

SAN JOSE STATE UNIVERSITY – FALL 2011
PADM 212 – ADMINISTRATIVE RESEARCH METHODS
Section 1 • M 6:00-8:45 pm • DMH 149A • Course Code 43708

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Office hours:	Monday 3-5pm and by appointment.

“I could prove the existence of God with statistics.” Dr. George H. Gallup

REQUIRED TEXTS

1. *Quantitative Methods for Public Administration. Susan Welch and John Comer, 3rd Edition, Waveland Press ISBN 978-1-57766-493-2.*

2. *A Simple guide to SPSS for Version 16.0. Lee A. Kirkpatrick and Brooke C. Feeney. Wadsworth/Cengage Learning, ISBN 978-0-495-59766-7*

SOFTWARE:

SPSS Graduate Package (Windows) is available on the computers in the Clark Hall Computer Lab and on the laptops which can be checked out in King Library in four hour increments. You can also purchase this software for \$15.00 at the “Help Desk” in Clark Hall and install it on your own computer. You also have permission to share the SPSS disk which means you can pool your resources with classmates, purchase a single disk and then share it. If you plan to use a computer in the Clark Hall Computer Lab or the Library, you should use a flash drive to save your data.

COURSE DESCRIPTION

This is a research methods course that focuses on techniques which are most prevalent in the public administration literature. It is therefore important that Public Administrators have a command of basic statistical and research concepts in order to be intelligent consumers of policy related research as well as to aid policy makers in making policy choices. Thus, the purpose of the course is to familiarize students with techniques and applications of social science research in the context of public administration. The course will emphasize quantitative methods, and students will examine the research process from hypothesis construction and research design to data collection, processing, analysis and report writing. In doing so, the class will be exposed to and gain experience in using a specific statistical analysis application for microcomputers originally called “Statistical Package for the Social Sciences”, now simply known as SPSS. This is a hands-on course and active participation in assignments, exercises and class discussion is essential.

COURSE OBJECTIVES

Upon completion of the course, students should become familiar with and have a basic understanding of:

- The nature of public policy research methods and techniques and the basic elements of research design.
- How to choose and apply sound research methods in the context of decision-making and problem solving through both quantitative and qualitative approaches.
- Descriptive and inferential statistics, the use of the computer (SPSS) to facilitate decision-making as well as the limitations and strengths of statistical tools.
- The importance of collaboration and group problem solving.

- How to organize and communicate information in an effective and professional manner in the form of a written report.
- The ethical responsibilities of conducting public policy research.

DESIRE2LEARN WEB ACCESS

This is a “blended” class which means we will meet each week in person but, you will also have on-line access to the course through Desire2Learn (D2L). On D2L you will be able to access the Syllabus, assignments, web links, and other valuable course resources. You can send and receive e-mail as well as discussion board features. You will also be able to follow your progress in the “Grade” section of D2L and will be able to submit assignments on line, thus eliminating the need for hard copies of written work.

It is your responsibility to log onto D2L as soon as possible after the first class session so that you can become familiar with using D2L’s various features and, thereafter, to login frequently to stay up-to-date, check for email, News Items, etc.

SYLLABUS

It is your responsibility to read the Syllabus in it’s entirety. If you find anything that is unclear, it is your responsibility to seek clarification. Dr. McKenzie reserves the right to make changes at any time during the course. If changes are made, they will be announced in class and will be posted on the class D2L web site.

CLASS FORMAT

The class will consist of readings, lectures, class discussions, and SPSS hands-on practice. You also will be randomly assigned to groups and given a group project and group tasks. Because of the “how to” emphasis of the course, attendance is essential. If you have to miss a class, you are, nevertheless, responsible for the material discussed.

The key to passing this class is to be prepared. You are expected to read, think, analyze, complete all assigned work in a timely manner, and participate in class discussions as well as to participate fully in your group’s research responsibilities.

OFFICE HOURS

Office hours will be on Mondays from 3-5pm. I encourage you to see me if you have any concerns or questions about the class, assignments or other issues.

