Instructor Information: Dr. Isla A. Schuchs Carr, Assistant Professor of Public Administration

Office Location: 304 Bay Hall; Office Phone Number: (361) 825-2215

Office Hours: Monday and Wednesday 11:30 AM-1:15 PM, and Thursday 5-6:30 PM, or by appointment.

E-mail Address: isla.schuchscarr@tamucc.edu (preferred method of contact)

Course Information: This course meets in BH 206 on Monday evenings from 7-9:30 PM, with between 75-99% of the course content taught face-to-face and between 1-25% of the course content taught online.

Course Description: Examination of analytical methods, research techniques, and models of inquiry in the social and administrative sciences. Topics may include problem definition; needs assessment; data gathering, processing and interpretation; survey research; secondary analysis; and demographics. Assumes computer literacy and completion of an introductory statistics course, or equivalent, prior to student’s entry into the class. [Cross-listed with IDSY 5311.] Prerequisite: SOCI/PSYC 1342 [Common Course MATH 1342] or equivalent.

Course Materials: The following textbook is required. Any additional readings and/or educational videos will be posted in Blackboard or can be accessed through the library online catalog.


For more information on ordering the required text, visit the university bookstore.

Website: Your class will be using the Blackboard platform. If you have trouble with your log-in to Backboard, please contact Island Online Support:

Hours of Operation: -- 8:00 A.M. to 10:00 P.M. Every day (U.S. Central)
By Phone: 361-825-2825 (Local); 1-866-353-2491 (Long Distance)
By E-mail: islandonline@tamucc.edu

Note: This syllabus is subject to change. Students will be notified of any changes via e-mail and the most recent edition of this course syllabus will be posted of the course Blackboard site.
**Student Learning Outcomes:**
This course is designed to assist you in mastering specific competencies identified by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA). The NASPAA competency addressed in this course is to analyze, synthesize, think critically, solve problems and make decisions.

By the end of the course, students will be able to:
1. Explore how to incorporate research methods and inquiry into policy and practice (assessed with assignments);
2. Formulate clear research questions, identify the research question(s) in reports and articles (assessed with assignments);
3. Critically assess, review, and understand research (assessed with the midterm and final exams);
4. Utilize quantitative and qualitative techniques when in decision-making and problem solving (assessed with assignments);
5. Select and use appropriate research methods and analytical tools for collecting and analyzing data (assessed with the research proposal);
6. Identify and apply different “ethical maps” to resolving ethical conflicts associated with research (assessed with assignments—IRB Certification process);
7. Demonstrate graduate-level writing, critical thinking, research, analytical, and public speaking skills (assessed throughout all course assignments).

**Course Requirements:** Students may earn a total of 500 possible points throughout the course by completing the following assessments.

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Due Date</th>
<th>Possible Point Value</th>
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</thead>
<tbody>
<tr>
<td>Class Activities/Participation</td>
<td>Ongoing, See Course Schedule</td>
<td>50</td>
</tr>
<tr>
<td>Discussion Questions</td>
<td>Ongoing, See Course Schedule</td>
<td>50</td>
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<tr>
<td>Assignments</td>
<td>Ongoing, See Course Schedule</td>
<td>100</td>
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<tr>
<td>Midterm Exam/Exam 01</td>
<td>Oct. 14th</td>
<td>100</td>
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<tr>
<td>Research Proposal</td>
<td>Dec. 2nd</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam/Exam 02</td>
<td>Dec. 9th</td>
<td>100</td>
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<tr>
<td>Total</td>
<td></td>
<td>500</td>
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**Grading Scale:**
A  90-100%  449-500 points
B  80-89%   398-448 points
C  70-79%   348-397 points
D  60-69%   298-347 points
F  59% and below  297 and below

All assignments must be turned in using the appropriate Backboard assignment portal. Acceptance of late hand-ins or postings is at the sole discretion of the instructor. Points will be deducted for late hand-ins. The following is an overview of the various assignments, but more detailed information and instructions is posted on the course Blackboard site.

