San José State University
Department of Political Science MPA
Administrative Research Methods, PADM 212, Spring 2022

Course and Contact Information

Instructor(s):	Xintong Chen
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Office Hours:	M/W 10:00 - noon via Zoom and by appointment
Class Days/Time:	Wednesday, 6:00 - 8:45p
Classroom:	Clark Building 306

Course Description

From the SJSU Course Catalog: The study and application of principles and methods of social science research and evaluation in a public administration context. Emphasis on learning research designs and using statistics and computers.

This is a 3-unit credit course. This course introduces graduate students with techniques, and applications of social science research in the context of public administration. With an emphasis on quantitative, survey-derived data analysis, the research process is examined from hypothesis construction and research design to data analysis and report writing. This course also introduces students to a statistical software package for the social sciences (SPSS) to facilitate understanding of the statistical concepts.

This is a research method course, instead of statistics. We will only superficially touch on the mathematical models underlying the techniques we are studying. Instead, we will emphasize the understanding of statistical concepts and the use of statistics in the context of social research.

This course can be divided into three sections. In the first section, we will introduce the research process and the components of designing a research proposal. In the second section, we will turn to measurements and data collection. Finally, we will dive into data analysis techniques. Those include descriptive analysis, correlation, and some simple regression models.

Course Learning Outcomes (CLO)

Upon successful completion of this course, students will be able to:

1. CLO1: Identify sources of good research and research data, as well as explain why and how these are sources are valid. This outcome is assessed by class participation and group research project.
2. CLO2: Understand the process of social science inquiry, including common data collection and sampling techniques. This outcome is assessed by class participation, homework assignments and group research project.
3. CLO3: Explore basic quantitative strategies for data analysis and hypothesis testing. This outcome is assessed by class participation and homework assignments.
4. CLO4: Communicate their results effectively to others through presentation and research paper. This outcome is assessed by group research project presentation and group research project.

Faculty Web Page and MYSJSU Messaging

Course materials such as syllabus, handouts, notes, assignment instructions, can be found on the Canvas learning management system course website. You are responsible for regularly checking with the messaging system through MySJSU on Spartan App Portal (or other communication system as indicated by the instructor) to learn of any updates. For help with using Canvas see Canvas Student Resources page.

Communication and Office Hour

I provided all course materials on Canvas and will frequently make announcements on Canvas. It is essential that you check the class Canvas page routinely. I am available to meet you every Monday and Wednesday morning 10:00 to noon. You will use the link https://www.wejoinin.com/sheets/hnllp to sign up for office hours. One spot is for 15 minutes. You should sign up at least two hours early before the meeting time. You can sign up for at most two spots per week. If you need more time, send me an email. I will set up a special appointment with you. Free feel to contact me through email as well if you have any questions.

Required Texts/Readings

Textbook

- Andy Field, Discovering Statistics Using IBM SPSS, 5th ed., (Sage CQ Press, 2018) ISBN# 978-1526436566

Please note older editions of this book is perfectly acceptable to purchase. However, key information, page numbers and chapter numbers may vary from edition to edition. It is the student's responsibility to account for these discrepancies when they exist.

Laptop are required for this class. You can borrow a laptop free for a semester from library using the following link.
https://www.sjsu.edu/learnanywhere/equipment/index.php

Students are also required to download and have available for their use a copy of SPSS. Students can download this program for free at
https://www.sjsu.edu/it/services/collaboration/software/instructions/index.php. .

Course Requirements and Assignments

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally three hours per unit per week) for instruction, preparation/studying, or course related activities, including but not limited to internships, labs, and clinical practice. Other course structures will have equivalent workload expectations as described in the syllabus.

Homework assignments (40%). Homework assignments are an opportunity to practice the methods presented in class and in the readings. These assignments will consist of a set of problems or applications of techniques covered in class. Some of these assignments will involve using SPSS to apply statistical techniques to actual data. Students may work in groups on these assignments, but the work students turn in must be their own. Students must complete and submit all of the assignments by the due date to pass the course. Details will be provided at the appropriate time. This assignment evaluates CLOs #2 and #3.

Research Proposal (30%). Students will select a research topic in governance, administration and policy. Next, students will develop the research topic into a research proposal. The research proposal will include three sections, which are introduction, literature review, and method. More details about this assignment are available in Research Project Guidelines and Research Project Grading Rubrics on Canvas. This assignment evaluates CLOs #1, #2, and #4.

Research Proposal Presentation (15%). Each student will provide a 12 to 15 minutes presentation. In the presentation, briefly discuss the three sections of research proposal. More details about this assignment are available in Research Project Guidelines. This assignment evaluates CLOs #1, #2, and #4.

Participation and in-class activities (15%). Regular class attendance is highly encouraged, though per University Policy F-15-12 (http://www.sjsu.edu/senate/docs/F15-12.pdf), students will not be graded on daily attendance. Participation will be evaluated based on in class activities such as group discussions, exercise, and quizzes. This assignment evaluates CLOs #1, #2, #3 and #4.

