PADM 595 Research Methods I – Data Collection

Fall 2021

Instructor: Iseul Choi, Ph.D.
Class meeting: Thursdays, 4:00 PM to 6:30 PM (Social Sciences 3030)
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Course Description
This course is designed to learn basic concepts and methods in public administration research. The course introduces main steps in the research process and provides basic knowledge and skills of research design. We will pay particular attention to important themes in research designs and methods focused on data collection/analysis techniques in quantitative, qualitative, and mixed-methods research. Students should come to class prepared to apply the concepts they have read at home to classroom discussions. Students are expected to be active participants in the learning process.

Course Objectives
This course is designed to develop the abilities of students to:
- Propose appropriate public administration and policy research questions
- Ground research questions in relevant theory and research, as demonstrated in well-developed literature reviews and syntheses
- Evaluate research design quality
- Design ethical research to meet practical objectives

MPA Student Learning Outcomes
At the conclusion of this course students will be able to:
- Evaluate strengths and weaknesses of published articles and research proposals
- Apply appropriate ethical standards to research
- Demonstrate knowledge of the strengths and limitations of different research methods
- Demonstrate excellent written and verbal communication ability
- Demonstrate critical thinking skills

Textbooks

1. Remler, Dahlia K., and Van Ryzin, Gregg G. 2015. *Research Methods in Practice: Strategies for Description and Causation*. Second Edition. Los Angeles: SAGE.

   The required book may be purchased at the University Bookstore or online.

2. Dillman, Smyth and Christian. 2014. *Internet, Phone, Mail, and Mixed-Mode Surveys: The Tailored Design Method, 4th Edition*.

   See UNM Libraries for the e-book (free access for students). Hard copies are Available from online retailers to suit individual preferences.

3. Other supporting course materials, including readings and handouts, will be posted on the University of New Mexico (UNM) Learn site for the course or accessible through UNM Libraries.

Grading and Assignments

Grading Policies
- 98-100 A+
- 94-97   A
- 90-93   A-
- 86-89   B+
- 81-85   B
- 76-80   B-
- 71-75   C+
- 66-70   C
- 61-65   C-
- 56-60   D+
- 51-55   D
- <=50   F

Assignments will be posted on UNM Learn. Assignments will be penalized a third of a grade (four points) for each day they are late. For example, one day late reduces from A to A-; two days late from A to B+; and so on.

Your maximum score for the entire course is 100 points. These points may be earned as follows:
- Participation and attendance 15%
- CITI training certificate 5%
- Article critiques 10%
- Literature review 20%
- Exam 25%
- Final research proposal 25%

Participation and attendance (15%)
Complete all reading assignments. Come to class with questions/comments to ask of the instructor and fellow students. Class sessions will not summarize the reading but rather will provide the larger systemic context, integrate the materials and explore the implications of the readings. Expect to be called on and asked to talk about the readings.

Participate in class discussion. This means actively engaging in discussions of the reading and class activities. For all classes, student participation will be a major component. To participate, you will need to be in class, so please do not schedule any events during class time, and let me know in advance if you cannot attend. <u>You will be asked to turn on the camera during the Zoom session.</u>

In order to encourage full participation and reward those that make strong contributions to the quality of the learning environment in the course, class participation forms a substantial portion of the grade. Full credit for class participation may be earned by attending all class sessions in their entirety, interacting constructively and politely with classmates, and consistently contributing to class discussions and other activities in a way that demonstrates thoughtful consideration of the readings and assignments, particularly by offering interpretation and analysis. Participation grades will be negatively affected by missing more than one class session, interacting negatively or impolitely with classmates, being disengaged during class, returning late from breaks, lacking participation in discussions, coming to class late or without having read and considered course readings.

