Course Title: Analytical Methods
Course # PADM 6060 (CRN 15774)
Semester: Spring 2016

Faculty: Udaya Wagle, Faculty
Course Location: Battle Creek
Meeting Times: 12 sessions Face to Face: Monday, 6 p.m. to 9 p.m.
Starting: The week of January 11 and Continuing through the week of April 11
(with the semester ending April 30). Grades Due: May 3
Email: Udaya.wagle@wmich.edu
Phone: (269) 387-8934
Office Location: 1903 W Michigan Ave (Walwood Hall), Kalamazoo, MI 49008
Office Hours: 2:00-4:00 Thursdays (Kalamazoo) or by appointment

Course Context—School of Public Affairs and Administration (SPAA)
Mission of the SPAA: The School of Public Affairs and Administration (SPAA) is committed to improving the quality of public and nonprofit service. In a diverse and inclusive community, the mission of the SPAA is to provide learning and discovery opportunities which advance the knowledge and use of professional ethics, best theories, policies and practices for public and nonprofit organizations in order to create and support societies of respect, liberty, justice, and equality.

Values of the SPAA: As a part of the College of Arts and Sciences, the SPAA embraces the college’s values of global engagement, community participation, creativity and innovation, integrity, diversity, excellence, sustainability, and social responsibility. In keeping with our mission as a School of Public Affairs and Administration (SPAA) committed to improving the quality of public and nonprofit service, we uniquely value:
- The common good
- Democratic governance and liberty
- Ethical leadership, decision-making and administrative practice
- Advocacy for social justice
- Plurality of ideas and perspectives
- Collaborative teaching, research, and service
- The intersection of theory and practice

Course Description (WMU Graduate Catalog)
This course focuses on formulating questions, selecting analytical methods, developing conclusions and recommendations, and understanding the use of appropriate research methodologies in public administration. The course demonstrates the application of the following to both practical professional analysis and scholarly inquiry; the exploration of the relevant scholarly and professional literature, the design of research approaches, the utilization of various quantitative and qualitative research methods and techniques; the collection, manipulation, interpretation, and presentation of data gathered; and the use of information thus obtained in the solution of policy problems confronting professional administrators.
Textbooks and Readings


A collection of readings is available through the Waldo Library electronic Course Reserves system. Additional materials will be available on E-Learning. Details on how to access these materials will be provided in the first class.

Learning Objectives/Outcomes

Upon successful completion of the course, the student will be able to:

1. Understand the fundamental concepts of research including identifying research questions, locating and using relevant resources, developing theoretical arguments, and formulating testable hypotheses;
2. Develop an applied research and analysis design appropriate to the topic of interest and prepare a theoretically engaging and methodologically sound research proposal; and
3. Communicate productively and effectively with diverse constituents paying attention to ethical issues.

Learning Objectives Connected to the Network of Schools of Public Policy, Affairs, and Administration (NASPAA) Competencies/Domains

PADM 6060 is a required course in the MPA program and serves to address one or more competencies in the five domains. While many courses address one or more of these domains, PADM 6060 specifically emphasizes domains indicated with an “X” check mark in the column before the numbered domain and has learning outcomes identified and corresponding assignments as evidence of the emphases.

<table>
<thead>
<tr>
<th>1</th>
<th>Lead and manage in public governance</th>
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<tbody>
<tr>
<td>2</td>
<td>Participate in and contribute to the policy process</td>
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<tr>
<td>3</td>
<td>Analyze, synthesize, think critically, solve problems, and make decisions</td>
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<tr>
<td>4</td>
<td>Articulate and apply a public service perspective</td>
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<tr>
<td>5</td>
<td>Communicate and interact productively with a diverse and changing workforce and citizenry</td>
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Plan for Evaluating Student Achievement

<table>
<thead>
<tr>
<th>Activity or Assignment #</th>
<th>Weights</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Participation</td>
<td>15%</td>
<td>None</td>
</tr>
<tr>
<td>2. Quizzes (unannounced)</td>
<td>15%</td>
<td>TBA</td>
</tr>
<tr>
<td>3. Journal Article Methodology Critique</td>
<td>7.5%</td>
<td>3/21</td>
</tr>
<tr>
<td>4. Peer Review of Research Design Proposal</td>
<td>7.5%</td>
<td>4/04</td>
</tr>
<tr>
<td>5a Research Design: Problem statement</td>
<td>5%</td>
<td>2/01</td>
</tr>
<tr>
<td>5b Research Design: Literature Review and Conceptual Framework</td>
<td>10%</td>
<td>2/22</td>
</tr>
<tr>
<td>5c Research Design: Complete Proposal</td>
<td>30%</td>
<td>3/28 (draft); 4/18 (final)</td>
</tr>
<tr>
<td>6. Presentation</td>
<td>5%</td>
<td>4/04; 4/11</td>
</tr>
<tr>
<td>7. CITI Training</td>
<td>5%</td>
<td>4/18</td>
</tr>
<tr>
<td><strong>Total Weight</strong></td>
<td><strong>100%</strong></td>
<td></td>
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**Assignment Descriptions**
To be provided later.

