POS 3703 Scope & Methods

Political Science Department

University of Central Florida

Instructor: Christine Regnier-Bachand

Term:	Spring 2019
Class Meeting Days:	Monday, Wednesday, and Friday
Class Meeting Hours:	Time 9:30am-10:20 am
Class Location:	HPH 310
Lab Location:	HPH 310

Course Modality: This is a Face to Face Class (P)

Office Number: HPH 313

Office Phone Number: 407-823-2608

Email: Regnier-bachand@knights.ucf.edu

Office Hours: Monday, Wednesday 8:30am-9:00 am

Course Description

In this course you will learn the processes of social scientific thinking—how to describe variables and measure complex concepts, how to create explanations, how to construct and test hypotheses, how to think analytically, and how to control for rival explanations of political phenomena. You also will learn how to use SPSS. This is a statistical data analysis program. University Course Catalog Description: the scope and methodology of political analysis. Extensive examination of the discipline, research design and methodology.

Student Learning Outcomes

By the end of the course, you should have a firm understanding of how political scientists conduct research. You should also understand and be able to apply key methods of political

science research. You should be able to use Statistical Analysis Software to analyze empirical data.

Political Science B.A. Degree Catalog Link:
http://catalog.ucf.edu/preview_program.php?catoid=3&poid=838&returnto=173

Pre-Requisites- POS 2041 is a pre-requisite for this course. POS 3703 is a required course to graduate with a Bachelor's Degree in Political Science

Required Textbooks:

REQUIRED: Pollock, Phillip H. 2016. The Essentials of Political Analysis, 5th Edition. Washington, DC: Congressional Quarterly Press (hereafter "Essentials"). ISBN-13: 978-1506305837, ISBN-10: 1506305830. See Amazon page (Links to an external site.).

REQUIRED: Pollock, Philip H. 2016. An IBM SPSS Companion to Political Analysis.5th Edition.

Course Credits: This is a 3 credit hour course and is required for Political Science Majors

COURSE ACTIVITIES:

1. Attendance 10% of final grade. Regular attendance is crucial to learning and understanding course content. Absences will only be excused in the event of documented illness (Dr's note must be provided)***, or for a University sanctioned event (documentation must also be provided from a coach or sponsoring Professor)***.
2. Midterm exam 15% of final grade. Exam will consist of multiple choice, short answer, and essay questions, as well as interpretation of tables and graphs. The midterm will be online and will be multiple choice, true false, and fill in the blank questions. (No makeup exams will be given without documented proof of an excused absence).***
3. Lab Assignments- 10% of final grade. Lab assignments will be taken from the SPSS Companion and will be conducted using the SPSS statistical analysis program.
4. Online Exams 20% of final grade. These will be administered on webcourses.
5. SPSS Exam- 15% of final grade. This exam will consist of SPSS statistical analyses and will be taken in class. (closed book ,closed note exam)
6. Power point presentation 10% of final grade
7. Final Exam- 20% of final grade. This will consist of multiple choice, short answer, and graphic interpretation. The Final Exam will be online and will be cumulative and consist of multiple choice, true- false, and full in the blank questions. (No makeup exams will be given without documented proof of an excused absence)***

The student needs to have regular access to the internet and plan on logging into the course everyday. Students will also need to access SPSS outside of the classroom. This can be accessed through apps.ucf.edu, in the Political Science Lab, and in the library.

Important Dates:

Drop Deadline for a Full refund: Thursday January 10th, 2019 11:59pm

Withdrawal Deadline: Mrach 20th, 2019 11:59 p.m

Holidays- Martin Luther King Jr Day 1/21/2019

Spring Break- March 11th- March 16th

Final Exam: Friday April 26th 2019. Exam will be taken on webcourses, NOT in person. Exam will open at 7am and will close at 11:59pm on April 26th, 2019. You will have 3 hours to complete the exam.

Assignment Submission: All assignments, quizzes and exams will be submitted through webcourses. No assignments will be accepted in person.

Extra Credit Policy

No extra credit will be given.

Makeup Exams

No makeup exams will be given without documented proof of an excused absence. Excused absences are an illness with a Doctor's note for the days missed, documented required school function, or the death of an immediate family member (parent, sibling, child, spouse).

