

# MPAL 6303.794 Analytical Techniques



## Spring 2020 Syllabus

### Basic Information

**Instructor Name: Hank Abrams, Ph.D.**

OFFICE: MB4142

OFFICE PHONE: 432-552-2342

E-MAIL: [abrams\\_h@utpb.edu](mailto:abrams_h@utpb.edu)

OFFICE HOURS: Monday—2:15pm-5:15pm; Tuesday—10:30am-11:30am; Thursday—11:30am-12:30pm.

This course is a Web Course and is conducted within Canvas  
<http://utpb.instructure.com>

**NOTE:** The due dates and times for the activities will adhere to the Central Time Zone.

### Course Description

#### Course Catalog Description:

Social science research and data analysis techniques, and their practical application to issues in public and nonprofit administration.

#### Measurable Learning Outcomes:

By the end of this course, you will increase your ability to:

- A. apply basic applied social science research and data analysis techniques to address public policy/management and program practice questions
- B. review, critique, and use applied research done by others
- C. design and conduct an applied research project

#### Prerequisites:

No course prerequisites.

## Materials

### Required Materials:

Portions (about 100 pages) from *Research Methods for Public Administrators, 5<sup>th</sup> Edition*, by Elizabeth O'Sullivan, et al. Pearson Longman 2008. Copyright clearance and copies were arranged through Xanadu. You may obtain this material through the UTPB Bookstore. After your order is placed, the Bookstore will send you your hardcopy of the necessary material.

You will need to rent a copy of SPSS (Statistical Package for the Social Sciences). SPSS will be used to complete Assignments 3 and 4. Assignments 3 and 4 give you the options of doing these assignments by yourself or doing them as a team of exactly two members from the class. You can rent **IBM SPSS Statistics Grad Pack 22.0 STANDARD** (12 month license—about \$60) for download at:

student discounts: <http://www.studentdiscounts.com>

When you install the SPSS software, please register it with SPSS (you will be asked during the install); otherwise your license will expire in about two weeks. PLEASE GET VERSION 22.0 AS SPECIFIED ABOVE. After you enter the site and find the right package, click on VIEW and scroll down to see the hardware and software requirements.

**One alternative to renting the SPSS package is to use the computer lab facilities here at UTPB or at another university where you have the right to do so.**

(NOTE: Assignments 1 and 2 are to be submitted and primarily done as an individual effort.)

### Recommended Materials

None

### Other materials:

In addition to the textbook, there will be some supplemental readings from various journals. You may access these articles via the University Library website. On the University Library website go to Falconfinder and enter the journal title in which the particular article was published. You should be able to print out the article. Please contact me if you have any problems doing this.

### Important Academic Dates

UTPB [Academic Calendar](#)

# Course Overview

The course is broken into twelve distinct modules as detailed in the Schedule section at the end of this syllabus. In addition to presenting module objectives, most modules will have:

\*Assigned reading from the textbook portions and/or from journal articles

\*A lecture

\*Questions or exercises that need to be completed. These will not be graded but will increase your understanding of the material and will help you do better on the graded exams and assignments.

\*Other Activities

In addition, as outlined in the Schedule portion of this document, there will be:

**\*Two course exams (Open Book) (will be allowed to bring HARD COPY of materials such as the module lectures, the assignments, the study questions/exercises and your answers, assigned articles, other books/documents, etc.)**

Both exams will involve live proctoring. There will be three options for this.

As indicated in the Schedule at the end of this document, **Option 1** will involve the instructor (me) proctoring the exam at UTPB at the specific date/time slot indicated in the schedule (at no additional cost to students).

**Option 2** will involve students arranging with EXAMITY for online authentication and live proctoring which will allow them to take their exams at home or other setting of their choice. This option includes having an EXAMITY proctor actually observe the student as he/she takes the exam (along with video recording). For a two hour session, a student will need to pay about \$22 per exam. To do this option, a student will need: a working webcam and microphone which can be tested at [www.testmycam.net](http://www.testmycam.net); an internet connection of at least 3Mbps ([www.speedtest.net](http://www.speedtest.net)); Chrome/Mozilla/safari/Internet Explorer/Microsoft Edge browser; and an up to date operating system (Windows or Mac OS). For an automated systems check, students can click on <http://prod.examity.com/systemcheck/ComputerReadinessCheck.aspx>. If a student does not pass the systems check or has questions or concerns, he/she can contact Examity's technical support 24/7 via email at [support@examity.com](mailto:support@examity.com) or phone at (855)392-6489.

