PAD 5351: Applied Statistics for Public Administration

Fall 2014 Course Syllabus
University of Texas at El Paso
Master of Public Administration Program

Time: M 6:00 - 8:50 (UGLC 234)

Instructor: Daniel Scheller, Ph.D.  Office: Kelly 407
E-mail: dsscheller@utep.edu  Office Hours: M 4:15-5:45; T 4:15-5:45, and by appointment.
Office Phone: 915-747-6268

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

Recommended Texts

All readings 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. *Other readings will be located online.*
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/](http://www.onthehub.com/spss/). Should you choose this option, you will need the Standard GradPak.

Course Requirements

1. Homework (100 pts.): Homework assignments will be due often throughout the semester. Each homework assignment will be worth 10 points. There are a total of 10 assignments. If you made an attempt to complete all problems, you will earn 10 points. If you did half of the problems, you will earn 5 points. I will not grade the homework, but will post solutions outside my office every week. Homework problems will be based upon the previous lecture’s material.

2. Quizzes (100 pts.): Each week, we will have a short, 15 minute quiz over the previous week’s material (which was also covered in the homework). Problems will be multiple choice. Quizzes will be open book/open note. Quizzes will begin at 6:00 PM and will stop at 6:15 PM.

3. Research Paper (100 pts.): You will write a short research paper on a topic of your choice. You will need to formulate a research hypothesis, find data, run a statistical analysis, and write up the results. I have placed due dates in the syllabus by which you need to come to my office to discuss with me the components of the paper. Papers must be turned in through SafeAssign on Blackboard.

4. Research Meetings/Participation (30 pts.): You will receive points for meeting to discuss your research paper in my office, along with attending class on time and participating.

Grade Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Homework (10 @ 10 pts.)</td>
<td>100</td>
</tr>
<tr>
<td>Quizzes (10 @ 10 pts.)</td>
<td>100</td>
</tr>
<tr>
<td>Research Paper</td>
<td>100</td>
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<tr>
<td>Research Mtgs./Partic.</td>
<td>30</td>
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<tr>
<td><strong>Total</strong></td>
<td>330</td>
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Grading Scale

A = (297 - 330)
B = (248 - 296)
C = (215 - 247)
D = (182 - 214)
F = (<182)

Course Expectations & Policies

**Courtesy**
Comments and language in class should be professional and courteous. Cell phones are an-
njoying 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, and they must be turned in on time. 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.

**Late Work & Make-Up Policies**

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 beginning of class are late and will receive a 0. You have the option of turning in homework through Blackboard, so if you anticipate being late to class, turn it in through Blackboard! No make-up quizzes will be given, unless there is approved medical, legal (jury duty), or university documentation. All quizzes will be collected at 6:15 PM. Since you will be meeting with me concerning the components of your paper and you will have 2 weeks at the end of the semester to finish the paper, no late papers will be accepted unless there is approved medical, legal (jury duty), or university documentation.

**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 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.


**Syllabus Change Policy**

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

Aug. 25: Introduction to Course & Research Design Review

Sept. 1: No Class - Labor Day

Sept. 8: Central Tendency and Dispersion
   - MBB. Ch. 5.
   - MBB. Ch. 6.

Sept. 15: Inference
   - Homework 1 Due.
   - Quiz 1.
   - MBB. Ch. 11.
   - MBB. Ch. 12, pp. 188-197.

Sept. 22: T-Tests and Hypothesis Testing
   - Deadline to Discuss Hypothesis
   - Homework 2 Due.
   - Quiz 2.
   - MBB. Ch. 12, pp. 197-202.
   - MBB. Ch. 14.

Sept. 29: ANOVA
   - Homework 3 Due.
   - Quiz 3
   - “The Effects of Neighborhood Democracy on Cooperation: A Laboratory Study.”

Oct. 6: Contingency Tables & Chi-Square
   - Homework 4 Due.
   - Quiz 4
   - MBB. Ch. 15
   - MBB. Ch. 16, pp. 260-266.

Oct. 13: Bivariate Regression
   - Homework 5 Due.
   - Quiz 5.
   - MBB. Ch. 18.
Oct. 20: Regression Assumptions  
Deadline to Discuss Data.  
- Homework 6 Due.  
- Quiz 6  
- MBB. Ch. 19.

Oct. 27: Multivariate Regression  
- Homework 7 Due.  
- Quiz 7  
- MBB. Ch. 21.

Nov. 3: Multivariate Regression  
- Homework 8 Due.  
- Quiz 8  
- MBB. Ch. 23.

Nov. 10: Time Series, and Log Transformations  
- Homework 9 Due.  
- Quiz 9  
- MBB. Ch. 20.

Nov. 17: Regression in Research  
- Homework 10 Due.  
- Quiz 10.  
- “Neighborhood Governments and Their Role in Property Values.”

Nov. 24: Open Date  
Deadline to Discuss Results

Dec. 1 - Dec. 8  
Work on research paper. Due: Dec. 8 6:00 PM

Important Dates  
Sept. 10: Census Day  
Sept. 19: Last Day to Declare P/F Option  
Oct. 31: Last Day to Drop Course with a "W"  
Dec. 4: Last Day to Withdraw from the University