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### PSC 495.01: Research for Public Managers

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Political Science 495  
**RESEARCH FOR PUBLIC MANAGERS**  
Autumn 2008

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Office: Corbin 252  
Office Hours: M, W, F 1 pm – 2 pm  
or anytime by appointment  
Class Location: LA 337

**Course Description:**

This course introduces the student of public administration to the methods used by public managers in preparing for and conducting research. The course focuses on understanding and applying the various concepts involved in conducting research along with practical skills in developing a research proposal. The course covers the tools of research needed for public managers; how to find and utilize these tools; determining whether research should be done in-house or out-of-house; how to develop a research proposal and a Request for Proposal. All of this is done within the context of what a public manager needs to know regarding research projects within his/her agency, a "how to" course.

**Course Objectives:**

1. To identify and acquire substantive knowledge and understanding of the traditions of research within public agencies.
2. To understand the research process within public administration in discovering, collecting, and interpreting information in resolving the problems of daily operations.

**Required Textbooks:**

*Using Sources Effectively*, Robert Harris, Pycszak Publishing

Other Provided Readings

**Course Requirements:**

Student participation is an essential element in this course due to the discussions which will take place. During these discussions, students will learn from other students input and analysis. Students are required to read all assigned readings and be prepared to discuss them in class; complete eight (8) writing assignments and complete the Chapter Reviews contained within the textbook. Writing assignments 1, 2, and 3 are worth 50 points each; writing assignments 4, 5, 6, and 7 are worth 30 points each; and writing assignment 8 is worth 100 points. The Chapter Reviews are worth 30 points each except for Chapter 1 which is worth 20 points. The total for the class is 540 points.

**Graduate Increment:** Graduate students will meet with the instructor to determine their graduate increment.

**Course Grading:**

A = 502-540 points  
 B = 448-469  
 C = 394-417  
 D = 340-361

A- = 486-501  
 B- = 432-447  
 C- = 378-393  
 D- = 324-339

B+ = 470-485  
 C+ = 416-431  
 D+ = 362-377  
 F = 0-323

**Course Schedule:**

Monday	25 Aug 2008	Introduction to Research for Public Managers
Wednesday	27 Aug 2008	What is research? What constitutes research? What research is not!
Friday	29 Aug 2008	Why research for public managers?
Monday	01 Sept 2008	<b>NO CLASS – Labor Day Holiday</b>
Wednesday	03 Sept 2008	Ethics and Research <b>Readings:</b> <i>Exploring Research</i> , Neil Salkind, Pages 58-65; <i>Research Methods for Public Administrators</i> , Elizabethann O'Sullivan, Gary R. Rassel, Pages 218-231
Friday	05 Sept 2008	Ethics and Research <b>Social Science Computer Lab (SS 258)</b> <b>Internal Review Board – Ethics Test</b>
Monday	08 Sept 2008	Ethics and Research <b>Reading:</b> <i>Splitting the Difference</i> , Martin Benjamin, Pages 46-74 <b>Assignment:</b> Begin Writing Assignment 1 – (Due Friday 12 Sept 2008)
Wednesday	10 Sept 2008	Tools of Research <b>Social Science Computer Lab (SS 258)</b>
Friday	12 Sept 2008	Tools of Research <b>Social Science Computer Lab (SS 258)</b> <b>Assignment:</b> Begin writing Assignment 2 – (Due Friday 19 September 2008) <b>Reminder:</b> <i>Writing Assignment 1 Due today!</i>
Monday	15 Sept 2008	Using Sources Effectively <b>Reading:</b> <i>Using Sources Effectively</i> , Robert A. Harris, Chapter 1, Pages 1-7 <b>Assignment:</b> Review Questions, Page 7; Chapter 2 Review Quiz, Page 8; Self-Assessments, Pages 10-12

