

UNT Department of Public Administration

PADM 5500. ADMINISTRATIVE RESEARCH METHODS I

Fall 2016

Dr. Skip Krueger

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Chilton 204D

Mondays and Tuesdays 1-5 p.m.

COURSE DESCRIPTION

This course provides an introduction to quantitative statistical analysis for public managers. No statistical background is assumed and complicated mathematic proofs will not be used. The major emphasis of the class is on applying quantitative statistical techniques to real world issues through the use of probability logic and computer tools. Students should view this course as an opportunity to build analytical and practical skills.

Although I will not explicitly count attendance in your grade, I consider attendance **critical** to completing this course successfully. **The information is cumulative and missing any portion will present significant challenges for the entire course. Thus, I expect you to attend every class.** If you miss a class, you will need to get notes from a classmate. If you must miss, you may still turn in your homework by either turning it in early or by sending it in with a fellow student.

REQUIRED RESOURCES

Meier, Kenneth J., Jeffrey L. Brudney, and John Bohte. 2014. Applied Statistics for Public and Nonprofit Administration. 9th ed. Stamford, CT: Cengage Learning.

Additional readings will be distributed by the professor.

You will also need an inexpensive calculator. Note: inexpensive, meaning cheap. Don't go overboard. And it cannot have complex function and graphing capabilities. And phones are not a substitute.

COURSE REQUIREMENTS

There will be two exams and homework in this course. Your grade will be based on the following formula:

Mid-Term Exam	25%
Final Exam	30%
Homework Average	45%

Note that there is no "class participation" grade and that grades are never rounded. Your grade is earned, not given, and is completely up to your scores on homework and exams.

HOMEWORK. Homework assignments will be given virtually every week. The majority of these exercises will come from the text, but they also will include computer applications that require you to address a set of problems and procedures. If you cannot attend class, turn in your homework early or send it with another student to turn it in for you. **Late assignments will not be accepted under any circumstances.**

EXAMS. Exams will be **comprehensive and cumulative**. Any material in the readings or discussed in class is fair game for the exams. Make-up exams will be permitted only with an excused absence.

COURSE OUTLINE

	Date	Subject	Readings
1	8/29/16	Introduction	
2	9/5/16	*****Labor Day*****	
3	9/12/16	Research Design & Measurement	2, 3
4	9/19/16	Data & Hypotheses	5,6,10,11
5	9/26/16	Data Description in Excel	Handout
6	10/3/16	Difference of Means	13
7	10/10/16	<i>cont.</i>	
8	10/17/16	Mid-Term Exam	
9	10/24/16	Crosstabs & Contingency Table Analysis	14
10	10/31/16	<i>Crosstabs cont.</i>	15
11	11/7/16	<i>Crosstabs in Excel</i>	
12	11/14/16	Statistical Control Table Analysis	16
13	11/21/16	Trendline Analysis in Excel	Handout
14	11/28/16	Introduction to Regression	17
15	12/5/16	<i>cont.</i>	
16	12/12/16	Final Exam	

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.