PAD 5351: Applied Statistics for Public Administration

Fall 2015 Course Syllabus
University of Texas at El Paso
Master of Public Administration Program

Time: W 6:00 - 8:50 (UGLC 202A)

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Office Hours: T 4:15-5:45; W 4:15-5:45, and by appointment.

Course Description
PAD 5351 is a course that focuses on how to conduct theoretically and methodologically sound quantitative research for students in public administration. Quantitative analysis is the main component of the course. Students will learn how to conduct statistical analyses by hand and with the statistical software, SPSS. Basic hypothesis testing, sampling, and univariate/bivariate analysis are some of the statistical topics covered in this course. Regression analysis is the main focus of the course as it is the main statistical method in academic and applied studies to examine the effects of independent variables on dependent variables. Ultimately, PAD 5351 is a tools course that gives students access to concepts important for analysis in the government and nonprofit workplaces.

Learning Objectives
By the end of this course, students will be able to:
- Understand and conduct statistical analyses by hand and by using SPSS.
- Use the appropriate statistical means to test hypotheses.
- Present research findings in written and oral form.

Required Texts

All readings, exams, and assignments will be based upon the indicated edition of this text. There is no guarantee that older or newer editions will contain the same information.

Software
We will be using SPSS in this course. Various labs across campus have SPSS with varying hours of operation. It is also available via MyDesktop using your my.utep.edu login. If you would like to rent SPSS for your personal computer, the following website offers it: http://www.onthehub.com/spss/.

Should you choose this option, you will need the Standard GradPak.

Course Requirements
1. Homework (270 pts.): Homework assignments will be due often throughout the semester. Each
homework assignment will be worth 30 points. There are a total of 9 assignments.

2. Exams (200 pts.): Two non-cumulative exams will be given in the semester. Each exam is worth 100 points. You will have two hours to complete the exams. Both exams are open-book, open-note, & open-computer. The only source you may not use is another student.

3. Participation (30 pts.): Participation will be based off of attendance, arriving on time and not leaving early, and answering class questions.

Grade Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Homework (9 @ 30 pts.)</td>
<td>270</td>
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<tr>
<td>Exams (2 @ 100 pts.)</td>
<td>200</td>
</tr>
<tr>
<td>Participation</td>
<td>30</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>500</strong></td>
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Grading Scale

- A = 90% - 100% (450 - 500)
- B = 80% - 89.99% (400 - 449)
- C = 70% - 79.99% (350 - 399)
- D = 60% - 69.99% (300 - 349)
- F = <60% (<300)

Students taking the course with the S/U option must earn a B to earn a Satisfactory grade.

Course Expectations & Policies

**Courtesy**

Comments and language in class should be professional and courteous. Cell phones are annoying and distracting. Please put them away or have them on vibrate for emergencies. Please arrive on time and refrain from leaving class early. These actions are distracting to the instructor and students. Part of being in an MPA program is learning professional skills for the workplace. Most employers do not allow late arrivals to work. If your employer does allow late arrivals, then we’ll consider the class training for the worst-case scenario. Most weeks will have an assignment due. Being late to class will result in late penalties on assignments and paper components as outlined below. They are fairly strict, so please make note. In exchange, I will start class on time and not keep you past 8:50. If we need to start class at a later time so that everybody can arrive on time, we should discuss it now, during the beginning of the semester.

**Assignment Submissions**

Homework assignments are a major component of your final grade. With such a large number of students enrolled in this course, it will be necessary to use the following guidelines when submitting homework:

1. Assignments are not required to be typed. However, you must write legibly. If I cannot read your handwriting, answers will be graded based upon what I can decipher.
2. All assignments and other course materials must be turned in to me in hard-copy form.

If you are ill or cannot make the class on the date an assignment is due, you must make arrangements with a classmate to have the hard-copy delivered to me. I make no guarantees that assignments submitted to my office mailbox or assignments slid under my door are actually delivered to me. It is your responsibility to ensure that I receive your materials. Due to declining budgets and incessant problems with Blackboard and email, I no longer accept assignments through Blackboard or email.

3. Assignments are due at the beginning of the class (6:00 PM). Assignments not turned in at this time will be considered late and late penalties as described below will be applied.

4. Some problems on the homework assignments will be computer-based. I will explain in the directions when you should use SPSS.

5. For homework problems involving SPSS, you will need to include the SPSS output when you turn it in. You must include these components to receive full credit on your homework.

6. Please bring 2 copies of your homework to class. One copy will be turned in. The other copy will be for you to make notes, since I will go over homework problems at the beginning of class.

