Instructor: Dr. Laura Siebeneck                                          Office Location: Chilton 204P
Semester: Spring 2015                                                   Office Hours: M 2-4pm, T 2-4 pm
Course Schedule: Tuesday 6:00-8:50                                    E-mail: laura.siebeneck@unt.edu
Course Location: Chilton 270

Prerequisite: PADM 5500 or consent of the instructor.

Course Description. The second in a series of required coursework pertaining to administrative research methods, this course addresses program evaluation focusing on the practical application of appropriate quantitative social science research methodology to assess the effectiveness and efficiency of public and nonprofit sector programs and policies. A broad range of topics will be covered, with emphasis on techniques that assist in the development of an evaluation plan; design various types of evaluations such as process, impact, and how to manage evaluation projects.

Course Objectives.

1. Build upon knowledge gained in 5500 in order to give students the skills necessary to be an educated and intelligent consumer of statistical analysis results and processes. Specifically this course will give the students the skills necessary to analyze, synthesize, think critically, solve problems and make decisions based on statistical analyses.

2. Provide students with a strong background in a variety of statistical analysis methods as well as the capability to discuss important concepts and concerns when analyzing data.

3. Provide students with the basic skills and practical experience in clearly and properly communicating – both written and orally –research design, statistical research methods, and statistical results.

4. Ensure students are proficient in basic analytical techniques that will prepare them for program analysis tasks required in the public, private, and non-profit sectors.

Required Text
**Materials**
Electronic calculator for doing simple calculations. No calculators that allow for information storage are permitted during the exams (e.g. TI-83, cell phones, ipads, etc.).

**Software**
All software necessary to complete the assignments is available in the lab. However, for those who would like to purchase the SPSS/PAWS Student Pack, it is available for about $100 from various vendors online. A 14-day trial version is available at: http://www14.software.ibm.com/download/data/web/en_US/trialprograms/W110742E06714B29.html

**Storage Media**
You will need to have a means for saving your data and work related to the computer-based lab assignments. A 1G thumb drive should provide plenty of storage.

**Grading Breakdown**

<table>
<thead>
<tr>
<th>Task</th>
<th>% Grade</th>
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<tbody>
<tr>
<td>Labs (4 labs worth 7.5% each)</td>
<td>30%</td>
</tr>
<tr>
<td>Exam 1</td>
<td>25%</td>
</tr>
<tr>
<td>Exam 2</td>
<td>20%</td>
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<tr>
<td>Project</td>
<td>25%</td>
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- **Labs (4 x 7.5%)**
  There will be four labs assigned throughout the semester in order to give students hands-on experience applying the material covered in the readings and lecture. These assignments will primarily be completed using SPSS/PAWS. Students are strongly encouraged to work in pairs or small groups in order to complete these labs, however each person must turn in their own work. All assignments should be typed or legibly written and will be on the deadlines posted on the syllabus. Assignment not stapled will result in a 5% point deduction. Late work will be accepted up to one week after the due date, however there will be a 10% penalty for the first day late and a 5% penalty for each day after that. No e-mailed assignments will be accepted.

- **Exam 1 (25%) and Exam 2 (20%)**
  The first exam, **March 10th**, will cover the material presented in Weeks 1-6. The second exam, **April 28th**, will cover the material presented Weeks 8-14. These exams will test your understanding of the main concepts covered in the course (readings, lectures, and labs). Exam contents will include, but are not limited to, short answer, interpretation tasks, and practical application drawing from the lab assignments. More specific guidance pertaining to the exams will be provided in the review sessions the week before the exam. There will be no make-up exams without prior approval from the instructor. Make-up exams will be limited to only documented extenuating circumstances (as determined by the instructor).
and the exam given may be different than the one given during class time.

- **Project (25%)**
  Students are required to complete an individual final project. This final project will focus on the application of a research method/technique covered in this course towards addressing a research question of interest of the student. The project is comprised of four parts: (1) project proposal, (2) identification/creation and cleaning of a dataset, (3) analysis and written report, and (4) oral presentation. More information about this project is found on page 10 of this syllabus. All assignments related to the final project should be typed. Assignment not stapled will result in a 5% point deduction. Late work will be accepted up to one week after the due date, however there will be a 10% penalty for the first day late and a 5% penalty for each day after that. No e-mailed assignments will be accepted (unless noted otherwise).

**Grading Scale**
A: ≥90%  B: 89-80%  C: 79-70%  D: 69-60%  F <60%

**Course Policies**

- **Attendance**
  Perfect attendance is expected and strongly recommended. This course covers a significant amount of material, much of which is progressive and builds upon material covered in previous lectures. It may be difficult to catch up if you fall behind, as lectures are only provided once. Students are expected to arrive to class on time and to stay until dismissed. If you need to arrive late or leave early, please inform me ahead of time. Please plan to stay the entire class period.