**Two Exams [50 pts—20% each]** The exams will consist of multiple choice, short answer and short essays. Questions on the exams will be drawn from the required readings and my lectures. Midterm/Test 01 will cover Chapters 1-6 and Final Exam/Test 02 will cover Chapters 7-12.
Class Activities/Participation [50 pts—10%] You are expected to come to class having completed the assigned readings and to participate in class discussions. Students are expected to actively engage in class during the entire class period, every class period. As there is an online element to this course, discussion board posts will be used to engage students in weeks we do not meet in person. Students should demonstrate in class that they have read by making comments, asking questions and engaging in activities.

Discussion Questions [50 pts—10%] Students are expected to submit at least two discussion questions they develop from the assigned course readings for each week readings are assigned. You will need to post these questions on the Discussion Forum in Blackboard before midnight on the Sunday before the class meets in order to give me time to review and address your questions in class. In the situation where a scheduled in-person course meeting has to be moved online, students are responsible for answering at least one question posted by their professor or fellow classmates. In these situations, more information will be posted on the Blackboard course site and notification as well as further instruction will be e-mailed to your university e-mail account.

Assignments [100 pts—20% total] There are five assignments throughout the semester. These assignments include the development of elements of your research proposal and some are based on cases that go along with certain chapters in the book (Chapters 2, 3, 5, 8). Each case has a series of questions and/or tasks to accompany it that provides an application of the skills covered in the chapter. Due dates are listed on the Course Schedule below and more information will be posted with the assignments on Blackboard.

Research Proposal [100 pts—20%] Throughout the semester the students will use the knowledge and skills they are learning to work on a research proposal that is due at the end of the semester. Some of the Assignments will assist in the development of the completed research proposal, which is due at the end of the semester. More information about this assignment is posted on Blackboard.

Course Policies:

1. In order for us, as a class, to maturely discuss controversial issues you must respect the opinions and values held by others. Disagreement is allowed. Disrespect will not be tolerated.

2. Do not cheat or plagiarize. I will strongly enforce the University's academic misconduct policies (for more information see section on academic misconduct). Collaboration or discussion about individual assignments with other persons other than your instructor or other persons approved by your instructor is considered cheating.

3. I will regularly post information (grades, assignment information, announcements, etc) on the course website. Please check this on a regular basis. Remember that Blackboard sends emails to students’ Islander accounts. Check that account regularly. Students are responsible for forwarding their Islander email to their preferred address if they do not use their Islander email. Course email announcements are archived in Blackboard for your reference as well.

4. Technological advances have made many of our lives easier, however, it can also be an unwelcome distraction. Put your cell phones on silent or vibrate and put away all electronic devices unless you are using them for timekeeping, notetaking, or we are using them in class for another educational purpose.
5. I expect you to not act as a disruption or distraction to others in the room. Please refrain from talking that is not part of class discussions, or other disruptive behavior. If you cannot behave in a respectful manner and/or are acting as a disruption, you will be asked to leave, and you will be counted absent.

6. Students may have beverages in class; however, eating is not allowed in classroom. You are expected to dispose of your trash properly. Students who must eat due to health reasons should contact the instructor prior to class to discuss their situation so that appropriate arrangements can be made as necessary.

7. Students **may not** make audio or video recordings of any course activity unless the student has an approved accommodation from the Office of Disability Services permitting the recording of class meetings. In such cases, the accommodation letter must be presented to the instructor in advance of any recording being done and all students in the course will be notified whenever recording will be taking place. Students who are permitted to record classes are not permitted to redistribute audio or video recordings of statements or comments from the course to individuals who are not students in the course without the express permission of the faculty member and of any students who are recorded. Distribution without permission is a violation of educational privacy law.

**Attendance:** Attendance will be taken at each physical class meeting within the first 5 minutes of class. If you come in late there is no guarantee you will be marked present for that class date. If you are late, meet with me after class and I will mark you late instead of absent. If you leave early, without permission, I will also either mark you absent or late depending on how long you attended. If you know you must leave class early or will arrive late for some pre-determined reason, please let me know before class begins (although this does not mean I will excuse your absence). It is very important that you are present and that you keep up with your reading and assignments. I will not drop any students from my roster for non-attendance.