*****POLICY STATEMENT: Students are frequently asked to represent the university in authorized events and activities. In some cases, this participation conflicts with the students' course assignments and requirements. It is university policy that faculty members offer a reasonable opportunity for such students to complete missed classroom deadlines or assignments, including written or oral examinations, quizzes, term papers, or other assignments. Furthermore, the make-up assignment and grading scale should be equivalent to the missed assignment and its grading scale. No penalty due to absence may be applied to these make-up assignments. PROCEDURES: The names of students participating in authorized activities, intercollegiate athletics, band, choir, cocurricular activities, and academically related program events will be listed on a Program Verification Form. It is the student's responsibility to present a copy of this form signed by the appropriate individual to the faculty member(s) responsible for the class from which the student will be absent. The student must provide the Program Verification Form prior to the class in which the absence occurs. The university sponsor signs a copy of the Program Verification Form and files it with the Office of Student Rights and Responsibilities for verification purposes.**

Forms presented after the activity will not be accepted as an excused absence.

Late Work Policy

Lab assignments and the research design will be accepted up to 5 days late at a penalty of 10% per day late, with a maximum deduction of 50%. After 5 days late work will not be accepted and will receive a grade of 0. Quizzes will not be accepted late, unless the missed quiz is due to a documented illness or approved school function as stated in the policy statement above.

Grading Scale- I do not give minus grades

A 100-90%

B+ 89-85%

B 84-80%

C+ 79-75%

C 74-70%

D+ 69-65%

D 64-60%

F below 60%

Email, Announcements, and WebCourses Messages

I will use email, webcourses announcements, and/or webcourses messages to communicate with students about this class. I check my email regularly during weekdays and occasionally during the weekend. Students may expect an email reply by the next business day and encouraged to follow-up with me if I do not reply by the next business day. You are **REQUIRED** to check webcourses, and your email daily for communication about this course.

Grades of "Incomplete"

Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course and the remaining work can be completed the next semester. Your instructor is the final authority on whether you qualify for an incomplete.

Workload Expectations

This is a three credit hour class. The workload expectation per credit hour is set forth in the UCF Catalog, Registration Policies, Terms and Credit Hours, which states the amount of work represented by one credit hour is not less than "One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week [or equivalent work in internship, directed readings, etc.] for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time."

Group Work Policy

All work done must be completed on your own. However, during lab classes students will be able to help one another. All work turned in must be your own.

Professionalism Policy

Per university policy and classroom etiquette; mobile phones, iPods, etc. must be silenced during all classroom and lab lectures. Those not heeding this rule will be asked to leave the classroom/lab immediately so as to not disrupt the learning environment. Please arrive on time for all class meetings. Students who habitually disturb the class by talking, arriving late, etc., and have been warned may suffer a reduction in their final class grade up to 10% of the final grade.

Academic Integrity

The Center for Academic Integrity (CAI) defines academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.

http://www.academicintegrity.org/icai/assets/FVProject.pdf

UCF Creed: Integrity, scholarship, community, creativity, and excellence are the core values that guide our conduct, performance, and decisions.

1. Integrity: I will practice and defend academic and personal honesty.
2. Scholarship: I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.
3. Community: I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

4. Creativity: I will use my talents to enrich the human experience.
5. Excellence: I will strive toward the highest standards of performance in any endeavor I undertake.

The following definitions of plagiarism and misuse of sources comes from the Council of Writing Program Administrators <http://wpacouncil.org/node/9> and has been adopted by UCF's Department of Writing & Rhetoric.

Plagiarism

In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source. This definition applies to texts published in print or on-line, to manuscripts, and to the work of other student writers.

Misuse of Sources

A student who attempts (even if clumsily) to identify and credit his or her source, but who misuses a specific citation format or incorrectly uses quotation marks or other forms of identifying material taken from other sources, has not plagiarized. Instead, such a student should be considered to have failed to cite and document sources appropriately.

Responses to Academic Dishonesty, Plagiarism, or Cheating

UCF faculty members have a responsibility for your education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to infringements of academic integrity. Penalties can include a failing grade in an assignment or in the course, suspension or expulsion from the university, and/or a "Z Designation" on a student's official transcript indicating academic dishonesty, where the final grade for this course will be preceded by the letter Z. For more information about the Z Designation, see http://goldenrule.sdes.ucf.edu/zgrade.

For more information about UCF's Rules of Conduct, see http://www.osc.sdes.ucf.edu/.

Unauthorized Use of Class Materials

There are many fraudulent websites claiming to offer study aids to students but are actually cheat sites. They encourage students to upload course materials, such as test questions, individual assignments, and examples of graded material. Such materials are the intellectual property of instructors, the university, or publishers and may not be distributed without prior authorization. Students who engage in such activity are in violation of academic conduct standards and may face penalties.

