Fall 9-1-2008

PSC 495.01: Research for Public Managers

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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, Pyrczak 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:

B = 448-469  B- = 432-447  C+ = 416-431
C = 394-417  C- = 378-393  D+ = 362-377
D = 340-361  D- = 324-339  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  NO CLASS – Labor Day Holiday
Wednesday  03 Sept 2008  Ethics and Research
Friday  05 Sept 2008  Ethics and Research
Social Science Computer Lab (SS 258)
Internal Review Board – Ethics Test
Monday  08 Sept 2008  Ethics and Research
Reading:  *Splitting the Difference*, Martin Benjamin, Pages 46-74
Assignment:  Begin Writing Assignment 1 – (Due Friday 12 Sept 2008)
Wednesday  10 Sept 2008  Tools of Research
Social Science Computer Lab (SS 258)
Friday  12 Sept 2008  Tools of Research
Social Science Computer Lab (SS 258)
Assignment:  Begin writing Assignment 2 – (Due Friday 19 September 2008)
Reminder:  *Writing Assignment 1 Due today!*
Monday  15 Sept 2008  Using Sources Effectively
Reading:  *Using Sources Effectively*, Robert A. Harris, Chapter 1, Pages 1-7
Assignment:  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**

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
Reading: Class Handout

Friday  10 Oct 2008  Dissecting an Applied Research Project (LAPA)
Meet at Social Science Computer Lab (SS 258)
Reminder: Writing Assignment 3 Due Today!

Monday  13 Oct 2008  Federal and State Laws and Administrative Rules
Reading: Class Handout

Wednesday  15 Oct 2008  Research Design / Proposal / RFP

Friday  17 Oct 2008  When to Conduct Research – Identifying the Need Or the Problem
Reading: Practical Research, Paul D. Leedy, Jeanne Ellis Ormrod, Pages 47-49; Research Methods for Social Sciences, Chava Frankfort-Nachmias, David Nachmias, Pages 46-47; Political Science Research Methods, Janet Buttolph Johnson, H.T. Reynolds, Pages 60-65
Assignment: Begin Writing Assignment 4 – (Due Wednesday 22 October 2008)

Monday  20 Oct 2008  Grants for Research

Wednesday  22 Oct 2008  Grants for Research
Social Science Computer Lab (SS 258)
Reminder: Writing Assignment 4 Due Today!

Friday  24 Oct 2008  RFP Requirements for Contracting Research Services
Social Science Computer Lab (SS 258)

Monday  27 Oct 2008  Developing a Hypothesis or Research Question
Reading: Class Handout

Wednesday  29 Oct 2008  Developing a Hypothesis or Research Question
Reading: Class Handout

Friday  31 Oct 2008  Developing a Hypothesis or Research Question
Assignment 5: Begin Writing Assignment 5 – (Due Wednesday 05 November 2008)

Monday  03 Nov 2008  Literature Reviews / Annotated Bibliography
Review: Tools of Research
Reading: Class Handout

Wednesday  05 Nov 2008  Literature Reviews / Annotated Bibliography
Assignment 6: Begin Writing Assignment 6 – (Due Monday 10 November 2008)
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<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tr>
<td>07 Nov 2008</td>
<td>Friday</td>
<td>Reminder: <em>Writing Assignment 5 Due Today!</em></td>
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<td>Methodology – Available Options</td>
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<td><strong>Reading:</strong> Class Handout</td>
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<td>10 Nov 2008</td>
<td>Monday</td>
<td>Methodology – Sample Populations</td>
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<td><strong>Reading:</strong> <em>Exploring Research</em>, Neil K. Salkind, Pages 85-96</td>
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<td><strong>Reminder: Writing Assignment 6 Due Today!</strong></td>
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<td>12 Nov 2008</td>
<td>Wednesday</td>
<td>Data Collection</td>
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<td><strong>Reading:</strong> <em>Conducting a Survey</em>, Lawrence T. Orcher, Pages 59-72</td>
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<td>14 Nov 2008</td>
<td>Friday</td>
<td>Data Collection / Developing a Survey Instrument</td>
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<td><strong>Assignment:</strong> Begin Writing Assignment 7 – (Due Wednesday 19 November 2008)</td>
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<td>17 Nov 2008</td>
<td>Monday</td>
<td>Data Collection Review</td>
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<td>19 Nov 2008</td>
<td>Wednesday</td>
<td>Developing a Survey Instrument</td>
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<td><strong>Reminder: Writing Assignment 7 Due Today!</strong></td>
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<td>21 Nov 2008</td>
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<td>Data Analysis - SPSS</td>
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<td>24 Nov 2008</td>
<td>Monday</td>
<td>Class Discussion and Review</td>
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<td>26 Nov 2008</td>
<td>Wednesday</td>
<td>NO CLASS – Thanksgiving Holiday</td>
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<td>28 Nov 2008</td>
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<td>NO CLASS – Thanksgiving Holiday</td>
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<td>01 Dec 2008</td>
<td>Monday</td>
<td>Conclusions and Recommendations</td>
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<td><strong>Assignment:</strong> Begin Writing Assignment 8 – (Due 10 December 2008)</td>
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<td>03 Dec 2008</td>
<td>Wednesday</td>
<td>Data Analysis - SPSS</td>
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<td><strong>Social Science Computer Lab (SS 258)</strong></td>
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<td>05 Dec 2008</td>
<td>Friday</td>
<td>Final Discussion and Review</td>
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<td>10 Dec 2008</td>
<td>Wednesday</td>
<td>Final Writing Assignment Due</td>
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Political Science 495
RESEARCH FOR PUBLIC MANAGERS
Autumn 2008

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.

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