

**University of North Texas at Dallas  
Spring Semester 2020  
SYLLABUS**

<b>PLDR 5310 Data Analytics and Research Methods II</b>	
<b>3 Credit Hours</b>	
<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
<b>Office Location:</b>	FH 200C
<b>Office Phone:</b>	972.338.1538
<b>Email Address:</b>	<a href="mailto:janiece.upshaw@untdallas.edu">janiece.upshaw@untdallas.edu</a>
<b>Office Hours:</b>	Monday: 2:00 – 5:00 Wednesday: 2:00 – 5:00 Or by appt.
<b>Classroom Location:</b>	Dal 1, 308
<b>Class Meeting Days &amp; Times:</b>	Wednesday 6:00 – 8:50 p.m.
<b>Course Catalog Description:</b>	The fundamental concepts and techniques in managing and presenting data for effective data-driven decision-making. Topics include data design as well as practical applications of appropriate research methodologies to assess the effectiveness and efficiency of public and nonprofit sector program and policies. Data visualization includes understanding the best practices for usable, consumable, and actionable data/results presentations.
<b>Prerequisites:</b>	PLDR 5300
<b>Required Text:</b>	<b>Applied Statistics for Public and Nonprofit Administration, 9<sup>th</sup> ed.</b> (2015) by Kenneth J. Meier, Jeffrey L. Brudney & John Bohte. Publisher: ISBN-13: 978-1-285-73723-2
<b>Suggested Texts:</b>	
<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 -	

<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.
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 professionally engage through enhanced knowledge of the value of research and its advantages, 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.

## 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 Canvas announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

### Spring 2018 Schedule

<b>Weeks</b>	<b>Calendar Date</b>	<b>Class Date</b>
1	Jan.13 – Jan. 19	Jan. 15
2	Jan. 20 – Jan. 26	Jan. 22
3	Jan.27 – Feb. 2	Jan. 29
4	Feb. 3 – Feb. 9	Feb. 5
5	Feb. 10 – Feb. 16	Feb 12
6	Feb. 17 – Feb. 23	Feb. 19
7	Feb. 24 – Mar. 1	Feb. 26
8	Mar. 2 – Mar. 8	Mar. 4
	Mar. 9 – Mar. 15	Spring Break
9	Mar. 16 – Mar. 22	Mar. 18
10	Mar. 23 – Mar. 29	Mar. 25
11	Mar. 30 – Apr. 5	Apr. 1
12	Apr. 6 – Apr. 12	Apr. 8
13	Apr. 13 – Apr. 19	Apr. 15
14	Apr. 20 – Apr. 26	Apr. 22
15	Apr. 27 – May 3	Apr. 29
16	May 4 - 9	May 6 (Final Exam)

<b>Schedule</b>	<b>Topic</b>	<b>Activities</b>	<b>Due Date</b>
Week 1	Overview of Course Syllabus & Assignments  The Advantages of a Statistical Approach in Public & Nonprofit Administration	Appendix A Handout	Quiz 1 – Due Saturday, January 18, 11:59 p.m.

Week 2	Measurement Measurement Reliability Levels of Measurement	Chapter 1 & 2	Quiz 2 – Due Saturday, Jan 25, 11:59 p.m.
Week 3	Research Design Causal Relationships Validity Frequency Distributions	Chapter 3 & 4	Quiz 3 - Due Saturday, Feb. 1, 11:59 p.m.
Week 4	Descriptive Statistics Measures of Central Tendency Measures of Dispersion	Chapter 5 & 6	Quiz 4 –Due Saturday, Feb. 8, 11:59 p.m.
Week 5	Descriptive Statistics Standard Deviation	Chapter 6	Quiz 5 –Due Saturday, Feb. 15, 11:59 p.m.
Week 6	Probability The Normal Probability Distribution	Chapter 7 & 8	Quiz 6 – Due Saturday, Feb. 22, 11:59 p.m.
Week 7	Inferential Statistics	Chapter 10 & 11	Quiz 7 – Due Saturday, Feb. 29, 11:59 p.m.
Week 8		Midterm	Quiz 8 – Due Saturday, Mar. 7, 11:59 p.m.
		Springbreak	
Week 9	Inferential Statistics Estimating Mean/Standard Deviation The Standard Error $t$ Distribution	Chapter 12	Quiz 9 – Due Saturday, Mar. 21, 11:59 p.m.
Week 10	Inferential Statistics Hypothesis Testing Null Hypothesis One- and Two-Tailed Test	Chapter 13	Quiz 10 – Due Saturday, Mar. 28, 11:59 p.m.
Week 11	Contingency Tables	Chapter 14 & 15	Quiz 11– Due Saturday, Apr. 4, 11:59 p.m.
Week 12	Regression Analysis Linear Regressin	Chapter 17 & 18	Quiz 12 – Due Saturday, Apr. 11
Week 13	Time Series Analysis Multiple Regression	Chapter 19 & 20	Data Analysis Project– Due Wednesday, April 29
Week 14	Data Management	Chapter 21	
Week 15	Review		
Week 16	Final Exam		Final May 6