**Nettiquette:** When you contact me via e-mail make sure to include your first, last name, and course name or number. With three separate courses, and some of you in multiple courses I teach, knowing this information will make it easier (and quicker) for me to respond to your e-mail. Every e-mail should have an appropriate subject title and should be from your Islander email account. I will not respond to emails sent from personal email accounts. If you do not get a reply after two business days (not counting weekends) then make sure you followed these basic netiquette rules before contacting me again. I will ignore unprofessional e-mails.

**Late Assignments:** I only accept late assignments with a valid university excuse, additional documentation such as a doctor’s excuse, or for a reduced assignment grade. Late submissions will be subject to a ten-percentage points deduction per day late. If an assignment is due in class, any submissions turned in after class has started are considered one day late. Class Participation Events are not subject to the same late assignment policy and will not be accepted past the activity class meeting/online deadline.

**Texas A&M University Corpus Christi Policies:**

**Academic Advising**
The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. Degree plans are prepared in the CLA Academic Advising Center. The University uses an online Degree Audit system. Any amendment must be approved by the Department Chair and the Office of the Dean. All courses and requirements specified in the final degree plan audit must be completed before a degree will be granted. The CLA Academic Advising Office is located in Driftwood #203. For more information please call 361-825-3466.

**Academic Integrity/Plagiarism**

University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in an ‘F’ on the assignment in question and a warning from the professor for a first offense in any courses also taught by Dr. Schuchs Carr. The second offense will result in an ‘F’ in the course a referral to the university for further disciplinary action.

**Definition:** In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source. Plagiarism is a violation academic expectations, but it is sometimes difficult to understand what plagiarism actually is. Often, students commit unintentional plagiarism (not citing sources properly, for example), because they are unaware of the standards that apply. Plagiarism includes:

- Using the work of another as your own,
- Downloading or purchasing ready-made essays off the web and using them as your own,
- Using resource materials without correct documentation,
- Using the organization or language of a source without using quote marks and proper citation.
- Turning in a researched project without citing sources in an appropriate documentation style.

When you are confused about citation of quotes or ideas, please visit the Writing Center or me to get help. Information on APA documentation rules is available at Purdue University’s OWL: [http://owl.english.purdue.edu/](http://owl.english.purdue.edu/), and from our local Writing Center at CASA. Each student will be expected to complete the CITI Plagiarism Module and upload the certificate during the first two weeks of class.

**Classroom/Professional Behavior**

Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

**Disabilities Accommodations**

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 call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116.

**Veterans**

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816. Veterans can find more information online at [http://vets.tamucc.edu/](http://vets.tamucc.edu/). Please also communicate with your instructor for assistance.

**Student Caregivers**

If you have caregiving responsibilities (e.g., parent of a child or care for elderly parents) and you anticipate scheduling difficulties, please discuss this at the beginning of the semester with the instructor to work out an appropriate strategy and keep in regular touch during the semester.

**Part-time or Full-time Employed Students**

If you anticipate scheduling conflicts or workload difficulties, please discuss your questions, concerns, and potential solutions with the instructor at the beginning of the semester and keep in regular touch during the semester.

**Dropping a Class**

I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with your academic advisor, the Financial Aid Office, and me, before you decide to drop this course. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. **November 8th** is the last day to drop a class with an automatic grade of “W” this term. View the academic calendar for a full detailed schedule of events for the semester, if necessary.

**Grade Appeals**

As stated in University Procedure 13.02.99.C2.03, *Student Grade Appeals*, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.03, *Student Grade Appeals*. These documents are accessible online at: [http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C0.03_student_grade_appeals.pdf](http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C0.03_student_grade_appeals.pdf). For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s office in the college in which the course is taught. For complete details on the process of submitting a formal grade appeal in CLA, please visit the College of Liberal Arts website, [http://cla.tamucc.edu/about/student-resources.html](http://cla.tamucc.edu/about/student-resources.html).
**Inclusive Excellence:** The Master of Public Administration Program is committed to University Values as stated in the Momentum 20/20 Strategic Plan. We value inclusion, “to foster an environment of mutual respect that values and engages diverse people, ideas, views, and practices.” With the University, the Program believes “we must foster a campus climate with an ethos of respect, inclusion, empowerment, shared responsibility and social justice for all.”