**Option 3** will involve students (in consultation with the instructor) taking the exams at a testing center (usually at colleges near the students). This alternative may involve a charge of about \$20 per exam.

**Please let me know by March 20th which of the above three options you plan to use for your two exams.**

The exams will be open book where you should bring hard copy of the textbook portions, the articles, the module lectures, the assignments, and so forth. You may bring materials outside of those used in the course if you think they might be helpful to you. You should bring a regular calculator (cell phone use or searching for materials on the web will not be allowed). The second exam will be about 65% based on the material after the first exam. While I anticipate that each exam will take an AVERAGE of about 85 minutes to complete, you will be allowed up to 120 minutes (2 hours) if you need it. Each exam will be about 55% multiple choice and 45% other (e.g., moderate length written response, problem-solving, etc.).

**\*Three graded web-based discussion board questions**

For each discussion board question, you will post your own main response and then post responses to posts by at least two other class participants (this is a minimum; meaningful responses to a range of posts will be favorably considered by the instructor). Not reading posts/replies is the equivalent of sleeping in class.

**\*Four graded assignments**

Reading the lectures, doing the assigned textbook portions and journal article readings, and rigorously doing various questions or exercises are essential for success. If you have any questions about the material, you should feel free to contact me (email, phone, etc.). In general, all exams, discussion questions, and graded assignments must be submitted according to the dates specified in the schedule in this syllabus.

**Grading Weights:**

<b>Course Activity</b>	<b>Percentage of Total Grade</b>
Assignment 1	7%
Assignment 2	7%
Assignment 3	5%
Assignment 4	8%
Exam 1 (Open Book)	25%
Exam 2 (Open book)	28%
Discussion Forum 1	6%
Discussion Forum 2	9%
Discussion Forum 3	5%
<b>Total</b>	<b>100%</b>

**Grading Scale:**

<b>Grade Range</b>	<b>Letter Grade</b>
4.00	A
3.67	A-
3.33	B+
3.00	B
2.67	B-
2.33	C+
2.00	C
1.67	C-
1.33	D+
1.00	D
0.00	F

Each course component listed in the Grading Weights table above will receive a letter

grade. The final course grade will reflect a weighted average using the Grading Weights (i.e., percentages) and the numerical equivalent for each letter grade given as shown above in the Grading Scale table (e.g., A= 4.00, A-=3.67, B+=3.33, B=3.00, etc.). Essentially, each student will have a Course GPA which then translates into a course letter grade.

For example, suppose someone receives the following: Assignment 1 (B+), Assignment 2 (A-), Assignment 3 (A-), Assignment 4 (B-), Discussion Forum 1 (C+), Discussion Forum 2 (B+), Discussion Forum 3 (A), Exam 1 (B+), Exam 2(B). Their overall Course GPA would be 3.19 which as suggested in the above Grading Scale table rounds to a B+ for the course. That is,  $(.07 \times 3.33) + (.07 \times 3.67) + (.05 \times 3.67) + (.08 \times 2.67) + (.25 \times 3.33) + (.28 \times 3.00) + (.06 \times 2.33) + (.09 \times 3.33) + (.05 \times 4.00) = 3.19$  or B+ for the overall course grade. The percentages here come from the Grading Weights table and the point value for each letter grade comes from the Grading Scale table.

What does one need to get an A level grade for the course? The answer is that one needs to have at least a course GPA of 3.50 to get an A level grade for the course.

**At any point if you have a question about any of this or you are unclear where your stand, please feel free to contact me.**

### **Communication, Grading & Feedback**

I will make every effort to respond to all messages and emails within 48 hours. If I am going to be out due to ill health, attending a conference, etc., I will notify you using email and/or the announcements page in Canvas. You may contact me via the Canvas message function; or you may contact me via my campus email address or campus phone number (both are provided in the Basic Information section).

