



ALBANY STATE UNIVERSITY
College of Professional Studies
Master of Public Administration Program

MODIFIED FEB. 6 to move due dates of assignments 1 and 2 one week later.
MODIFIED FEB. 29 to move room location for 3/27, 4/3, 4/10, and 4/17.

COURSE: PADM 5502

COURSE TITLE: Research Methods and Data Analysis

CRN: 30166

CREDIT HOURS: 3 semester hours

PREREQUISITES: Graduate student standing

INSTRUCTOR

Bruce Neubauer

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Telephone: 229 500-2278

Alternate Telephone Number

Office Hours: Monday through Friday 9:30 to 11:30 a.m.

Office: 315 Fine Arts Building

CLASS MEETING TIMES 6:00 to 8:30 p.m. on Wednesdays

CLASS MEETING LOCATION 208 Fine Arts Building

ONLINE COURSE WEBSITE <http://www.robertcat.net/spring2019/padm5502/site/>

COURSE DESCRIPTION

“This course is designed to acquaint students with the assumptions, concepts and methods for quantitative and qualitative scientific inquiry and basic data analysis techniques useful in public administration and nonprofit management research.”

REQUIRED TEXTBOOK

Public Administration Research Methods: Tools for Evaluation and Evidence-based Practice
by Warren S. Eller, Brian J. Gerber, and Scott E. Robinson.
ISBN-13: 978-0415895309

Computer access to the Internet and to GeorgiaView. Ability to produce documents in as Microsoft Word files. Computer skills.

METHOD OF COURSE DELIVERY

This course is listed as a hybrid course. Some course materials may be made available online.

DRESS CODE

The Albany State University Dress Standard is available through the Student Government Association. The gist of it is that we should all wear clean, modest and unrevealing attire in good taste. Dress and cover appropriately. Respect the chemical sensitivities of others by not using perfumes excessively and by not applying nail polish in class.

INSTRUCTIONAL ALIGNMENTS

<p>INSTITUTIONAL STUDENT LEARNING OUTCOMES (ISLOs)</p> <ol style="list-style-type: none">1. Students will become competent in communications skills.2. Students will become competent in problem-solving skills3. Students will become competent in critical thinking skills
<p>NASPAA UNIVERSAL COMPETENCIES Graduates of MPA and MPP programs will have learned . . .</p> <ol style="list-style-type: none">1. To lead and manage in public governance2. To participate in and contribute to the public policy process.3. To analyze, synthesize, think critically, solve problems and make decisions.4. To articulate and apply a public service perspective.5. To communicate and interact productively with a diverse and changing workforce.
<p>EXPECTED (COURSE) STUDENT LEARNING OUTCOMES (SLOs)</p> <ol style="list-style-type: none">1. Students will be better able to lead and manage in public governance.2. Students will be better able to participate in and contribute to public policy and budgetary processes.3. Students will be better able to analyze, synthesize, think critically, solve problems and make decisions.4. Students will be better able to articulate and apply a public service perspective.5. Students will be better able to communicate and interact productively with a diverse and change workforce and to serve diverse populations.
<p>COURSE OBJECTIVES</p> <ol style="list-style-type: none">1: To explain the applications of research methods to the study and practice of public administration.2: To identify common concepts applicable to research in the social sciences and make them operational in the context of the construction of survey instruments relevant to public administration.3: To apply common sense and reason to the creation of reasonable hypotheses regarding possible causal relationships among variables relevant to the practice of public administration.

4: To explain levels of measurement and the application of appropriate statistical methods using levels of measurement.

5: To create a well-designed and implemented survey research instrument, relevant to the practice of public administration.

6: To code and analyze and interpret data based on a survey research instrument, using appropriate statistical methods and interpretations of outcomes.

COURSE ACTIVITIES (INCLUDING COURSE ASSESSMENT COMPONENTS)

1. Activity 1 (including assignment and rubric)

2. Activity 2 (including assignment and rubric)

3. Activity 3 (including assignment and rubric)

4. Activity 4 (including assignment and rubric)

5. Activity 5 (including assignment and rubric)

Midterm examination

Final examination

UNIVERSITY CALENDAR AND KEY ONLINE INFORMATION

University home page:

<https://www.asurams.edu/>

ASU GeorgiaView

<https://albanystate.view.usg.edu/d2l/login>

ASU Banner Web

<https://asuramspc.gabest.usg.edu/>

Academic calendars:

<https://www.asurams.edu/academic-affairs/academic-services-registrar/academic-calendar/>

Campus maps:

<https://www.asurams.edu/asu-campus-map/>

ASU IT technical help portal:

<https://www.asurams.edu/new-ticketing-system/>

MPA PROGRAM REQUIREMENTS:

All students entering the MPA program are strongly encouraged to begin compiling a portfolio of their academic achievements, extra-curricular activities, conference, workshops and seminar participations as well as their internship experience. At the end

of their academic career in the MPA program, students will be required to present the completed portfolio as part of their exit process.