**Mandatory Reporting:** Our University is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, I have an obligation to report certain issues relating to the health and safety of campus community members. I must report to the appropriate University officials any allegation of discrimination or harassment. Sexual misconduct, which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, is considered a form of discrimination. In addition to reporting all discrimination and harassment claims, I must report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm to yourself or others. Such reports may trigger contact from a University official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX Coordinator: Samuel Ramirez, 361-825-2765 or samuel.ramirez@tamucc.edu; or the Title IX Deputy Coordinator: Rosie Ruiz, 361-825-5826 or rosie.ruiz@tamucc.edu.

If you have been a victim of sexual assault or sexual harassment, contact:
- University Police Department: 361-825-4444
- File an online complaint: [File a Complaint](https://studentaffairs.tamucc.edu/Contact%20Us.html)
- Notify the Title IX coordinator: 361-825-2765

The University Police Department has a crime victim’s advocate that can assist you. You can also contact the University Counseling and/or the University Health Center as appropriate. The University Counseling offers some confidential resources: [http://counseling.tamucc.edu/](http://counseling.tamucc.edu/).

Further information may be found on the University web site: [http://edcs.tamucc.edu/titleIX/](http://edcs.tamucc.edu/titleIX/)

**Statement of Academic Continuity**
In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student. Dr. Schuchs Carr will request this information from you in a Qualtrics Survey she will provide a link to under “Week 01” on the course Blackboard site. If this information changes during the semester, it is your responsibility to update Dr. Schuchs Carr with your new information.

**Other Campus Services**
Office of the Dean of Students: supporting students who may need assistance in resolving complex personal and academic matters (361-825-2612, [https://studentaffairs.tamucc.edu/Contact%20Us.html](https://studentaffairs.tamucc.edu/Contact%20Us.html), University Center 318).
**University Counseling Center**: provides counseling, consultation, and educational outreach to students experiencing stress due to academic, personal or career issues (361-825-2703, [http://counseling.tamucc.edu](http://counseling.tamucc.edu), Driftwood Building).

The Counseling Center is now offering TAO, a mobile friendly set of tools available 24/7 to help you feel better and manage your stress. Register now with your Islander email at [http://counseling.tamucc.edu](http://counseling.tamucc.edu) and download the TAO app to get started.

**University Health Center**: supports students’ by treating illness, promoting wellness, and educating students about health-related concerns (361-825-2601, [healthcenter.tamucc.edu](http://healthcenter.tamucc.edu), Sandpiper Building).

**Career Services**: helps students explore, select, prepare for, and pursue employment and careers (361-825-2628, [career-services.tamucc.edu](http://career-services.tamucc.edu), University Center 304).

**CASA and the Writing Center**: provides academic support services and the Writing Center assists with any type of writing project by appointment and walk-ins ([https://casa.tamucc.edu/](https://casa.tamucc.edu/), Glasscock Center 112).

**Izzy’s Food Pantry**: In partnership with the Coastal Bend Food Bank (formerly the Food Bank of Corpus Christi,) Izzy’s Food Pantry strives to provide food assistance for currently enrolled Texas A&M-Corpus Christi students in need ([http://seas.tamucc.edu/FoodPantry/](http://seas.tamucc.edu/FoodPantry/), University Center 204).