- **Use of Computer, Laptops, and Cell Phones (and all other electronic gadgets) during Class:**
  The use of computers/laptops for purposes other than taking notes or completing labs (during lab time) is not allowed. If a student is caught surfing the internet, checking e-mail, checking the score of the game, playing games, etc., he or she will be asked to leave the class and will receive a one-full letter grade point deduction (i.e. your overall grade will move from and A to a B or a B to a C). All cell phones and gadgets need to be turned off and stored away. There will be breaks given during class when you can check your messages, make calls, text, etc. If you are expecting an important call, please let the instructor know ahead of time.

- **Computer Log-In**
  Because there is a heavy lab component to this class, students need to make sure they have an active UNT user account. The instructor is not responsible for setting up and maintaining your account. If you have any issues, please contact the PACS computing Lab.
E-mail
Students are welcome – and encouraged – to contact me using e-mail if they have any questions or would like to make an appointment to see me outside of scheduled office hours. I generally respond to e-mail within 24 hours of receiving them, however, I may take more time to reply during holidays and weekends.

All students are required to have an UNT e-mail address. All e-mail notifications pertaining to this class will be sent through those channels. In other words, if you do not have an account set up, you may miss out on important information. It is the responsibility of each student to have this account activated and current.

All e-mail correspondence is expected to be professional (e.g. include a subject, salutation, use of complete sentences, and a signature). E-mails that are unprofessional or resemble a text message will not receive a response.

Office Hours
My scheduled office hours are noted on the first page of the syllabus. Please note that I do not schedule appointments during my office hours. I will meet with students on a first come – first served basis. If you need to meet with me outside of office hours, please send me an email noting your availability days and times and I will be happy to find a convenient time for us to meet.

Student Behavior
All students are expected to conduct themselves in a professional manner at all times. Students are expected to be respectful to the instructor and their fellow classmates. Any behavior that is disruptive and/or disrespectful will not be tolerated. Disruptive behavior includes but is not limited to talking when the instructor or classmate is speaking, being rude to the instructor or fellow classmate, sleeping, texting, surfing the internet, checking email, listening to your i-pod, etc. 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 violated the Code of Student Conduct. The university’s expectations for student conduct apply to all instructional forums, include university and electronic classrooms, faculty offices, e-mail, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr.

Cheating and Plagiarism
As future public administrators, it is imperative to maintain the utmost level of integrity and honesty. Your actions are not only a reflection of your character, but the reputation of this program and university. Cheating and plagiarism will not be tolerated. The UNT definition and policy on cheating and plagiarism is found at the end of the syllabus. Plagiarism.Org expands this definition to include:
(1) Turning in someone else’s work as your own.
(2) Copying words or ideas from someone else without giving credit
(3) Failing to put a quotation in quotation marks
(4) Giving incorrect information about the source of a quotation
(5) Changing words by copying the sentence structure
(6) Copying so many words or ideas from a source that it makes up the majority of the work, whether you give it credit or not (i.e. copying and pasting from a variety of sources and calling it your own, even if you include citations.

Any student caught cheating or plagiarizing on their labs, test or final project will receive at a minimum an automatic “F” (zero) for the assignment and per University policy, the student may receive an automatic “F” for the course. In addition, any and all instances of plagiarism and cheating will be reported to the University for further disciplinary action.

- Student Evaluation of Teaching Effectiveness (SETE)
Students are strongly encouraged to complete the SETE during the last two weeks of the semester. This is your opportunity to evaluate the instructor and I use the feedback to constantly update and improve my classes. Students can complete the on-line course evaluation though the MyUNT portal at https://my.unt.edu. Use the same log-in information (EUID and password) used to log into my.unt.edu.

**PACS Computing Center (Chilton Hall 270, 274, 388)**

Student Computers: Currently enrolled students may login to the technology classroom student computers using their EUID and password. SPSS and SAS are installed on all student computers.

Disability Availability: Two students computers in each room have JAWS software for the visually impaired. The stations are higher than the other student stations to accommodate wheelchairs. A student who is registered with the UNT Office of Disability Accommodation that needs other accommodations should call 950-56503419 or e-mail thames@unt.edu.

The classroom doors are locked and alarmed when not in use. The rooms are unlocked 10 minutes before classes begin. There are 2 surveillance cameras in each room.

Students may not stay in the lab after class. When class is dismissed, the instructor must ensure the students leave.

Students are not allowed to have food or drinks in Chilton 270, 274, or 388. Instructors are responsible for ensuring students follow this rule. Instructors may have a drink with a lid.

The “No Food or Drink” rule applies to all classes, including 3-hour and weekend courses.