- Wednesday 17 Sept 2008  
**Plagiarism**  
**Reading:** *Using Sources Effectively*, Robert A. Harris, Chapter 2, Pages 13-26  
**Assignment:** Review Questions, Pages 26-27; Chapter 2 Review Quiz, Pages 28-29
- Friday 19 Sept 2008  
**Selecting Sources**  
**Reading:** *Using Sources Effectively*, Robert A. Harris, Chapter 3, Pages 31-43  
**Assignment:** Review Questions Pages 43-44; Chapter 3 Review Quiz, 45-46  
**Reminder:** *Writing Assignment 2 Due Today!*
- Monday 22 Sept 2008  
**Working with Sources**  
**Reading:** *Using Sources Effectively*, Robert A Harris, Chapter 4, Pages 47-62  
**Assignment:** Review Questions, Chapter Review Quiz, Pages 64-66
- Wednesday 24 Sept 2008  
**Putting It Together**  
**Reading:** *Using Sources Effectively*, Robert A Harris, Chapter 5, Pages 67-81  
**Assignment:** Review Questions, Pages 81-82; Chapter 5 Review Quiz, pages 83-85
- Friday 26 Sept 2008  
**Effective Use**  
**Reading:** *Using Sources Effectively*, Robert A. Harris, Chapter 6, Pages 87-96  
**Assignment:** Review Questions 96-97; Chapter 6 Review Quiz, Pages 98-99; Appendix A, Pages 101-112
- Monday 29 Sept 2008  
**Government Documents and Journals**  
**Meet at Mansfield Library UM**
- Wednesday 01 Oct 2008  
**Government Documents and Journals**  
**Meet at Mansfield Library UM**  
**Reminder:** *Writing Assignment 2 Due Today!*
- Friday 03 Oct 2008  
**Government Documents and Journals**  
**Meet at Mansfield Library UM**  
**Assignment:** Begin Writing assignment 3 – (Due 10 October 2008)
- Monday 06 Oct 2008  
**Understanding the Difference Between Social Science Research and Applied Research**  
**Reading:** *Research for Public Administrators*, Elizabethann O’Sullivan, Gary R. Rassel, Pages 57-76; *Understanding Research Methods*, Mildred L. Pattern, Pages 23-24; Class Handout

Wednesday	08 Oct 2008	Understanding the Difference Between Social Science Research and Applied Research <b>Reading:</b> Class Handout
Friday	10 Oct 2008	Dissecting an Applied Research Project (LAPA) <b>Meet at Social Science Computer Lab (SS 258)</b> <b>Reminder: <i>Writing Assignment 3 Due Today!</i></b>
Monday	13 Oct 2008	Federal and State Laws and Administrative Rules <b>Reading:</b> Class Handout
Wednesday	15 Oct 2008	Research Design / Proposal / RFP
Friday	17 Oct 2008	When to Conduct Research – Identifying the Need Or the Problem <b>Reading:</b> <i>Practical Research</i> , Paul D. Leedy, Jeanne Ellis Ormrod, Pages 47-49; <i>Research Methods for Social Sciences</i> , Chava Frankfort-Nachmias, David Nachmias, Pages 46-47; <i>Political Science Research Methods</i> , Janet Buttolph Johnson, H.T. Reynolds, Pages 60-65 <b>Assignment:</b> Begin Writing Assignment 4 – (Due Wednesday 22 October 2008)
Monday	20 Oct 2008	Grants for Research
Wednesday	22 Oct 2008	Grants for Research <b>Social Science Computer Lab (SS 258)</b> <b>Reminder: <i>Writing Assignment 4 Due Today!</i></b>
Friday	24 Oct 2008	RFP Requirements for Contracting Research Services <b>Social Science Computer Lab (SS 258)</b>
Monday	27 Oct 2008	Developing a Hypothesis or Research Question <b>Reading:</b> Class Handout
Wednesday	29 Oct 2008	Developing a Hypothesis or Research Question <b>Reading:</b> Class Handout
Friday	31 Oct 2008	Developing a Hypothesis or Research Question <b>Assignment 5:</b> Begin Writing Assignment 5 – (Due Wednesday 05 November 2008)
Monday	03 Nov 2008	Literature Reviews / Annotated Bibliography <b>Review:</b> Tools of Reserarch <b>Reading:</b> Class Handout
Wednesday	05 Nov 2008	Literature Reviews / Annotated Bibliography <b>Assignment 6:</b> Begin Writing Assignment 6 – (Due Monday 10 November 2008)

**Reminder: *Writing Assignment 5 Due Today!***

Friday	07 Nov 2008	Methodology – Available Options <b>Reading:</b> Class Handout
Monday	10 Nov 2008	Methodology – Sample Populations <b>Reading:</b> <i>Exploring Research</i> , Neil K. Salkind, Pages 85-96 <b>Reminder: <i>Writing Assignment 6 Due Today!</i></b>
Wednesday	12 Nov 2008	Data Collection <b>Reading:</b> <i>Conducting a Survey</i> , Lawrence T. Orcher, Pages 59-72
Friday	14 Nov 2008	Data Collection / Developing a Survey Instrument <b>Assignment:</b> Begin Writing Assignment 7 – (Due Wednesday 19 November 2008)
Monday	17 Nov 2008	Data Collection Review
Wednesday	19 Nov 2008	Developing a Survey Instrument <b>Reminder: <i>Writing Assignment 7 Due Today!</i></b>
Friday	21 Nov 2008	Data Analysis - SPSS <b>Social Science Computer Lab (SS 258)</b>
Monday	24 Nov 2008	Class Discussion and Review
Wednesday	26 Nov 2008	<b>NO CLASS – Thanksgiving Holiday</b>
Friday	28 Nov 2008	<b>NO CLASS – Thanksgiving Holiday</b>
Monday	01 Dec 2008	Conclusions and Recommendations <b>Assignment:</b> Begin Writing Assignment 8 – (Due 10 December 2008)
Wednesday	03 Dec 2008	Data Analysis - SPSS <b>Social Science Computer Lab (SS 258)</b>
Friday	05 Dec 2008	Final Discussion and Review
Wednesday	10 Dec 2008	<b>Final Writing Assignment Due</b>

Political Science 495  
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**Writing Assignment Calendar**

**Writing Assignment 1 – Ethics in Research – (Start 8 Sept 2008 -- Due 12 Sept 2008)**

Write a 3 to 5 page paper regarding why ethics are so essential in conducting and reporting research. Be sure to include what a public manager is responsible for and how he/she will ensure ethical standards are a part of their research proposal.

