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Office hours:	Thursday, 2-4 PM, or by appointment	412 Baldwin
Course page:	At ELC: https://uga.view.usg.edu	

PADP 7120 – DATA APPLICATIONS   Spring 2024

COURSE DESCRIPTION

This course will help you better understand key concepts in data applications. You will learn how data helps us make decisions. You will use math to describe data and assess causal relationships.

This course contributes to our MPA program's Competency 3: To analyze, synthesize, think critically, solve problems and make decisions: "Students in the Master of Public Administration program at The University of Georgia will utilize various methods and analytical tools to analyze and interpret data to provide effective reasoning for decision-making and policy creation. Students will learn to effectively and concisely inform the public and other stakeholders of decisions and initiatives through the presentation of data and research findings. Furthermore, they will produce policy papers involving the synthesis of information, evaluation, and analysis of critical questions or problems currently facing the field of public administration and policy."

TEACHING APPROACH

I will help you identify the key concepts discussed in the material. Students often learn best in small study groups, so you will also work in groups.

This course works best if you have completed PADP 7110. I will assume you will have completed it.

This is a homework-intensive course.

COURSE REQUIREMENTS

Problem Sets (PS)
- You will complete 6 problem sets during the term.
- The sets are due at the beginning of class; late problem sets are accepted only by prior arrangement. **Due dates are listed in the Schedule of Topics.**
- You are encouraged to work together on problem sets but you will turn in your own work.
- The sets will be graded on correct answers and methods, so hand in all your work with each set, including your calculations and explanations of your reasoning.
- Work out problems on lined paper in pencil. You must submit your answers to problem sets via ELC.
- Your homework must include an affidavit that another student in the class peer-edited it.
- Problem sets will be available electronically via ELC.

The first and second assessment will take place in the classroom. They will be open book and notes. Simple calculators required; graphing calculators are not allowed. Because computers are not allowed, you should buy a paperback version of the textbook. **The dates of these assessments are listed in the Schedule of Topics.**

In addition, you will complete a <u>personal reflection on the use and abuse of data in governance</u>. This is a credit/no-credit exercise. This document may prove useful when completing your final portfolio for the MPA program as an illustration of your understanding of data use and abuse in governance. Details about this document (e.g., length, format) will follow. Class will not meet the week you complete this task (**April 11**). The personal reflection is due on **April 18 at 3:55 PM EDT**.

EVALUATION

Your final evaluation is based on the components listed above, given the following weights:

Component	Weight
1. First Assessment	35%
2. Second Assessment	35%
3. Problem Sets	20%
4. Personal Reflection on Data Use and Abuse	10%

An A will be awarded to anyone with 93 or more points, an A- to those with 90-92.99 points, a B+ to those with 87-89.99 points, a B to those with 83-86.99 points, a B- to those with 80-82.99 points, a C+ to those with 77-79.99 points, a C to those with 73-76.99 points, a C- to those with 70-72.99 points, a D to those with 60 to 69.99 points, and an F to anyone receiving fewer than 60 points in the course.

SCHEDULE OF TOPICS

See ELC at https://uga.view.usg.edu

TEXT AND MATERIALS

- Required:
  - Stephens, Larry J. 2009. <u>Beginning Statistics</u>. 2nd Edition. Schaum. **(S)** ISBN-13: 978-0071635332.
- I will distribute other readings online at the course home page.

Use of Software   The purpose of this class is to provide a foundation of knowledge about the use of statistics in making decisions in the public sector. I do not focus on using statistical software but instead emphasize the meaning and mechanics of statistical decision-making. We complete problem sets by hand – we do not use statistical software.

However, some students with previous training in statistics may find parts of this class too slow. As such, I encourage those students to use this class to reinforce their understanding of the meaning and mechanics of statistical decision-making. If you also want to learn a statistical software package, you may use any extra time for the following:

- Read the relevant sections of this open access textbook:
  - Jenkins-Smith, Hank, et al. 2017. <u>Quantitative Research Methods for Political Science, Public Policy and Public Administration, With Applications in R</u>. University of Oklahoma Libraries.
  - Available at: https://open.umn.edu/opentextbooks/textbooks/quantitative-research-methods-for-political-science-public-policy-and-public-administration-with-applications-in-r-3rd-edition
- Install R and RStudio on your computer, as discussed in the book.
- Install R Commander, as shown at https://socialsciences.mcmaster.ca/jfox/Misc/Rcmdr/.
- Practice using R to do basic statistics, as shown in the book.
- Alternatively, use R, RStudio, and R Commander on Vlab at https://vlab.uga.edu/vpn/index.html (although workspaces may need to be reestablished regularly) or RStudio online at https://rstudio.cloud (although you may not be able to run R Commander in this environment).

I encourage you to learn a statistics package like R if you have time and energy. However, my first commitment is to help all members of this class understand the meaning and mechanics of statistical decision-making. For this reason, I will not devote time in class to covering R, helping with installs, etc.

COURSE POLICIES AND OTHER INFORMATION

Instructor Availability   If you would like to speak with me outside of class, feel free to email me to arrange a meeting. Occasionally I have meetings during the day and may be unavailable. To ensure that I am available on a given day, email me at least 24 hours in advance to set a specific time to meet.

Class Attendance/Participation   Students are expected to participate through asking questions and answering inquiries raised in class. <u>You cannot participate if you are not physically present</u>. To adequately prepare for class, all assigned readings should be completed by the dates indicated on the course schedule. Not all assigned readings may be discussed in class; nonetheless you are responsible for familiarizing yourself with them.