EMAIL

All email communication should be done through the D2L class web site.

NEED FOR SPECIAL ACCOMMODATIONS

If you need course adaptations or accommodations because of a disability, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities register with Disability Resource Center (DRC) to establish a record of their disability. You can obtain information about the DRC at: www.drc.sjsu.edu

Class/test accommodations can only be made based on receipt of an official accommodation form from the DRC. Therefore, you are urged to seek counseling from the DRC as early in the semester as possible.

DROP POLICY

You are urged to decide early whether or not you want to take this class. Please note that Tuesday, September 13th is the last day to drop a class without an entry on your official record. After that date, students may only drop a class for “serious and compelling reasons beyond the student’s control.” For example, students may not drop a class simply because of poor attendance or poor grades. Even if the Professor and the student agree that dropping the class would be in the student’s best interest, the University makes the final

determination and can deny a student's late drop request even if it is approved by the Professor and the Department Chair.

READING ASSIGNMENTS AND RESEARCH EXERCISES

You are expected to complete all assigned reading **before** the material is presented or discussed in class. This does not mean merely skimming the material.

In conjunction with the reading in the Welch/Comer text, there will be a series of assigned exercises as well as exercises from the SPSS Manual. Your work is to be submitted to the D2L Dropbox on or before each due date.

WRITEN ASSIGNMENTS

Departmental Writing Policy

Students in the MPA program are expected to have already honed their writing skills. However, it is worth restating the Department's Writing Policy that all students should develop the ability to write in clear, grammatical English which includes the appropriate use of words and phrases. Spelling and grammar count! Students must also learn to master the use of appropriate citations. Direct quotations must always be indicated with quotation marks and a specific reference to the page in the source from which the quote was taken. Failure to site sources constitutes academic misconduct which carries with it serious sanctions. You will find resource links on D2L to websites providing information on proper citation and the use of paraphrasing as well as links to the SJSU Writing Center located in Clark Hall.

The SJSU Writing Center is a free resource offered to all SJSU students and is staffed by professional instructors and upper-division or graduate level writing specialists from each of the seven SJSU colleges. Each Writing specialist has met a rigorous GPA requirement and each is well trained to assist all students, in each of the seven colleges, to become better writers.

Arguably, the best way to improve your own writing is to read quality materials on a regular basis. To this end you are encouraged to read articles from scholarly sources as well as newspapers such as The Wall Street Journal, The Financial Times and The Economist.

Submission Policy and Formatting Requirements

All written work must be submitted through the D2L "Dropbox". All work submitted to the D2L Dropbox will automatically be evaluated by Turnitin.com. For papers to be accepted by Turnitin, they must be saved in one of the following formats: MS Word (.doc); WordPerfect (.wpd); PostScript (.eps); Portable Document Format (.pdf); HTML (.htm); Rich Text (.rtf); or Plain Text (.txt).

Documents written in Microsoft "OpenOffice" **ARE NOT ACCEPTABLE** and must be converted to one of the above noted formats. **NOTE:** Documents which are not submitted in one of the above noted formats will not be graded.

Formatting Requirements

- You name, class and section number must be **single spaced** on the top right hand corner of each paper.
- The main text of your assignments must be **double spaced**.
- Margins must be 1" on all sides.
- Font – 12 point Arial or Times New Roman.

Because it is unfair to students who have done whatever is necessary to meet the required deadlines, ***LATE ASSIGNMENTS WILL NOT BE ACCEPTED.*** Therefore, you are urged to plan your time accordingly. **Because papers are only accepted on-line, through D2L, no later than 11:59 p.m. on the date they are**

due, **do not** wait until the last minute to submit your work in order to avoid any untimely computer, server or internet technical issues.

EMAIL OR HARD COPY SUBMISSION OF PAPERS WILL NOT BE ACCEPTED.