*Please note that the emergency phone number in the classroom is 4444 to reach the police.*

*If the class phone is blinking red (no ringing) or you receive a blue alert, please let the instructor know immediately so she can obtain important safety information.*

Other Emergency Policies can be found in the QUICK REFERENCE GUIDE TO CAMPUS EMERGENCIES located online at: [https://safety.tamucc.edu/uploads/Site/finalbooklet.pdf](https://safety.tamucc.edu/uploads/Site/finalbooklet.pdf).
Course Schedule:

All dates, assignments, and evaluations are subject to change with advanced notice. Please pay attention to Blackboard (https://iol.tamucc.edu/) for updates. The times posted for deadlines refer to the time in Corpus Christi, Texas (i.e., Central Time Zone). Complete the following readings and assignments before the class in which they will be discussed or due.

Week 1: Monday, August 26th:

- Introduction and Overview of course themes and requirements
- The Purpose of Research—Pajo Chapter 01
  
  Complete online introduction in the Discussion Forum

Week 2: Monday, September 2nd:

- No Class due to Labor Day Holiday
  
  Submit Discussion Questions online before midnight on Sept. 10th

Week 3: Monday, September 9th:

- Formulating a Research Question—Pajo Chapter 02
- Introduction to Assignments/Assignments Workshop
  
  Submit Discussion Questions online before midnight on Sept. 15th

Week 4: Monday, September 16th:

- Researching and Writing a Literature Review—Pajo Chapter 03
  
  Submit Discussion Questions online before midnight on Sept. 22nd
- Assignment 01 due online before midnight on Sept. 23rd
Week 5: Monday, September 23rd:

Quantitative Research Designs—Pajo Chapter 04

Submit Discussion Questions online before midnight on Sept. 29th

Assignment 02 due online before midnight on Sept. 30th

Week 6: Monday, September 30th:

Measurement Errors, Reliability, & Validity—Pajo Chapter 05

Submit Discussion Questions online before midnight on Oct. 6th

Assignment 03 due online before midnight on Oct. 7th

Week 7: Monday, October 7th:

Sampling—Pajo Chapter 6

Assignment 04 due online before midnight on Oct. 14th

Week 8: Monday, October 14th:

Midterm Exam/ Test 01

Week 9: Monday, October 21st:

Class Workshop for Research Proposal

Submit Discussion Questions online before midnight on Oct. 27th

Week 10: Monday, October 28th:

Data Collection for Quantitative Research—Pajo Chapter 07

Secondary Date—Pajo Chapter 08

Submit Discussion Questions online before midnight on Nov. 3rd
Week 11: Monday, November 4th:

Entering, Organizing, and Analyzing Quantitative Data—Pajo Chapters 9 & 10

*Submit Discussion Questions online before midnight on Nov. 10th*

Week 12: Monday, November 11th:

Qualitative Designs and Data Collection—Pajo Chapter 11

*Submit Discussion Questions online before midnight on Nov. 17th*

Assignment 05 due online before midnight on Nov. 18th

Week 13: Monday, November 18th:

Entering, Coding, and Analyzing Qualitative Data—Pajo Chapter 12

*Submit Discussion Questions online before midnight on Nov. 24th*

Week 14: Monday, November 25th:

Reporting Results and Discussion—Pajo Chapter 13

Presenting Your Research—Pajo Chapter 14

Week 15: Monday, December 2nd: (no in-person class meeting)

*Turn in Research Proposals on Blackboard*

Week 16: Monday, December 9th:

*Final Exam/ Exam 02*

**Note:** This syllabus is subject to change. Students will be notified of any changes via e-mail and the most recent edition of this course syllabus will be posted of the course Blackboard site. Syllabi are not original works solely written by Dr. Schuchs Carr and many elements of this syllabus have been adapted for my use from my colleagues, other universities, and additional professional resources.
Please complete this page and submit a PDF via Blackboard or hand in before the third class.

Keep a copy for your own records, too.

Syllabus / Contract Agreement

I, _________________________________, have read all of the pages of Dr. Schuchs Carr’s (Print your name.)

Fall 2019 syllabus for PADM 5302.002: Research Methods in Public Administration and I fully understand the expectations, rules, regulations, resources, and schedule explained in that syllabus.

I agree to abide by its conditions as well.

_________________________________________
(Signature)

_________________________________________
(Student Number)

_________________________________________
(Date)