Augusta University
Pamplin College of Arts, Humanities, and Social Sciences
PADM 6600: Tools for Decision Makers; Spring 2018
Thursday 6:00 – 8:45 pm; E 126 Allgood Hall

Instructor: Augustine Hammond, Ph.D.
Email: ahammon3@augusta.edu (Best method of contact)
Phone: 706-737-1710
Office Hours/Office: MW 1:00 – 2:00 pm; R 4:00 – 5:30 pm and by Appointment/E 312 Allgood Hall

Course Description: Statistical literacy is essential for career in Public Administration and for policy decision-making. This course will provide an introduction to statistics for students in public and non-profit administration as well as to help in using statistics to make decisions. The course is designed to introduce you to some of the basic statistical techniques used for collecting, analyzing and interpreting data and for making policy decisions in public and non-profit administration. The course will focus on discussions of the calculation, interpretation, evaluation and application of some of the basic statistics in public and non-profit administration.

Learning Outcomes: This course is designed to assist you in mastering specific competencies identified by our accrediting body, the Network of Schools of Public Policy, Affairs, and Administration, and specific learning outcomes we have identified as being essential to your success. This course addresses:

<table>
<thead>
<tr>
<th>NASPAA Competency</th>
<th>Student Learning Outcome</th>
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<tr>
<td>To analyze, synthesize, think critically, solve problems and make decisions</td>
<td>Students will be able to:</td>
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<td>(1) Analyze data, and</td>
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<td>(2) Present the results of analyses orally and in writing</td>
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Mode of Assessment: Exams, Assignments, Quizzes, and Project.

Required Text:

Recommended Materials:

Supplemental Materials: All course and supplemental materials will be made available on Desire2Learn (a.k.a. D2L) at [https://lms.augusta.edu/](https://lms.augusta.edu/).
**Class Structure:** Understanding of course materials will be facilitated by lectures, discussions and exercises. Statistics is best learned by doing and we will spend some class time going through the process of computing, interpreting, evaluating and applying statistical procedures. Consequently, you are highly encouraged to learn the materials outside of the classroom by, among other things, completing all online activities and assignments as well as working through problems in the text as you read the assigned materials. This will afford us time to discuss key concepts, interact and engage the materials through in-class discussions. I am confident that your active participation in class will greatly enhance your learning and success in the class. I strongly encourage you to offer your insight on the issue under discussion and to ask questions online and in class. Your views will always be respected in this class and you are encouraged to express yourself freely while demonstrating good manners and showing respect for the views and orientations of others.

**Course Expectations:** Statistics is a challenging course for most students, and most students will experience one or more episodes of some confusion and difficulty. These are normal occurrences in the practice and study of statistics but identifying and addressing the sources of confusion and difficulty early in the process will promote learning efficiency and success. To reduce such confusion and difficulty, you are expected to adhere to the following rules:

- You should start this course with a positive attitude and do not rely on “negative” statements made about statistics.
- You should complete all online activities on time, attend all class sessions on time and remain in class for the entire session.
- You must come to each class session prepared; fully familiarize yourself with the materials and assignments, specifically, identifying areas and problems that are unclear and hence require extra attention during the class session.
- You should form study groups and study together regularly (Do not wait until exams), preferably before and after each class session, willing to share your notes with your group members. Unclear materials can be addressed during such group study sessions.
- You should work sequentially through the text and processes involved in each statistical procedure – Do not skip steps. There is no short-cut to statistics. Previous steps provide the building block for subsequent ones.
- You should ask questions and seek help in clarifying the materials, and facilitating your understanding of the course materials. Raise unclear issues during online discussions and bring them to class for further discussion and clarification.
- You should Practice, Practice, Practice – Remember, it is the route to Carnegie Hall.
- You should actively participate in online and class discussions.
- You should check your campus e-mail and visit D2L regularly.