Refer to the MPA Program Handbook for program completion policies and other information.

Course Schedule

Additions and adjustments may be made in the course calendar with prior notice.

I plan to teach the information in the following chapters of our textbook plus some additional information. The first half of the course will be primarily be devoted to the identification of concepts, the operationalization of variables, the design and creation of a survey research instrument. The second half of the semester will be primarily devoted to coding and statistical analysis using the Statistical Package for the Social Sciences (SPSS). I cannot anticipate the alignment of weeks and chapters at this time.

- Chapter 1: Introduction: What is Research?
- Chapter 2: Evidence-based Practice for Public Affairs
- Chapter 3: The Research Process: An Introduction to Key Concepts
- Chapter 4: Conducting Preliminary Research
- Chapter 5: Research Design
- Chapter 6: Measurement
- Chapter 7: Population Sampling
- Chapter 11: Survey Data
- Chapter 12: Coding and Data Display
- Chapter 13: Descriptive Statistics
- Chapter 15: Hypothesis Testing
- Chapter 16: Measures of Association

WEEK 1 beginning January 13	
Wednesday	First class meeting
Sunday	
WEEK 2 beginning January 20	
Wednesday	
Sunday	
WEEK 3 beginning January 27	
Wednesday	
Sunday	

WEEK 4 beginning February 3	
Wednesday	
Sunday	
WEEK 5 beginning February 10	
Wednesday	
Sunday	Assignment 1 due in GeorgiaView
WEEK 6 beginning February 17	
Wednesday	
Sunday	Assignment 2 due in GeorgiaView
WEEK 7 beginning February 24	
Wednesday	
Sunday	MIDTERM EXAMINATION DUE IN GEORGIA VIEW
WEEK 8 beginning March 3	
Wednesday	
Thursday	Last day to drop without academic penalty.
Sunday	
WEEK 9 beginning March 10	
Wednesday	
Sunday	
WEEK 10 beginning March 17	
Wednesday	
Sunday	
WEEK 11 beginning March 24	
Wednesday	MEETING IN FAC 200
Sunday	Assignment 3 due in GeorgiaView
WEEK 12 beginning March 31	
Wednesday	MEETING IN FAC 200

Sunday	Assignment 4 due in GeorgiaView
WEEK 13 beginning April 7	
Wednesday	MEETING IN FAC 200
Sunday	Assignment 5 due in GeorgiaView
WEEK 14 beginning April 14	
Wednesday	MEETING IN FAC 200
Sunday	Assignment 6 due in GeorgiaView
WEEK 15 beginning April 21	
Wednesday	
Sunday	
WEEK 16 beginning April 28	
Wednesday	
Sunday	FINAL EXAM DUE IN GEORGIAVIEW

ASSIGNMENTS AND DUE DATES:			
ACTIVITY	PERCENT	POINTS	DUE DATE IN GeorgiaView 11:55 p.m.
Assignment 1	7.5%	75	Feb 3
Assignment 2	7.5%	75	Feb 17
Midterm	27.5%	275	Mar 3
Assignment 3	7.5%	75	Mar 31
Assignment 4	7.5%	75	Apr 7
Assignment 5	7.5%	75	Apr 14
Assignment 6	7.5%	75	Apr 21
Final	27.5%	275	May 5

TOTALS	100%	1000	
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II. Method of Student Evaluation

A. Course Grading Policy

The table above contains the weighting of course activities by percent. All assignments will be evaluated by correctness, substance and quality of expression. A higher grade on the final examination will substitute for a lower grade on the midterm.

The drop boxes in D2L will be set to close on schedule. Late work can be deposited in D2L. **The maximum grade on assignments submitted late will be 75 percent of a perfect grade.** All assignments must have your name on them. I reserve the right to review work for possible plagiarism by use of Internet searches and tools such as and including Turn-It-In.

The midterm grade report will be based on the midterm examination grade and other work due prior to the midterm examination.

All assignments must be submitted in GeorgiaView. If you have access problems, get help from ASU IT Services IMMEDIATELY.

<https://www.asurams.edu/new-ticketing-system/>

This scale will be used when calculating each student's course grade.

