

MPA COURSE SYLLABUS

PA501: APPLIED RESEARCH METHODOLOGY

Student Handbook:
https://www.uog.edu/_resources/files/student_handbook_10.7.16.pdf

We are the regional center for education, development and research in business and government. Our core values promote ethical and socially responsible leadership throughout the Western Pacific.

~ SBPA Mission Statement ~

Dr. Instructor, ^{PHD.}

Class Time: Wednesday 5:30PM - 8:30PM

Location: SBPA-Rm

Office: SBPA-Rm

Office Hrs: TBA

SBPA: (671)735-2501

Email: email@email.com

1. **The UNIVERSITY OF GUAM'S MPA Mission Statement:**

The mission of the University of Guam MPA program is to inspire authentic public servants through leadership that enlightens its learners to discover what it truly means to be of public service. This is fundamental to the institution's mission of Ina. Diskubre. Setbe. To enlighten. To discover. To serve.

This professional degree program provides graduate students with a high caliber educational experience that prepares its aspirants to be leaders, managers, and analysts in public affairs, public administration, and public policy careers at the territorial, regional, federal, and international levels. The curriculum offers valuable opportunities for individuals to embrace diversity and practice citizenship; enhance and improve essential leadership/managerial skills; research seminal concepts and theories of public administration, public affairs, and public policy; and explore contemporary techniques regarding the formulation, analysis, and implementation of policies, programs, and best practices in organization and society. This mission is accomplished by educating and training professional leaders that are citizenship-oriented, accountable, ethically conscious and whose focus is a sincere commitment to make a difference through public service.

2. **CATALOG Course Description:**

This course is a concentrated study of research methodology, including planning, organizing and executing research projects; techniques of gathering data; use of library facilities and other sources of information; analysis and interpretation of data; the art of strategy of presenting oral and written findings. This is a 3 Credit Hour Course.

3. Course Learning, Program Learning, and UOG Learning Outcomes:

Course Learning Outcomes (CLO)	MPA Core Competencies (PLO)	UOG Institutional Graduate Learning Outcomes (IGLO)
<i>Upon successful completion of this course students will demonstrate:</i>		
<ul style="list-style-type: none"> • Have an understanding of the scientific process and its application to sociological and social science disciplines. • Acquire skills necessary to access and interpret existing research as a prelude to decision making for current research. • Understand what it means to apply evidence based on programs • Have knowledge of social science research procedures and practices. • Be able to conceptualize a problem, formulate hypothesis, and design research methodology, collect, analyze and interpret quantitative and qualitative data, including commonly encountered statistical procedures such as frequencies, chi square, t-tests, correlation, regression, and non-parametric statistics. • Have a good grasp of SPSS. • Be familiar with data sources available on the internet, particularly the Inter-University Consortium for Political and Social Research (ICPSR). • Be able to recognize common sources of error and bias in research. • Understand the principles of community needs assessment to design, implement, and evaluate counseling interventions, treatment and other programs. • Be able to apply the ASA code of ethics to research. • Use the computer to perform data analysis, locate and evaluate information on the internet, and write effectively using scientific concepts and theories. <hr/> <p><i>This is assessed through the Class Assignments, Midterm, and Final Project</i></p>	<p><u>Competency 3:</u></p> <p>Demonstrate a practical competency to analyze, synthesize, think critically, quantitatively/qualitatively reason, solve problems and make decisions;</p>	<p><u>IGLO 1:</u></p> <p>Demonstrate mastery of critical skills, theories, methodologies, and other content knowledge at a level that will enable them to address fundamental questions in their primary area of study;</p>

4. The University of Guam’s MPA Public Service Values

The following public service values are fundamental ideals and principles of the MPA program that are shared by its faculty, students, and stakeholders alike. The program’s mission, governance, and curriculum are structured to uphold the following public service values, which distinguishes this program from other degree programs:

Public Service Value 1: Professionals Committed to Accountability, Transparency, and Ethics

Our mission will be met by competent professionals, committed to pursuing the public interest with accountability, transparency, and the highest standard of ethical consideration.

Public Service Value 2: Public Servants Worthy of Public Trust

As Public Servants, with every thought, word, and deed, we must strive every day, and at every instance, to prove ourselves worthy of the public’s trust. We must be humble and consider ourselves privileged to be charged with the welfare of others.

Public Service Value 3: Keepers of Respect, Equity, and Fairness Rooted in the Principles of Democracy

The Principles of Democracy must be at the heart of everything we do. We must also always strive to demonstrate respect, equity, and fairness in dealing with all people and fellow public servants. Further, it should be our pledge to be guided by Constitutional principles of the United States, the Organic Act of Guam, and be exemplars of law-abiding citizens in our respective roles within public service.

