College of Social Sciences/ Political Science
PADM 298, Research Project in Public Administration, Spring 2017

Contact Information

Instructor:	Frances Edwards
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Office Hours:	Monday, 10:30 am – Noon and 4 pm – 5:30 pm
Class Days/Time:	TBD, individual appointments
Classroom:	N/A
Prerequisites:	PADM 210, 212, 213, 214 and 218; instructor consent.

Course Description

Advanced individual research and projects.
Prerequisites are PADM 210, PADM 212, PADM 213, PADM 214 and PADM 218; consent of instructor.
If the final project is not completed in one semester, the students will register in PADM 290R for the second and following semesters. The project must be completed within seven years of starting the MPA courses. See the following URL for details.
http://www.sjsu.edu/gape/current_students/completing_masters/#11

Course Goals and Learning Objectives

Course Learning Outcomes (CLO)

Upon successful completion of this course, students will be able to:

CLO 1 Demonstrate the ability to conceptualize problems from complex, real world situations so the problems are meaningful to clients, and are research worthy

CLO 2 Demonstrate ability to collect, analyze, and synthesize information from multiple sources

CLO3 Demonstrate ability to communicate effectively in writing

Required Readings

Research books

Student and instructor will select appropriate supportive materials based on the topic selected and the research method employed.

Library Liaison

Paul Kaupilla, paul.kaupilla@sjsu.edu

Course Requirements and Assignments

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in University Policy S12-3 at http://www.sjsu.edu/senate/docs/S12-3.pdf.

This course has no regular class meetings. The student and adviser will develop a work plan designed to enable the student to successfully complete a graduate-level, thesis quality project that meets the goals of the Course Learning Objectives listed above. The student and adviser will meet on an agreed-upon schedule, as shown on the Yellow Card. Iterations of the final draft will be delivered at a time and place agreed on by the student and adviser. Course completion requires submission of the final draft in bound form to the MPA Program Director.

Final Project components

The final project will consist of the following segments:

Format:

The title page should contain the title and author on separate lines, centered, followed by the phrase, "A Thesis Quality Research Project Submitted in Partial Fulfillment of the Requirements for the Masters of Public Administration." The prospectus must be word processed, double spaced using Times New Roman 12 point type. Pages should be numbered beginning with the page after the title page. A sample page is available.

Segments of the Final Project:

1. Introduction/ Research Question/ Problem Statement. In the first paragraph you should state clearly the research question/problem statement that the project will address. In the next few paragraphs you need to give whatever general information is required for your reader to fully understand the context of your research question/problem statement. This may involve the basic facts of the situation, and the historical, cultural, social, and political context. This was part of your prospectus. However, in the final paper the information will be stated in the past tense, as the research will have been completed.

2. Literature Review: The PADM 298 project should contain a comprehensive review of the relevant literature and published reports on the subject of your research question/ problem statement. The purpose of the review is to sharpen your thinking on your topic, and may point you in directions you had not previously considered. The literature review will vary in length. If, for example, you are analyzing a particular public policy question, your entire paper may consist of a review and analysis of public documents. For those engaging in survey research or organizational analysis, the literature review may be as short as six to ten pages.

The literature review covered in the prospectus will be the core of your paper's literature research. You may discover additional sources and so it should probably expand, but the bulk of your sources should already be in the prospectus.

The format of the literature review is an essay describing the available literature related to your topic. You should present the literature in logical order and grouped by relevance to topics in your outline. In the essay you will cite the author's last name and date of the article in APA in-text citation style. See Dr. Sylvia's article available on the MPA Student Association's ning site, and distributed at the Prospectus Workshop or in PADM 297.

3. Methodology. This will have been created for your prospectus. It should not change without permission of your adviser. Describe the specific methods that you have used to obtain the data for your project. You may use data analysis, survey research, or any other professional or academic method. The Sylvia and Sylvia book used in PADM 213 provides a number of examples of evaluation methodologies. Bardach and other PADM 213 textbooks are also good guides. The methodology must be appropriate to the subject and your purpose in researching it, and complete, as it guides your research work. Note that while this was part of your prospectus, in the final project it will be in past tense because the research will have been completed,

Additional Segments of the Completed Paper

The finished paper will include the introduction, literature review and methodology that were part of the prospectus, and 2 additional sections.

4. Findings: This section constitutes the main body of your paper. You report on what you found. Interviews, data tables or analyses of public policy questions may be appropriate. This section could vary between ten and fifty pages, depending on the topic and methodology.

5. Analysis and Conclusion: In this section you interpret your findings and make recommendations (when appropriate) and /or draw conclusions that are grounded in the Findings section. This section may range from 5 to 20 pages.

The program does not have a fixed standard for length. Generally, successfully completed projects are between 40 and 60 pages in length. If you expect to write a longer paper, the acceptable length should be discussed with and approved by the adviser.

Once the final draft is approved by the faculty adviser, students must submit a spiral bound copy for the program director for the department's permanent file in order to have the Validation memo completed for graduation.

Grading Policy

This course is a Credit/ No Credit course. A student must get a grading outcome of 38 or better, with no score below 3, on the final review of the final project, to receive Credit.

The adviser will accept no more than three drafts of the final project. A fourth draft may be read by an alternate MPA faculty member, and, if necessary, referred to the Associate Dean of the Graduate School for final disposition.