Assignments and tests will be graded generally within 7 days of submission; individual and/or general feedback will be provided.

Besides course content and related discussion topics, there will be a question and answer discussion board. I will check this area frequently, but other students may provide the answers. Of course, I will post corrections if needed. I will post the answers for commonly asked questions in this area or on the announcements page for the benefit of all students in the class.

I will also send you emails or post announcements as necessary. You must, therefore, have access to your UTPB email account or have it redirected to another address of your choice

### **Time Management:**

It is anticipated that across the 8 week semester that a student will ON AVERAGE need to spend 8-14 hours per week on this course to be successful. PLAN AHEAD BY

LOOKING AT THE SCHEDULE AND SETTING ASIDE BLOCKS OF TIME TO GET COURSE ELEMENTS COMPLETED IN A TIMELY MANNER.

## Policies

1. **Discussion Board:** Discussion Board is primarily for discussing course related topics and issues.

Best practices are:

- a. Read all message postings in online discussion.
  - b. Respond to the question directly
  - c. Reply to minimum of two other student posts.
  - d. Use a person's name in the body of your message when you reply to their message.
  - e. Avoid postings that are limited to 'I agree' or 'great idea', etc.
  - f. Ensure responses to questions are meaningful, reflective.
  - g. Support statements with concepts from course readings, refer to personal experience, examples.
  - h. Follow **Rules of Behavior**.
2. **Rules of Behavior:** Discussion areas are public to every student in this class (including your instructor) who will see what you write. Please pay attention to the language you use and adhere to the following guidelines:
    - a. Do not post anything too personal.
    - b. Do not use language that is inappropriate for a classroom setting or prejudicial in regard to gender, race, or ethnicity.
    - c. Do not use all caps in the message box unless you are emphasizing (it is considered shouting).
    - a. Be courteous and respectful to other people on the list
    - b. Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
    - c. Use line breaks and paragraphs in long responses.
    - d. Write your full name at the end of the posting.
    - e. Be careful with sarcasm and subtle humor; one person's joke is another person's insult.
  3. **Make-Up/Late Submission Policy:**

All course activities must be submitted before or on set due dates and times. If the student is unable to abide by the due dates and times due to an extraordinary circumstance (e.g., hospitalization for an acute medical condition), it is his/her responsibility to contact the instructor promptly for his consideration. However, generally, assignments and exams must be completed according to the timetables set in the schedule. Failure to do so may result in receiving an F for the particular assignment or exam.

Note: the due dates and times for the activities will adhere to the Central Time Zone.

4. **Academic Dishonesty/Plagiarism/Cheating:** The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion will receive an “F” for the course.

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. For complete information on UTPB student conduct and discipline procedures consult the university’s handbook at: [University’s Handbook:Scholastic Dishonesty](#)

**Academic dishonesty** includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, or the attempt to commit such acts.

**Plagiarism** includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.

5. **Attendance and Class Participation:** Regular and active participation is an essential, unmistakably important aspect of this online course. All students are expected to do the work assigned, and notify the instructor when emergencies arise.
6. **Tracking:** The learning management systems have a tracking features. Statistics are collected that quantifies how often and when students are active in the course and provides information if the student has accessed different pages of the course.
7. **Absenteeism:** All the course activities have set dates to be completed and submitted. After the due dates, the activities will not be available for the students. Not logging into an online course is considered absenteeism. Contact instructor immediately in case of emergency.



## 8. **Course Incomplete/Withdrawal/Grade Appeal:**

All students are required to complete the course within the semester they are signed up. Incomplete grades for the course are rarely given, will be considered if the student provides a valid, documented excuse for not being able to complete the course on time (e.g., hospitalization for a serious, medical condition), and has contacted the instructor prior to the scheduled last class to request an extension. The student signs a contract that includes the incomplete course activities and the new due dates. None of this overrides the general requirement that all exams, assignments, and discussion forums are to be done according to the schedule provided in the syllabus.

