UNT Department of Public Administration
PADM 5500. Administrative Research Methods 1
Summer 2018
Monday 1:00 - 4:50 p.m.
Chilton Hall 270

Instructor: Simon A. Andrew, PhD
Office location: Chilton Hall 204A
Office Hours: Monday 11:30-1:00PM (or by Appointment)
Phone: 940-565-4982
Email: sandrew@unt.edu

COURSE DESCRIPTION AND OBJECTIVES:
• Students will demonstrate the concepts and application of the logic of social science evaluation that relies upon the collection and measurement of data. This entails the accurate description of data characteristics and potential associations between variables.
• Students will use statistical techniques to test variable associations and interpret those relationships using difference of means and cross tabulations.
• Students will demonstrate the application of the logic of control in statistical analysis and the interpretation of analysis using the logic of control.

COURSE MATERIALS:
Required Text**

**Note that a student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

COURSE EVALUATION AND GRADES:
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Homework 1: 20 %
Homework 2: 25 %
Exam 1: 25 %
Exam 2: 30 %
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Grades Breakdown
A = 100–90%  B = 89–80%  C = 79–70%  D = 69–60%  F = 59% below

MATERIALS
Electronic Calculator is handy for doing simple calculations.
SOFTWARE
All software is in the lab. However, for those wishing to go to the extra expense, the SPSS Student Pack is sold for about $100 from http://www.journeyed.com (enter "SPSS" into their search box). The campus bookstore can order this directly from SPSS.

DATASET

COURSE POLICIES
• I prefer not to grant incomplete grades (Grade “I”) in this class. The format that works best for this class makes it difficult to grant incompletes.
• All assignments must be turned in on time.
• No work will be accepted after 5 pm on Monday, 30 July 2018.
• If you are using a computer or other technology to take notes, this is fine. It is not ok, however, to surf the web, text others, or read or send emails during class time. If you choose to ignore this, plan to retake the class at a later date as it will result in one-full level grade point deduction from your final course grade (i.e., your overall grade in the course will move from an A to a B, a B to a C, etc.).

A FEW FINAL COMMENTS
• A sure-cut way to make life miserable for you and me is to delay attempting to master the course material until the end of the semester. Unlike many “substantive” courses, you cannot delay your work until the last few weeks before the final exam and expect the course to “come together.” The material for the course is (to use an overused--but very accurate--expression) accumulative; if you do not master the material on a week by week basis; it will not come together at the end. I know you have heard this before, but for this course it’s true.
• For the quantitative portion of this course, you need to be very attentive throughout the course to the proper language for describing quantitative research findings. It is not enough to read the material, say to yourself “this makes sense,” and turn your attention to something else. You need to know the material well enough to be able to discuss it and write about it using the standard language for communication. So, when reading, be very careful to note the precise phrasing and sentence structure used by the authors.

STUDENT PERCEPTIONS OF TEACHING (SPOT)
Students are strongly encouraged to complete the Student Perception of Teaching (SPOT) survey. This short survey will be made available on-line at the end of the semester.

POLICY ON DISABILITY ACCOMMODATION
Students with disabilities needing academic accommodation should (1) register with and provide documentation to the Office of Disability Accommodation (ODA); and (2) bring
a letter to the instructor indicating the need for accommodation and what type. This should be done during office hours before the 12th class day of regular semesters.

**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 Center for Student Rights and Responsibilities 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.unt.edu/csrr](http://www.unt.edu/csrr)

**WITHDRAWALS**

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

**POLICY ON CHEATING AND PLAGIARISM**

Definitions: The UNT Code of Student Conduct and Discipline defines cheating and plagiarism “as the use of unauthorized books, notes, or otherwise securing help in a test; copying other’s tests, assignments, reports, or term papers; representing the work of another as one’s own; collaborating without authority with another student during an examination or in preparing academic work; or otherwise practicing scholastic dishonesty.”

Penalties: Normally, the minimum penalty for cheating or plagiarism is a grade of “F” in the course. In the case of graduate departmental exams, the minimum penalty shall be failure of all fields of the exam. Determination of cheating or plagiarism shall be made by the instructor in the course, or by the departmental faculty in the case of departmental exams.

Cases of cheating or plagiarism on graduate departmental exams, papers, theses, or dissertations shall automatically be referred to the departmental Curriculum and Degree Programs Committee. Cases of cheating or plagiarism in ordinary course work may, at the discretion of the instructor, be referred to the Curriculum and Degree Programs Committee in the case of either graduate or undergraduate students. This committee, acting as an agent of the Department, shall impose further penalties, or recommend further penalties to the Dean of Students, if they determine that the case warrants it. In all cases, the Dean of Students shall be informed in writing of the case.

Appeals: Students may appeal and decision under this policy by following the procedure laid down in the UNT Code of Student Conduct and Discipline.

**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 homeworks I & II
- Failing course grade
- Recommendation for additional disciplinary action
- Removal from the MPA program or University

**COURSE SYLLABUS:**
The following schedule indicates our *plan* for the semester. The instructor may and likely will change the plan to facilitate course objectives. Students are responsible for any changes made to the syllabus that are announced in class. Students are also expected to read the material before coming to class so they can be prepared to discuss the material.

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<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Assignment Due</th>
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<tbody>
<tr>
<td><strong>WK 1</strong></td>
<td>Overview of Course Outline and Expectations</td>
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<tr>
<td>June 4</td>
<td>Lecture 1: Introduction to Conducting Research</td>
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<td>Lecture 2: Measurements (Chapter 2)</td>
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<td><strong>WK 2</strong></td>
<td>Lecture 3: Research Design (Chapter 3)</td>
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<td>June 11</td>
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<td><strong>WK 3</strong></td>
<td>Lecture 4: Descriptive Statistics (Chapters 4, 5, &amp; 6)</td>
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<td>June 18</td>
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<td><strong>WK 4</strong></td>
<td>Lecture 5: Probability (Chapters 7, 8, 9, &amp; 10)</td>
<td>Homework 1 Due (Friday)</td>
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<td>June 25</td>
<td>Stats Lab</td>
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<td><strong>WK 5</strong></td>
<td>Lecture 6: Probability – Continue (Chapters 7, 8, 9, &amp; 10)</td>
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<td>July 2</td>
<td>Finding Probabilities – handout. Review for Exam 1</td>
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<td><strong>WK 6</strong></td>
<td><strong>Exam I</strong></td>
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<td>July 9</td>
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<td><strong>WK 7</strong></td>
<td>Lecture 7: Inference Statistics (Chapters 11, 12, &amp; 13)</td>
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<td>July 16</td>
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<td><strong>WK 8</strong></td>
<td>Lecture 8: Inference Statistics - Continue (Chapters 11, 12, &amp; 13)</td>
<td>Homework 2 Due</td>
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<td>July 23</td>
<td>Review for Exam 2</td>
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<td>July 28</td>
<td><strong>Exam II</strong></td>
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<td>Saturday</td>
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