The paper shall be double spaced, 12 font, left-justified, with one inch margins all-around. You may NOT use contractions (don't, can't, etc) or first person in writing the paper and do not include a title page. Place your name on the first page in the upper left hand corner.

**Note:** It is understood that you all have other obligations. If you are going to be late, please email me in advance of the deadline.

**Writing Assignment 2 – Tools of Research – (Start 12 Sept 2008 -- Due 19 Sept 2008)**

Write a 3 to 5 page paper regarding how a public manager can utilize the "tools of research" in developing his/her proposal and conducting the research. Apply this to your topic.

The paper shall be double spaced, 12 font, left-justified, with one inch margins all-around. You may NOT use contractions (don't, can't, etc) or first person in writing the paper and do not include a title page. Place your name on the first page in the upper left hand corner.

**Note:** It is understood that you all have other obligations. If you are going to be late, please email me in advance of the deadline.

**Writing Assignment 3 – Government Documents and Journals – (Start 03 Oct 2008 -- Due 10 Oct 2008)**

Write a 3 to 5 page paper that addresses your research proposal. Use at least three different sources from the Government Document and Journals in the UM Mansfield Library that support your proposal. Be sure to present each document and explain why it relates to and impacts your proposal.

The paper shall be double spaced, 12 font, left-justified, with one inch margins all-around. You may NOT use contractions (don't, can't, etc) or first person in writing the paper and do not include a title page. Place your name on the first page in the upper left hand corner.

**Note:** It is understood that you all have other obligations. If you are going to be late, please email me in advance of the deadline.

**Writing Assignment 4 – Statement of the Problem – (Start 17 Oct 2008 -- Due 22 Oct 2008)**

Write the Statement of the Problem / Introduction for your research proposal. (Review the Class Handout).

The paper shall be double spaced, 12 font, left-justified, with one inch margins all-around. You may NOT use contractions (don't, can't, etc) or first person in writing the paper and do not include a title page. Place your name on the first page in the upper left hand corner.

**Note:** It is understood that you all have other obligations. If you are going to be late, please email me in advance of the deadline.

**Writing Assignment 5 – Hypothesis / Research Question (Start 31 Oct 2008 -- Due 05 November 2008)**

Write your hypothesis statement and rationale. Then write the same section as an applied research question.

The paper shall be double spaced, 12 font, left-justified, with one inch margins all-around. You may NOT use contractions (don't, can't, etc) or first person in writing the paper and do not include a title page. Place your name on the first page in the upper left hand corner.

**Note:** It is understood that you all have other obligations. If you are going to be late, please email me in advance of the deadline.

**Writing Assignment 6 – Literature Review / Annotated Bibliography – (Start 05 Nov 2008 - - Due 10 Nov 2008)**

Research and provide an “annotated bibliography” or a literature review that supports your project. Provide at least 5 entries.

The paper shall be double spaced, 12 font, left-justified, with one inch margins all-around. You may NOT use contractions (don't, can't, etc) or first person in writing the paper and do not include a title page. Place your name on the first page in the upper left hand corner.

**Note:** It is understood that you all have other obligations. If you are going to be late, please email me in advance of the deadline.

**Writing Assignment 7 – Data Collection / Survey Instrument – (Start 14 Nov 2008 -- Due 19 November 2008)**

Write a methodology section regarding data collection and data analysis. Include your research questionnaire.

The paper shall be double spaced, 12 font, left-justified, with one inch margins all-around. You may NOT use contractions (don't, can't, etc) or first person in writing the paper and do not include a title page. Place your name on the first page in the upper left hand corner.

**Note:** It is understood that you all have other obligations. If you are going to be late, please email me in advance of the deadline.

**Writing Assignment 8 – Finalized Information for RFP / Research Proposal – (Start 01 Dec 2008 -- Due 10 December 2008)**

Combine and refine your research proposal. Make sure you have all of the elements including whether or not you are seeking a grant to fund the research and the procurement steps you must follow. Also, will you be doing the project in-house or out-of-house.

The paper shall be double spaced, 12 font, left-justified, with one inch margins all-around. You may NOT use contractions (don't, can't, etc) or first person in writing the paper and do not include a title page. Place your name on the first page in the upper left hand corner.

**Note:** It is understood that you all have other obligations. If you are going to be late, please email me in advance of the deadline.