Assignments and Due Dates	
Homework Assignments (4 @ 10 pts each)	2/16, 3/9,3/23,4/20
Research Proposal (include three Sections, see below)	Multiple Dates
The first draft	4/6
The final version	5/18
Group Research Project Presentation	5/4 or 5/11
Class Participation	N/A

Grading Information

Your grade will be calculated as follows:

Grade	Percentage
A plus	98 to 100%
A	93 to 97.9%
A minus	90 to 92.9%
B plus	86 to 89.9 %
B	83 to 85.9%

Grade	Percentage
B minus	80 to 82%
C plus	76 to 79%
C	73 to 75%
C minus	70 to 72%
D plus	66 to 69%
D	63 to 65%
D minus	60 to 62%

And assignments and exams will be weighted accordingly:

Assignments and exams weights	
Homework Assignments (4 ×10 pts each)	40 Points
Group Research Proposal	30 Points
The first draft	15 Points
The final version	15 Points
Group Research Project Presentation	15 Points
Class Participation	15 Points

Cellphones, laptops, and other technology

Students may not use their cell phone for non-class purposes in class. Laptops, tablets, and other such technology are allowed in class but for notetaking and educational use only.

Make-up/Late Policy

Students are expected to complete assignments on time and turn them in by the beginning of class on the day they are due. Students are not allowed to make up homework assignments and research proposal presentation. If these are not completed, the student will receive a zero for that day. For the research proposal, 10 points will be deducted on top of the students' grade for each day it is late. Students only have up to a week to turn in a late assignment; after that, it will be a zero.

The late policy may be waived in the following two situations. First. it may be waived at the instructor's discretion in case of an emergency. If an emergency arises that prevents you from completing your work on time, please email the instructor as soon as possible so that arrangements can be made for you to keep up in the class. Emergencies are defined as anything which is serious and unexpected. Emergencies cannot be written on the calendar in advance. Examples of emergencies are heart attacks, car accidents, a serious health crisis of the student or in the student's immediate family. Examples of non-emergencies are family weddings, vacations, conferences or any other event which can be planned around. Second, university-related absences (e.g., university athletics, conferences, and other university-related absences) are considered as excused absences. If students cannot complete assignments on time due to university-related absences, students should inform the instructor before the due time of an assignment.

University Policies

Per University Policy S16-9 ,relevant university policy concerning all courses, such as student responsibilities, academic integrity, accommodations, dropping and adding, consent for recording of class, etc. and available student services (e.g. learning assistance, counseling, and other resources) are listed on Syllabus Information

web page (https://www.sjsu.edu/curriculum/courses/syllabus-info.php). Make sure to visit this page to review and be aware of these university policies and resources.

Workload and Credit Hour Requirements

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practice. Other course structures will have equivalent workload expectations as described in the syllabus.

Political Science Department Writing Policy

Students of political science should develop the ability to write in clear, grammatical English. Spelling and grammar count! Students must take care that appropriate citations are used. Direct quotations must be so indicated with quotation marks. Ideas from others must also be referenced. Failure to cite your sources constitutes academic misconduct, which carries with it serious sanctions. A tutorial on citations is available at http://libguides.sjsu.edu/writeandcite.The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center visit http://www.sjsu.edu/writingcenter/.

Useful Information for Students

SJSU Counseling Services
The SJSU Counseling Services is located on the corner of 7th Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit Counseling Services website at http://www.sjsu.edu/counseling.

SJSU Writing Center
The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at http://www.sjsu.edu/writingcenter. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook.

Student Technology Training Center
Student Technology Training Center is located in King Library. The Training Center is dedicated to providing software training and support to San Jose State students, faculty, and staff. Need to learn a software program (such as SPSS) to complete a class project, or develop something for your student organization? You can request a one-on-one meeting with one of our talented staff members. To make an individual or small group appointment, visit Student Technology Training Center website at https://library.sjsu.edu/student-technology-training/student-technology-training-center.

Spartan Food Pantry
The Spartan Food Pantry is a walk-in, full-service, staffed, food assistance program offering non-perishable goods, fresh produce, and refrigerated items to eligible students. No student should have to face food insecurity. We define those in need as students who have limited or uncertain access to nutritious and safe foods because of a lack of money and other resources. For more information, visit Spartan Food Pantry website at
https://www.sjsu.edu/sjsucares/get-assistance/spartan-food-pantry.php

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Please note, the schedule below is subject to change with fair notice. It is the student's responsibility to stay apprised of changes to the course schedule.

Course Schedule

Week	Date	Topics	Readings	Assignments Due
Research Design				
1	1/26	Introduction and Overview; The Selection of Research Approach	Canvas Readings	
2	2/2	Identifying Research Questions; Literature Search	Canvas Readings	
3	2/9	Formulating Hypotheses	Canvas Readings	
4	2/16	Survey Design and Ethical Issues in Research Design	Canvas Readings	Homework #1
Measurement and Data Analysis				
5	2/23	Sampling; SPSS Workshop	Canvas Readings; Field, Ch.4	
6	3/2	Descriptive Statistics	Field, Ch. 1&5	
7	3/9	Hypotheses Testing and Comparing Means	Field, Ch.2 and 10	Homework #2
8	3/16	Assumptions and Correlation	Field, Ch.6 & 8	
9	3/23	Linear Regression I	Field, Ch. 9	Homework #3
10	**3/30**	**Spring Recess No Class**		
11	**4/6**	**No Class (Instructor will go to a Conference)**		Research Proposal draft
12	4/13	Linear Regression II	Field, Ch. 10	
13	4/20	Linear Regression III	Field, Ch. 11	Homework #4
14	4/27	Non-Linear Relationship	Canvas Readings; Field, Ch. 20	
15	5/4	Research Proposal Presentation	NA	
16	5/11	Research Proposal Presentation	NA	
The final Version of Research Proposal Due – Wednesday, May 18th 6:00 pm				