POS 3703-0W57
Scope & Methods of Political Science
Fall 2013

Instructor	Dr. Jonathan Knuckey
Office	Phillips Hall 302L
Office hours	Tuesday & Thursday 9.30am-11.30am. You don't need to make an appointment for these times. I will be in my office during these times unless you are notified to the contrary. I am also happy to meet on other days or times by appointment, or alternatively to conference via Skype.
Email	Use Inbox, which is the global communication function in Canvas. I will normally respond to all messages within 24 hours, Monday through Friday.

Course Overview

The majority of political scientists have adopted a method for studying political questions that differs from the approach taken by journalists, historians, and political commentators. They have adopted the scientific method, used in other disciplines such as biology, physics, chemistry and medical research. This means that political scientists, as well as other social scientists, use data -- quantifiable facts and figures -- to systematically test explanations of political phenomena. Much of the research in political science uses statistical tests to determine which explanations are best supported by the data. This course, however, is not a statistics course and you will not be expected to learn and memorize hellishly difficult looking mathematical formulas!

In order to assist political science majors in understanding and evaluating social science research, this course acquaints students with the scientific method; how the scientific method is applied to the social sciences; how social science research is designed; how data is collected; and how presentations of research findings are interpreted. This course seeks to develop basic analytic skills that students can also apply in a variety of career settings, and which are prized by many employers in both the public and private sectors.

This course should be taken as early as possible since it helps students understand the reading materials in their upper-level classes; to research topics for term papers; to participate in the internship program; and to design an honors thesis.

For many students, this will be an entirely different kind of course. Many good undergraduate courses require you to become knowledgeable about a field, such as Comparative Politics, Political Behavior, Public Policy, or International Relations. In this course, we are not focused on a particular field, but are more interested in understanding the methods that political scientists in all fields use to understand and build knowledge.

Of course, new things can be both exciting and frightening. Any trepidation that you may have is best overcome by "feeling the fear, and doing it anyway." The excitement will come with the realization that this knowledge is empowering, in that rather than simply accepting the answers of "experts" to fundamental questions of politics you will learn how to critically evaluate previous answers offered by others, and most importantly will become a producer - not just a mere consumer - of research on politics.

Requirements for a Web-Based Class

This is a completely web-based class, and, consequently, requires a different approach in terms of requirements than a regular class. Most obviously, there will be no face-to-face meetings and no lectures. However, you should realize that a web-based class does not mean that you will be doing less work. Indeed, as those of you who have taken web-based classes before will attest, a completely on-line class will require that you take a much more active role in your education as compared to a regular face-to-face class.

Generally I have found that students who do well in a web-based class are self-motivated and have usually received good grades (B or higher) in regular face-to-face classes. A web-based class does, however, provide you with some flexibility in that you are not required to be in a classroom two or three times a week at a specific time.

My general rule of thumb for any undergraduate college-level course is that you should devote 2 to 3 hours of study per course credit hour per week. As this is a three credit hour class you should plan on devoting 6 to 9 hours per week to this class. This involves reading, taking notes and doing assignments. I know you have other commitments—other classes, jobs and life in general—and that you will not always be able to devote this time every week. But managing your time is essential to doing well in any class, especially a web-based class. You will also find that much of the material in this class is about applying the material learned, rather than memorizing or looking things up. Thus, to do well in the class you need to make an investment in it throughout the semester—not just the night before exams.

Textbook

This course will use a single text, which is available from the university bookstore. You will need to have purchased the book by the end of the first week of classes.

Michael K. LeRoy, *Research Methods in Political Science: An Introduction Using Microcase***.** 8th Edition (Wadsworth, 2012).

Make sure you buy the 8th edition (as shown above) as older editions of the book will not be of any use to you for this class.

I would strongly recommend that you **do not** buy a used copy of this textbook, as the access code to download MicroCase will be useless. Also used copies of the textbook may have missing worksheets for the MicroCase exercises.

Note: The MicroCase program will run on Windows only. If you are a Mac user you will need to have software installed—Boot Camp is one of the best programs—so you can run Windows programs.

Weekly Modules

Requirements for each week of class will be detailed in modules that are accessed in Canvas. I strongly recommend printing out the requirements for each module and making sure you note due dates for assignments.

I do not release all the modules at once in order to provide as much feedback as possible on quizzes and assignments. If every module was released at once some students would invariably rush through several in a week, giving little time to provide feedback and hence facilitate

understanding of the material. I believe this approach best captures the pace of a regular course.