CITI training certificate (5%)
Complete the UNM's online human subjects training module through CITI program and submit a copy of the certificate of completion. This will count as one of your graded assignments, with full credit for submitting the certificate. You must do this training once during your academic career (with occasional refreshers), and it is required for you to be a research assistant on faculty projects and conduct your own research with human subjects. It is due on the last day of class, although you are welcome to submit it earlier. If you have completed the CITI training or the National Institutes of Health human subjects research training course in the past three years prior to this semester, you may submit your certification in fulfillment of this requirement. You can find the instructions on how to complete the required training and print the completion report here: https://irb.unm.edu/training/index.html

Article critiques (10%)
There will be two article critiques throughout the semester. In your article critiques (also called referee reports), you will apply the course materials to identify the strengths and weaknesses of published papers. Provide a one-paragraph summary of the article. Then describe key strengths and ways the author can improve the piece. You may comment on the write-up and/or analysis. Organize your critical remarks (specific ways in which the author can improve) into a numbered list. The articles for the referee reports will be posted to Blackboard.

All reports must adhere to the following format: single-spaced, 12-point Times New Roman font, 1" margins, 1 page maximum, and your name, submission date, and title at the top.

Literature review (20%)
Students will be asked to delve into the theoretical and research base needed to support the development of scientific studies. High quality studies are grounded in existing bodies of theory and research and speak to "conversations" that are evolving in pertinent literature(s). Students will also use this assignment as the basis for developing a final research proposal later in the semester.

At the beginning of the semester, you will be asked to choose one of the following research topics and sets of research questions to guide your literature review (instructor approval required):

1. Workforce diversity: What policies and practices are most effective in promoting diversity among public or nonprofit managers? Which are relatively ineffective? You may use research in the for-profit sector to inform your inquiry, but you need to establish its relevance to the public or nonprofit sector.
2. Whistle-blowers: What factors are important in shaping public sector employee reporting on ethical violations? In other words, what factors affect increased versus decreased rates of reporting? You may address reporting on organizations, superiors and/or peers.
3. Performance management: What contributes to the effectiveness of nonprofit/government organization? How do extreme events (e.g., COVID-19) affect organizational performance? What factors are most effective in fostering collaborative performance in public or nonprofit organizations?

Your literature review and final research proposal is based on the topic you choose. I anticipate that your topic will evolve and become more focused throughout the semester.

Collect a set of 10-12 relevant research articles and write a 10-12 page (double-spaced) review of this literature that thematically (as in by factor/variable) organizes and evaluates the studies. More details on the paper components will be provided throughout the semester.

Concept sheets (not graded but recommended)
This assignment is not required but recommended for those who would like to avoid procrastination and plan a final research proposal in advance.

In your concept sheets, you will briefly describe a study (designed by you!) that will use the method to analyze a problem related to your research topic. Your first paragraph will contain a brief introduction (a couple sentences) that describes the key issue(s), and one or two sentences that specifically states your research question and/or hypotheses. In subsequent paragraphs, describe how you will collect and analyze the data. Where relevant, describe the sample, variables and how they will be operationalized, data collection procedures, data sources (for analyses of secondary data), coding schemes, regression models (including dependent and independent variables), etc. Be very specific and detailed. Conclude with a paragraph where you describe the limitations of your specific research design (such as problems with generalizability), potential problems with data collection and analysis, and steps you could take to minimize some of these limitations.

Exam (25%)
Students will take a test that will cover the core topics of the course. This will be an open-book (or open-note) and synchronous exam. Students are prohibited from working in groups. The instructor will provide a study guide and an instruction with details beforehand.

Final research proposal (25%)
Paper proposal (20%): Your final project will be a research proposal for your topic and research questions. Use your literature review to define a project that is feasible, sensible, and addresses a

novel question. You must use at least one research method discussed in class, although it is acceptable to also include social science research methods not covered here (such as comparative effectiveness analysis, social network analysis, agent-based modeling, or GIS mapping). I encourage you to develop a mixed-method proposal, although your research method(s) depend on your research question.

Your proposal will follow a similar format to federal grant proposals and contain the following components starting on separate pages: (a) title and project narrative (four sentences maximum); (b) specific aims (one page maximum); (c) research plan, comprised of significance and approach (ten pages maximum); (d) timeline (one table and four sentences maximum), and (e) all relevant appendices (such as draft survey instruments, sections of codebooks for analyses of existing data sets, and draft questions for qualitative interviews). This will be a total of 13 pages plus technical appendices.

