Course Description

Introduction to the logic and methods used in public administration research and practice including research designs, information collection, and analytical techniques. Basic computer literacy and knowledge of basic college algebra required.

Student Learning Objectives

- Communicate, through various mediums methodological procedures, ethical concerns in research, and research findings.
- Critically determine and apply appropriate methodological and analytical tools and techniques for specific public administrative policies and practices, using both quantitative and qualitative approaches.
- Determine the resources necessary for conducting significant methodological investigation and for applying one's research findings.
- Explain the need for ethical practices within the research activities of public administration in order to protect subjects, institutions, and the public trust.

Program Objectives

Students will evidence digital fluency. The student will demonstrate the appropriate use of technology and software in performing data analysis. The student will evidence the use of software to develop presentations of tables, graphs and data.

Technical Support

- For D2L technical support, contact student support in the Office of Instructional Technology (OIT) at d2l@sfasu.edu or 936-468-1919. If you call after regular business hours or on a weekend, please leave a voicemail.
- For general computer support (not related to D2L), contact the Technical Support Center (TSC) at 936-468-HELP (4357) or at helpdesk@sfasu.edu.
- To learn more about using D2L, visit SFA ONLINE at http://sfaonline.sfasu.edu, where you’ll find written instructions and video tutorials.
**Academic Integrity**

An individual's integrity is a reflection not only on themselves, but on the reputation of their profession as well. The standards you hold in your academic career will weigh heavily on those you retain throughout life. Your professional reputation is of the utmost importance in maintaining a positive career path. Thus, your academic integrity will be held to the highest possible standard while in this classroom. Zero tolerance will be given for academic irregularities. According to the university: “Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty:** Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

**Students with Disabilities**

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations.

For additional information, go to [http://www.sfasu.edu/disabilityservices](http://www.sfasu.edu/disabilityservices).
Classroom Policies

- This is an online course, so you will be required to engage in self-study and self-reminders as to when assignments are due and what is required of you. We will maintain regular contact throughout the semester through D2L email. A due date timeline in addition to the syllabus is posted on the homepage, and I will post announcements when necessary.
- Late assignments are not accepted. Make-up exams will only be allowed under exceptional circumstances. Having another exam or paper due that week is not an exceptional circumstance. Grades are non-negotiable.
- Turn it in software is used to view all assignments.
- Grades are non-negotiable.
- According to the university: “Withheld Grades Semester Grades Policy (A-54) Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.”
- Acceptable Student Behavior: Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.
- Excused Absences: In order to have your absences excused, you must provide either notification from your coach/faculty club advisor or have a notice sent from the judicial office. “Absence Notifications: Students missing classes for legitimate reasons other than University-sponsored trips may contact the Judicial Office and request an absence notification be sent to their instructors. These notifications are not excuses. They are provided as a courtesy to the student and the student's instructor(s) and are not an evaluation of the information received by this office. Students requesting an absence notification should be prepared to give the Judicial Office their name, ID number, date(s) of the absence, reason for the absence, and a contact phone number. Students should also be prepared to offer documentation of the absence to their instructors. As per University policy Class Attendance and Excused Absence A-10, an instructor may determine the nature of satisfactory documentation.” Contact information for the judicial office is: 315 Rusk Building, 936-468-2703.
Required Text


Additional readings will be embedded within the lessons.

Course Requirements & Grading

- Lessons 25 percent: Thirteen (13) total, worth 20 points each; except for the 13th lesson, which is only worth ten (10) points. Each lesson contains a set of lecture style materials in HTML format and some with embedded multimedia links that you are expected to view, exercises of some sort (it will depend on the topic of the week, for example they could be short answer response, a research exercise…it depends on the material being covered), and one timed (30 minutes), multiple choice/short answer quiz (these will connect directly with the chapters/readings, for example each book chapter has a set of questions at the end so you may see some of those questions as short answer quiz questions). Lessons are available beginning on Monday morning at 8am and will close on Sunday evening at 11pm unless otherwise noted.

- Mid-Term and Final Exams 50 percent (25 percent each): Each exam will contain six (6) questions (five short answer about two-to-three paragraphs, one (1) essay which would be about two-to-three pages double spaced if in a word document). The exams are timed. You will have four (4) hours to complete them.

- Research Paper 25 Percent: Fifteen to 20 written pages. APA format. You will submit components of the paper throughout the course including: topic/problem statement, Reference List, Literature Review, Methodology Section draft, and revised Methodology Section. These five components will make up 50% of your final research paper grade; the research paper will make up the remaining 50%.
  - Depending on the topic you chose and method of research you plan to use, you may also need to include an example IRB forms (final paper) and examples of interview/survey questions (Methodology Section).

Grading Scale

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
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<tr>
<td>B</td>
<td>80 – 89%</td>
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<tr>
<td>C</td>
<td>70 – 79%</td>
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<tr>
<td>D</td>
<td>60 – 69%</td>
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<tr>
<td>F</td>
<td>Less than 60%</td>
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</tbody>
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“Public Administration Methods” is a 3-credit hour, fully online course over a 15-week duration. During the course students examine and review extensive written material that addresses the same information students receive in a face-to-face lecture style course. Students are expected to engage with the learning modules for a minimum of three hours per week. Learning modules contain additional information often in a variety of formats addressing the module topic. Online
discussions with class colleagues of learning module material is required. Students are required to read text and a variety of articles addressing the design and conducting of research in the field of public administration, complete a final exam over the course material, as well as written assignments including analysis of existing research and designing an original research project. For every hour a student spends engaging with the content, he/she spends at least two hours completing associated activities and assessments.