Prohibition on Recording   In the absence of written authorization from the UGA Disability Resource Center, students may not make a visual or audio recording of any aspect of this course. Students who have a recording accommodation agree in writing that they:
- Will use the records only for personal academic use during the specific course. Understand that faculty members have copyright interest in their class lectures and that they agree not to infringe on this right in any way.
- Understand that the faculty member and students in the class have privacy rights and agree not to violate those rights by using recordings for any reason other than their own personal study.
- Will not release, digitally upload, broadcast, transcribe, or otherwise share all or any part of the recordings. They also agree that they will not profit financially and will not allow others

to benefit personally or financially from lecture recordings or other course materials.
- Will erase/delete all recordings at the end of the semester.
- Understand that violation of these terms may subject them to discipline under the Student Code of Conduct or subject them to liability under copyright laws.

Special Needs and Academic Honesty   Students with special needs that require accommodation should notify the Office for Disability Services and me as soon as possible so the appropriate arrangements can be made. All information as well as documentation is considered confidential. All academic work must meet the standards contained in "A Culture of Honesty." Students are responsible for informing themselves about those standards before performing any academic work. The link to more detailed information about academic honesty can be found at: http://www.uga.edu/honesty/ahpd/culture_honesty.htm.

Religious Holidays   Students who are absent from academic or social activities because of religious observances will not be penalized. If you desire to be excused from class to observe a religious holiday, notify me in advance. You are still responsible for any material covered during the excused absence but will be permitted a reasonable amount of time to make up any work missed. If an event is scheduled during the class at which you are excused for a religious observance, you should make arrangements with me as soon as possible for an alternate time or be given a comparable assignment.

Miscellaneous   No "extra credit" will be assigned in this course under any circumstances. Keep in mind that final grades may only be changed in the event of a clerical error (e.g., points summed incorrectly). Also, for privacy reasons, information pertaining to course grades cannot be discussed over the telephone or via email. A final grade of "Incomplete" will only be given in this course under extraordinary circumstances and is solely at the discretion of the instructor. The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary. Please silence devices while in class. <u>Devices and laptops may only be used in-class with my permission. I accept late work after the due date only by prior arrangement. You must type any grade appeals and attach supplemental information as appropriate.</u>

Mental Health and Wellness Resources:
- If you or someone you know needs assistance, you are encouraged to contact Student Care and Outreach in the Division of Student Affairs at 706-542-7774 or visit https://sco.uga.edu. They will help you navigate any difficult circumstances you may be facing by connecting you with the appropriate resources or services.
- UGA has several resources for a student seeking mental health services (https://www.uhs.uga.edu/bewelluga/bewelluga) or crisis support (https://www.uhs.uga.edu/info/emergencies).
- If you need help managing stress anxiety, relationships, etc., please visit BeWellUGA (https://www.uhs.uga.edu/bewelluga/bewelluga) for a list of FREE workshops, classes, mentoring, and health coaching led by licensed clinicians and health educators in the University Health Center.
- Additional resources can be accessed through the UGA App.

Campus resources: There are many resources on campus that offer support during your time here at UGA. They are here for you, so please take advantage of them.

<u>Academic support</u>
- The Division of Academic Enhancement Academic Coaching:
  - https://dae.uga.edu/services/academic-coaching/
- The Presentation Collaboratory:
  - https://dae.uga.edu/services/presentation_collaboratory/
- Student Success Workshops:
  - https://dae.uga.edu/services/student-success-workshops/
- Tutoring through the Academic Resource Center:
  - https://dae.uga.edu/services/tutoring/
- Resources for academic success at UGA:
  - https://dae.uga.edu/resources/academic_success_resources/
- First Generation Student Resources:
  - https://dae.uga.edu/resources/first_generation_student_resources/
- International Student Resources:
  - https://dae.uga.edu/resources/international-student-resources/
- Intensive English Program
  - https://dae.uga.edu/iep/intensive-english-program/

<u>Technology support</u>
- If new to campus:
  - https://eits.uga.edu/support/new_to_campus/
- Mobile App Warehouse
  - https://dae.uga.edu/resources/mobile-app-warehouse/
- Enterprise Information Technology Services
  - https://eits.uga.edu
- EITS Support
  - https://eits.uga.edu/support/
- Site-licensed Software
  - https://eits.uga.edu/hardware_and_software/
- Vlab
  - https://eits.uga.edu/support/vlab/
- Printing Kiosks
  - https://eits.uga.edu/support/printing_kiosks/
- Accessibility Group
  - http://www.amacusg.gatech.edu/wag/Main_Page

<u>Personal support</u>
- Graduate Student Financial Aid

- o https://dae.uga.edu/iep/intensive-english-program/
- Aid for Student Veterans and Military-Connected Students
  - o https://osfa.uga.edu/types-of-aid/DoD_tuition_assistance/
- Student Veterans Resource Center
  - o https://svrc.uga.edu
- Dean of Students
  - o https://dos.uga.edu
- Counseling Center
  - o https://www.uhs.uga.edu/caps/welcome
- Disability Resource Center
  - o https://drc.uga.edu/site
- Financial Hardships Support Gateway
  - o https://financialhardship.uga.edu/content_page/uga-resources-funding-and-employment
- Women's Resource Center
  - o https://women.uga.edu
- LGBT Resource Center
  - o https://lgbtcenter.uga.edu
- Student Care and Outreach
  - o https://sco.uga.edu
- UGA Police
  - o https://www.police.uga.edu
  - o 911 or 706-542-2000