MIDTERM

The Midterm Exam will be given on-line through D2L. More information will be provided well in advance of the exam regarding policies and procedures for taking the examination. The Midterm may contain a combination of short written responses, multiple choice, fill-in-the-blank, true-false questions and/or data analysis problems.

GROUP PROJECT-FINAL EXAM

Your Final Exam will be a group project which will be worked on over the course of the semester. The project will be explained and discussed in class. Groups will be randomly assigned. Your Group Participation and Final Project Report grade will be based on the average of Peer Evaluations submitted by the members of your group plus the instructor's evaluation of your work. The Group Peer Evaluation Rubric is posted on D2L and must be downloaded, completed and submitted in the Dropbox as posted in the Class Schedule and on D2L.

Failure to submit a Peer Evaluation for each member of your group on the posted due date will result in a 5% grade penalty (50 points).

CLASS PARTICIPATION

Quality class participation means that you:

- Come to class on time;
- Are prepared to discuss all assigned readings;
- Ask pertinent and relevant questions;
- Take an active part in all group activities.

LEARNING ASSISTANCE RESOURCE CENTER (LARC) AND SJSU WRITING CENTER

If you believe you have difficulty with either your writing or oral skills, you are strongly urged to check out the information and resources available to on the LARC and SJSU Writing Center's web pages and/or visit these Centers in-person as early as possible in the term. Both LARC and the Writing Center provide free tutoring, workshops and on-line resources to students. Links to the on-line web sites for LARC and the Writing Center are provided on D2L. LARC is located in SSC 600. The Writing Center is located in Clark Hall 126.

CLASS POLICIES AND DEMEANOR

Students in the MPA program should already be familiar with class policies and demeanor. However, to those who may need a reminder, the following guidelines are provided.

Promptness

Please come to class on time. It is very distracting to have students come into the classroom once class has begun. There may be an extraordinary circumstance that may cause you to be late on occasion. However, this should be the exception rather than the rule. If you know you will be late, will have to miss a class, or need to leave early, please let me know ahead of time. Please take care of all personal matters before entering the classroom, such as restroom needs, cell phone calls or text message communications.

Civility

Under the University's Code of Student Conduct, it is each student's responsibility to help create a classroom environment that promotes learning, dignity and mutual respect for everyone. Conduct that is inconsistent with the spirit of includes, but is not limited to: speaking at inappropriate times; sleeping in class; displaying inattention; taking frequent breaks; interrupting class by coming to class late; engaging in loud or distracting behaviors; use of cell phones or pagers; use of inappropriate language; and being verbally abusive.

Electronic Devices

Graduate students should not have to be reminded that all cell phones, smart phones, pagers, watch alarms, Ipods, Gameboys or other electronic devices except laptops are to be turned off during class. Do not answer phone calls or in class or send, receive or read text messages in class.

Use of Laptops

Laptop computers are required of all Public Administration students. However, Laptops may ONLY be used for taking class notes by means of a word processing program, for SPSS assignments or other class related activities. Laptop use for any other purpose is prohibited. Failure to abide by this policy is evidence of your disinterest in the class and disrespect for your professor and peers. Therefore, there will be no “second bite” at the apple (so to speak). A violation of this policy will result in losing your laptop privileges and **you will not be given a second chance.**

There are limited outlets in the classroom so please make sure that your computer battery is fully charged prior to coming to class.

No Electronic Recordings

You are not authorized to record or transmit the lectures in any way without the prior express, written consent of the professor.

Academic Integrity Policy

Your own commitment to learning is evidenced by your enrollment at San Jose State University. The University’s Academic Integrity Policy requires you to be honest in all your academic course work. Faculty is required to report all infractions to the Office of Judicial Affairs. The University’s policy on academic integrity can be found at: http://sa.sjsu.edu/download/judicial/Academic_Dishonesty_Policy.pdf

Academic integrity is a serious matter and is essential to the University’s mission. As such, students are expected to perform their own work, except when collaboration is **expressly** permitted. Students are not permitted to use old tests or quizzes when preparing for exams, or consult with students who have already taken the exam. When practiced, academic integrity ensures that all students are fairly graded.

