although I will not explicitly count attendance in your grade, I consider attendance critical to completing this course successfully. The information is cumulative and missing any portion will present significant challenges for the entire course. Thus, I expect you to attend every class. If you miss a class, you will need to get notes from a classmate

Course Materials


Course Evaluation and Grades

Below you will find a brief description of each component and their weight in the evaluation process. There are 1,000 possible points in the course.
1. **Homework Assignments** (30%): Assignments must be submitted prior to each class as a Word document. Submit assignments through the turnitin icon on the Blackboard website. These assignments are graded on demonstrated effort, which means that you will receive liberal partial credit for attempting all problems and completing all assignments.

2. **Exams** (70%): Students will take three exams. Each exam will contain new material, but the final two exams will be cumulative as the nature of this course mandates. Consequently, the exams are weighted differently. Exam #1 is worth 20% of your grade. Exams #2 is worth 20% of your grade. Exam #3 is worth 30% of your grade. No make up exams will be given. A missed exam may be excused with the proper documentation of illness or personal tragedy. A lengthy project will be assigned to provide a score for any missed exam.

### Other Course Policies

**Standard Policies**

- Religious holidays will be observed according to University policy.
- Unauthorized use of the internet during class will not be tolerated.

**Students with Disabilities**

Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the instructor as soon as possible to make the necessary arrangements. Students should present appropriate verification of student disability to the instructor and reasonable accommodations will be made. However, no requirement exists that accommodations be made prior to completion of this approved University process.

**Withdrawals**

Students may withdraw from the course, but you must follow university procedures. The instructor is not responsible for failure to meet withdrawal deadlines.

**Classroom Civility**

Students must help maintain a classroom atmosphere conducive to learning. Please refrain from engaging in activities that are disruptive to the learning process such as tardiness, use of phones or pagers, or engaging in other activities. Moreover, students should engage in civil discourse with their colleagues and instructor. Argumentation and debate do not necessitate the use of language that denigrates others. Students are encouraged to express their positions and opinions, even controversial ones, but they must do so in a civil manner.

**Academic Ethics**

The issue of academic ethics can be a problem and thus any instance of cheating, plagiarism, falsification, or failure to do original work for this course can result in one or more of the following consequences.

- Failing grade for assignment
- Failing course grade
- Recommendation for additional disciplinary action
- Requirement to do substitute assignments
- Removal from the MPA program or University

**Acceptable Student Behavior:**
Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu

Sexual discrimination, harrassment, & assault

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.
Course Agenda

The following schedule indicates our plan for the semester. The instructor may adjust the plan to facilitate course objectives. Students are responsible for any changes made to the syllabus that are announced in class or on Blackboard. Students are also expected to read the material before coming to class so they can be prepared to discuss the material.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Reading Assignment</th>
<th>Homework Due</th>
</tr>
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<tbody>
<tr>
<td>17-Jan</td>
<td>Introduction;</td>
<td>MBB 1, 2</td>
<td></td>
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<tr>
<td>24-Jan</td>
<td>Step 1: Describing Data</td>
<td>MBB 4, 5</td>
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<tr>
<td>31-Jan</td>
<td>Step 1: Describing Data</td>
<td>MBB 6</td>
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<tr>
<td>7-Feb</td>
<td>Step 1: Describe Data: Probability</td>
<td>MBB 7</td>
<td>HW 1</td>
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<tr>
<td>14-Feb</td>
<td>Step 2: Univariate Analysis: Sample v. Population</td>
<td>MBB 10</td>
<td>HW 2</td>
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<td>21-Feb</td>
<td>Exam #1</td>
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<tr>
<td>28-Feb</td>
<td>Step 3: Univariate Analysis: Hypothesis Testing</td>
<td>MBB 11</td>
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<td>7-Mar</td>
<td>Step 3: Univariate Analysis: Proportions</td>
<td>MBB 12</td>
<td>HW 3</td>
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<td>14-Mar</td>
<td>Spring Break</td>
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<tr>
<td>21-Mar</td>
<td>Step 3: Univariate Analysis - Difference of means</td>
<td>MBB 13</td>
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<td>28-Mar</td>
<td>Excel workshop</td>
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<td>4-Apr</td>
<td>Exam #2</td>
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<td>11-Apr</td>
<td>Step 3: Bivariate Analysis - Crosstabulations</td>
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<tr>
<td>18-Apr</td>
<td>Step 3: Bivariate Analysis - Crosstabulations</td>
<td>MBB 15</td>
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<td>25-Apr</td>
<td>Step 4: Bivariate Analysis - Regression</td>
<td>MBB 17</td>
<td>HW 5</td>
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<td>2-May</td>
<td>Final Review and Notes</td>
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<td>HW 6</td>
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<td>8-May</td>
<td>Exam #3</td>
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