

**Fall 2022**  
**PADM 595**  
**RESEARCH METHOD I – DATA COLLECTION**  
**Thursday 6 - 8:45 pm**  
**Social Sciences Bldg. 3030**

**Instructor: Roli Varma**

**Office:** Social Science Bldg. Room 3014.

**Office Hours:** Thursday 4 pm to 6 pm and by appointment.

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### **Course Description**

This course presents basic concepts in quantitative, qualitative and mixed methods research used in social sciences/public administration. The course introduces main steps in the research process and provides basic knowledge and skills of research design. Specifically, it focuses on data collection techniques. Research is a form of problem solving. The astute researcher matches problems with methods.

### **Course Objectives**

1. Appreciate the role of scientific inquiry in social sciences/public administration
2. Learn the vocabulary and concepts of research
3. Understand the complexities of data collection
4. Examine ethical issues and standards of conduct concerning research
5. Match research methods to research questions
6. Assess the pros and cons of different research techniques
7. Learn to work with different types of data
8. Research a particular issue

These objectives will involve various activities (e.g., assignments, discussions, presentations, written work) so that you can demonstrate you have met above objectives.

### **Technical Skills**

In order to participate and succeed in this class, you will need to be able to perform the following basic technical tasks:

- Use Canvas (help documentation located in “Help”>”UNM Canvas Help Site” link on left course menu, and also at [Online Student Documentation](#) ).
- Use the in-course web conferencing tool (Zoom)
- Download and install an application or plug in – required for participating in web conferencing sessions

### **Technical Requirements**

- A high-speed Internet connection is highly recommended.

- Supported browsers include: [Detailed Supported Browsers and Operating Systems](#)
- Any computer capable of running a recently updated web browser should be sufficient to access your online course. However, bear in mind that processor speed, amount of RAM and Internet connection speed can **greatly** affect performance. Many locations offer free high-speed Internet access including [UNM's Computer Pods](#).
- Microsoft Office products are available free for all UNM students (more information on the [UNM IT Software Distribution and Downloads page](#))

**For UNM Canvas Technical Support: (505) 277-0857 (24/7) or visit the [Canvas Info Site](#)**

## **Web Conferencing**

For web conferencing, you will need:

- A headset with microphone, which are widely available at stores that sell electronics, at the UNM Bookstore or online.
- A high-speed internet connection is highly recommended for these sessions. Please test your wireless Internet connection for audio and/or video quality prior *to web conferencing*.
- **For UNM Web Conference Technical Help: (505) 277-0857**

## **Tracking Course Activity**

Canvas automatically records all students' activities including: your first and last access to the course, the pages you have accessed, the number of discussion messages you have read and sent, web conferencing, discussion text, and posted discussion topics. This data can be accessed by me to evaluate class participation and to identify students having difficulty

## **Academic Integrity**

- As a graduate student, you are expected to take considerable **responsibility** for the direction and quality of your own learning. You are expected to complete assignments on time, to speak up in class when you have questions and ideas, to contribute to a spirit of cooperative learning, and to demonstrate significant investment in your work. You should not miss classes, arrive late, or come unprepared for the class.
- Use **gender-free language** in your papers and class discussion. Unbiased language is as much a matter of accuracy as it is of fairness.
- **Academic Honesty:** All University policies regarding academic honesty apply to this course. Academic dishonesty includes, but is not limited to, cheating or copying, plagiarism (claiming credit for the words or works of another from any type of source such as print, Internet or electronic database, or failing to cite the source), fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Students are expected to be familiar with the UNM's [Policy on Academic Dishonesty](#) and the [Student Code of Conduct](#).
- As a matter of courtesy, please **turn off cell phones**, pagers, and other communication and entertainment devices prior to the beginning of class. Notify me in advance if you are monitoring an emergency, for which cell phone ringers should be switched to vibrate.