Find information and dates regarding drops and withdrawals at [Drops and Withdrawals](#)

For grade appeal process go to [Appeal Process](#)

**NOTE: The due dates and times for the activities will adhere to the Central Time Zone.**

## 9. **ADA Statement**

**Students with disabilities:** The University of Texas of the Permian Basin in compliance with the Americans With Disabilities Act and Section 504 of the Rehabilitation Act provides “reasonable accommodations” to students with disabilities. Any student with a disability who is requesting an accommodation for this course must provide the instructor with official documentation in the form of a letter from the ADA Officer for Students. Only those students who have officially documented a need for an accommodation will have their request honored.

\*\*Adapted from UTSA ADA syllabus statement.\*\*

**ADA Officer for Students:** Mr. Paul Leverington

**Address:** Mesa Building 4243/4901 E. University, Odessa, Texas 79762

**Voice Telephone:** 432-552-4696

**Email:** [ada@utpb.edu](mailto:ada@utpb.edu)

For the accessibility and privacy statements of external tools used within courses, go to [Accessibility and Privacy Statements](#)

## **Computer Skills, Technical & Software Requirements**

This course is designed as a web-based class which necessitates specific computer expertise on the part of the student, specific computer equipment or programs, and a commitment on the part of the student beyond that of most other courses. Canvas navigation help is provided within the course in case you are new to Canvas. You will also need to create word processing documents, save files, and submit files within this course.

Students can use cloud version of Word, PowerPoint and other Microsoft products through use of their UTPB Outlook 365 and UTPB email address. For more information refer to [UTPB Office 365 Page](#)

**Computer Technical Requirements:** Information at [Technical Requirements](#)

UTPB requires that each student who registers for an online course is the same student who participates in, completes, and receives credit for the course. UTPB's Distance Education Policy requires faculty members to employ at least two methods of verification to ensure student identities. To access online courses students must login to the UTPB learning management system using their unique personal identifying username and password. This course satisfies the second method of student authentication by having face to face proctored exams using an approved photo ID\*.

As noted in the Course Overview, there will be two exams that both involve face to face proctoring. That is, a student will need to either take the exam at UTPB at a specific date/time slot (with no additional cost to the student), or off-site via Examity or a testing center. The exams will be open book where you should bring hard copy of the textbook portion, the articles, the module lectures, the assignments, and so forth. You may bring hard copy materials outside of those used in the course if you think they might be helpful to you. You should bring a regular calculator (cell phone use will not be allowed).

\*Approved photo identifications are: passports, government issued identification, driver's licenses, military ID from DoD.

#### Preparation for Emergencies

**Computer Crash:** Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

**Complete Loss of Contact:** If you lose contact with course connectivity completely (i.e. you cannot contact me via Canvas or email), you need to call instructor, and leave message regarding connectivity loss and contact information.

**Lost/Corrupt/Missing Files:** You must keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. In the event of any kind of failure (e.g. virus infection, student's own computer crashes, loss of files in cyberspace, etc) or any contradictions/problems, you may be required to resubmit the files.

### End-of-Course Evaluation & Instructor Evaluation

Every student is encouraged to complete an end-of-course evaluation/survey provided by UTPB. During the last two weeks of class, there will be an announcement in Canvas

an email, and a button in your course navigation that will take you to any available surveys.

The survey is anonymous and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

## Student Support Services

SERVICE	CONTACT
ADA Accommodation/Support	<a href="#">Testing Services &amp; Academic Accommodations Department</a> (432) 552-4696
Advising	(432) 552-2661 <a href="#">UTPB Academic Advising Center</a>
Bookstore	<a href="#">UTPB Campus Bookstore</a> (432) 552-0220
Email, Office 365, my.utpb.edu	<a href="#">Information Technology</a>
Financial Aid and Scholarship	<a href="#">UTPB Financial Aid</a> (432) 552-2620
Library	The <a href="#">J. Conrad Dunagan Library</a> Online at (432) 552-2370
Registrar	<a href="#">UTPB Registrar</a> (432) 552-2635
Student Services	<a href="#">Student Services</a> (432) 552-2600
Technical Support	<a href="#">Canvas</a> 1-866-437-0867
Tutoring & Learning Resources	If you are taking courses through UTPB the following links provide services: <a href="#">Smarthinking Online Tutoring</a> (provides tutoring services), <a href="#">SmarterMeasure</a> (measures learner readiness for online course).

