Syllabus: Research Methods in Policy, Health, and Administration, 10:775:395 Spring 2017

Class meetings:
Thursdays, 3:55 PM - 5:15 PM, Loree Hall (Room 023)

Instructor Matthew Campo:
Email (best way to reach me): mcampo@ejb.rutgers.edu
Office Phone / Voice mail: (848) 932-2704
Office hours: TBD, 33 Livingston Avenue (“Civic Square”) Room 491
Or by appointment.

Teaching assistant: Office hours
TBD TBD

Course Description (catalog)
Application of research concepts and skills applied to public health, public policy, health administration, and urban planning. Includes development of original and online data sources, coding, appropriate selection of statistical methods for analysis, and professional presentation of results.

Learning Goals
By the end of this course, all students will acquire:
1. An understanding of the logic of scientific inquiry and how to measure concepts
2. An ability to develop a research hypothesis and a complementary research design
3. An awareness of different types of data collection and analyses – both qualitative and quantitative
4. An introduction to analyzing quantitative data to test your own ideas about relationships between concepts

As it relates to public health (832), students will:
1. Think critically in public health
2. Effectively communicate public health information
3. Develop, apply, and analyze concepts from research methods and basic statistics
4. Develop a research question and write a coherent research paper
5. Understand and apply professional ethics

Assessment of Learning Goals
There are several activities that will be used to assess the learning goals
1. Each student will complete weekly lab activities and a midterm exam.
2. Students must complete group and individual writing assignments.
3. Each student will complete individual homework assignments and learn SPSS.
4. Each student will write a final research paper.
5. Many of the weekly topics include controversial subjects which we will discuss in class and students will include in their writing assignments.

Course Grading
Individual homework assignments (7) as marked on weekly outline Total = 50%
Midterm exam 15%
Final paper 20%
Course engagement (Forums) and Lab participation 15%

Extra credit will be offered on some assignments as specified in the assignment instructions. Extra credit will not be offered after completion of assignments or in response to individual student requests.

Letter grades will be assigned as follows:
A=90-100; B+=87-89; B=80-86; C+=77-79; C=70-76; D=60-69; F=59 and lower
Attendance policy: 15% of your overall grade is based on participation, which requires regular involvement in electronic forums and lab activities. More than 1 lab absence will result in a grade penalty on your participation grade.

Required course materials
- Additional readings, available on course Sakai site.
- SPSS is available in the computer labs and on the Rutgers scarlet apps.
- Videos, Podcasts and URLs for assigned online tutorials and resources, available on course Sakai site.
- USB stick (AKA flash drive). Do Not rely on access to Dropbox, Google Docs, or other file sharing sites for the purposes of this course.

Classroom Atmosphere
The Bloustein School of Planning and Public Policy encourages the free exchange of ideas in a safe, supportive, and productive classroom environment. To facilitate such an environment, students and faculty must act with mutual respect and common courtesy. Thus, behavior that distracts students and faculty is not acceptable. Such behavior includes cell phone use, browsing the internet, checking email, text messaging, listening to music, leaving early without permission, discourteous remarks, and other behaviors specified by individual instructors. Courteous and lawful expression of disagreement with the ideas of the instructor or fellow students is, of course, permitted.

If a student engages in disruptive behavior, the instructor, following the University Code of Student Conduct, may direct the student to leave class for the remainder of the class period. Instructors may specify other consequences in their syllabi. Serious verbal assaults, harassment, or defamation of the instructor or other students can lead to university disciplinary proceedings. The University Code of Student Conduct is available at http://studentconduct.rutgers.edu/disciplinary-processes/university-code-of-student-conduct/

University Policy on Academic Integrity
Students in this class are expected to uphold the highest standards of academic integrity. I will not tolerate cheating of any kind in my courses, and I will report the incident directly to the appropriate college officer if I believe the university’s policy on academic integrity has been violated. Cheating, plagiarism in written work, receiving and providing unauthorized assistance, and sabotaging the work of others are among the behaviors that constitute violations of the Policy on Academic Integrity. You are expected to be familiar with this policy. If you have questions about specific assignments, be sure to check with me. For more details, see https://slwordpress.rutgers.edu/academicintegrity/wp-content/uploads/sites/41/2014/11/AI_Policy_2013.pdf

IMPORTANT: ***Classroom and Instructor Policies***
1. Please reach out to us with questions! You may come to office hours or send us an e-mail. The subject line (re: ) in the e-mail should always state “research methods section (fill in your number).” We promise to always respond within 24 hours, and usually much quicker. In order to guarantee a response, you should always plan to e-mail at least 24 hours before a deadline. Notes sent less than 24 hours before a due date may not be answered.
2. All readings are to be done before the class date shown on the syllabus below so that students will be prepared to discuss those materials in class. In class, I generally do NOT repeat the material that is covered in your readings, but rather, I help you synthesize that information with other assigned material or information from your experience. I am happy to answer questions of clarification about that material in class or in office hours.
3. Due dates of assignments are listed on the syllabus below and are shown on the course Sakai site. Unless otherwise specified, assignments are to be turned in on the course Sakai site by the date and time specified on that site. Late assignments will not be accepted. See me in advance if you have a religious or other obligation that conflicts with a due date and we will make alternative arrangements.
4. Students are responsible for assuring that all electronic submissions are readable in common formats regularly used by Rutgers University. Most frequently, these common formats are Adobe Acrobat's PDF and Microsoft's Word and Excel. Apple's word processing and spreadsheet programs, Pages and Numbers, are not common formats regularly used by the university; as such, documents created by Pages or Numbers are not acceptable for electronic submission. In all class of electronic submission, the risk is with the student to assure that the document or other electronic file opens and is readable as intended on commonly available operating systems and formats. **Electronic submissions that fail to open (or open but display unreadable characters), and cannot be timely corrected under ordinary circumstances, are subject to a grade of F due to non-submission.**

5. Come to lab prepared, having gone over the lectures, text, homework assignments, and problems in the text. Please keep appointments that you make to see me. If your plans change and you can't make the appointment, please notify me as soon as possible (before the meeting).

6. This is a hybrid course. Although portions of the course will be conducted online, you will be responsible for actively participating in reaction discussions, blog posts, and other online forums as though you were in a classroom. These activities will make up 10 of the total 15 points that you will receive for participation.

7. If you have missed any classes, make sure you get the missed notes from classmates. Neither the professor nor the teaching assistants will give a condensed version of lectures you have missed.

8. Not all the material in the lectures appears in the readings, nor is all the material in the readings covered in the lectures. You are responsible for the material in the texts and in the lectures. I make every effort to have class attendance a necessary (though not sufficient) factor in performing well in the course.

9. The instructor considers the syllabus a work in process. This means that, from time to time, the instructor may assign or remove assigned materials based on course progress, scheduling, and current events. The instructor will provide students ample time to review any revisions to course materials and will notify students in writing of any changes to readings or materials as indicated in the syllabus.

**Weekly Course Outline Will Be Posted and Updated on Sakai**