**Attendance and Participation:** The nature of this class requires that you participate fully in online activities (assignments, quizzes and thread discussions), attend each and every class session and actively participate in class discussions. It will be impossible to succeed in this course without keeping up with online and class activities and attending all class sessions. Not keeping up with online and class activities and not attending class will affect your learning and performance – you will miss the foundation for class discussions, quizzes, assignments and participation points. Consequently, completing all online activities as well as attending all class sessions punctually and remaining in class for the entire session is essential for success in this
class. I want you to succeed in this class and I will be working with you to ensure your success but lagging behind in completing online activities, excessive absence from class, coming to class late and/or leaving before the end of class sessions will make that difficult (if not impossible). If you miss at least one online activity deadline and miss a class session (irrespective of the reason) prior to mid-term, you are most likely to fail the class and will be advised to drop the class. Overall, if you miss TWO (2) online activities deadline and ONE (1) class sessions throughout the semester, you will be dropped from the class and earn a grade of ‘WF’. Attendance will be taken at the beginning of each in-class session and if you are late to class and/or leave before the end of class you will be considered absent.

NOTE: Please, contact me in advance if you must miss or will be late for in-class sessions. With the exception of the first class session, you are expected to have read the assigned materials and come prepared to engage in meaningful, productive discussion both online and in-class. If you are absent from class, come to class late and/or leave before the end of class, it will be your responsibility to make the necessary arrangement for obtaining missed materials and information.

Late Work: Late assignment/exercise and quizzes will not be tolerated under any circumstance except under condition of medical emergency (acceptable documentation will be required). “Late” is defined as not being turned in by **5:00 pm on the due date.** All quizzes are to be completed through the online platform (D2L). All assignments MUST be submitted through dropbox in D2L as **Microsoft (MS) word document.** However, it will be your responsibility to ensure that the paper(s) is/are MS word file, and fully and properly uploaded. You should also keep a copy of the paper, in case I request a hard copy.

NOTE: Papers which are not MS word document, “dropped off” in my mail box, slipped under my office door or e-mailed to me will not be accepted.

Grading: Students’ performance in this class will be evaluated as follows:

<table>
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<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Exams (2)</td>
<td>400 points (200 points each)</td>
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<tr>
<td>Assignments</td>
<td>250 points</td>
</tr>
<tr>
<td>Quizzes</td>
<td>100 points</td>
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<tr>
<td>Participation</td>
<td>50 points</td>
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<tr>
<td>Final Project</td>
<td>150 points</td>
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<tr>
<td>Final Project Presentation</td>
<td>50 points</td>
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**Total 1,000 points**

The final grades will be reported as percentage of the total points (1,000) and will be graded as follows:

- A = 90 – 100%
- B = 80 – 89.9%
- C = 70 – 79.9%
- D = 60 – 69.9%
- F = Below 60%

**Exams:** There will be two (2) in-class, closed-book exams, each worth 200 points. The second exam is not cumulative and will be based on materials covered after the first exam.
However, understanding of materials covered in the first exam might be important in answering questions on the second exam. Each exam will include multiple choice, true/false, and application questions, short answers and/or computation problems. The computation problems will involve completing appropriate statistical procedure(s), interpreting statistical results and making decision(s) based on statistical results.

**Assignments:** There will be a series of assignments that will seek to test your understanding of materials to be covered in class. The assignments worth 250 points will be made available on D2L and must be taken before in-class sessions. You are therefore responsible for reading the assigned materials, participating in online discussions and preparing for each assignment. All assignments must be submitted by 5:00 pm on the due date (see Course Schedule).

**Quizzes:** There will be a series of online (D2L) quizzes, worth 100 points, to be taken before in-class sessions. They will be based on materials to be discussed in class and you are responsible for reading the assigned materials and preparing for each quiz. These quizzes seek to prepare you for class discussions and to test your understanding of materials to be covered in class. All quizzes must be completed by 9:00 pm on the due date (see Course Schedule).

**Participation:** There will be 50 points to be earned for participation in online and class discussions. To earn full credit, you must actively participate in class discussions by contributing qualitatively and quantitatively to class and online thread discussions. There will be biweekly online thread discussions to be completed on days we do not meet in class. Active participation includes, but not limited to, (1) completing and submitting all online activities and assignments by the due date, (2) responding to thread discussions; responding to discussion questions and response by other students and/or the instructor, (3) communicating with the instructor on the course’s subject matter, and (4) attending all face-to-face (in-class) sessions punctually, remaining in class for the entire session and actively participating in class discussions. Irrespective of the type of contribution, you must demonstrate effort and thoughtful engagement with relevant course materials and your peers. I will be keeping record of your participation in online and class discussions.

