This syllabus includes administrative information, course learning objectives, your assignments, and an explanation of the ways in which your work will be assessed. Contact your instructor immediately if you have questions about the course or the contents of the syllabus.

**PA 5038 Class Location and Meeting Time**
Room    50B, Humphrey School, 301 19th Avenue South, Minneapolis MN 55455  
Time and date  Saturdays, monthly (see schedule)

**Instructor**  
Angela Fertig, Ph.D.  
Email      arfertig@umn.edu  
Office      130 Humphrey School  
Phone (cell)     (706) 424-3252  
Email for an appointment

**Teaching Assistant**  
Gregg Colburn  
Email      colbu039@umn.edu  
Phone     (952) 215-4845  
Office Hours                   To be determined and by appointment

**Course Prerequisites**  
Graduate status and curiosity.

**Student Rights and Responsibilities**  
**Commitment to Academic Integrity.** We expect the highest level of academic integrity from each student. We will adhere strictly to the University of Minnesota Student Conduct Code, and we will enforce rules and procedures concerning academic misconduct, including plagiarism, whether inadvertent or intentional. We encourage collaboration with colleagues in your class and in the program: you may share notes and discuss how to approach your assignments. All work must be your own, however. It is inappropriate, for example, to share your answer to a homework problem, ask others if they obtained the same result, and if not, decide to submit an answer obtained by someone else. If you are not familiar with activities considered to be academic misconduct, please review the Code: [http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.pdf](http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.pdf).

**Commitment to Accommodation of Students with Disabilities.** Consistent with law and with University of Minnesota commitments, policies, and procedures, the Humphrey School provides reasonable accommodations to persons with documented disabilities to ensure equal opportunity to achieve success in their graduate education. Accommodation is your right, and we affirm it, but it is your responsibility to claim it. Students seeking accommodations must work with the University of Minnesota’s Office of Disability Services to determine appropriate accommodation. If you seek accommodation for a disability, and have not already consulted the Office, please do so immediately. In addition, let us know that you are contacting the Office; we will work with you to implement your accommodation.
Availability of Mental Health Services. The University of Minnesota is committed to assisting students who need mental health services. Please contact an instructor to learn about the services available to you.

Commitment to Professionalism and Collegial Behavior. We strive to achieve the highest levels of professionalism and collegial behavior. We are committed to principles of equity, equal opportunity, diversity and affirmative action. We will not tolerate sexual harassment or discrimination on the basis of race, ethnicity, gender, religion, or creed. The University of Minnesota Student Conduct Code (see link above) addresses your rights and responsibilities as a student.

Course Structure
Because this course will occur at the same time and location as the Cohort Analytics course, classes will be held for 3 hours on Saturday morning once a month. This will be a “flipped” classroom. Specifically, students are required to watch video lectures prior to class as classroom time will be used solely for activities that require interaction among students and between students and the instructor, such as discussion and exercises.

Course Learning Objectives and Assignments
In this course, we pay particular attention to analyzing, synthesizing, and thinking critically. The first two objectives listed below will be covered in this semester. In PA 5039 (offered in the Spring Semester), the third course objective will be pursued.

1. ANALYTICAL REASONING AND THE FUNDAMENTALS OF RESEARCH
   a. Basics of research – research question, literature review, hypotheses, data collection and analysis, and interpretation and dissemination of findings.

2. QUALITATIVE RESEARCH
   a. Design a qualitative research study involving primary data collection.
   b. Conduct a literature review using high quality evidence.
   c. Collect and analyze qualitative data.
   d. Communicate the essential elements of a qualitative research study.

3. QUANTITATIVE RESEARCH
   a. Design a quantitative research study involving secondary data.
   b. Conduct a literature review using high quality evidence.
   c. Obtain and analyze quantitative data.
   d. Communicate the essential elements of a quantitative research study.

Qualitative Research Paper or Poster. Leaders in public affairs routinely conduct research and use qualitative analysis to inform a wide array of policy-related and managerial decisions. This assignment provides you the opportunity to demonstrate you can conduct research to analyze a leadership, managerial, or public policy problem. You may choose the substantive topic for this assignment. You could, for example, choose a topic related to an issue at work or place where you volunteer, or a topic that you care passionately about. Half of the class will turn in a final 5 page paper and the other half will turn in a final poster. Your final project must clearly present the topic you will be analyzing, provide a background on the topic based on a literature review, describe your qualitative methods, present your results and interpretations, and your conclusions. The final research project is due December 12, 2015 (50%).

This semester-long individual research assignment will involve several interim graded assignments. The 3 assignments below will build up to your final paper or poster.

1. Qualitative Research Plan (10%). This assignment is due September 15, 2015. Identify a research question that can be addressed using qualitative methods. Write 1 page describing your research question, the objectives of your research study, your research strategy/approach, and the steps you will take to accomplish the study. This plan may change as you are introduced to new concepts and tools.
2. Literature Review (20%). This assignment is due October 13, 2015. Write 2 pages synthesizing what is known in the literature on this topic, and how the question may have been addressed in previous studies. Identify any findings that are consistently found in the literature, any debates/differences in findings in the literature, and any important unknowns. This analysis will likely inform your current research project.

3. Interview Questions or Observation Plan (15%). This assignment is due November 10, 2014. Write a 1 page question guide if you have chosen to conduct key informant or focus group interviews, or a description of your observation setting, appearance, and logistical plan.

Policy on Incompletes. You are expected to complete all assignments by their due dates and to complete all course work by the last day of class. We will accommodate legitimate absences and allow you to make up work. Except in the case of a documented emergency, if you are unable to complete an assignment by the due date, you must (1) negotiate an incomplete in advance of that date and (2) develop a written agreement that describes the work that remains to be completed and the date by which the work will be submitted. Failure to meet a deadline without prior notice generally will result in a reduction of five percentage points for each day the assignment is late, with the provision that no late papers will receive a grade higher than a B.

Required Text
Note: additional readings may be assigned.

Course Schedule

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<th>Table 1 Class Schedule</th>
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<td><strong>Session</strong></td>
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<td>Aug 27 Introduction to Analytics</td>
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<td>Sep 26 Research process and evidence</td>
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