PBA 5305.500 Research Methods
Stephen F Austin State University
Department of Government
Nacogdoches, Texas 75962
Fall Semester, 2023: 3 Credit Hours

Professor: Dr. Kwame Badu Antwi-Boasiako
Office: 124A Liberal Arts North
Phone: (936)-468-2145
Office Hours: Online: Anytime, just let me know ahead of time through D2L email
Class Zoom: ZOOM [1] (Just email and set up time and a zoom link would be provided)
Email: Use class D2L e-mail only for quick response to your inquiries about this class
(Call 936 468 1919 for any D2L problem or help for any computer or technological help regarding this class.

REQUIRED TEXT(S)
   (https://www.amazon.com/Research-Methods-Administration-Nonprofit-Management/dp/1138743801). If you get hold of the third edition you might use that one also but please do pay attention to the page numbers.
2. Additional readings may be embedded within the lessons (module).

3. OPTIONAL
   a. Hacker, Diana: A Pocket Style Manual (7th ed). This class uses APA style of writing so you MUST familiarize yourself with it.
   c. TEXT: (https://www.google.com/search?client=safari&channel=mac_bm&site=&source=hp&q=apa+style+citation&oq=apa+&gs_l=hp.1.8.0l7j0i131k1j0l2.2622.4559.0.15126.4.4.0.0.0.0.121.383.2j2.4.0....0...1.1.64.hp..0.4.382...46j0i46k1.KM6wIFsduoc).

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

Student Learning Objectives
- Communicate, through various media 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 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

a. For D2L technical support, contact student support in the Center for Teaching and Learning (CTL) at d2l@sfasu.edu or 936-468-1919. If you call after regular business hours or on a weekend, please leave a voicemail.
b. For general computer support (not related to D2L), contact the Technical Support Center (TSC) at 936-468-HELP (4357) or at helpdesk@sfasu.edu.
c. To learn more about using D2L, visit SFA ONLINE at http://sfaoonline.sfasu.edu, where you will find written instructions and video tutorials.

Academic Integrity

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any
provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

**Withheld Grades Semester Grades Policy (5.5)**

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 coursework 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 to compute the grade point average. For additional information, go to [https://www.sfasu.edu/policies/course-grades-5.5.pdf](https://www.sfasu.edu/policies/course-grades-5.5.pdf).

**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 promptly may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

**Student Wellness and Well-Being**

SFA values students’ overall well-being, mental health, and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**

**The Dean of Students Office** (Rusk Building, 3rd floor lobby)

[www.sfasu.edu/deanofstudents](http://www.sfasu.edu/deanofstudents)

936.468.7249
dos@sfasu.edu
The Health and Wellness Hub “The Hub”
Location: corner of E. College and Raguet St.

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

Crisis Resources:
- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741

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 and going on a vacation that week are not exceptional circumstance. Please note Grades are non-negotiable.

Activities

There are weekly activities in this online class in each module. All activities have due dates and no work MUST be submitted after a DUE date. All class activities are done through Brightspace D2L. No work would be accepted outside Brightspace D2L.

Exam: There will be TWO (mid-term and finals) written exams designed to cover your mastery of the issues examined in the readings.

Read your syllabus very well and make sure you understand what is expected from you in this class. Please draw my attention to any part of the syllabus where you don’t
fully understand what is expected of you. While you are expected to complete all weekly assignments, make sure you don’t miss the due dates.

Final grades will be computed on the following basis: A=90% or more of total points; B=80-89% of total points; C=70-79% of total points; D=60-69% of total points; F=59% and below of total points.

**Grade Interpretation:**

A  Exceptionally well-written, organized, thorough in response to the assignment, demonstrating professional understanding of the course materials and assignments, including some original thought, and accurate in the use of terms, ideas, and sources.

B  Good graduate work, demonstrating reading and understanding, accurate in most respects, demonstrating some original thought.

C  Passing graduate work, demonstrating reading, and understanding, accurate in most respects, adequate for continuation in the course and program.

D(F) Failing graduate work, careless, incomplete, poorly written, or otherwise inadequate for continuation in the course and program.