5. REQUIRED TEXT and other Course Materials:

Required:

- One applied research article each week to be shared in class and submitted at semester’s end.
- Mandatory supplemental readings will be announced as required or posted on Whatsapp. Students are required to do all assigned reading.
- Peregrine Academic Services – Write & Cite Training
 - Complete** the Peregrine Academic Services – Write & Cite™ training Module and Competency Exam - \$49
 1. <https://micro.peregrineacademics.com/site/uofguam/login.php>
 2. Registration Password: UOG-WC

3. Under MBA and MPA Graduate Degree Programs, select “APA for Academic Writing” and scroll down to the bottom of the page. Click “Review your Selection(s) and proceed with Registration.”
4. The “Course/Exam” is titled APA for Academic Writing and the “Unit Price” is \$49.00 USD. Select “Proceed with Registration.”
5. Fill in the Registration, Billing, and Credit Card Information fields: First Name, Last Name, Student ID Number, Email, and Confirm Email.
6. Select “Review Registration.”
7. Select “Complete Order.”

***If you have any problems with the registration process or testing site, please visit Peregrine’s technical support page at: <http://www.peregrineacademics.com/support>.*

- Collaborative Institutional Training Initiative Program (CITI)
 - Complete** the Collaborative Institutional Training Initiative Program (CITI):
 1. <https://about.citiprogram.org/en/homepage/>
 2. Click “**register**” at the top right
 3. At Step 1 for selecting Organization Affiliation, input “**University of Guam**,” agree to the terms of service, and continue to Step 2 Follow the 7 step registration process (*Please note that for Step 5, CE credits are available to purchase only at the learner’s expense. If you do not plan to purchase credits you may select “No.” The Purchase of CE credits is NOT REQUIRED)
 4. When selecting a curriculum at Step 7 select “**Group 3: UOG ORSP**.”
 5. Be sure to click “**Complete Registration**” and submit the “**The Integrity Assurance Statement**”
 6. Once your setup is complete go the “**University of Guam Courses**” tab.
 7. Select “**Group 3: UOG ORSP**” and add the course.
 8. Complete the course

Helpful Resources:

- You are not required to buy the APA Publication Manual. Purdue University has an excellent online guide that should be consulted for all written materials that are submitted for this course.
 - <https://owl.english.purdue.edu/owl/resource/560/01/>
- If you are having trouble with SPSS and the in-class assignments/the book are not helping, UCLA has a thorough online guide that should be the first place you look for additional help. If your issue is still not resolved, look on Google or YouTube for tutorials. For the most part, the information on the web is very useful.
 - <https://www.ats.ucla.edu/stat/spss/>

6. ADA Accommodation:

If you are a student with a disability who will require an accommodation(s) to participate, please contact me privately to discuss your specific needs. You will need to provide documentation concerning your need for accommodation(s) from the UOG’s EEO/ADA Office. The EEO/ADA Office may be contacted at 735-2244/2971/2243 to coordinate your accommodation request.

7. TECHNOLOGY Policy:

Our graduate program is committed to innovative and effective utilization of technology in the classroom. While we strive to keep up with the dynamic evolution of delivery modes, and their learning applications, it is our shared responsibility to protect the integrity of your education. Therefore, the presence and use technology in the classroom is intended to enhance the total learning experience, both student and instructor. It is the responsibility of the course instructor to decide when, if, and what type of technology is to be used during class. At any time, and at the sole discretion of the instructor, any use of technology that degrades the learning environment, promotes dishonesty or is used for illegal activities may be prohibited. As a word of caution, institutional, program, and civil penalties, relative to the infraction, may be applied.

8. FATAL ERROR Policy:

Effective Communication - If any submitted writing assignment has more than 3 obvious grammatical citation errors, the instructor will return the assignment to the student to make the appropriate corrections; otherwise, the assignment will not be graded. Returned assignments are subject to late penalties at the discretion of the professor. Should written communication be a noticeable issue the professor reserves the right to: 1) mandate that the student seek concurrent help

with their wiring through the writing center as a condition of continual enrollment in the course; or 2) recommend the student to drop the course, seek assistance with the writing center, and enroll in the said course at a later date when proficiency can be demonstrated.

9. Tobacco-free/Smoke-free/Vaping-free campus:

UOG is a tobacco-free/smoke-free, vaping/e-cigarette-free campus. Thank you for not using tobacco products or e-cigarettes on campus, for helping to fight cancer, and for helping to make UOG a healthy learning environment.

10. ACADEMIC and PROFESSIONAL Integrity (Plagiarism and Collusion):

Plagiarism is the use of another person's work without acknowledgement or citation. Forms of plagiarism may include the intentional or unintentional reproduction of the work of others (this includes the work of peers – other students), published or unpublished, either verbatim or in close paraphrase without credit to the author or creator. The work of others includes material such as those downloaded from the internet, essays, reports, presentations, projects, discussions from seminars, ideas, text and diagrams from lecture handouts, theses, and dissertations.