Each module will provide an overview to each specific topic, direct you to the required reading, and outline specific tasks, quizzes and assignments. These activities are designed to make sure that you have thought about the material covered in the module, and to provide practical applications of material you will have read in the textbook As well as including assignment instructions, the module overview will often contain some suggestions and tips for the assignments.

Module assignment due dates: Due dates can be found in each module. Modules will have multiple due dates, so it's a good idea to note these at the beginning of each week. The time that any assignment, quiz or exam should be submitted on a particular day will always be **11.00pm.**

Meetings with Students

Each student is required to schedule a brief face-to-face meeting with me in my office (Phillip Hall 302L) during the first two weeks of the semester. You will find a link in Module 1: Getting Started to schedule an appointment for a day/time that is most suitable.

Hopefully these meetings will give you a chance to ask me any questions you may have about the course.

Office Hours

Students are encouraged to take advantage of office hours (these are posted under instructor contact on the course front page). Don't just view office hours as the time you come and talk to me when you have done indifferently on an exam. They are an opportunity to discuss issues relating to the course as well as to help you to prepare for exams.

Exams

There will be two exams given during the semester scheduled as follows:

- **Midterm exam:** must be completed by Friday, October 4th (11.00pm)
- **Final exam:** must be completed by Tuesday, December 10th (11.00pm)

All exams will be taken in Canvas. The exams will be available for three days, so you will have some flexibility when you take the exam. However, once you begin the exam, it must then be completed within the allotted time period. I strongly recommend that you take the exam somewhere that has a reliable internet connection. If you know somewhere that is prone to internet connections being down then take the exam somewhere else.

Exams will be a mixture of multiple choice and problem/solving analytical questions. I will post some guidelines on studying for the exam about a week before each exam.

While the exams are essentially like a take-home exam they are timed. Furthermore, you will need to have understood and absorbed the material ahead of the exam. So treat these exams like a regular exam that requires studying for ahead of time.

Academic Dishonesty

UCF faculty support the UCF creed. Integrity – practicing and defending academic and personal honesty – is the first tenet of the UCF Creed. This is in part a reflection of the second tenet, Scholarship: "I will cherish and honor learning as a fundamental purpose of membership in the UCF community." Course assignments and tests are designed to have educational value; the process of preparing for and completing these exercises will help improve your skills and knowledge. Material presented to satisfy course requirements is therefore expected to be the result of your own original scholarly efforts.

Violations of student academic behavior standards are outlined in **The Golden Rule, the University of Central Florida's Student Handbook.**

Academic Dishonesty is defined as follows:

1. Cheating, whereby non-permissible written, visual or oral assistance including that obtained from another student is utilized on examinations, course assignments or projects, is prohibited. The unauthorized possession or use of examination or course related material shall also constitute cheating.

2. Plagiarism, whereby another's work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own, is prohibited. Any student failing to properly credit ideas or materials taken from another has plagiarized.

Please note that any student who has assisted another in any of the aforementioned breach of standards shall be considered equally culpable.

Students who attempt to obtain unearned academic credentials that do not reflect their skills and knowledge can also undermine the value of the UCF degrees earned by their more honest peers. Any form of academic dishonesty will result in you automatically failing the class and referred to the University authorities. Also, please remember that those caught cheating will have a notation made in their University records that they have been found guilty of academic misconduct. This can and will keep you out of law school so do not be tempted to cheat in any way.

Grades

My philosophy of grading is decidedly against what is generally known as "competitive grading" or "grading on the curve." You are not competing against fellow students for grades in this class. You are competing against yourself at all times, hopefully pushing yourself to excel against my objective standards of what students should reasonably get out of this class.

Average mastery of those standards is the baseline for an "average" grade of C. Do above-average work, get a B. Do excellent work, get an A…. and so on. In any case, please understand that the points you earn toward a final grade will not be jerked around up or down to fit some predetermined grade curve. If everyone deserves an A, they'll get it. If everyone flunks, they'll all get an F and then, in all likelihood, I will leave the jurisdiction quickly under cover of night in heavy disguise and an assumed name!

Your final grade will be weighted as follows:

- **Two exams, 50%;**
- **Weekly on-line Modules, 50%**

There will be no extra credit or grading opportunities. If you know you need a certain grade at the end of the semester, you know you need it at the beginning -- go to work to earn it! Under no circumstances can or will a course grade be awarded on any basis other than those stated in the syllabus

Grade boundaries are as follows:

A, 93%+

A-, 90-92%

B+, 88-89%

B, 80-87

C+, 78-79%

C, 70-77%

D, 60-69%

F, 59% and below.