<p>Plagiarism will lead to grade penalties, may result in your failing the course and/or in having the incident permanently noted in your SJSU student record.</p>

Plagiarism is the act of representing the work of others as your own (without appropriate credit) and submitting it to fulfill academic requirements. Plagiarism is a very serious offense in both academic and professional environments.

There are links on D2L to informative web resources which provide concrete examples of proper paraphrasing, the use of quotations and proper citation.

GRADING POLICIES

No Extra Credit

There are no options to submit work for extra credit. It is also NOT possible to make-up missed assignments, or examinations.

Attendance

While attendance is not a course requirement, keep in mind that the extent and quality of your class participation is taken into account. If you do not attend, you cannot participate and, *ipso facto (by the fact itself)*, this will affect your overall grade in the class.

It would be prudent to make one or more friends in class so you can share class notes in the event one of you misses an occasional class. Lecture or class discussion material could be critical information you will need for purposes of completing assignments and for material that may be on the midterm and/or necessary for the class project.


Grading is based on a standard, not on a “curve”. Therefore, you are not in competition with any student other than yourself! As a result, the overall grade distribution in the class is irrelevant and will remain confidential. Your final grade will be based on your personal overall performance across all required assignments. The total points and weight of each required element of your final grade is indicated below:

Task	Points	% of Final Grade
Individual Literature Review	200	20%
Group Participation & Report (Peer Evaluations) (Instructor Evaluation)	150 150	15% 15%
Exercises from Comer Text	100	10%
SPSS Exercises (10 for 20 points each)	200	20%
Class Participation	100	10%
Midterm Exam	100	10%
Total	1000	100%

Your total points will be summed at the end of the term and a letter grade equivalency will be applied as follows:

Final Grade Determination	
Overall Points	Letter Grade
930-1000	A
900-929	A-
870-899	B+
830-869	B
800-829	B-
770-799	C+
730-769	C
700-729	C-
670-699	D+
630-669	D
600-629	D-
599 and below	F


PUBLIC ADMINISTRATION 212
Administrative Research Methods
Fall 2011 • M 6:00–8:45 pm
CLASS CALENDAR—ASSIGNMENTS AND DUE DATES
 (Subject to change with timely notice)

Date	Discussion/Activity/Notes	Due Dates
Week 1 Monday 8/29	<ul style="list-style-type: none"> • Review of Greensheet, expectations, discussion of assignments and use of D2L • Group Organization and Assignments 	Reading for Week 3: Comer: Chapters 1, 2, 3, 4 and 12 On D2L read: “ <i>Study of the Dead Grandmother Exam Syndrome and the Potential Downfall of American Society</i> ” (be prepared to discuss in class).
Week 2 Monday 9/5	 SCHOOL CLOSED	
Week 3 Monday 9/12	<ul style="list-style-type: none"> • Introduction to Policy Research • Ethical Considerations Comer • Planning Policy Research • Hypotheses & Variables • Research Design • Levels & Criteria of Measurement • Indices & Scales • Focus Groups • Surveys • Three types of lies: Lies, Damned Lies and Statistics! • The Dead Grandmother-Exam Syndrome Study 	Reading for Week 4: Comer: Chapter 5 SPSS Text: Chapters 1-6 and Indices A and B <i>Bring to class an example of either a good or bad survey and be prepared to discuss it.</i>
Week 4 Monday 9/19	<ul style="list-style-type: none"> • Introduction to SPSS • Entering Data into Excel • Importing Excel data into SPSS • Creating Variables and Labels • Descriptive Statistics-Measures of Central Tendency 	Reading for Week 5: Comer: Chapter 6 <u>ASSIGNMENTS DUE:</u> <ul style="list-style-type: none"> • Comer Chapter 2 Exercises: 2-1; 2-2; 2-3; • Comer Chapter 3 Exercises: 3-1, 3-2, 3-6 and 3-8 and • SPSS Chapter 6 Sample Problem, pg. 18 Submit in D2L Dropbox no later than 11:59 pm

