

**COURSE SYLLABUS**

Policy Data Analysis (Research Methods II)

PUP3046 Section # (2770)

Live Online Instruction 6:30pm – 7:45 via Zoom

Semester code (0630): (Spring 2024)

View [How to be a Successful Student (Syllabus Addendum)](http://www.spcollege.edu/addendum/) which provides details about success factors and links to the most current version of fluid information, such as the academic calendar.**WELCOME**

The course is designed to introduce you to concepts of research methods and how these concepts can be applied to the field of public policy. You will learn how to design a research study. The course will introduce you to designs for description and designs for explanation. You will explore measurement of variables and sampling strategies. You will investigate surveys and questionnaires and learn about the proper design and conduct of these important data collection tools. You will also learn about protection of human subjects during research studies.

**INSTRUCTOR**

**Name:** Nicholas Manias, Ed. D.

**Email:** Please use MyCourses communication email tool for all course related email.

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**Office and Online Chat Hours:** Located on instructor web page.

**Office Location:** Tarpon Springs, LY 209

**Instructor Web Page:** <https://web.spcollege.edu/instructors/id/manias.nicholas>

**ACADEMIC DEPARTMENT**

**DEAN**

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**WEBSITE**

Public Policy and Administration: <https://www.spcollege.edu/future-students/degrees-training/public-safety-public-policy-and-legal-studies/public-policy-and-administration/public-policy-and-administration-bs-degree>

**COURSE INFORMATION**

**Course Description:** This course will provide an introduction to statistical research methods used in public policy and administration. The student will be introduced to strategies for data analysis including correlation, simple linear regression, hypothesis testing, use of indices and effective communication of research findings in public policy and administration.

**Course Goals & Objectives**

Learning Outcomes and Objectives:

1. The student will demonstrate the strategies used for secondary data analysis by:

a. explaining the advantages and disadvantages of secondary data analysis.

b. describing strategies for identifying, accessing and evaluating the quality of secondary data.

c. formulating methodologies for accessing and utilizing population surveys and vital records collected by the U.S. Census Bureau and other governmental agencies.

2. The student will utilize indices in public policy research by:

a. identifying issues associated with the development of indices.

b. utilizing common methods to develop indices, including Likert scaling and factor analysis.

c. explaining methods to standardize measures for use in indices, including the use of z-scores.

3. The student will discuss the analysis of single variable data by:

a. utilizing computer software to prepare and organize data for analysis.

b. constructing and interpreting a histogram, bar chart, pie chart, line graph and frequency polygon from a given data set.

c. calculating measures of relative frequency

d. calculating and interpreting measures of central tendency and dispersion from a given data set

e. explaining guidelines for selecting an appropriate measure of central tendency and variation.

4. The student will investigate the methods used to test hypotheses by:

a. defining the terms alpha level, statistical significance, Type I and Type II errors and power.

b. stating the following for a hypothesis test:

1. the null hypothesis.

2. the alternative hypothesis.

3. the appropriate conclusion for rejecting or failing to reject for a stated level of significance.

4. the correct test statistic to be employed.

5. a conclusion or answer to the stated question.

c. identifying the difference between statistical and practical significance.

5. The student will examine the relationships among variables by:

a. constructing and interpreting contingency tables with two variables.

b. analyzing the relationship between two variables using the Chi-square test of independence.

6. The student will apply the basic principles of linear regression and correlation and their applications to practical problems in public policy and administration by:

a. constructing and interpreting scatterplots.

b. computing the following from a given set of data points: least squares equation with one or more independent variables, the coefficient of correlation and the coefficient of determination.

c. testing a hypothesis concerning the linear relationship between two variables x and y in order to determine if the independent variable(s) and the dependent variable are linearly related.

d. using the linear regression equation to predict y given a particular value of x if the linear relationship is significant.

e. describing the use of logistic regression to allow the use of dichotomous variables in the regression model.

7. The student will synthesize information and apply concepts to make data-driven decisions, effectively communicate research findings, and make implementation strategy recommendations by:

a. evaluating statistical methods and interpretations of results leading to published conclusions.

b. formulating policy analysis methods to best utilize research findings to determine subsequent effects on public policy and changes to public policy.

c. writing technical reports of statistical results and interpretations that provide implementation recommendations.

d. making oral presentations of statistical results and interpretations that include and explain best practices relating to implementation strategies and follow up survey recommendations.

**Prerequisites:** Admission to: PPA-BS and PUP 3043

**Availability of Course Content:** All course materials, except projects, will be available at the beginning of the course.  Students can work ahead.  Projects will be assigned at appropriate times in the course.

**REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION**

**Required Textbook:** 

IMPORTANT: THE SAME TEXTBOOK IS USED FOR PUP3046 SO KEEP THIS IN MIND WHEN YOU DECIDE TO BUY OR RENT

**LEARNER SUPPORT**

View the [Accessibility Services](http://www.spcollege.edu/accessibility/) site.

