

PAD 5351: Applied Statistics for Public Administration

Summer 2017 Course Syllabus
University of Texas at El Paso
Master of Public Administration Program

Time: M T W R 6:00 - 8:00 (Hybrid)

Instructor: Daniel Scheller, Ph.D.
E-mail: dsscheller@utep.edu
Office Phone: 915-747-6268

Office: Kelly 407
Office Hours: W R 3:00 - 6:00;
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 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.

We meet in class 8 times during the semester; the other 8 classes are online due to the Hybrid format of the course. We do not meet in person on days marked “Hybrid Day” on the syllabus

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.

Required Texts

-Meier, Kenneth J., Jeffrey L. Brudney, and John Bohte. 2009. Applied Statistics for Public and Nonprofit Administration. 7th ed. Thomson-Wadsworth.

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.

Course Requirements

1. Homework (210 pts.): Homework assignments will be due throughout the short semester. Each homework assignment will be worth 35 points. There are a total of 6 assignments. Some assignments will involve only book problems to be solved by hand. Other homework assignments will have book problems and SPSS problems.

2. Exams (200 pts.): Two take-home exams will be worth 100 points each. They will be a mix of problems to be solved by hand and some SPSS problems, much like the homework. Exams should be one's own work and not completed in groups.

Grade Components

Homework (6 @ 35 pts.)	210
Exams (2 @ 100 pts.)	200
Total	410

Grading Scale

A	= 90% - 100% (369 - 410)
B	= 80% - 89.99% (328 - 368)
C	= 70% - 79.99% (287 - 327)
D	= 60% - 69.99% (246 - 286)
F	= <60% (<246)

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.

Assignment Submissions

Homework assignments are a major component of your final grade. Please 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 unless you must miss class. Then, you may turn in your homework through Blackboard.**
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. 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 professional, 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.

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.

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

June 12: Introduction to Course & Review

June 13: Hybrid Day: Central Tendency and Dispersion

- MBB. Ch. 5, pp. 77-91.
- MBB. Ch. 6, pp. 96-105.

June 14: Z-Scores

- Homework 1 Due.
- MBB. Ch. 8, pp. 131-143.

June 15: Hybrid Day: Data Set-Up and SPSS Downloading

- Youtube Video

June 19: Inference & Hypothesis Testing

- Homework 2 Due.
- MBB. Ch. 11.
- MBB. Ch. 12, pp. 188-197.

June 20: Hybrid Day: Graphs in SPSS

- Youtube Video

June 21: Hypothesis Testing and Differences Between Groups & T-Tests in SPSS

- Homework 3 Due.
- MBB. Ch. 14, pp. 217-219.

June 22 Hybrid Day: Chi-Square

- Homework 4 Due.
- Read notes in Blackboard Chi-Square.
- MBB. Ch. 15, pp. 246-256.
- MBB. Ch. 16, pp. 260-266.
- Take Home Exam Distributed.

June 26: Hybrid Day: Chi-Square in SPSS

- Youtube Video

June 27: Bivariate Regression

- Take Home Exam Due.

-MBB. Ch. 18, pp. 321-335.

June 28: Hybrid Day: Bivariate Regression, contd. & SPSS

-MBB. Ch. 18, pp. 335-343.

-Youtube Video

June 29 Hybrid Day: Regression Assumptions & SPSS

-MBB. Ch. 19.

July 3: Multivariate Regression

-Homework 5 Due.

-MBB. Ch. 21.

July 4: No Class

July 5: Multivariate Regression

-Homework 6 Due.

-MBB. Ch. 23.

-Distribute Short Take Home Exam.

July 7: Email/Turn in Take Home Exam by 11:59 PM