Late Work Policy & Make-Up Exams and Assignments

Since you have ample notice of the due dates of the assignments, and their requirements, no extensions will be given for assignments, unless there is approved medical, legal (jury duty), or university documentation. Materials turned in after the indicated due date and time will automatically receive a 10% deduction. Late work will receive an additional 15% deduction for each additional 24 hours that pass in which the assignment is not turned in. I make no guarantees that late work submitted to my office mailbox or assignments slid under my door are actually delivered to me. It is your responsibility to ensure that I receive your materials.

Documented medical emergencies and the death of an immediate family member are the only acceptable reasons, beyond those recognized by the university or jury duty, for missing an exam. Should you experience one of these unfortunate events, please plan on providing appropriate documentation. You also should attempt to speak with me before the exam day, an important factor in considering your request. Make-up exams will be administered at the convenience of the instructor and should be scheduled within a timely manner (within a week unless the make-up occurs towards the end of the academic term).

The date and time of the final exam has been set in accordance with the guidelines stipulated by the university. You should make your travel plans so that they do not conflict with your final exam schedule for your courses. Students will not be allowed to take the exam early or late because they have booked travel plans.

Extra Credit

No extra credit will be offered in this course.

Incompletes

Incompletes will only be given in the most extreme and extenuating circumstances.

Student Privacy

Per regulations outlined in the Family Educational Rights and Privacy Act (FERPA), I will not discuss your grades, class performance, or any issues dealing with your personal circumstances
as they relate to this course with another party that cannot legally access your collegiate records or legally obtain such information. I will not field phone calls from your parents concerning your performance or circumstances related to this course. Your performance may be discussed with other members of the faculty as it pertains to your progress in the program, consideration for awards/funding, and as it is relevant to other university and department-related considerations.

**Student Disability Services**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the university regarding services for students with disabilities.

**Academic Misconduct**

Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to, the following actions:

1. Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty.
2. Plagiarism is using another person’s work without acknowledgment, making it appear to be one’s own. Any ideas, words, pictures, or other source must be acknowledged in a citation that gives credit to the source. This is true no matter where the material comes from, including the internet, other student’s work, unpublished materials, or oral sources. Intentional and unintentional instances of plagiarism are considered instances of academic misconduct. It is the responsibility of the student submitting the work in question to know, understand, and comply with this policy. If no citation is given, then borrowing any of the following would be an example of plagiarism: a) An idea or opinion, even when put into one’s own words (paraphrase); b) A few well-said words, if these are a unique insight; c) Many words, even if one changes most of them; d) Materials assembled by others, for instance quotes or a bibliography; e) An argument; f) A pattern of idea; g) Graphs, pictures, or other illustrations; h) Facts; i) All or part of an existing paper or other resource.
3. Unauthorized possession of examinations, reserve library materials, laboratory materials, or other course-related materials.
4. Unauthorized changing of grades on an examination, in an instructor’s grade book, or on a grade report; or unauthorized access to academic computer records.
5. Nondisclosure or misrepresentation in filling out applications or other University records in, or for, academic departments or colleges.

The current Student Code of Conduct definition of plagiarism can be found at: http://studentaffairs.utep.edu/Default.aspx?tabid=4386

**Syllabus Change Policy**

The contents of this course syllabus are subject to change in the event of extenuating circumstances.
Course Schedule

Aug. 26: Introduction to Course & Review

Sept. 2: Data Set-Up
   - Homework 1 Due.

Sept. 9: Z-Scores
   - MBB. Ch. 8, pp. 131-143.

Sept. 16: Inference & Hypothesis Testing
   - Homework 2 Due.
   - MBB. Ch. 11.
   - MBB. Ch. 12, pp. 188-197.

Sept. 23: Hypothesis Testing and Differences Between Groups
   - Homework 3 Due.
   - MBB. Ch. 12, pp. 197-202.
   - MBB. Ch. 14.

Sept. 30: Contingency Tables & Chi-Square
   - Homework 4 Due.
   - MBB. Ch. 15
   - MBB. Ch. 16, pp. 260-266.

Oct. 7: Misc. Day
   - Homework 5 Due.
   - “Neighborhood Hierarchy of Needs.”

Oct. 14: Exam

Oct. 21: Bivariate Regression
   - MBB. Ch. 18.

Oct. 28: Regression Assumptions
   - Homework 6 Due.
   - MBB. Ch. 19.
Nov. 4: Multivariate Regression
- Homework 7 Due.
- MBB. Ch. 21.

Nov. 11: Multivariate Regression
- Homework 8 Due.
- MBB. Ch. 23.

Nov. 18: Time Series, and Log Transformations
- Homework 9 Due.
- MBB. Ch. 20.

Nov. 25: Open Date

Dec. 2: Exam 2 (Tentative)

Dec. 8: Open Date
- Exam 2 if necessary

Important Dates
Sept. 9: Census Day
Sept. 18: Last Day to Declare P/F Option
Oct. 30: Last Day to Drop Course with a "W"
Dec. 3: Last Day to Withdraw from the University