



EXTENDED CAMPUS

COLLEGE of PROFESSIONAL
and CONTINUING STUDIES

PSC 5913-101: Introduction to Analysis of Political & Administrative Data

Course Description:

This course is intended to show the relevance and application of research methods and statistical techniques to problems of public management and public affairs. The course is oriented toward utilization of quantitative procedures and interpretation of results, rather than to theoretical issues. While a significant portion of the course is devoted to data analysis and statistics, previous preparation in mathematics or statistics is not necessary or required. A primary objective of the course is to help the student with the tools essential to become an informed consumer of quantitative information.

Class Dates, Location and Hours:

Dates: Mediated Online Class November 5, 2018 – November 18, 2018
Location: Washington, D.C.
Hours: Monday–Friday 6:00 – 9:30 p.m. Saturday 8:30 a.m. – 4:30 p.m. Sunday 8:00 a.m. - Noon
Last day to enroll or drop without penalty: 10/15/18

Site Director: Sasha Haddoun and India Pearson

Email: apwashington@ou.edu

Professor Contact Information:

Course Professor: Aimee L. Franklin, Ph.D.
Mailing Address: 455 W. Lindsey St. DAHT 205
Norman, OK 73069
Telephone Number: (405) 325 - 2061
Email Address: alfranklin@ou.edu
Professor availability: The professor will be available via email to students before and after the class sessions. On-site office hours are half an hour before and after each class session, by appointment.

Textbook(s) and Instructional Materials:

Student materials are available at the OU Follett Bookstore located at 1185 Asp Avenue; Norman, OK, and can be ordered online, by phone, by email, or by fax. Ordering online at <http://www.bkstr.com/oklahomastore/home> is strongly recommended – students can track the status of their order within 48 hours. If an order has not been shipped within three days, students can contact the Follett textbook manager by phone (405) 325-3511, (800) 522-0772 (toll-free) or email 0831mgr@fhcg.follett.com. Phone orders (ask for the textbook manager and identify yourself as an Advanced Programs student) can be placed 8 a.m. to 6 p.m. Monday through Thursday; 8 a.m. to 5 p.m. on Friday; 10 a.m. to 4p.m. on Saturday (CST). Summer hours: 9 a.m. to 5 p.m. Monday through Friday (CST). Fax orders can be placed 24 hours a day at (405) 325-7770. Text prices are available online.

1. Lane, D. (2013). Online statistics education: An interactive multimedia course of study. This is a free online textbook. You can access the book at <http://onlinestatbook.com/2/index.html>. You can read the book on the computer, or you can download a PDF or ePub version on the book. If you

are adventurous, you can even download a copy for your iPhone. Downloading an ePub version will allow you to open the “book” in an eReader like an iPad. If you download the PDF version, you can simply store it and read it directly from your laptop or computer. You can also print the PDF version of the book – many students do this, preferring to have a hard copy of the book. There are 668 pages in the book, but you would only need to print the chapters that we will actually be covering (see outline below). I think that you will like the book. It has videos and practice questions for each section. It would be great for you to work through as much of the book as possible before we meet.

- Materials posted on the OU Canvas learning management system: Access Canvas at <https://canvas.ou.edu>, enter your OU NetID and password, and select course to access material. If you require assistance with Canvas, please click on the Help icon. You can search the Canvas guides, chat with Canvas support, or contact OU IT.

Note: Follett is the Advanced Programs contractual textbook provider. Should text changes become necessary after publication of the course syllabus, Advanced Programs will facilitate text returns/refunds only for texts purchased through Follett.

Course Objectives:

Upon completion of the course, students should be able to:

- Learn the principles of research methodology, research designs, and techniques of measurement;
- Understand statistical terminology;
- Understand the logic behind, and the interpretation of, the statistics discussed in class;
- Interpret and evaluate empirical research; and
- Become an informed consumer of quantitative and qualitative information.

Course Format and Outline:

All times are Eastern Standard Time (daylight savings time ends on 11/4/18)

The professor will be available in the chat room from 6:00-7:30 EST every day between 11/5/18 and 11/18/18.

On the days that are CHAT days, all students are expected to be online for 60 minutes during the time stated (example: on 11/5/18 from 6:00-7:00 EST).

Then, I will remain available for an additional 30 minutes (example: on 11/5/18 from 7:00 – 7:30 EST).

On days that have Problem Sets (example: 11/7/28), you do NOT have to come to the chat room. I will be in the chat room for 90 minutes from the scheduled start time (example on 11/7/18 from 6:00 – 7:30 EST) if you would like assistance. And, we can schedule a different consultation time in the chat room or by telephone at mutually convenient times.

