

**University of North Texas at Dallas  
Fall Semester 2018  
SYLLABUS for Distance Learning**

**PLDR 5300 Data Analytics and Research I  
Methods 3 Credit Hours**

<b>Department of</b>	<b>Public Leadership</b>	<b>School of</b>	<b>Liberal Arts &amp; Science</b>
<b>Instructor Name:</b>	Dr. Janiece Upshaw		
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<b>Office Hours:</b>	<b>Monday: 3:00 – 5:00</b> <b>Tuesday: 3:00 – 5:00</b> <b>Wednesday: 2:00 – 5:00</b>		
<b>Classroom Location:</b>	Dal 1 244		
<b>Class Meeting Days &amp; Times:</b>	Wednesday 6:00 – 8:50 p.m.		
<b>Course Catalog Description:</b>	Key computational and data competencies needed by administrators to fulfill the informational needs of decision making at all levels of an organization. Using and applying analytical and statistical tools understand the impact of quantitative data and decision making.		
<b>Prerequisites:</b>	PADM 5510		
<b>Required Text:</b>	<i>Publication Manual of the American Psychological Association</i> , 6 <sup>th</sup> Edition by <a href="#">American Psychological Association</a> ISBN-13:9781433805615, Publisher: American Psychological Association, July 7, 2009. Brown, M., & Hale, K. (2014) <i>Applied Research Methods in Public &amp; Nonprofit Organizations</i> . Jossey-Bass, San Francisco, CA.		
<b>Suggested Texts:</b>	<b>APA: the Easy Way! A Quick and Simplified Guide to the APA Writing Style</b> , 2 <sup>nd</sup> Edition by Peggy M. Houghton and Timothy J. Houghton, Publisher:		
<b>Access to Learning Resources:</b>	UNT Dallas Library: phone: (972) 780-1616 web: <a href="http://www.untdallas.edu/library">http://www.untdallas.edu/library</a> email: <a href="mailto:library@untdallas.edu">library@untdallas.edu</a> UNT Dallas Bookstore: phone: (972) 780-3652 web: <a href="http://www.untdallas.edu/bookstore">http://www.untdallas.edu/bookstore</a> e-mail: <a href="mailto:untdallas@bkstr.com">untdallas@bkstr.com</a>		
<b>Additional Online Resources</b>	<i>ICAAP: Resources for Methods</i> <a href="http://gsociology.icaap.org/methods">http://gsociology.icaap.org/methods</a> <i>Online Evaluation Resource Library</i> <a href="http://oerl.sri.com/">http://oerl.sri.com/</a> <i>Research Methods Knowledge Base</i> <a href="http://www.socialresearchmethods.net/kb/index.php">http://www.socialresearchmethods.net/kb/index.php</a> <i>American Evaluation Association:</i> <a href="http://www.eval.org/">http://www.eval.org/</a> <i>Canadian International Development Agency:</i> <a href="http://documents.reflectlearn.org/Offline%20Docs%20for%20Your%20Introductory%20Guide%20to%20OA/OA%20Guide-E.pdf">http://documents.reflectlearn.org/Offline%20Docs%20for%20Your%20Introductory%20Guide%20to%20OA/OA%20Guide-E.pdf</a>		

<b>Course Goals or Overview:</b> The goals of this course are as follows -	
	1. to introduce students to the field of program evaluation – its methods, and professional standards; its role in nonprofit and public agencies; and 2. to provide students with practical experience in performing a program evaluation within the community.
<b>Learning Objectives/Outcomes:</b> At the end of this course, students will be able to:	
1	Be able to classify the key elements of administrative research and note why it is important.
2	Produce information that shows understanding of the scientific method is and why it issued by decision makers.
3	Prepare a list of the goals of basic and applied research and to understand how these are related;
4	Illustrate how to conduct, evaluate and critically evaluate research
5	The course is designed to enhance critical thinking through inquiry and analysis and the creative linking of disparate or similar concepts.
6	The course is designed to enhance written, oral and reading skills to promote communication.
7	The course is designed to ensure UNT Dallas graduates use socially responsible research methods, and through various design approaches underlying administrative leadership and policy.
8	The course promotes personal responsibility through discussions of ethical problems and reasoning in the public sphere.
9	Taken together, these general education objectives are designed to achieve the ultimate goal of the university, to provide a foundation and skills for you to continue learning long after you have left the university.

### Online/Hybrid Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Blackboard announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

Schedule	Topic	Activities	Due Date
Aug 29	Peer Reviewed Research Annotated Bibliography Outline of Research Paper	Overview of Research Process Case Studies	
Sept 5 Online (No Class)		Brown & Hale: Chapter 1	Complete NIH Human Subjects Training Due 9/5 by 11:59 p.m. Submit Certificate to Blackboard
Sept 12	Developing useful questions, empirical theories, testable hypotheses	Brown & Hale: Chapter 2	
Sept 19	Developing useful questions, empirical theories, testable hypotheses	Brown & Hale: Chapter 2	<b>Video Assignment &amp; Questions</b> due 9/19 by 6:00 p.m. Bring Questions to Class to review in small groups