## 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.

### Quizzes:

Quizzes will be due 3 days following the class to allow students to read and discuss the material. Quizzes will consist of both mathematical principles as well as understanding, interpreting, and application of statistical principles in social science research. Each quiz will be worth 25 points.

### Exams

Midterm Exam – Will cover concepts covered in Chapter 1 – 8, plus the Appendix Handout

Final Exam – Will cover concepts covered in Chapters 9 – 14, 24 – 25

### Data Analysis Project

### Late Assignments:

All assignments should be submitted online at Canvas. It is the student's responsibility to ensure the assignment is submitted successfully. All assignments should be submitted as word documents. Canvas will time stamp each document. You may only make one submission on Canvas, so be very careful to submit the assignment ready for grading. Assignments turned in late will lose 10% of the grade for each 24 hours the assignment is past due. Example if an assignment is worth 100 points, then 10 points will be deducted each 24 hour period. If an assignment is worth 25 points, then 2.5 points will be deducted for each 24 hour period. Assignments turned in 72 hours after the due date and time will not be accepted.

### **Grading Matrix:**

<b>Activities/Assignments</b>	<b>Points</b>	<b>Value (percentages)</b>
Quizzes (12) 25 points each	300	50%
Mid-term	100	16.7%
Final	100	16.7%
Data Analysis Project	100	16.7%
<b>Total:</b>	<b>600</b>	<b>100%</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):**

The University of North Texas at Dallas makes reasonable academic accommodations for students with disabilities. Students seeking accommodations must first register with the Disabilities 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 delays in implementation. Note that a student 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 letter 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) on the first floor of the Student Center.

**Canvas Instructure Accessibility Statement:** *optional if you do not use Canvas for the course*

University of North Texas at Dallas is committed to ensuring that 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. The Canvas Instructure Accessibility Statement is provided at <https://www.canvaslms.com/accessibility>.

**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.

**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 UNT Dallas Academic Integrity Policy in the appropriate Catalog at <http://dallascatalog.unt.edu>.

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 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.

**Diversity/Tolerance Policy:** *(Sample given)*

**Students are encouraged to contribute their perspectives and insights to class discussions. 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's Rights, Responsibilities, and Conduct will be referred to the Dean of Students as the instructor deems appropriate (UNT Policy 7.001 found at <https://www.untdallas.edu/hr/upol>).**

**Classroom Disruption:**

Students are expected to engage with the instructor and other students in this class in a respectful and civil manner at all times to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom. A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absent for that class period and any other classes the student misses as a result of not meeting with the Dean of Students. The student is responsible for material missed during all absences and the instructor is not responsible for providing missed material. In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct (**UNT Policy 7.001 found at <https://www.untdallas.edu/hr/upol>**) describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Student's Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

**Course Evaluations:**

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 via your campus email, providing you a chance to comment on how this class is taught. I will not have access to the results of the evaluations until after final grades have posted. 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.

**Bad Weather Policy:**

Campus facilities will close and operations will be suspended when adverse weather and/or safety hazards exist on the UNTD campus or if travel to the campus is deemed dangerous as the result of ice, sleet or snow. In the event of a campus closure, the Marketing and Communication Department will report closure information to all appropriate major media by 7 a.m. That department will also update the UNTD website, Facebook and Twitter with closing information as soon as it is possible. For more information please refer to <http://www.untDallas.edu/police/resources/notifications>.

**Inclement Weather and Online Classes:**

Online classes may or may not be affected 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.

**Technology Assistance:** In order to successfully access the materials in Canvas, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

If you experience difficulty accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor.

If the problem is still not resolved, call Distance Learning at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups.

For more information see:

- UNT Dallas Canvas Technical Requirements: <https://community.canvaslms.com/docs/DOC-10721>

Canvas Instructure Support & Unsupported Operating Systems: <https://community.canvaslms.com/docs/DOC-10720>