All text must be double-spaced in Arial 12-point font with 1" margins, and appendices cannot be used to circumvent the page limit. Include a header with your name and page numbers. I will return reports that do not adhere to the format. I will not read text that goes beyond the page limit. Draw from your work throughout the class, including the concept sheets and the literature review.

As this is an introductory course, you are not expected to have a deep proficiency in all of the methods that your proposed project will require. Where appropriate, you can describe the research method, why this statistical technique is appropriate for answering your research question, and list the steps you will take to achieve proficiency such as courses, workshops, additional readings available.

Presentation (5%): You are asked to have an oral presentation of your paper to the class at the end of the semester. Presentations should be 7-10 minutes in length and the use of PowerPoint is encouraged. Treat the presentation as if it is for a professional presentation to the audience.

UNM Administrative Mandate on Required Vaccinations
All students are required by UNM Administrative Mandate on Required Vaccinations to be fully vaccinated for COVID-19 as soon as possible, but no later than September 30, 2021, and must provide proof of vaccination or of a UNM validated limited exemption or exemption no later than September 30, 2021 to the UNM vaccination verification site. Students seeking medical exemption from the vaccination policy must submit a request to the UNM verification site for review by the UNM Accessibility Resource Center. Students seeking religious exemption from the vaccination policy must submit a request for reasonable accommodation to the UNM verification site for review by the Compliance, Ethics, and Equal Opportunity Office. For further information on the requirement and on limited exemptions and exemptions, see the UNM Administrative Mandate on Required Vaccinations.

UNM Requirement on Masking in Indoor Spaces
All students are required to wear face masks in indoor classes, labs, studios and meetings on UNM campuses, see masking requirement. Vaccinated and unvaccinated instructors teaching in classrooms must wear a mask when entering and leaving the classroom and when moving around the room. When vaccinated instructors are able to maintain at least six feet of distance, they may choose to remove their mask for the purpose of increased communication during instruction. Instructors who are not vaccinated (because of an approved medical or religious exemption), or who are not vaccinated yet, must wear their masks at all times. Students who do not wear a mask indoors on UNM campuses can expect to be asked to leave the classroom and to be dropped from a class if failure to wear a mask occurs more than once in that class. With the exception of the limited cases described above, students and employees who do not wear a mask in classrooms and other indoor public spaces on UNM campuses are subject to disciplinary actions.

Communication on Change in Modality
The President and Provost of UNM may direct that classes move to remote delivery at any time to preserve the health and safety of the students, instructor and community. Please check UNM Learn regularly for updates about our class and please check https://bringbackthepack.unm.edu regularly for general UNM updates about COVID-19 and the health of our community.

Expectations for Academic Integrity
Students are expected to be familiar with the guidelines of UNM policy: https://grad.unm.edu/aire/academic-integrity.html. I also expect you to write your own papers and to provide full and accurate citations for any specific ideas or language—words, phrases, sentences—that you take from outside sources, including the Internet. Refer to the UNM Pathfinder and the UNM Catalog for the university's policy on Academic Dishonesty. Any plagiarism (passing off as one's own ideas, the words, writings, music, graphs/charts, etc. that were created by another), or other forms of cheating will be met with a failing grade for the course, and will be reported to the graduate school for additional disciplinary responses. Do not share your memos with others prior to submission, or solicit memos from others. I reserve the right to run all student memos and papers through the software that checks for academic violations.

Please put all direct quotes in quotations. Any accepted format for citation may be used as long as it is used consistently. You may want to follow the style format of a major public

administration journal, such as, *Public Administration Review* or *Journal of Public Administration Research and Theory*.

Forms of plagiarism include, but are not limited to, the following:

- Use of direct quotations without the use of quotation marks and referencing of the source of the quotation.
- Incorrect paraphrasing information without proper citation of the source.
- Failure to provide adequate citations for material used.
- The purchase of a scholarly paper or any other academic product from the Internet or any other commercial sources and submitting it as your own work.
- Downloading work from the Internet and submitting it without citation.
- Directly copying and pasting from any source, electronic or written, into any academic assignment without explicit citation of the original source.
- Submission of a work product from a previous course for credit in a current course without direct permission of the instructor.

