

**University of North Texas at Dallas  
Fall Semester 2019  
SYLLABUS for Distance Learning**

**PLDR 5310 Data Analytics and Research Methods  
II 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		
<b>Office Location:</b>	FH259		
<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>	<b>Monday: 2:00 – 5:00</b> <b>Tuesday: 2:00 – 5:00</b> <b>Thursday: 2:00 – 4:00</b>		
<b>Classroom Location:</b>	Dal 2 306		
<b>Class Meeting Days &amp; Times:</b>	Thursday 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, 6<sup>th</sup> ed.</b> (2008) by Kenneth J. Meier, Jeffrey L. Brudney & John Bohte. Publisher: ISBN-13: 978-0534602680 ISBN-10: 05434602681 (Do not Order – See Instructor)		
<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 2019 Schedule

<b>Weeks</b>	<b>Calendar Date</b>	<b>Class Date</b>
1	Jan.14 – Jan. 20	Jan. 17
2	Jan. 21 – Jan. 27	Jan. 24
3	Jan.28 – Feb. 3	Jan. 31
4	Feb. 4 – Feb. 10	Feb. 7
5	Feb. 11 – Feb. 17	Feb 14
6	Feb. 18 – Feb. 24	Feb. 21
7	Feb. 25 – Mar. 3	Feb. 28
8	Mar. 4 – Mar. 10	Mar. 7 (Mid-term)
	Mar. 11 – Mar. 17	Spring Break
9	Mar. 18 – Mar. 24	Mar. 21
10	Mar. 25 – Mar. 31	Mar. 28
11	Apr.1 – Apr. 7	Apr. 4
12	Apr. 8 – Apr. 14	Apr.11
13	Apr. 15 – Apr. 21	Apr. 18
14	Apr. 22 – Apr. 28	Apr.25
15	Apr.29 – May 5	May 2
16	May 6 - 12	May 9 (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	

Week 2	Measurement Measurement Reliability Levels of Measurement	Chapter 2	Quiz 1 – Due Saturday, January 19, 11:59 p.m.
Week 3	Research Design Causal Relationships Validity	Chapter 3	Quiz 2 – Levels of Measurement Due Saturday, Jan 26, 11:59 p.m.
Week 4	Descriptive Statistics Frequency Distributions	Chapter 4	Quiz 3 - Research Design Due Saturday, Feb. 2, 11:59 p.m.
Week 5	Descriptive Statistics Measures of Central Tendency	Chapter 5	Quiz 4 – Frequency Distributions Due Saturday, Feb. 9, 11:59 p.m.
Week 6	Descriptive Statistics Measures of Dispersion Standard Deviation	Chapter 6	Quiz 5 – Measures of Central Tendency Due Saturday, Feb. 16, 11:59 p.m.
Week 7	Probability The Normal Probability Distribution	Chapter 7 & 8	Quiz 6 – Measures of Dispersion Saturday, Feb. 23, 11:59 p.m.
Week 8		Midterm	Midterm due Thursday, March 7 by 11:59 p.m.
		Springbreak	
Week 9	Probability The Binomial Probability Distribution Overview of additional Probability Distributions	Chapter 9 & 10	Quiz 7 – Probability due Saturday, March 23, 11:59 p.m.
Week 10	Inferential Statistics Estimating Mean/Standard Deviation The Standard Error $t$ Distribution	Chapter 11	Quiz 8 – Inference due Saturday, March 30, 11:59 p.m.
Week 11	Inferential Statistics Hypothesis Testing Null Hypothesis One- and Two-Tailed Test	Chapter 12	Quiz 9 – Hypothesis Testing due Saturday, April 6, 11:59 p.m.
Week 12	Inferential Statistics Estimating Population Proportions	Chapter 13	Quiz 10 – Estimating Population Proportions due Saturday, April 13, 11:59 p.m.
Week 13	Inferential Statistics Testing the Difference Between Two Groups Difference of Means	Chapter 14	Quiz 11 – Difference of Means Due Saturday, April 20, 11:59 p.m.
Week 14	Presenting Data & Graphical Presentations Decision-making	Chapter 24 & 25	Quiz 12 – Decision-making due April 26, 11:59 p.m.
Week 15	Review		
Week 16	Class does not meet Final online	Final	Final due May 9 by 11:59 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.

### Quizzes:

Quizzes will be due 2 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

### 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:

Activities/Assignments	Points	Value (percentages)
Quizzes (12) 25 points each	300	60% (5% each)
Mid-term	100	20%
Final	100	60%
<b>Total:</b>	<b>500</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):**

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.

### **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.

**Assignment Policy:** (According to the instructor's discretion while working in concert with the division/program's guidelines).

**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 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**

### **Attendance and Participation:**

The University attendance policy is in effect for this course. Class attendance in the 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. .

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 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.