For the Problem Sets, you have the option to work with a partner or you can work independently. If you work with a partner, the names of the contributing partners must be included on the Problem Set submission. The same grade for the Problem Set is assigned to the partners.

Date	Format	Readings or Assignments
11/5/18 Monday	Chat 6:00-7:00	Research Methodology- Wheel of Science <u>Lane Chapter I.</u>
11/6/18 Tuesday	Chat 6:00-7:00	Research Methods –Qualitative versus Quantitative, Sampling <u>Lane Chapters VI, XI, & XX + Readings on canvas.ou.edu</u>
11/7/18 Wednesday	Problem Set	<i>Research Design Development</i>
11/8/18 Thursday	Chat 6:00-7:00	Univariate Statistics/Normal Curve <u>Lane Chapters II, III, VII & XVI</u>
11/9/18 Friday	Problem Set	<i>Assumptions of Normality & Transformations</i>

Date	Format	Readings or Assignments
11/10/18 Sat AM	Chat 9:00-10:00	Bivariate/Multivariate Statistics and Visualizations <u>Lane Chapters IV, VIII, XIV, XV & XVII</u>
11/10/18 Sat PM OR	Problem Set	<i>Determining What Statistics to Use</i>
11/11/18 Sunday	Problem Set	<i>Interpreting and Reporting Results</i>
11/12/18 Monday	Chat 9:00-10:00	Probability and Inference <u>Lane Chapters V, IX & X</u>
11/13/18 Tuesday	Problem Set t	<i>Observing, then Setting up Probability Trees</i>
11/14/18 Wednesday	Chat 9:00-10:00	Forecasting & Benchmarking Readings on canvas.ou.edu
11/15/18 Thursday	Problem Set	<i>Developing Data Collection Instruments & Analytical Protocols</i>
11/16/18 Friday	Problem Set	<i>Comparing Demand and Performance</i>
11/17/18 Sat AM	Chat 9:00-10:00	Research Literacy – Threats to Validity <u>Readings on canvas.ou.edu</u>
11/17/18 Sat PM	Problem Set	<i>Research Article Review</i>
11/18/18 Sunday	Chat 9:00-10:00	Course Review + Exam

Note: Much of the material you may not understand fully as you read it. Do not become discouraged; I expect you to have problems. Continue to read and work problems, however, because some sections are easier to comprehend than other sections.

Assignments, Grading and Due Dates:

Your analytical skills for qualitative and quantitative data are being developed in this course. The problem sets are designed to develop your analytic skills. Before the class starts, you should have read as much of the book as possible.

Pre-course Assignment (20% of course grade)

Due November 6, 2018

Prepare a two-page paper describing how research is conducted and data are used at your workplace. Your report should be written in language and format that is appropriate for your supervisor. Include at least one table or graphic conveying some of the data that you typically analyze and interpret the findings. Make sure that your answer demonstrates that you are familiar with the material provided in the book (especially chapter 1).

Problem Sets (40% of course grade)

Due 11/6/18 – 11/18/18

Problem Sets will be uploaded to the canvas.ou.edu. You will be provided class time to work on these problems – some individually and some with a partner. Upload your answers to the canvas.ou.edu assignment prior to the start time for the next assignment.

Final Exam (20% of course grade)

Due November 8, 2018

This will be an open-book, online exam.

Post-Class Assignment (20% of course grade)

Due December 2, 2018

The post course assignment is a mini-research project in which you will use research design and data analysis methods learned in the course to answer an empirical research questions of your choosing.

To complete this assignment, you will do the following:

1. Identify and state and empirical question;
2. Collect quantitative or qualitative data on at least 10 people or cases to answer your research question;
3. Calculate and present (in graphical or tabular form) basic descriptive statistics, supplement with a narrative that interprets the results;

4. Calculate and present (in graphical or tabular form) basic bivariate statistics, supplement with a narrative that interprets the results; and
5. Answer the research questions and make recommendations for future actions.

The research report should be 4-5 pages long. Be sure to describe the research questions, how and from whom you collected the data. The assignment must contain at least two graphs or tables. Include an appendix with the data set.

Important dates regarding the post course exercise:

November 6, 2018 – you must submit a brief (2-3 paragraph) proposal outlining your topic for the post-course exercise and the data collection methods you will use.

December 2, 2018 – Due date for the post course assignment. The assignment must be submitted to the online dropbox in canvas. I will not accept emailed assignments.

Grading:

This is a letter-graded course: A, B, C, D, or F.

Notice: Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.