First draft criteria:

1. More than ten English mechanics mistakes in the first five pages or twenty in the entire document= returned for correction with no additional evaluation
2. A score of less than 3 on any of the Outcome 1 criteria= returned for correction with no additional evaluation
3. A score of less than 3 on any Outcome 2 or 3 criteria = returned for correction with evaluation of deficiencies.

Second draft criteria:

1. Any English mechanics mistakes = returned for correction with no additional evaluation
2. A score of less than 3 on any Outcome 1, 2, or 3 criteria = returned for correction with evaluation of the deficiencies
3. An overall score of less than 38 or any Outcome criteria less than 3= returned for correction with evaluation of the deficiencies.

Third draft criteria:

1. Any English mechanics mistakes = returned for correction with no additional evaluation
2. A score of less than 38 or any Outcome criteria below 3 = returned for correction with evaluation of deficiencies; **last reading by the adviser.**
3. **Submitted with all corrections for fourth reading by a different fulltime MPA faculty member.**

Fourth draft criteria:

1. **A score of less than 38 or any Outcome criteria below 3 by the second MPA faculty member= submitted to the Associate Dean of Graduate Studies for review**
2. **If the dean's review is less than 38 or less than 3 on any Outcome criteria, the student fails the 298 and is out of the program. The degree will not be conferred.**

The grading rubric follows.

CRITERIA	**Excellent**	**Good**	**Marginal**	**Unacceptable**	**Rating**	**Weight**	**Score**
Outcome 1. Demonstrates ability to conceptualize problems from complex, real world situations so the problems are meaningful to clients, and are research worthy (maximum score: 12)							
1. Are the research **questions** and/or **goals** well defined and clearly stated?	4	3	2	1		1	0
2. Does the author demonstrate in-depth familiarity with relevant **literature** on the subject?	4	3	2	1		1	0
3. Is the **methodology** appropriate to answer the research question(s)?	4	3	2	1		1	0
TOTAL SCORE FOR OUTCOME 1							
Outcome 2. Demonstrates ability to collect, analyze, and synthesize information from multiple sources (maximum score: 16)							
4. Is the **data collected** sufficient in quality and depth to answer the research question?	4	3	2	1		1.5	0
5. Is the **analysis** direct, competent, and appropriate?	4	3	2	1		1.5	0
6. Are the **conclusions** sophisticated and based on the results of the analysis, as a logical extension of the findings?	4	3	2	1		0.5	0
7. Does the author show how his/her analysis and findings fit into the larger **context** of the literature and current professional practice?	4	3	2	1		0.5	0
TOTAL SCORE FOR OUTCOME 2							
Outcome 3. Demonstrates ability to communicate effectively in writing (maximum score: 16)							
8. Is the material logically **organized**, so that a reader can easily follow the writer's train of thought?	4	3	2	1		1	0
9. Is the writing grammatically **correct** and free of typos?	4	3	2	1		2	0
10. Do **tables** and **figures** add useful/important information for the reader?	4	3	2	1		0.5	0
11. Are **citations** included where appropriate, and are footnotes and reference list properly formatted in APA style?	4	3	2	1		0.5	0
TOTAL SCORE FOR OUTCOME 3							

TOTAL SCORE FOR PROJECT **Overall Assessment:** **Excellent Good Marginal Unacceptable**	[redacted]
Excellent: As a supervisor, you would consider this work ready for public distribution without any substantial modification.	
Good: As a supervisor, you would consider this work essentially sound, but in need of some refinement before public distribution.	
Marginal: As a supervisor, you would conclude that the work contained some worthwhile elements, but required major revisions before public distribution.	
Unacceptable: The work needs to be entirely redone.	

University Policies

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester's Catalog Policies section at http://info.sjsu.edu/static/catalog/policies.html. Add/drop deadlines can be found on the current academic year calendars document on the Academic Calendars webpage at http://www.sjsu.edu/provost/services/academic_calendars/. The Late Drop Policy is available at http://www.sjsu.edu/aars/policies/latedrops/policy/**.** Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the Advising Hub at http://www.sjsu.edu/advising/.

Academic integrity

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University. The University Academic Integrity Policy S07-2 at http://www.sjsu.edu/senate/docs/S07-2.pdf requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The Student Conduct and Ethical Development website is available at http://www.sjsu.edu/studentconduct/.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include your assignment or any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Integrity Policy S07-2 requires approval of instructors.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make 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 at http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the Accessible Education Center (AEC) at http://www.sjsu.edu/aec to establish a record of their disability.

In 2013, the Disability Resource Center changed its name to be known as the Accessible Education Center, to incorporate a philosophy of accessible education for students with disabilities. The new name change reflects the broad scope of attention and support to SJSU students with disabilities and the University's continued advocacy and commitment to increasing accessibility and inclusivity on campus.

Student Technology Resources

Computer labs for student use are available in the Academic Success Center at http://www.sjsu.edu/at/asc/ located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library.
A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

SJSU Writing Center

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at http://www.sjsu.edu/writingcenter. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook. (Note: You need to have a QR Reader to scan this code.)

SJSU Counseling Services

The SJSU Counseling Services is located on the corner of 7th Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors

are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit Counseling Services website at http://www.sjsu.edu/counseling**.**