Students typically obsess about grades too late, often at the end of the semester. There is little that can be done at that point. So, if you think you are struggling in this class please come and talk to me as often as you like - never think you are being a pest! I cannot recall ever failing a student who early sought this kind of help. However, students who are struggling and delay assistance do fail.

You will be able to access your grades in Canvas. Please make sure that grades entered here are correct. While every effort is made to ensure grades are correct, from time-to-time errors can occur (incorrectly add/subtract, miss points, and even fail to understand what a student wrote).

A time limit of 1 week is imposed on all change of grade requests after the quiz or assignment grade has posted. This is sufficient time to identify any errors. After that prior grades will not be reviewed. This is to bring the course grade to completion and to minimize "end of semester" opportunism.

The one exception to the 1 week grade change rule outlined above is the final exam. Any grade change on the final exam will need to be requested by Wednesday, December 11th, as your overall grade must be posted in myUCF by Friday, December 13th.

Grade grievance policies are outlined under the UCF Golden Rule.

Make-up Exams and Incompletes

The time and dates for all assignments and exams are fixed in krypton-coated granite encased in a hydrogen bomb-proof vault! In other words, an extension on an assignment, or make-up exam will only be given in the most exceptional circumstances that are beyond the control of a student.

At the top of the list of unacceptable excuses for late-work are those related to computer problems. I will generally not accept “My hard-drive crashed.... I accidentally deleted the file.... My internet connection is down....Etc....” These are the “dog ate my homework” excuses of the “Technology Age” and will not fly! It is your responsibility to secure ample time at a computer, make backups of your work, and generally plan ahead—do whatever it takes!

From time to time the servers hosting Canvas at UCF have been known to go down. If this happens UCF will normally post an announcement and if this coincides with the time when an assignment or exam is due, I will make alternative arrangements.

I do not consider vacations or other trips out of town (other than when the student is away from campus representing an official university function) to be exceptional circumstances. Of course, this is an on-line class, so as long as you have reliable internet access being out of town does not really present a problem.

Any student missing any assignments, exam or any other work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor no later than the end of the first week of class of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. This policy shall not apply in the event that administering the test or examination at an alternate time would impose an unavoidable hardship on the instructor or the university.

An incomplete standing will only be granted if requested in writing to me (an email or phone call is not acceptable). You must explain why you are requesting an incomplete standing and include, where appropriate, documentation that must be original and verifiable. Such documentation must be on a letterhead, and contain a contact name and telephone number. An incomplete will only be granted if you have a passing grade in the class.

Remember an incomplete grade is only reserved for when you have missed an assignment or exam for a legitimate reason but are otherwise passing the class. Incompletes are not given because you have achieved a low grade.

Disability Statement

The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students who need accommodations must be registered with Student Disability Services, Ferrell Commons Room 185, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.

Disclaimer

I reserve the right to change, add or modify any part of the syllabus. Of course, advance notice will be given of any such changes.

Course Schedule

Please refer to each Module overview for a summary of assignments and due dates.

Date	Topics
Week 1: August 19th-23rd	Module 1: Getting Started
Week 2: August 26th- 30th	Module 2: Conceptualizing and Measuring Political Phenomena

Week 3: September 2nd-6th	Module 3: Types of Data in Political Science Research I – Sources of Data
Week 4: September 9th-13th	Module 4: Types of Data in Political Science Research II – Levels of Measurement
Week 5: September 16th-20th	Module 5: Types of Variables in Political Science Research
Week 6: September 23rd-27th	Module 6: Testing Hypotheses in Political Science
Week 7: September 30th-October 4th	***Midterm Exam, due Friday, October 4th (11.00pm)***
Week 8: October 7th-11th	Module 7: Describing Political Phenomena with Statistics
Week 9: October 14th-18th	Module 8: Testing Hypotheses with Cross-tabulations
Week 10: October 21st-25th	Module 9: Statistical Significance and Measures of Association
Week 11: October 28th-November 1st	Module 10: Controlling for a Third Variable with Cross-tabulations

Week 12: November 4th-November 8th	Module 11: Correlation Analysis
Week 13: November 11th-November 15th	Module 12: Multiple Regression Analysis
Week 14: November 18th- November 22nd	Module 13: The Overall Research Process in Political Science - A Mini Research Project
Week 15: November 25th- November 28th	*No new modules or material – work on Module 13 assignment…but take a break for Thanksgiving!*
Exam period: December 4th-10th	***Final Exam, due Tuesday, December 10th (11.00pm)***