## **COVID-19 Health and Awareness.**

UNM is a mask friendly, but not a mask required, community. To be registered or employed at UNM, Students, faculty, and staff must all meet UNM's [Administrative Mandate on Required COVID-19 vaccination](#). If you are experiencing COVID-19 symptoms, please do not come to class. If you have a positive COVID-19 test, please stay home for five days and isolate yourself from others, per the [Centers for Disease Control \(CDC\) guidelines](#). If you do need to stay home, please communicate with me via email; I can work with you to provide alternatives for course participation and completion.

- [Student Health and Counseling \(SHAC\)](#) at (505) 277-3136. If you are having active respiratory symptoms (e.g., fever, cough, sore throat, etc.) AND need testing for COVID-19; OR If you recently tested positive and may need oral treatment, call SHAC.
- [LoboRESPECT Advocacy Center](#) (505) 277-2911 can offer help with contacting faculty and managing challenges that impact your UNM experience.

## **Accommodation Statement**

The American with Disabilities 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 accommodations of their disabilities. If you have a disability requiring accommodation, please contact the [UNM Accessibility Resource Center](#) in 2021 Mesa Vista Hall at 505-277-3506. Information about your disability is confidential.

- [Blackboard's Accessibility statement](#)
- [Microsoft's Accessibility statement](#)

**For military-connected students:** There are resources on campus designed to help you succeed. You can approach any faculty or staff for help with any issues you may encounter. Many faculty and staff have completed the GREEN ZONE training to learn about the unique challenges facing military-connected students. If you feel that you need help beyond what faculty and/or staff can give you, please reach out to the Veterans Resource Center on campus at 505-277-3181, or by email at [vrc@unm.edu](mailto:vrc@unm.edu).

## **Title IX: Gender Discrimination**

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the [Department of Education](#) (see pg. 15). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the [Office of Equal Opportunity](#). [Read more about campus policy regarding sexual misconduct.](#)

## **Copyright Issues**

All materials in this course fall under copyright laws and should not be downloaded, distributed, or used by students for any purpose outside this course. [The UNM Copyright Guide](#) has additional helpful information on this topic.

## **Course Drop Policy**

This course falls under all UNM policies for last day to drop courses, etc. Please see or the UNM Course Catalog for information on UNM services and policies. Please see the UNM academic calendar for course dates, the last day to drop courses without penalty, and for financial disenrollment dates.

## **Virtual Meeting Recordings**

- Technology will be used for virtual meetings in this course and our use of such technology is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA), the UNM Acceptable Computer Use Policy, UNM Computer Use Guidelines, and UNM's Student Code of Conduct.
- Sharing Electronic video and/or audio recording of the class with participants outside of the class is not permitted without written consent of the instructor and each participating student individually.
- The form to obtain written consent is available at <https://registrar.unm.edu/forms/ferpa-consent.pdf>. If a student in the course is uncomfortable with completing the FERPA consent waiver, then the student should talk with their advisor or instructor to determine whether successful participation in the class is still possible, or whether another course will meet the student's degree requirements.
- If permission for electronic video and/or audio recording is granted, any distribution of the recording is prohibited. You may not share class recordings with anyone outside of this course and doing so may result in disciplinary action.
- Students with specific electronic recording accommodations authorized by the UNM Accessibility Resources Center do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording.

## **UNM Resources**

- **CAPS Tutoring Services** CAPS is a free-of-charge educational assistance program available to UNM students enrolled in classes. Online services include the Online Writing Lab, Chatting with or asking a question of a Tutor.
- **UNM Libraries**

## Readings

- Remler, Dahlia K., and Van Ryzin, Gregg G. 2015. *Research Methods in Practice: Strategies for Description and Causation*. Second Edition. Los Angeles: SAGE.
- Additional readings will be distributed or posted on the UNM Canvas.

## Course Evaluation/Outcomes

### Take Home Weekly Assignments (50 Points)

There are 10 weekly assignments (5 points each), based on the readings and lectures.