POLICIES AND NOTICES

Attendance/Grade Policy

Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc. are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution's policy regarding "I" (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy. Students who receive Financial Aid must resolve/complete any "I" (Incomplete) grades by the end of the term or he/she may be placed on "financial aid probation." If the "I" grade is not resolved/completed by the end of the following term, the student's Financial Aid may be suspended making the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Integrity and Student Conduct

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

Academic misconduct is any act which improperly affects the evaluation of a student's academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. Academic misconduct includes: cheating and using unauthorized materials on examinations and other assignments; improper collaboration, submitting the same assignment for different classes (self-plagiarism); fabrication, forgery, alteration of documents, lying, etc...in order to obtain an academic advantage; assisting others in academic misconduct; attempting to commit academic misconduct; destruction of property, hacking, etc...; intimidation and interference with integrity process; and plagiarism. All students should review the Student's Guide to Academic Integrity at http://integrity.ou.edu/students_guide.html

Students and faculty each have responsibility for maintaining an appropriate learning environment. All students should review policies regarding student conduct at <http://studentconduct.ou.edu/>

Accommodation Statement

The University of Oklahoma is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your local OU Site Director.

Adjustment for Pregnancy/Childbirth-Related Issues

Should you need modifications or adjustments to your course requirements because of documented pregnancy-related or childbirth-related issues, please contact me as soon as possible to discuss. Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability. Please see <http://www.ou.edu/content/eoo/faqs/pregnancy-faqs.html>.

Title IX Resources

For any concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including advocates on-call 24/7, counseling services, mutual no-contact orders, scheduling adjustments, and disciplinary sanctions against the perpetrator. Please contact the Sexual Misconduct Office at smo@ou.edu or (405) 325-2215 (8-5), or the Sexual Assault Response Team at (405) 615 -0013 (24/7) to report an incident. To learn more about Title IX, please visit the Institutional Equity Office's website at <http://www.ou.edu/content/eoo.html>

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course. Advanced Programs does not provide duplicating services or office supplies.

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: <http://www.goou.ou.edu/>

INSTRUCTOR VITA

Aimee L. Franklin, Ph.D.

Education

- Ph.D., State University of New York at Albany, 1996
- MPA, Arizona State University, 1991
- BS in Business Management, Moorhead State University, 1983

Current Positions

- Presidential Professor, Field Faculty in Public Administration and Public Policy
- University of Oklahoma, Department of Political Science

Frequently Taught Extended Campus Courses

- PSC 5143 Organization Behavior (Organization Leadership Ph.D.)
- PSC 5183 Public Budgeting and Finance
- PSC 5133 Strategic Planning, Performance Assessment and Benchmarking

Major Areas of Teaching and Research Interest

- Public Budgeting
- Financial management
- Stakeholder Engagement

Representative Publications and Presentations

- Jiang, Yue, Ebdon, Carol and Franklin, Aimee L. (Forthcoming). Perceptions of Public Officials Regarding Democratic Efficacy and the Use of Citizen Participation. *Journal of Public Budgeting, Accounting and Financial Management*.
- Franklin, Aimee L., and Rickard, Victoria. (Forthcoming). Civic Engagement Motivations of Municipal Board Members. Special Issue on Empowering the Public to Fix our National Fiscal Crises. *Journal of Public Budgeting, Accounting and Financial Management*.
- Tao, Lu and Franklin, Aimee. (Forthcoming). Selection Protocol for Identifying and Sampling from Proxy Populations. *Social Science Quarterly*.
- Schlupp, Jan and Franklin, Aimee L. (2014) Civic Engagement Motivations: Understanding Why Some Do and Some Don't. *Oklahoma Politics*. 24: 21-44.
- Franklin, Aimee L. (2014). The Impact of Tribal Gaming on Tribal Sovereignty and Financial Management. *Journal of Public Budgeting, Accounting and Financial Management*. 26(3, Fall): 379-404.
- Franklin, Aimee L., Mott, Tara, and Williams, T.H. Lee. (2013). [Coproduction in the U.S. Department of Defense: Examining How the Evolution of Geographic Information Systems \(GIS\) Expands Non-Traditional Partner Engagement](#). Special Issue on Government, Policymaking and the Internet. *Policy & Internet*, 5(4): 387-401. DOI:10.1002/1944-2866.POI345
- Franklin, Aimee L., Krane, Dale and Ebdon, Carol, (2013) [Multilevel Governance Processes – Citizens & Local Budgeting: Comparing Brazil, China, & The United States](#). *International Review of Public Administration*. 18(1): 1-24. DOI:10.1080/12294659.2013.10805243

Major Professional Affiliations

- Association for Public Budgeting and Finance, Oklahoma Political Science Association