View the [Academic Support](http://www.spcollege.edu/support/) site.

View the [On-Campus and Online Support](http://www.spcollege.edu/tutoring/) site.

View the [Student Services](http://www.spcollege.edu/services/) site.

**IMPORTANT DATES**

**Course Dates:** View the [Academic Calendar](http://www.spcollege.edu/calendar/).

**Drop Date:** View the [Academic Calendar](http://www.spcollege.edu/calendar/).

**Withdrawal Date:** View the [Academic Calendar](http://www.spcollege.edu/calendar/).

**Financial Aid Dates:** View the [Financial Aid Dates](http://www.spcollege.edu/pages/dynamic.aspx?id=800).

**ATTENDANCE**

View the college-wide attendance policy included in [How to be a Successful Student](http://www.spcollege.edu/addendum/).

The policy notes that each instructor is to exercise professional judgment and define “active participation” in class (and therefore “attendance”), and publish that definition in each syllabus.

For this class, attendance is defined as logging into the MyCourses course at least twice each week and completing all of the assignments on time for each week, along with, attending each class meeting. Students who miss a combined total of more than 3 days (zoom and online) combined, will be listed as non-participatory and will receive a WF (prior to the 60% point) or F (after the 60% point) as a final grade.

**GRADING**

**Grading Scale (1,000 points possible)**

1000 – 900 – A

899 – 800 – B

799 – 700 – C

699 – 600 – D

599 – 0 – F

**Point total by Category**

Quizzes Total - 140

Class Participation/Answering Questions in Class - 140

Final Exam – 50

Module Based Drop Boxes Total – 320

Final Research Paper – 200

Final Presentation – 50

Final Talking Points – 50

Final PowerPoint – 50

**CHAPTER QUIZZES:**

Chapter quizzes are designed to reinforce vocabulary associated with each chapter. Students will only have one attempt.  The chapter quizzes are auto-graded; students will see the grade after the quiz attempt is submitted. Quizzes are not timed; they are open-notes, and open-book.

**FINAL EXAM:**

Students will be required to complete a cumulative final exam. The exam will be completed online. Students who complete all online work prior to each deadline will be given a 100% on the final exam without having to take it. Unfortunately, there are **no exceptions for this policy** - even if you miss class or an assignment for a "good" reason. Students who have to take the final exam will only have one attempt.

**DROP BOXES:**

Students are expected to read the course materials before coming to class each week. To reinforce concepts, students will participate in discussion topics related to each chapter. These topics will focus on current issues in public administration. Grading criteria are included in the instructions for each topic.

**CLASS PARTICIPATION and ANSWERING QUESTIONS in CLASS:**

Students are required to attend the face-to-face component of this course. During each meeting students will be expected to participate in a meaningful way.  Students will also be expected to answer questions from the professor, as well as, other students.  Records will be kept regarding student participation and class participation grades will be based on these records.

**FINAL PAPER/TALKING POINTS/POWERPOINT/PRESENTATION**

Students will spend the semester taking raw data and turning it into a formal report. Both a talking points page and a PowerPoint presentation will be created from the findings. Students will be required to present their findings to the class.

**Online Due Dates Schedule 11:59pm**

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| 1/28 | Online Assignments Module 1 – Secondary Data |
| 2/4 | Online Assignments Module 2 – Indices |
| 2/11 | Online Assignments Module 3 – Hypothesis Testing |
| 2/18 | Online Assignments Module 4 – Relationships Among Variables |
| 2/25 | Online Assignments Module 5 – Intro/Purpose, Research Methods, Research Question, etc. |
| 3/3 | Online Assignments Module 6 – Linear Regression |
| 3/10 | Work on Final Paper |
| 3/24 | Online Assignments Module 7 – Draft of Methods, Results, Charts, Analyses, and Findings |
| 3/31 | Work on Module 8 |
| 4/7 | Online Assignments Module 8 – Draft of Recommendations for action, limitations, recommendations for future data collection, recommendation for future research |
| 4/14 | Work on Final Paper |
| 4/21 | Online Assignments Module 9 – Final Paper and Final PowerPoint |
| 5/5 | Online Final Exam Module 10 |

**Class Meeting Schedule**

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| Class Meeting: 1/15 No Class – MLK Day |
| Class Meeting: 1/22 Introduction/Syllabus/ Final Project Discussion |
| Class Meeting: 1/29 Secondary Data |
| Class Meeting: 2/5 Questions in class Indices |
| Class Meeting: 2/12 Questions in class Hypothesis Testing |
| Class Meeting: 2/19 Questions in class Relationships Among Variables |
| Class Meeting: 2/26 Bring Copies to Class – Discuss Data Visualization, Discuss writing results and charts sections |
| Class Meeting: 3/4 Questions in class Linear Regression |
| Class Meeting: 3/11 Spring Break no class |
| Class Meeting: 3/18 Bring Copies to class Methods, Results, Charts, Analyses, and Findings – Discuss Recommendations for actions/decisions, limitations, recommendations for future research |
| Class Meeting: 3/25 Meet to Discuss Methods, Results, Charts, Analyses, and Findings |
| Class Meeting: 4/1 Meet to Discuss final paper, talking points, presentation, PowerPoint, etc. |
| Class Meeting: 4/8 Work on Presentations |
| Class Meeting: 4/15 Bring copies of Final Paper, Talking Points, Final PowerPoint, Final talking points to class and Presentations |
| Class Meeting: 4/22 Presentations |
| Class Meeting: 4/29 Presentations |
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**STUDENTS’ EXPECTATIONS AND INSTRUCTOR’S EXPECTATIONS**