### Research Proposal (50 Points)

Students will select a research topic of their choice. They are to write a research proposal, which should be typed, double-spaced, spell checked, proof read, and stapled together. It will be done in two parts:

#### **(I) Literature Review Paper (20 Points):**

It should include: (i) Title; (ii) Abstract; (iii) Introduction; (iv) Literature Review; and (v) References in the APA style. The maximum length of the paper is about 1,000 words (4-5 pages).

#### **(II) Methodology Paper (30 Points):**

It should include: (i) Tractable research question; (ii) Well developed research design; (iii) Identifiable the types of data that will be used; (iv) Specification of the research methods that will be employed; and (v) Justification of why the research design and methods identified are preferable to alternative approaches. The length of the paper is about 1,000 words (4 to 5 pages).

### Course Grades

- A+ (96 – 100 Points)
- A (91 – 95 Points)
- A- (86 – 90 Points)
- B+ (81 – 85 Points)
- B (76 – 80 Points)
- B- (71 – 75 Points)
- C+ (66 – 70 Points)
- C (61 – 65 Points)
- C+ (56 – 60 Points)

## Course Outline

### Week 1, 8/25

**Topics:** Introduction, Syllabus. Using APA.

**Readings:** <http://www.apastyle.org/>

### Week 2, 9/1

**Topic:** Research Ethics.

**Readings:** Remler & Van Ryzin: Chapter 14; Code of Ethics

**Assignment 1:** Complete IRB Training via CITI. After completing all required modules and quizzes for Social and Behavioral Research, print out your curriculum Completion Report and bring to class next week.

### Week 3, 9/8

**Topic:** Introduction to Scientific Inquiry & Literature Search

**Readings:** Remler & Van Ryzin: Chapter 15

**Assignment 2:** Pick the topic for your final research proposal and do a literature search. Bring the list of references in APA style in the next class. It should include some books and some peer reviewed journal articles. Minimum 10 references.

### Week 4, 9/15

**Topic:** Literature Review

**Readings:** Remler & Van Ryzin: Chapter 1; Conducting a Literature Review

### Week 5, 9/22

**Topic:** Building Blocks

**Readings:** Remler & Van Ryzin: Chapter 2

### Week 6, 9/29

**Topic:** Measurement

**Readings:** Remler & Van Ryzin: Chapter 4

**Assignment 3:** To be given in class.

### Week 7, 10/6

**Topic:** Sampling

**Readings:** Remler & Van Ryzin: Chapter 5; Somebody Is Going to Be Wrong; Sources of Errors

**Assignment 4:** To be given in class.

### Week 8, 10/13: Fall Break

**LITERATURE REVIEW PAPER DUE OCT. 20**

### Week 9, 10/20

**Topic:** Secondary Sources

**Readings:** Remler & Van Ryzin: Chapter 6; Secondary Analysis of Experimental Data

**Assignment 5:** To be given in class.

### Week 10, 10/27

**Topic:** Qualitative Research, Ethnography

**Readings:** Remler & Van Ryzin: Chapter 3; The Anthropological Study of Brady's Bar  
**Assignment 6:** To be given in class

**Week 11, 11/3**

**Topic:** Survey Design I

**Readings:** Remler & Van Ryzin: Chapter 7; Equality of Educational Opportunity

**Assignment 7:** To be given in class.

**Week 12, 11/10**

**Topic:** Survey Design II

**Readings:** Remler & Van Ryzin: Chapter 7; What You Should Say

**Assignment 8:** To be given in class

**Week 13, 11/17**

**Topic:** Natural and Quasi Experiments

**Readings:** Remler & Van Ryzin: Chapters 12, 13

**Assignment 9:** To be given in class.

**Week 14, 11/24: Thanksgiving**

**Week 15, 12/1**

**Topic:** Writing Proposal

**Readings:** Remler & Van Ryzin: Chapter 15

**Assignment 10:** To be given in class.

**December 8**

**Topic:** Overview

**FULL PAPER (LITERATURE REVIEW + METHOD) DUE DEC 15**