**NOTE:** All online thread discussions must be posted by 9:00 pm on days we do not meet in class. However, posting your response earlier will help facilitate discussions as well as help prepare you for assignments.

**Final (Group) Project:** There will be a final (group) project worth 150 points. During the first class session, I will assign you into groups that will be working on the final (group) project. Using a secondary data of choice, the group will propose at least three research questions or hypotheses, perform the appropriate analyses for answering the question (testing the hypotheses) and write a brief report on the analyses and decision made based on the analyses. More information on the project will be discussed in class and made available on D2L. The final report will be due on April 26 (accompanied by a signed Activity Log indicating respective role of individual group members with dates).
Final (Group) Presentation: Each group will make a ‘professional’ presentation of their final project in class on the date specified on the course schedule (April 19). The presentation lasting for 12 minutes must be accompanied by a handout and/or PowerPoint to the class, highlighting major issues addressed in the presentation. Each group should be prepared to answer questions on the presentation. This will be worth 50 points.

E-mail/Office Visits: I will make every effort to be available, outside of class periods, to help you with any difficulty you might have with the course material and/or when requiring advice. My contact information is listed at the beginning of the syllabus. Office hours are periods where it is guaranteed you can meet with me in person – just drop in. If those hours are not convenient, you can contact me to set up an appointment. There is one rule about appointments: If you make an appointment with me, I expect you to keep it. If I can make a special effort to meet with you, at a time and date convenient for you, you can certainly make the effort to keep the appointment.

I will make it a point to meet you without appointment, outside the posted office hours, in cases of extreme necessity. The best way to get in touch with me is during office hours or by e-mail (ahammon3@augusta.edu). You should expect to receive response to your e-mail messages within 24 hours, provided it was received during standard business hours during the week. Expect responses in 48 – 72 hours for mails received on holidays or over the weekend. I will also communicate important information about the class through e-mail as well as post additional and/new information including lecture notes and class activities on D2L. It is therefore your responsibility to check your campus e-mail and visit D2L regularly for any update and essential information relating to the class.

Distractions: Because the in-class sessions of this class is in a computer lab, you may be tempted to wander off and check facebook, other social media, your e-mail, play a game, and/or otherwise “check out.” This is an extremely bad idea. That obviously means you are not listening and could be missing important information.

Eating: Since this class is in a computer lab, eating and drinking is NOT permitted in class.

Other Course Policies
All other aspects of this course will follow the Pamplin Course Policies posted online at this URL: http://www.augusta.edu/pamplin/documents/coursepolicies.pdf. Please read them carefully, as they include important information about Academic Honesty, Disruptive Behavior, Accommodations for Disabilities, Withdrawals, and other topics. By remaining in this course, you agree to abide by these policies.

COURSE SCHEDULE
The following schedule is subject to change, but provides a fairly reliable indication of the pace, assignments, and major deadlines that you will need to plan for this semester. Keep track of your own schedules and meet the deadline; do not expect me to remind you of due dates. You are expected to read the materials assigned (and other materials posted on D2L) for each class session prior to the session, and be prepared to discuss online and in-class issues raised by the materials. In the schedule below, “B & W” refers to Essential statistics for public managers and
According to the given text, "Salkind" refers to the recommended reading (not required): Statistics for people who (think they) hate statistics.