Maintenance: The Chilton Hall computer labs are cleaned and sanitized nightly by lab assistants.
Lost & Found: Items found in the technology classroom are held in the operations manager’s office in Chilton 255. A photo id is required to claim items.

Questions or Comments may be directed to: Jackie Thames, Operations Manager, 940-565-3419, thames@unt.edu.

UNIVERSITY AND DEPARTMENT POLICIES

End of the Semester Evaluations

Required: Students can complete the Student Evaluation of Teaching Effectiveness the two weeks preceding the last week of the semester. This is your opportunity to evaluate the instructor. Students can complete the on-line course evaluation at my.unt.edu

POLICY ON CHEATING AND PLAGIARISM
Notice of this policy shall be given in all public administration classes each semester, and written copies shall be available in the public administration office.

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.

POLICY ON DISABILITY ACCOMMODATION

The Department of Public Administration, in cooperation with the Office of Disability Accommodation, complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request during regular office hours before the 12th class day of regular semesters (4th class day of summer sessions).

POLICY ON LAPTOPS AND CELL PHONES IN THE CLASSROOM

The classroom setting at an institution of higher learning is intended to serve as a venue that permits the transfer of knowledge and facilitates the sharing of ideas. As such, it is imperative that any distractions from these stated objectives be avoided and kept to a minimum. Potential disruptions include modern electronic devices such as laptop computers and cell phones.

Students are allowed to take notes on personal laptop computers to enhance the learning process, but they should not activate their internet browsers during class or use computers for non-academic purposes (as this diverts attention from the lecture/discussion for both the student using it and others nearby). Students should also avoid using cell phones to search the Internet or text while class is in session.

Exceptions to this policy will be at the discretion of the faculty only and may occur if searching the Internet is necessary to find additional information or facts related to the subject being covered on that particular day.

POLICY ON STUDENT BEHAVIOR IN THE CLASSROOM

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.
## Course Outline and Schedule

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<tr>
<th>Date/Week</th>
<th>Course Outline</th>
<th>Comments</th>
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| Week 1 (Jan 20) | Introduction to course expectations  
Introduction to Research Design |                                    |
| Week 2 (Jan 27) | Correlation Analyses  
Pearson and Spearman Correlation  
**Reading:** Berman and Wang (2012) pg 245 – 249 (BB) |                                    |
| Week 3 (Feb 3)  | Simple Linear Regression  
**Reading:** Meier et al (2015)- Chapter 17 &18 | Lab 1 Due |
| Week 4 (Feb 10) | Simple Linear Regression /Multiple Regression  
**Reading:** Meier et al (2015)- Chapter 17, 18, 20 |                                    |
| Week 5 (Feb 17) | Multiple Regression Continued  
**Reading:** Meier et al (2015)- Chapters 18 &20  
Focus especially on Multicollinearlity  
Heteroskedasticity | Lab 2 Due |
| Week 6 (Feb 24) | Dummy Variables / Data Coding  
**Reading:** Meier et al (2015)- Chapter 21 (esp. pg 399) on Dichotomous Variables | *Lab 3 Due  
Friday Feb 27 at 5 pm |
| Week 7 (Mar 3)  | Exam Review / Survey Research*  
(*Material on Exam II) |                                    |
| Week 8 (Mar 10) | Exam I |                                    |
| Week 9 (Mar 17) | Spring Break |                                    |
| Week 10 (Mar 24) | In-Class Group Proposal Review / Introduction to Logistic Regression  
**Reading:** Berman and Wang (2012) 279-286 (BB) | Project Proposal Due |
| Week 11 (Mar 31) | Logistic Regression  
**Reading:** Berman and Wang (2012) 279-286 (BB) |                                    |
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<th>Week</th>
<th>Event</th>
<th>Reading</th>
<th>Notes</th>
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| Week 12 (Apr 7) | Models with Quadratics and Logarithmic Functional Forms  
Reading: TBD                                |                                        |                                            |
| Week 13 (Apr 14) | Model Confirmation, Validation and Verification / Exam Review  
Reading: Will be posted on Blackboard                |                                        | Lab 4 *Clean Dataset Due                   |
| Week 14 (Apr 21) | Project Work Day (Bring clean dataset to class)  
** I will be at the AAG Conference this day **     |                                        |                                            |
| Week 15 (Apr 28) |                                                        |                                        | Exam II                                    |
| Week 16 (May 5) | Presentations I                                                          |                                        | Final Project Due                          |
| Week 17 (May 12) | Presentations II                                                         |                                        |                                            |

** Please note every effort will be made to adhere to this schedule. However, the instructor may change the schedule based on the needs of the class. Any changes to this schedule will be announced in class and/or via e-mail/Blackboard**
Final Project

Your final project will focus on the application of the regression methods and techniques covered in this course on a data set and research questions of interest to the student. The only restriction on project topic is that it needs to be a topic related to Public Administration. This project is an opportunity for the student to gain experience formulating a short research/project proposal, collecting primary or secondary data, data coding and analysis, writing up research results, and presenting those findings to their peers. The regression methods students may use for this project include multiple regression, logistic regression, and models with quadratics and logarithmic functions. This project will include four deliverables: (1) Proposal, (2) Clean Data Set and Key, (3) Written Report, and (4) Professional Presentation.