**MODULES, and READING LIST**

**Tentative Module Class Schedule & Due Date Timeline**

1. **Week 1** (Mon. 8/28 - Sun. 9/3): **Lesson One:** Introduction to Research Methods Fundamentals. Readings:
   a. McNabb Introduction (pp. XXVII &
   c. Assignments due by Sunday, September 3rd by 11pm.

2. **Week 2** (Mon. 9/4 - Sun. 9/10): **Lesson Two:** Research Fundamentals and Ethics Readings:
   a. McNabb Ch. 2. Research Ethics: Doing the Right Thing
   b. Ch. 3. Public Administration Research: Theory and Practice.
   c. Assignments due by Sunday, September 10th by 11pm.

3. **Week 3** (Mon. 9/11 - Sun. 9/17): **Lesson Three:** Research Fundamentals and Areas of Research Readings:
   a. McNabb Ch. 4. Research in Nonprofit Organizations (pp. 53-63)
   b. Ch 5: The Eight-Step Research Process (pp. 64-73).
   c. Assignments due by Sunday, September 17th by 11pm.

4. **Week 4** (Mon. 9/18 - Sun. 9/24): **Lesson Four:** Designing Research Readings:
   b. Ch.7 Choosing a Research Design.
c. Ch. 8. How to write a Research Proposal.

d. Proposal Assignments and Research Topic/Problem Statement due by Sunday, September 24th by 11pm.

5. **Week 5** (Mon. 9/25 - Sun 10/1): **Lesson Five**: Basics of Quantitative Research (Writing and Developing Questionnaire). Readings:
   b. Ch. 12. Introduction to Sampling.
   c. Ch. 13. Survey Research: Questions and Questionnaires
   Assignments due by Sunday, October 1st by 11pm.

6. **Week 6** (Mon. 10/2 - Sun. 10/8): **Lesson Six**: Quantitative Analysis Readings:
   a. Ch. 15. Summarizing Data with Descriptive Statistics.
   b. Ch. 10. Research Hypothesis Concepts
   c. Ch. 34. Developing Tables, Charts, and Graphs
   Assignments due by Sunday, October 8th by 11pm.

7. **Week 7** (Mon. 10/9 - Sun. 10/15): **Lesson Seven**: Statistical Software Readings:
   a. Ch. 35. Introduction to Statistical Software
   Assignments: Reference List due by Sunday, October 10th by 11pm.

8. **Week 8** (Mon. 10/16 - Sun 10/22): **Mid-Term Exam**
   Mid-Term Exam must be completed by Sun. 10/22 by 11pm

9. **Week 9** (Mon. 10/23 - Sun. 10/29): Lesson Eight: Basics of Qualitative Research
   Readings:
   a. Ch. 21. Introduction to Qualitative Research.
   b. Ch. 22. Research Using the Case Study Design
   c. Interviews and Focus Groups Assigned article
   Assignments: Literature Review and Methodology Section Draft due by Sunday, October 29th by 11pm

10. **Week 10** (Mon. 10/30 - Sun. 11/5): Lesson Ten: Qualitative Approaches I
    Readings:
    b. Ch. 24. Research Using the Ethnographic Approach
    c. Assignments due by Sunday, November 5th by 11pm

11. **Week 11** (Mon. 11/6 - Sun. 11/12): Lesson Eleven: Qualitative Approaches II
    Readings:
    a. Ch. 25. Critical Research: Empowerment and Emancipation Design
    c. Ch. 27. Critical Research: Empowerment and Feminist Research Models
    Assignments and Revised Methodology Section due by Sunday, November 12th by 11pm
12. **Week 12** (Mon. 11/13 - Sun. 11/19): Lesson Twelve: Qualitative Analysis
   Readings:
   b. Ch. 30. Analyzing Texts, Documents, and Artifacts
   c. Assignments due by Sunday, November 19th by 11pm

13. **Week 13. NO MODULE: Starts from Monday November 20-26, 2023.**
    **Thanksgiving Holidays:** Catchup with your readings and other assignments not completed. Make sure all the quizzes are done. Enjoy the break but make sure you complete all assignments due earlier in the semester please do submit any work you did miss. **No assignment would be accepted after the THANKSGIVING BREAK**