## Disclaimer & Rights

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

## Copyright Statement

Many of the materials that are posted within UTPB courses are protected by copyright law. These materials are only for the use of students enrolled in the course and only for the purpose of the course. They may not be further retained or disseminated.

## Schedule

DATE	Assignments/Activities/Topics	Due Date
Mar 9-10	Course Introduction (as instructed, includes providing background & contact info)	Module 1
Mar 11-13	Beginning a Systematic Applied Research Project	Module 2
Mar 14-17	Some Research Designs *Cross Sectional Statistical Analysis *Classic Randomized Experimentation ASSIGNMENT ONE DUE BY MIDNIGHT MARCH 17 TH	Module 3
Mar 18-22	Some Research Designs (continued) *Examples of Quasi-Experimental Designs BY MARCH 20 <sup>TH</sup> , LET INSTRUCTOR KNOW WHICH OPTION YOU PLAN TO USE FOR THE EXAMS IN THIS COURSE ASSIGNMENT TWO DUE BY MIDNIGHT MARCH 22ND	Module 4
Mar 23-26	Conceptualizing and Measuring Variables BY MARCH 25TH LET INSTRUCTOR KNOW WHICH OPTION YOU PLAN TO USE FOR THE EXAMS IN THIS COURSE GRADED DISCUSSION FORUM ONE DUE BY MIDNIGHT MARCH 26TH	Module 5
Mar 27-28	Univariate Analysis	Module 6
Mar 29- Apr 2	Crosstabs and Tables ASSIGNMENT THREE DUE BY MIDNIGHT APRIL 2nd	Module 7
<b>Apr 6</b>	<b>EXAM ONE (AT UTPB &amp; VIA OFFSITE ARRANGEMENT)+</b>	<b>SEE NOTE BELOW THIS DISPLAY</b>
Apr 7-10	Regression With One Independent Variable	Module 8

Apr 11-15	Multiple Regression Analysis ASSIGNMENT FOUR DUE BY MIDNIGHT APRIL 15 <sup>th</sup>	Module 9
Apr 16-17	Data Sources	Module 10
Apr 18-19	Review of a Regression-Based Applied Research Project	Module 11
Apr 20-23	Anecdotes Revisited GRADED DISCUSSION FORUM TWO DUE BY MIDNIGHT APRIL 23 <sup>rd</sup>	Module 12
Apr 24-27	Basic Multiplicative Component Models GRADED DISCUSSION FORUM THREE DUE BY MIDNIGHT APRIL 27 <sup>th</sup>	Module 13
May 1	<b>EXAM TWO (AT UTPB &amp; VIA OFFSITE ARRANGEMENT)+</b>	<b>SEE NOTE BELOW THIS DISPLAY</b>

+ **Examity** will run from 3PM CST April 6<sup>th</sup> – 8AM CST April 7<sup>th</sup> and from 3PM CST May 1<sup>st</sup>- 8AM CST May 2<sup>nd</sup>. Examity users should schedule a two hour interval that is entirely contained within the date/time slot listed in the previous sentence. Testing centers can be used on April 6<sup>th</sup> and on May 1<sup>st</sup> with times determined by the hours of the specific centers. We have students in different time zones and with a variety of working hours. This is to accommodate this situation. Testing at UTPB will occur outside my office (MB4142). You may arrive here anytime between 3-6pm CST on April 6<sup>th</sup> and 3-6pm on May 1<sup>st</sup> (and take up to two hours to complete each exam). **In all settings, students should allow for up to two hours to complete the exam (although I anticipate the average time to complete each exam will be about 85 minutes)**. Students should let the instructor know as soon as possible if they need an adjustment to this planned test schedule.