The deliverable dates are as follows:
1. Proposal – Due in class March 24
2. Clean Data Set and Key – E-mailed to me no later than 6pm April 14th
3. Written Report – May 5
4. Project Presentation – May 5 and May 12

Project Proposal

The project proposal is a 1-2 page (single-spaced) description of what you plan to do for your research project. In this proposal, you should include the following:

1. A description and justification of your research question. (What is your research question/s and why is it important/interesting?)
2. A description of your data (is it primary or secondary data? Where will you get it?)
3. A description of the research methods you intend to use and how this will help you to answer your research question.
4. A description of your expected results. (It is expected that the relationship between x and y will yield these results......)
5. A timeline for completing this project. (What are your project benchmarks and when do you plan to complete it by?)

Students are highly encouraged to meet/correspond with the instructor about their project plans. Because the instructor approves all project topics, starting this dialog prior to submitting the proposal is to the advantage to the student in order to ensure you have the most time possible to complete the project portion of this assignment.

Clean Data Set and Key

Gathering data is an important task researchers undergo in order to conduct statistical analyses. Data can be gathered from a variety of sources and there are many data depository sites that you
can utilize to help you complete your projects. Students may use primary data (data that you gather via observation or survey) or secondary data (data gathered by others e.g. their survey data, Census data, etc.). Students will be required to e-mail a clean data set to the instructor for approval no later than 6pm April 14th. The dataset should include only the variables you are including in your data analysis. In addition, a key should be provided indicating to the instructor a description of the variables as well as identification of your dependent and independent variables. You must have a minimum of 30 observations (n=30). Please do not wait until the last minute to find/collection data.

**Written Report**

Students are required to submit a final report in which they will describe their research project. The paper should be between 10-12 pages double spaced 12 pt. Times New Roman, 1 inch margins all around (2-3 pages can be tables/figures. References are not included in the page count). The format of the paper should be consistent with those used in scientific articles (Consult major journals for examples)

The structure of this paper should be organized as follows:

1. 150-200 word abstract. This abstract should include a problem statement, your research question/s, brief description of data analysis techniques, and your findings.

2. Introduction and Literature Review.
   a. Problem statement (what are the informational/research needs relating to your topic? What have other studies examined/found?)
   b. Research questions (This study will examine the relationship between x, y, and z.)
   c. State your hypotheses.

   a. Describe your data
      i. What is it?
      ii. Where did it come from/who collected it?
      iii. How was the data collected?
      iv. If there is a study area, describe it.
      v. Provide appropriate descriptive statistics (mean, median, etc.)
   b. Describe the research methods you are using.
      i. What data analysis techniques are you using? Why?
      ii. Identify variables (label dependent and independent as appropriate)
      iii. Discuss steps taken in the analysis.

4. Results
   a. Present the results of the data analysis. Provide charts/plots/graphs (if appropriate)

5. Discussion/Conclusion
a. Discuss your results.
   i. What did you find?
   ii. Is this what you expected? (Refer back to hypothesis)
   iii. Did you answer your question or did new questions arise?
   iv. What can you conclude from your analysis?
   v. Were there any limitations to your study?

b. Future research directions
   i. What should future research examine?
   ii. What are the next logical steps in this research?

6. References
   a. List all references quoted in the text. The references should be used describing your research area/background justification as well as the methodology.

**A note about references:** The paper should contain a minimum 7 references, 5 of which should be from journal articles, books, or book chapters. Google Scholar is a great place to start searching journal articles as well as gather information and examples of what type of research has been done in your area of interest. You can use this information not only to help you formulate your research questions, but to find examples of how the methods covered in this class have been applied in other studies.

**Professional Presentation**

At the conclusion of this project, students will be required to give a professional presentation highlighting their research question and findings. Each presentation will be between 9-11 minutes in length and should generally follow the format of the written paper. I will provide further guidance about presentation expectations and a presentation grading rubric as we approach presentation dates. The project presentations are scheduled for May 5th and May 12th. Students are expected to attend both presentation sessions. Any unexcused absence during either presentation days will results in a 10 point deduction off the student’s final presentation grade.

**Project Grades**

Your final grade for this project will consist of four components: (1) Proposal, (2) Dataset and key, (3) Written report, and (3) Professional presentation.

Proposal: 10%
Dataset and Key: 5%
Written Report: 70%
In-Class Presentation: 15%