Collusion is a form of plagiarism; it involves the unauthorized cooperation between two people or more, with the intent to deceive. Examples of collusion include the conspiring of two or more students to produce a piece of work together with the intention of passing it off as his or her own work; the submission of the work of another student, which may involve the former student willingly giving the work and where it is evident to the student giving the work that the other student would submit it as his or her own; cooperation between a student and another person in the preparation and production of work which is presented as the student's own and not authorized by the professor; the submission of work as the student's own, where the student has purchased or solicited another individual or source to produce the work on the student's behalf.

In line with our school's program intent toward developing ethical professionals, students must adhere to honesty and give credit by properly citing references to published works, secondary data, etc., on course assignments or deliverables. It is highly recommended that students use the APA Manual as a reference for citations and report formatting. APA is the official writing style of the program. Absolutely no credit/points will be granted for works where cheating, plagiarism and collusion are observed. Such incidences will result in automatic failure of the course and recommended expulsion from the university.

11. ORIGINALITY Reports/Plagiarism Checkers

Students may be required to submit their papers through a plagiarism detection service – “turnitin.” While this will be required this does not preclude you from using other services to supplement. Be mindful, however, that different services do not all produce the same results uniformly. As a rule of thumb we insist that your indexes (percentages of similarity) be less than 10%. This is, of course, exclusive of the bibliography. Be mindful also that while 10% is a benchmark, 10% of matching text in a continuous block could constitute plagiarism. We will always err on the side of academic integrity.

12. TEACHING Method

This course is structured to examine various approaches to applied research methods in social sciences. We will draw from various open source materials, as well as from research articles in social science related fields. Research has shown that students learn best when they actively participate in class discussions and projects. I believe that the role of the instructor is to facilitate an active learning environment through a combination of brief lectures, productive classroom discourse, teamwork, and creative thinking. As such, the course will engage in a variety of activities in addition to lectures including writing exercises, group work, class discussions, practical exercises, et cetera. I value your opinions about the course, and will solicit feedback periodically. To be successful in the course, you are required to read all assignments, come to class prepared, and engage fully in discussions and other course activities.

13. BASIC COURSE Requirements (Subject to announced changes)

ATTENDANCE/ACTIVE PARTICIPATION	20%
IN-CLASS ASSIGNMENTS	20%
MIDTERM	30%
FINAL PROJECT	<u>30%</u>
T O T A L:	100%

- **ATTENDANCE AND ACTIVE PARTICIPATION (20%):** You are expected to attend and participate in class. You should thoroughly read all assigned materials and bring a thoughtful question for each piece of reading.
- **IN-CLASS ASSIGNMENTS (20%):** As an inquiry course, the in-class work is critical to your understanding the research method and will be essential for completion of your final project. A collection of readings must be submitted at the semester's end. This portfolio is 10% of the course grade.
- **MIDTERM (30%):** There will be one midterm exam. The test has multiple choice, matching, and short answer questions designed to apply course materials to questions posed from each week's readings and class activities.
- **FINAL PROJECT (30%):** The goal of this project is to build your writing skills and produce an original research project that can be used as a writing sample in the future. You **MUST** get my approval on the paper proposal before collecting data. I will provide comments on your presentation that should be incorporated in the final paper.

The research project is designed to apply research methods to an original project. You are required to submit a written proposal for your final project that will receive comments from other classmates and will require my approval. The proposal should include an abstract, introduction, research question, literature review, hypothesis, proposed methodology, how you collect the survey data, what variables are important, how you will operationalize them, how you will measure them, and your questionnaire.