Sept 26	Research Design, validity, reliability and error, sampling strategies Reliability Validity Populations & Samples	Brown & Hale: Chapter 2 Frontline Video: <a href="https://www.youtube.com/watch?v=CzCGux7qD1c">https://www.youtube.com/watch?v=CzCGux7qD1c</a> Watch video and answer questions Extra reading on subject: Jacobson, J. W., Mulick, J. A., & Schwartz, A. A. (1995). A history of facilitated communication: Science pseudoscience, and antiscience. <i>American Psychologist, 50</i> , 750-765.	5 references due 9/26 by 6:00 p.m.
Oct 3	Research Design, validity, reliability and error, sampling strategies Reliability Validity Populations & Samples	Brown & Hale: Chapter 3	Annotated Bibliography Due 10/7 by 11:59 p.m.
Oct 10	Midterm	No Class	Midterm (Literature Review) Due 10/14 @ 11:59 p.m.
Oct 17	Data Collection	Brown & Hale: Chapter 4	
Oct 24	Survey Research	Brown & Hale: Chapter 5	Methodology Exercise due 10/24 by 6:00 p.m.
Oct 31	Survey Research	Brown & Hale: Chapter 5	Data Collection Exercise due 10/31 by 11:59 p.m.
Nov 7	Analyzing Data	Brown & Hale: Chapter 6	Research Design Exercise due 11/7 by 6:00 p.m.
Nov 14	Analyzing Data	Brown & Hale: Chapter 6	Survey Exercise Due 11/14 by 6:00 p.m.
Nov 21	(No class) Happy Thanksgiving!		
Nov 28	Writing & Presenting Findings	Brown & Hale: Chapter 6	
Dec 5	Institutional Review Board	Review IRB Application Process	IRB Application Due 11/29 6:00 p.m.
Dec 12 Online		Final Essay Questions Posted on Blackboard 12/5 at 5:00 p.m.	Final due 12/12 by 9:00 p.m.

## Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course. All assignments must be submitted electronically by due date and time as stated in syllabus.

### Online Assignment:

NIH Training – 25

## Projects:

## Exams

Students will be given a Final Essay Exam in which they may select 2 questions (from 3) to answer. These 2 questions will comprise 50% of your Final Exam grade.

### **Grading Matrix:**

<b>Activities/Assignments</b>	<b>Points</b>	<b>Value (percentages)</b>
Exercises/Participation		17%
NIH Training	10	
Video Assignment/Questions	10	
Five References	10	
Research Design Exercise	10	
Participation & Attendance	10	
Projects		50%
Annotated Bibliography	25	
Methodology Section	25	
Survey Design	25	
Data Collection	25	
IRB Application	50	
Exams		33%
Midterm	50	
Final	50	
<b>Total:</b>	<b>300</b>	<b>100%</b>
<b>Completion of Class Evaluation</b>	<b>10</b>	<b>Extra Credit</b>

### Grade Determination

A = 90% or better

B = 80 – 89 %

C = 70 – 79 %

D = 60 – 69 %

F = less than 60%

## University Policies and Procedures

### **Students with Disabilities (ADA Compliance):**

Chapter 7(7.004) Disability Accommodations for Students

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untDallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at [UNTDisability@untDallas.edu](mailto:UNTDisability@untDallas.edu) or at Building 2, room 204.

### Blackboard Learn Accessibility Statement:

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. Blackboard Learn course management system's accessibility statement is also provided: <http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx>

**NOTE:** Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

### **Course Evaluation Policy:**

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

**Late Policy:** Late assignments will receive an automatic 25% reduction. Assignments are not accepted 48 hours after the due date and time.

**Exam Policy:** (Online exams and the ability to retake is solely at the instructor's discretion). **NOTE:** Online exams may be proctored on campus per instructor's discretion.

### **Academic Integrity:**

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at

[http://www.untdallas.edu/sites/default/files/page\\_level2/pdf/policy/7.002%20Code%20of%20Academic\\_Integrity.pdf](http://www.untdallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic_Integrity.pdf) for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

**Web-based Plagiarism Detection:** Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

## **Classroom Policies**

### **Online Attendance and Participation:**

The University attendance policy is in effect for this course. Class attendance in the Blackboard classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency. .

Attendance for this online or hybrid course is considered when you are logged in and active in Blackboard, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to <http://www.untdallas.edu/registrar> for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be

excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course

**Inclement Weather and Online Classes:** Online classes may or may not be effected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

**Online "Netiquette:**

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper "netiquette" (i.e., no writing in all caps (usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to the Student Code of Student Rights Responsibilities and Conduct at <http://www.untDallas.edu/osa/policies>. Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

**Diversity/Tolerance Policy:**

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

**Technology Requirements:** In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements.

Blackboard Learn 9.1 is the platform software for this course. Blackboard Learn supports major web browsers such as Windows Internet Explorer, Apple Safari, Mozilla Firefox, and Google Chrome. However, since the latter two are updated continually, some recent versions may not be compatible. If you experience difficulty accessing or using components of the course, try using Internet Explorer. Also, no matter what browser you use, always enable pop-ups. For more information see:

- <http://www.untDallas.edu/dlit/ecampus/requirements>
- <https://blackboard.secure.force.com/publicbarticleview?id=kAB700000008Oom>
- [https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check\\_full.html](https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check_full.html)