**Readings and Assignment Summary**
In addition to the outline above, there are likely to be several supplemental readings that will be posted on E-Learning or provided to you in class. Thorough descriptions of written assignments will be distributed in class.

**A Note on Assignments**
There will be details on the expectations and instructions of each assignment. But some general rules apply to each of these—as far as written assignments go. For example, all assignments need to be typed in 8 ½ X 11 size pages with at least one-inch margin on all four sides. Use double space throughout with 12 point size of Times or Times New Roman font. References or bibliographic entries are to be formatted using the APA style consistently. I encourage you to consult the following APA style manual for guidance.


Assignments are to be submitted using the E-Learning Dropbox facility prior to 6:00 PM on the due dates as identified in the Course Schedule and Readings. Delayed submissions are subject to reduction of grade by one or more grade categories.

**Grading: 100 points available, converted to % representing knowledge, skill, competency evidence for aggregate of assignments**

<table>
<thead>
<tr>
<th>Scale</th>
<th>Grade</th>
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<tbody>
<tr>
<td>A</td>
<td>94-100%</td>
</tr>
<tr>
<td>BA</td>
<td>88-94%</td>
</tr>
<tr>
<td>B</td>
<td>82-88%</td>
</tr>
<tr>
<td>CB</td>
<td>76-82%</td>
</tr>
<tr>
<td>C</td>
<td>70-76%</td>
</tr>
<tr>
<td>DC</td>
<td>64-70%</td>
</tr>
<tr>
<td>D</td>
<td>58-64%</td>
</tr>
<tr>
<td>E</td>
<td>0-58%</td>
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**Class Participation and Attendance Policy**
Class participation is an important component of learning in this course. The first part of this is attendance accounting for 50 percent of the participation grade. Attendance will be taken at the beginning of every class. If you think you may be missing any of the classes, you should notify me in advance with proper justifications/documentations for lower participation penalty. The second part of participation (20 percent of the grade) is the quantity of engagement in class discussions. Providing one’s observations, comments, queries, or direct questions are some of the ways to engage, as are offering answers to questions or leading group discussions. The last component of participation focuses on the quality of participation (30%). Quality here is defined in terms of providing deliberate and theoretically or practically informed comments, perspectives, or questions.

**SPAA Awards**
The School of Public Affairs and Administration does offer an MPA Scholar Award for this course (PADM 6060). For more information and award criteria go to [https://www.wmich.edu/spaa/scholarships](https://www.wmich.edu/spaa/scholarships) and open the *M.P.A. Scholar and Emerging Student Award* PDF file.

**Modifications to Course**
Modifications to the syllabus and course schedule are likely throughout the course. Students are responsible for knowing and adhering to these changes.

Note on Class Meeting Time: Should an emergency or unforeseen circumstance arise for the instructor and/or guest speaker, it may be necessary to cancel a class meeting. Should the faculty member/guest
speaker not be able to meet the class at the regularly-scheduled time, the class will be notified via E-Learning email or regular wmich.edu email, with as much advance notice as is possible. Alternative online activities or class sessions will be provided within 24 hours of the cancellation to provide content and activities as originally planned for the class meeting. Be sure to check your wmich.edu email account or the E-Learning for this course on the days of class. If a class is cancelled, the instructor/guest speaker will send an email to all students no later than 3:00 PM of the scheduled class session day, with notification to the Battle Creek site coordinator and the School of Public Affairs and Administration office in Kalamazoo. Should the university close because of weather or other unforeseen circumstances, the closure will be announced on the University website, www.wmich.edu (plus check the course location website).

**Working with External Agencies**

In this course you may be required to interface with attorneys, executives, managers, directors, and/or staff in the public and/or nonprofit sectors as part of your course assignments. You are responsible for demonstrating the highest levels of professionalism, organization and tact as you schedule appointments, prepare for, conduct, and follow-up on meetings with your community counterparts. The information you collect from individuals, agencies, and community organizations is to be used solely for the purpose of completing and presenting course assignments unless you receive expressed, written permission from the organization AND Western Michigan University (through HSIRB review and the Director of the SPAA) to use it for other purposes. Please refrain from using personal, identifying information when compiling information for class assignments unless you have written permission from the individuals, organizations, agencies and appropriate offices at WMU. This course will not require the use of HSIRB protocol.

**Technology and Research Protocol**

**Telephones**

Phones should be silenced during class time. Use the break times to check/return/originate calls.

**Computers**

Laptops, tablets and other devices may be used in class for class content purposes only. To maintain integrity of graduate studies and civility to fellow students, students engaging in activities unrelated to the class contents will be asked to leave the class immediately.

**HSIRB**

Course assignments requiring HSIRB approval will be noted by the faculty member when the assignment is presented. While students in the MPA program should have an active CITI account, you should note that this course incorporates CITI training as a part of the evaluation of learning as well.

**UNIVERSITY POLICIES**

**Method of Course Evaluation**

Students will have an opportunity to complete a course evaluation form late in the course, using the WMU ICES or another designated WMU evaluation system. The evaluation will cover course content and faculty performance. Please respond to the ICES when requested in your wmich.edu email. Comments and information from the forms will help improve this course in the future.