- **DATA COLLECTION:** You will collect your own SURVEY data for this project. You are expected to have all your data collected and put onto SPSS. Bring your SPSS file and the hard copies of your surveys with you to class that day.
- **ORAL PRESENTATIONS:** You will give a 5-8-minute presentation on your project and respond to questions about your research. If you would like to make a power point presentation or poster, you are welcome to do so for extra credit, but it is not required.
- **COURSE ATTENDANCE POLICY:** You are expected to attend class, to arrive in time, to remain for the entire class period, and to be prepared, Attendance will be taken weekly. You must sign YOUR OWN NAME on the sign-in sheet to be counted as present. Signing for another student will be considered a violation of the university honor code.
- **COMMUNICATION:** Email and Whatsapp are the preferred media for communicating with each other.
- **CELLPHONES:** must be turned off during class meetings. Laptops are allowed in class meetings for taking class notes, performing calculations, and accessing class related websites. Use of cellphones or laptops for personal communication, web-surfing, or uses unrelated to the course is disrespectful and takes away from your active and attentive participation in class discussions.
- **WITHDRAWALS:** If you choose to drop or voluntarily withdraw from the class, please do so by the deadline so that my signature will not be required. I will not sign withdrawal forms. If your name appears on the course grading sheet at the end of the semester, it is assumed that you are still enrolled in the course and will be assigned a course grade. Incomplete is only given if (1) your class standing is passing; and (2) there is a compelling reason that is beyond your control.
- **CHEATING AND PLAGIARISM:** Students are responsible for reviewing appropriate UOG policies & acting with academic honesty. Refer to the appropriate UOG documents and statements for details. Cheating and Plagiarism will result in automatic failure of the course.
- **FATAL ERROR POLICY:** If any submitted writing assignment has more than 3 obvious grammatical citation errors, the instructor will return the assignment to the student to make the appropriate corrections; otherwise, the assignment will not be graded.
- **WORK LOAD:** Students will need about 6 hours a week outside of class time preparing for classes and its requirements. Although each student has different backgrounds, goals and study habits, most students will need to spend roughly that amount of time in order to succeed.
- **COME PREPARED:** Face to face classroom time will be used to go over concepts and explore different facets of the materials in the various chapters. Thereby, you must come to class already having read the chapters assigned during any given week. Materials may be synthesized and compressed. Reading is your responsibility.

- **MAKE-UP EXAMS, ASSIGNMENTS, AND NOTES:** Copies of the presentations will be available to download AFTER class. Handouts and returned assignments will be brought to class and distributed only once. Students who miss such items must schedule a times to pick them up. If you are absent, you will need to get the notes from a classmate or team member.

All assignments are due by the beginning of class on the date indicated and will receive a 0 is not provided at that time. The instructor WILL NOT accept assignments or papers submitted by email.

In an extraordinary circumstance make-up exam can be scheduled. To qualify for a make-up exam, the student must notify the instructor by email in advance of the absence and provide documentation. The make-up exam must be scheduled within a week of the original exam date. You will receive a 0 for the unexcused absence from an exam. Examples of extraordinary circumstances include, but are not limited to: medical problems that require bed care or surgery (including yourself and immediate family members), subpoena for court or jury duty, or in-service training. The instructor reserves the right to exercise discretion in this matter so that individual predicaments may be considered.

- **GRADUATE LEVEL WORK PRODUCT:** Copies Unless otherwise stated in class, there are no extra credit assignments for this class. Assignments will be graded on accuracy, depth of expression, grammar, neatness, punctuation, quality, spelling, and thoroughness.
- **CLASSROOM COURTESY:** Classroom courtesy is essential for learning. All students have the right to learn without unneeded distractions such as: cellphones, talking out of turn, reading, falling asleep, entering and leaving the classroom, etc. If you need to use your cellphone for an emergency purpose, it must remain on vibrate. All other use of cellphones is prohibited. Laptop and tablets use is restricted. Laptops and tablets may only be used if you have a documented learning need. It is your responsibility to arrive on time and stay for the entire class period. If you need to leave early, tell the instructor beforehand.

Scholarly Comments, In Class and Written Assignments:

- are respectful of diverse opinions and open to follow up questions and/or disagreement
- are related to class and/or the course material
- are focused on advancing the discussion about issues related to the course and/or course material rather than personal beliefs
- are delivered in normal tones and a non-aggressive manner

Unacceptable Comments:

- are personal in nature (this includes attacks on a person's appearance, demeanor, or political beliefs)
- include interrupting the instructor or other students
- often use the discussion to argue for political positions and/or beliefs. If political discussions arise in the content of the research discussed, they must be discussed in a scholarly way
- may include using raised tones, yelling, engaging in arguments with other students and being threatening in any manner
- include ignoring the instructor's authority to maintain the integrity of the classroom

14. GRADING Scale

Percent	Grade
*	A+
95+	A
90-94	A-
87-89	B+
84-86	B
80-83	B-

Percent	Grade
75-79	C+
70-74	C
UW Unofficial Withdrawal <i>(refer to the graduate bulletin on Withdrawal Policies and Procedures)</i>	

- * An A+ is an "Outstanding Designation" and is a "qualitative" grade difference from an A. Both grades carry the same quantitative points. This designation is given at the sole discretion of the instructor for such a performance. Note that this designation may not be used at all.

If you have questions or concerns about a grade(s) and believe I should review them, you should submit a written request over email to me describing your concern in detail. You must take 24 hours to reflect on the grade before contacting me, but you must submit the request within one week of date that grades for that assignment are disseminated. The exception is an addition error, which should be pointed out immediately.

15. KEY Dates:

January 20	First Day of Class
February 24	Midterm Exam
March 24	Spring Break
April 21-28	Research Project Presentations
May 5	Faculty Evaluation & Portfolio Due
	Final Project Due (written) & oral (10 minute) presentation