900-1000 points	A
800 - 899 points	B
700 - 799 points	C
600 - 699 points	D
0 - 599 points	F

III. Course Policies

A. Course Information and Instructor Expectations

Students are expected to monitor their email account(s) at least once a day. Students are expected to dress appropriately for class, meaning not dressing in provocative ways. Please put mobile phones in vibrate so as not to disturb class. If you need to take a call, please step out of the classroom. Please arrive on time for class. If you must arrive late, then enter late.

B. Academic Honesty/Integrity

(See ASU Student Handbook for rules on academic honesty/integrity Page 62)

<https://www.asurams.edu/student-affairs/student-handbook/2017-handbook/>

The consequence for a violation of the Academic Honesty Code is zero points for the assignment.

C. Students with Disabilities

a. Please refer to the following link for Counseling and Disability Services:

<https://www.asurasm.edu-student-affairs/counseling-disability-services/>

Students with Disabilities:

If you are a student with a disability, you should consult the Testing & Disability Services, New Student Center – Green Zone 2-141, 903-3610 or 3611, to identify which accommodations might be needed for this course. Please contact the course instructor as soon as possible to discuss your needs.

D. Campus Carry Information

a. Please refer to the following link for Campus Safety Information:

<https://www.asurams.edu/police-policy-procedures/>

E. Sexual Misconduct Policy (Harassment Policy)

a. Please refer to the following link for Title IX: Sexual Misconduct Policy:

<https://www.asurams.edu/adminstration/title-ix/sexual-misconduct-policy/>

F. University Math and Writing Centers Reinforcement Policy

a. Support for math and writing is available at the various math and writing centers across campus. Please ask your instructor for help locating the most convenient one for you.

b. Writing Center Information: <https://www.asurams.edu/academic-affairs/learning-centers/east-writing-center/> OR <https://www.asurams.edu/academic-affairs/learning-centers/west-writing-center/>

c. Math Center Information: <https://www.asurams.edu/academic-affairs/learning-centers/east-math-center/> OR <https://www.asurams.edu/academic-affairs/learning-centers/west-math-center/>

d. SmartThinking is available through GA VIEW. Please sign into GA VIEW and find the tutoring opportunities on the toolbar.

G. Integration of Technology

The use of technology is integral to the course design. You should have access to a computer (e.g., computer lab, library, home, or work), a general knowledge of the operation and care of a computer, and know some basic troubleshooting techniques. You should also have some basic understanding of how to use the Internet to seek, find, and retrieve information. Should you experience technology difficulties, please consult Information Technology Services, <https://www.asurams.edu/Technology/> , <https://www.asurams.edu/Technology/getting-started-students/> OR

<https://www.asurams.edu/Technology/?s=student+support> for assistance with common issues.

All candidates should have a workable (functioning) ASU e-mail account, know how to send and retrieve e-mail messages with and without an attached file, know how to attach a file to an e-mail message, and how to download and open attached files. To ensure that you receive timely communications, it is your responsibility to notify the professor immediately of any changes to your e-mail address. All candidates should also know how to access the course in GAVIEW and be able to complete and submit assignments.

ASU RAMmail account is the university's official means of electronic communication with students. Students are required to use the ASU website (www.asurams.edu) and RAMmail for important university's official information on financial aid, current class schedule, registration holds, account balances, etc. In order to communicate with students by other means as needed, each student is required to provide the university with his/her current telephone number(s) and mailing address via BannerWeb.

H. Course Attendance Policy

Please refer to the following link for attendance

policy: <https://catalog.asurams.edu/undergraduate/academic-affairs-requirements-regulations-support-services/general-policies/>

This course is a hybrid course and some class sessions will be made available online, with prior notice.

I. Class Cancellation Policy

If the University is closed the class will not meet. If class is cancelled, prior notice will be provided by email if possible.

J. Important University Dates

a. Please refer to the online calendar for additional information:

<https://www.asurams.edu/academic-affairs/academic-services-registrar/academic-calendar/>

IV. Directions and Rubrics

Directions and rubrics will be provided for graded assignments.

V. Bibliography/References

These are not required readings.

To be completed.

VI. Student Affirmation and Agreement

I have received a copy of the syllabus for this course. I have read and understand the requirements necessary to successfully complete this course and I understand that it is my responsibility to follow the policies set forth and complete the work required in order to pass this course.

I am also acknowledging my understanding of the Academic Honesty Policy, the Honor Code, and all other Program Handbook policies.

Student Name: (Print) _____

Student Signature: _____

Date: _____