Accommodation Statement
The Americans with Disability Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring accommodation, please advise the instructor.

Title IX Statement
A Note about Sexual Violence and Sexual Misconduct: As a UNM faculty member, I am required to inform the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu) of any report I receive of gender discrimination which includes sexual harassment, sexual misconduct, and/or sexual violence. You can read the full campus policy regarding sexual misconduct at https://policy.unm.edu/universitypolicies/2000/2740.html. If you have experienced sexual violence or sexual misconduct, please ask a faculty or staff member for help or contact the LoboRESPECT Advocacy Center.

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Class schedule
The course will generally follow the tentative schedule listed below. The schedule is subject to change at the instructor's discretion. Any revision will be announced on the UNM Learn or through emails beforehand.

Date	Topic	Readings (*denotes supplementary readings)	Due
Week 1 (8/26)	Introductions Course Overview		
Week 2 (9/2)	Introduction to Research Methods	Remler & Van Ryzin (required textbook), Chapter 1	Bio submission due: Please submit a half page of your bio (e.g., your name, academic/professional background, general interests, expected outcomes from this course, any concerns or questions etc.).
Week 3 (9/9)	Research Questions and Hypotheses	Remler & Van Ryzin, Chapters 1 and 2	
Week 4 (9/16)	Literature Review	Remler & Van Ryzin, Chapter 17	
Week 5 (9/23)	Sampling and Measurement	Remler & Van Ryzin, Chapters 4 & 5	Article critique I due (submit before class)
Week 6 (9/30)	Survey Design I	Remler & Van Ryzin, Chapter 7 Dillman, Smyth & Christian (2014), Chapter 1. Access e-book through UNM Libraries. Lee, Benoit-Bryan, & Johnson (2012). Survey research in public administration: Assessing mainstream journals with a total survey error framework. *Public Administration Review*, 72(1), 87-97. *Podsakoff, P.M., MacKenzie, S.B., Lee, J., & Podsakoff, N. (2003). Common method bias in behavioral research: A critical review of the literature and recommended remedies. *Journal of Applied Psychology, 88*, 879-903.	
Week 7 (10/7)	Survey Design II	Dillman, Smyth & Christian (2014), Chapters 2, 4 and 5. Access e-book through UNM Libraries.	
Week 8 (10/14)	**Fall break- No class**		
Week 9 (10/21)	Secondary Data	Remler & Van Ryzin, Chapter 6	Article critique II due (submit before class)

Week 10 (10/28)	Observational Studies	Remler & Van Ryzin, Chapter 12	
Week 11 (11/4)	Experiments	Remler & Van Ryzin, Chapter 14 Margetts, H. Z. (2011). Experiments for public management research, *Public Management Review*, 13(2):189-208 Gerber, A. S., Green, D. P., & Larimer, C. W. (2008). Social pressure and voter turnout: Evidence from a large-scale field experiment. *The American Political Science Review*, 102, 33–48.	Literature Review Assignment due (submit before class)
Week 12 (11/11)	Natural and Quasi Experiments	Remler & Van Ryzin, Chapter 15 Bronars, S.G. and Grogger, J., 1994. The economic consequences of unwed motherhood: Using twin births as a natural experiment. The American Economic Review, pp.1141-1156. *Lee, D.S., 2008. Randomized experiments from non-random selection in US House elections. Journal of Econometrics, 142(2), pp.675-697.	
Week 13 (11/18)	**Exam**		
Week 14 (11/25)	**Thanksgiving break- No Class**		
Week 15 (12/2)	Qualitative and Mixed-Methods Research	Remler & Van Ryzin, Chapter 3 Smith, S. L., & Grove, C. J. (2017). Bittersweet and paradoxical: Disaster response volunteering with the American Red Cross. *Nonprofit Management and Leadership,* 27(3), 353-369 Hendren, K., Luo, Q. E., & Pandey, S. K. (2018). The State of Mixed Methods Research in Public Administration and Public Policy. *Public Administration Review*, 78(6), 904–916.	
Week 16 (12/9)	**Final Research Proposal Presentation**		CITI Training Certificate Due **Final Research Proposal Due: 12/12 by midnight**