**REQUIRED INTERACTION**

Students are expected to log into the MyCourses course at least twice each week and to participate in the course discussions located in MyCourses.  Students must use the MyCourses email to communicate with the professor. Emails will be responded to within 48 hours.

The Chapter quizzes in MyCourses are auto-graded so students will see their grades upon completion of the assignment.  Discussion postings will be graded within 48 hours of the due date/time. Projects are graded within 7 days.

**LATE WORK**

An important note… Because this is blended class, there is greater flexibility for students.  However, it is important that students note from the beginning that **I do not accept late work**. All units, work, and assignments are available from the start of the semester until the due dates listed. You should plan on working ahead. Because you will have so much time to work on these, late work is not accepted for any reason.  Because it is so important I will reiterate to work ahead. Computer problems, problems with MyCourses, problems with “the internet,” life issues, emergencies, sicknesses/illnesses, surprise birthday parties, travel, cruises, etc. will not allow for work to be turned in late. The lesson here is to do the work early so you do not run into problems.

I do not distinguish between excused and unexcused absences.

**PARTICIPATION, CONDUCT, & NETIQUETTE**

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in [How to be a Successful Student](http://www.spcollege.edu/addendum/).

**ACADEMIC HONESTY**

View the [Academic Honesty Policy](http://www.spcollege.edu/academichonesty/).

St.Petersburg College has an Academic Honesty policy. It is your responsibility to be familiar with the policies, rules, and the consequences of violations. **There is no tolerance for cheating and academic dishonesty. Students who violate the academic honesty policy within this course will receive a final grade of an “F” on the first offense.** Note that copy/pasting published information, whether it is from your textbook or the Internet, without citing your source is plagiarism and violates this policy. Even if you change the words slightly, the ideas are someone else's so you still have to cite your sources. Cheating, plagiarism, bribery, misrepresentation, conspiracy, and fabrication are defined in Board Rule 6Hx23-4.461. Student Affairs: Academic Honesty Guidelines, Classroom Behavior.

**COPYRIGHT**

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit: [www.copyright.gov](http://www.copyright.gov).

**TURNITIN**

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the [Turnitin Usage Agreement](http://turnitin.com/agreement.asp). Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

**STUDENT SURVEY OF INSTRUCTION**

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

**TECHNOLOGY**

**MINIMUM REQUIREMENTS**

View the [MyCourses Minimum Technology Requirements](https://mycoursessupport.spcollege.edu/technical-requirements-for-mycourses).

Students should know how to navigate the course and use the course tools. Dropbox-style assignments may require attachments in either Microsoft Word (.doc or .docx) or Rich Text Format (.rtf), so that they can be properly evaluated. If an attachment cannot be opened by the instructor, students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

**Minimum Technical Skills:** Specify the minimum technical skills expected of the learner: general and course-specific learners must have to succeed in the course.

MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

**ACCESSIBILITY OF TECHNOLOGY**

* [MyCourses (Brightspace by Desire2Learn) Accessibility](http://www.brightspace.com/about/accessibility)
* [Turnitin Accessibility](http://turnitin.com/en_us/about-us/accessibility)
* [Google (YouTube) Accessibility](http://www.google.com/accessibility/)

**PRIVACY**

* [MyCourses (Brightspace by Desire2Learn) Privacy](http://www.brightspace.com/legal/privacy)
* [Turnitin Privacy](http://turnitin.com/en_us/about-us/privacy)
* [YouTube Privacy](https://www.youtube.com/static?template=privacy_guidelines)

**TECHNICAL SUPPORT**

Technical support is available via the [Technical Support Desk](https://mycoursessupport.spcollege.edu/technical-support-desk-call-center).

**INSTRUCTIONAL CONTINUITY PLAN - EMERGENCY PREPAREDNESS POLICY**

The St. Petersburg College website at [www.spcollege.edu](http://www.spcollege.edu/) is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period of time, and is planning ways our operations can continue following such an emergency.

So, in the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, in order to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to MyCourses in lieu of meeting in a classroom—possibly through duration of the course’s regularly scheduled end date. We will finish this course in MyCourses, as directed by your instructor online, and your instructor will use all graded assignments—both online and formerly on-campus—to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.

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