   Readings: McNabb Ch. 31. Writing the Research Report
   Assignments due by Sunday, November 28th by 11pm

15. **Week 15** (Mon. 12/4 - Friday 12/10): **NO READINGS**
   Assignments Due
   Final Research Paper due Sunday, December 10th by 11pm

16. **Finals Week:** (Mon 12/11 - Fri 12/15)
    **Final Exam must be completed by Friday, December 15th by 5pm**

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**Guide to Citations**

I am a stickler for proper citations. Though I prefer bibliographic citations, footnotes or endnotes could be included in your papers. Please be consistent: Use the same, APA, style throughout your paper.

**Parenthetical Citations**

Instead of footnotes, you may choose to use parenthetical citations (though footnotes are also perfectly acceptable). All works cited in parentheses must have full citations in your bibliography at the end of the paper.

**The Basic Form.** The basic form is really very simple: (Author, Year), as in (McGillicutty, 1997). If you wish to refer to a specific page in the book, the form is (Author, Year: Page number). Example: (McGillicutty, 1997: 27). If multiple pages need citation simply use dashes or commas as necessary, as in (McGillicutty 1997: 27-
32, 64). If you are referring to the author in the text, you should simply put the date, and pages, if necessary, in parentheses after the reference to the author's name. Example: According to McGillicutty (1997: 9), Judge Leon Higginbotham directly contradicted Thernstrom (1987) on the applicability of Section 5 of the Voting Rights Act to redistricting.

**Multiple Sources.** If you want to cite more than one work at the same time, use semicolons to separate the cites. Example: (McGillicutty 1997; Holden 1987). If you have more than one work by the same author(s) in one year, you need to designate the work that appears first in your bibliography (the one with the title that begins with the letter that appears earlier in the alphabet) as "a" and the second as "b" and so on. The letter designations should appear in both the bibliography and in your parenthetical citations. Example: (McGillicutty 1997a).

**Multiple Authors.** You should list all authors for works with three or fewer authors. The order of their names should follow the order given by the authors. Example: (Fitch, Fox, and Brown 1992; Smalls and Shakur 1998). If there are more than three authors, give the lead author's last name and then use "et al." Example: (Brown et al., 1991).

**No Author.** Use the title in place of the author if there is no author. You should feel free to shorten it if it is clear and distinct. Example: (LDF Report, 1994).

**Bibliographic Citations**


**Supreme Court Cases:** *Allen v. State Board of Elections*, 393 U.S. 544 (1969). The number before the "U.S." refers to the volume; the number after is the page number. The "U.S." refers the to Supreme Court Reporter. (District and Circuit Court decisions will have something else instead of U.S. between numbers, e.g., F. 2d or F. Supp.) Even if you found your case on the Internet (e.g., on Findlaw or Lexis), you
should still use this format as the cite will likely give you this citation format somewhere near the beginning of the case.

**Internet Citations**

There are lots of ways to cite Internet sources. Please follow the rules provided: Cite the exact URL or Internet site. Do not just cite the general home page. The point is to be able to quickly locate the exact page on which you found your information. Even though it is lengthier and more complex, you must give the full citation of the page so that your reader can go to the page directly without any difficulty. For example, if you want to visit the Department of Government Faculty site it should be: [http://www.sfasu.edu/government/107.asp](http://www.sfasu.edu/government/107.asp), NOT the general Stephen F. Austin State University website: [www.sfasu.edu](http://www.sfasu.edu). State the date you visited the page. "Retrieved August 20, 2023" or "Visited August 20, 2023" are both acceptable. Pages, unfortunately, change quite often, so it is helpful to know when you visited a particular page.

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[1] Let's zoom if you have any question regarding this class and want to have a face-to-face or virtual discussion. You must set an appointment time for zooming (I will send you a zoom link) This is an online class therefore no one is required to visit with the professor face-to-face, however, you are all encouraged to visit with me, your professor for the class, if you have the time and you are on campus. Remember, this is just a suggestion and not a requirement.