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Assigned Reading</th>
</tr>
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<tbody>
<tr>
<td>Thursday, January 4: In-Class (Face-to-Face) Meeting</td>
<td>Introduction/Overview of class</td>
<td>None/Salkind Ch. 1</td>
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<tr>
<td>Thursday, January 11: Online – Complete Readings, Discussion and Quiz</td>
<td>Program Evaluation and Data Analysis; Research Design</td>
<td>B &amp; W Chs. 1 – 5</td>
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<td>Measurement, Performance Measurement and Data Collection</td>
<td>Salkind Ch. 6</td>
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<td>Quiz One Due by 9:00 pm</td>
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<td>Lecture One: Thread Discussion Due by 9:00 pm</td>
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<tr>
<td>Thursday, January 18: In-Class (Face-to-Face) Meeting</td>
<td>B &amp; W Chs. 1 – 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Program Evaluation and Data Analysis; Research Design</td>
<td>Salkind Ch. 6</td>
</tr>
<tr>
<td></td>
<td>Measurement, Performance Measurement and Data Collection</td>
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<tr>
<td></td>
<td>Assignment One Due by 5:00 pm</td>
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<tr>
<td>Thursday, January 25: Online – Complete Readings, Discussion and Quiz</td>
<td>Descriptive Statistics</td>
<td>B &amp; W Ch. 6 &amp; 7</td>
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<td>Quiz Two Due by 9:00 pm</td>
<td>Salkind Chs. 2 – 4</td>
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<td>Lecture Two: Thread Discussion Due by 9:00 pm</td>
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<tr>
<td>Thursday, February 1: In-Class (Face-to-Face) Meeting</td>
<td>Descriptive Statistics</td>
<td>B &amp; W Ch. 6 &amp; 7</td>
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<tr>
<td></td>
<td>Assignment Two Due by 5:00 pm</td>
<td>Salkind Chs. 2 – 4</td>
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<tr>
<td>Thursday, February 8: In-Class Exam One</td>
<td>Review B &amp; W Chs. 1 – 7</td>
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<tr>
<td>Thursday, February 15: Online – Complete Readings, Discussion and Quiz</td>
<td>Hypothesis Testing and Contingency Table</td>
<td>B &amp; W Chs. 8, 10 &amp; 11</td>
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<td>Measures of Association</td>
<td>Salkind Chs. 7 – 9 &amp; 17</td>
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<td>Quiz Three Due by 9:00 pm</td>
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<td></td>
<td>Lecture Three: Thread Discussion Due by 9:00 pm</td>
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<tr>
<td>Thursday, February 22: In-Class (Face-to-Face) Meeting</td>
<td>Hypothesis Testing and Contingency Table</td>
<td>B &amp; W Chs. 8, 10 &amp; 11</td>
</tr>
<tr>
<td></td>
<td>Measures of Association</td>
<td>Salkind Chs. 7 – 9 &amp; 17</td>
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<td></td>
<td>Assignment Three Due by 5:00 pm</td>
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Thursday, March 1: Online – Complete Readings, Discussion and Quiz  
Bivariate Statistics: T-Test  
B & W Ch. 12  
Salkind Chs. 11 & 12  
Quiz Four Due by 9:00 pm  
Lecture Four: Thread Discussion Due by 9:00 pm

Thursday, March 8: Fall Pause – No Class

Thursday, March 15: In-Class (Face-to-Face) Meeting  
Bivariate Statistics: T-Test  
B & W Ch. 12  
Salkind Chs. 11 & 12  
Assignment Four Due by 5:00 pm

Thursday, March 22: In-Class Open Night – Work on your Group Project

Thursday, March 29: Online – Complete Readings, Discussion and Quiz  
Regression Analyses: Simple and Multiple  
B & W Ch. 14 & 15  
Salkind Chs. 5, 15 & 16  
Quiz Five Due by 9:00 pm  
Lecture Five: Thread Discussion Due by 9:00 pm

Thursday, April 5: Spring Break – No Class

Thursday, April 12: In-Class (Face-to-Face) Meeting  
Regression Analyses: Simple and Multiple  
B & W Ch. 14 & 15  
Salkind Chs. 5, 15 & 16  
Assignment Five Due by 5:00 pm

Thursday, April 19: In-Class – Overview and Final Project Presentation  
Assignment Six Due by 5:00 pm

Thursday, April 26: In-Class Exam Two  
Review B & W Chs. 8, 10 – 12, 14 & 15

**Syllabus Disclaimer and Changes:** I reserves the right to make changes in the syllabus.  
Such changes will be communicated to the class.

**Key Project Deadline**

**Thursday, January 25:** Identify variables of interest and start collecting (pulling) the data

**Thursday, February 15:** Complete data collection (pulling); Data ready in appropriate format for analysis