**Academic Integrity**

Western Michigan University (WMU) is a student-centered research university that forges a responsive and ethical academic community. Its undergraduate, graduate, and professional programs are built upon intellectual inquiry, investigation, discovery, an open exchange of ideas, and ethical behavior. Members of the WMU community respect diversity, value the cultural differences of those around them, and engender a sense of social obligation. Because of these values, all individuals are expected to conduct themselves in a professional and civil manner. This includes exemplifying academic honesty, integrity, fairness, trustworthiness, personal responsibility, respect for others, and ethical conduct. These attributes are exhibited in the University as well as in the community. Members of the University community abide by this code out of commitment to serve as responsible citizens of the University, the
community, the nation, and the world. Responsibility for fulfilling the obligations of the code of honor is shared by the students, faculty, and every other member of the University community.

You are responsible for making yourself aware of and understanding the policies and procedures in the Graduate Catalog that pertain to Academic Integrity. **These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity, and computer misuse.** If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Conduct (OSC). You will be given the opportunity to review the charge(s). If you believe you are not responsible, you will have the opportunity for a hearing. You should consult with us if you are uncertain about an issue of academic honesty prior to the submission of an assignment or test. Collaboration on homework assignments is unacceptable except when permission is explicitly granted by the instructor to submit a collaborative or combined-student piece of work.

If a student is uncertain about an issue of academic honesty, he/she should consult the faculty member to resolve questions in any situation **prior** to the submission of the academic exercise.

Violations of academic honesty include but are not limited to cheating, fabrication, falsification, forgery, multiple submission, plagiarism, complicity, and computer misuse. For more details go to [http://catalog.wmich.edu/content.php?catoid=23&navoid=938](http://catalog.wmich.edu/content.php?catoid=23&navoid=938).

**Students who take this class are expected to submit his/her own work. If you use language, data, or ideas from other sources, published or unpublished, you must take care to acknowledge and properly cite those sources. Failure to do so constitutes plagiarism.**

All work submitted for this course must be original work. Material that has been submitted for another course cannot be used in this course.

**Disability Services for Students**

To assure compliance with the Americans with Disabilities Act, faculty members at Western Michigan University need to know how a disability will impact student participation and work in courses. Any student registered with Disability Services for Students who would like to discuss accommodations for this class should contact the instructor of record in a timely manner – preferably before or at the first class session. Students with documented disabilities who are not registered with DSS should call the office at (269) 387-2116 or visit [www.wmich.edu/disabilityservices](http://www.wmich.edu/disabilityservices). Students cannot request academic accommodations without first scheduling an appointment and meeting with a DSS staff member. If a student does not register with DSS, his/her academic accommodations/modifications cannot be executed.

**Sexual Misconduct Reporting**

Students and instructors are responsible for making themselves aware of and abiding by the “Western Michigan University Sexual and Gender-Based Harassment and Violence, Intimate Partner Violence, and Stalking Policy and Procedures” related to prohibited sexual misconduct under Title IX, the Clery Act and the Violence Against Women Act (VAWA). Under this policy, responsible employees (including instructors) are required to report claims of sexual misconduct to the Title IX Coordinator or designee (located in the Office of Institutional Equity). Responsible employees are not confidential resources. For a complete list of resources and more information about the policy see [www.wmich.edu/sexualmisconduct](http://www.wmich.edu/sexualmisconduct).

**WMU Resources**

**WMU’s Libraries:** Can be accessed via your GoWMU account or going to [www.wmich.edu/library](http://www.wmich.edu/library).

**Writing Center:** Can be accessed at [www.wmich.edu/casp/writingcenter](http://www.wmich.edu/casp/writingcenter).

**WMU Graduate College:** The Graduate College offers a variety of workshops and resources pertinent to the MPA program. Please access [www.wmich.edu/grad](http://www.wmich.edu/grad).

**E-Learning:** Accessible through your GoWMU account. Check with the faculty member of PADM 5480 submission, discussion groups, and other course-related matters.
Course Schedule and Readings

Session 1.  Research Matters (1/11)

No Class: Dr. Martin Luther King, Jr., Recess (1/18)


Session 3.  Concepts and Questions (2/01)

Session 4.  Literature Review (2/08)

Guest Speaker and Library Orientation: Searching and accessing materials online

Session 5.  Operationalization: Variables, Measurement, and Relationships (2/15)

Session 6.  Research Design I: Experimental and Quasi-experimental Approaches (2/22)

Session 7.  Research Design II: Survey Research (2/29)
Singleton & Straits. (2009). Ch. 6, pp. 150-192; Ch. 9 and Ch. 10, pp. 263-353.

No Class: Spring Break (3/07-3/11)

Session 8.  Research Design III: Qualitative Approaches (Case Study Research, Field Research, Historical Research, Content Analysis, and Key Informant Interview) (3/14)

Lab: Accessing data from the Census Bureau and General Social Survey

Session 10. Ethical Issues (3/28)

Guest Speaker and Human Subjects Orientation: HSIRB and CITI Training

Session 11. Writing Research Proposals and Reports and student Presentations (4/04)

Session 12. Student Presentations (4/11)
No further reading