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CLASS CALENDAR—ASSIGNMENTS AND DUE DATES
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Date	Discussion/Activity/Notes	Due Dates
Week 5 Monday 9/26	<ul style="list-style-type: none"> • Analyzing the Relationship Between Variables • Percentage and Contingency Tables • Overview of Measures of Association 	Reading for Week 6: Comer: Chapters 7 and 8 and SPSS: Chapters 7, 8, 14, 15 and 17 <u>ASSIGNMENTS DUE:</u> <ul style="list-style-type: none"> • Comer Chapter 4 Exercise 4-1 using Excel • Comer Chapter 5 Exercises 5-1; 5-6 and 5-11 Submit in D2L Dropbox no later than 11:59pm
Week 6 Monday 10/3	<ul style="list-style-type: none"> • Hypothesis Testing • Statistical Significance • Introduction to Chi-Square and the t-Test • Simple Regression Analysis 	Week 7: On-Line Midterm. There will be no class session. <u>ASSIGNMENTS DUE:</u> <ul style="list-style-type: none"> • <i>Individual Literature Review</i> • Comer Chapter 6 Exercises 6-4 and 6- 10 • SPSS Chapter 7 Sample, pg. 25 Submit in D2L Dropbox no later than 11:59pm
Week 7 Monday 10/10	ON-LINE MIDTERM EXAM (NO CLASS)	<u>ASSIGNMENTS DUE:</u> <ul style="list-style-type: none"> • SPSS Chapter 8 Sample, pg. 29 and • SPSS Chapter 14 Sample, pg. 75 Submit in D2L Dropbox no later than 11:59pm
Week 8 Monday 10/17	INDIVIDUAL LITERATURE REVIEW REPORTS TO THE CLASS. Each presentation between 5-7 minutes long.	Reading for Week 9: Comer: Chapter 9 SPSS: Chapter 16 <u>ASSIGNMENT DUE:</u> <ul style="list-style-type: none"> • SPSS Chapter 15 Sample, pg. 80 Submit in D2L Dropbox no later than 11:59pm

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CLASS CALENDAR—ASSIGNMENTS AND DUE DATES
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Date	Discussion/Activity/Notes	Due Dates
Week 9 Monday 10/24	<ul style="list-style-type: none"> Multiple Regression 	
Week 10 Monday 10/31	<ul style="list-style-type: none"> Group Projects Lab 	<u>ASSIGNMENT DUE:</u> <ul style="list-style-type: none"> SPSS Chapter 16 Sample, pg. 87 Submit in D2L Dropbox no later than 11:59pm
Week 11 Monday 11/7	<ul style="list-style-type: none"> TBA 	<u>ASSIGNMENTS DUE:</u> <ul style="list-style-type: none"> Comer Chapter 9 Exercise 9-5 and SPSS Chapter 17 Sample, pg. 97 Submit in D2L Dropbox no later than 11:59pm
Week 12 Monday 11/14	<ul style="list-style-type: none"> TBA 	<u>ASSIGNMENT DUE:</u> <ul style="list-style-type: none"> SPSS Chapter 10 Sample, pg. 38 Submit in D2L Dropbox no later than 11:59pm
Week 13 Monday 11/21	<ul style="list-style-type: none"> In-Class Presentation of Group Reports <div style="text-align: center;">  <p>HAPPY THANKSGIVING</p> </div>	<u>ASSIGNMENT DUE:</u> <ul style="list-style-type: none"> SPSS Chapter 11 Sample, pg. 49 Submit in D2L Dropbox no later than 11:59pm
Week 14 11/28	<ul style="list-style-type: none"> TBA 	<u>ASSIGNMENT DUE:</u> <ul style="list-style-type: none"> SPSS Chapter 13 Sample, pg. 68 Submit in D2L Dropbox no later than 11:59pm
Week 15 Monday 12/5	LAST DAY OF CLASS TBA	