Unauthorized Use of Class Notes

Third parties may be selling class notes from this class without my authorization. Please be aware that such class materials may contain errors, which could affect your performance or grade. Use these materials at your own risk.

Classroom Devices and Personal Devices

Lab desktop computers are to be used only for SPSS use during class. Please do not use your personal laptop during class time. Cell phone use is prohibited during class. Students found to be using cell phones or using computers to access any website or computer program not specifically related to classwork will receive a 0 for that days attendance.

University Writing Center

The University Writing Center (UWC) is a free resource for UCF undergraduates and graduates. At the UWC, a trained writing consultant will work individually with you on anything you're writing (in or out of class), at any point in the writing process from brainstorming to editing. Appointments are recommended, but not required. For more information or to make an appointment, visit the UWC website, stop by MOD 608, or call 407.823.2197.

You do not need to come to the UCF campus to receive help from a trained writing tutor. As a UCF student, you have access to writing tutors at the UCF Online Writing Center. You can schedule an online consultation with a writing tutor. You can get the help you need to complete the Final Report of your Civic Engagement Project online at a time convenient to you! This service is free to you.

Accessibility Statement

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need specific access in this course, such as accommodations, should contact the professor as soon as possible to discuss various access options. Students should also connect with Student Accessibility Services (Ferrell Commons, 7F, Room 185, sas@ucf.edu, phone (407) 823-2371). Through Student Accessibility Services, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential access and accommodations that might be reasonable.

Campus Safety Statement

Emergencies on campus are rare, but if one should arise in our class, we will all need to work together. Everyone should be aware of the surroundings and familiar with some basic safety and security concepts.

- In case of an emergency, dial 911 for assistance.
- Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Please make a note of the guide's physical location and consider reviewing the online version at http://emergency.ucf.edu/emergency_guide.html.
- Familiarize yourself with evacuation routes from each of your classrooms and have a plan for finding safety in case of an emergency. (Insert class-specific details if appropriate)
- If there is a medical emergency during class, we may need to access a first aid kit or AED (Automated External Defibrillator). To learn where those items are located in this building, see http://www.ehs.ucf.edu/AEDlocations-UCF (click on link from menu on left). (insert class specific information if appropriate)
- To stay informed about emergency situations, sign up to receive UCF text alerts by going to my.ucf.edu and logging in. Click on "Student Self Service" located on the left side of the screen in the tool bar, scroll down to the blue "Personal Information" heading on your Student Center screen, click on "UCF Alert", fill out the information, including your e-mail address, cell phone number, and cell phone provider, click "Apply" to save the changes, and then click "OK."
- If you have a special need related to emergency situations, please speak with me during office hours.
- Consider viewing this video (https://youtu.be/NIKYajEx4pk) about how to manage an active shooter situation on campus or elsewhere.

Deployed Active Duty Military Students

If you are a deployed active duty military student and feel that you may need a special accommodation due to that unique status, please contact your instructor to discuss your circumstances.

Religious Observances

Students are expected to notify their instructor in advance, on the first day of class, if they intend to miss class to observe a holy day of their religious faith (not already reflected in the normal class schedule). For a current schedule of major religious holidays, see the Faculty Center's main web page under "Calendars," and for additional information, contact the Office of Diversity Initiatives at 407-823-6479.

Third-Party Software and FERPA

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While

some of these could be required assignments, you need not make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identity-sensitive information. If you have any concerns about this, please contact your instructor.

Financial Aid Requirement

As of Fall, 2014, all faculty are required to document students' academic activity at the beginning of each course. In order to document that you began this course, please complete the Evidence of Academic Engagement Quiz by the end of the first week of classes or as soon as possible after adding the course. Failure to do so may result in a delay in the disbursement of your financial aid.

Instructor reserves the right to make changes to the schedule or syllabus as needed. Any changes will be communicated through webcourses or knights email. Please be advised if class is cancelled for any reason an announcement will be made on webcourses. You must check your email and webcourse announcements daily.

I reserve the right to change or alter this syllabus at anytime. This syllabus is not a contract and may be altered by the professor as I deem necessary.

Schedule

January 7th- syllabus overview

January 9th- Introduction to Political Science Methods

January 11th- Syllabus quiz due in webcourses by 4:59pm

January 14th- Chapter 1 lecture

January 16th- SPSS Chapter 1 lab- lab assignment due by Sunday January 20th 2019, 11:59pm in webcourses

January 18th Chapter 1 test due in webcourses by 11:59pm

January 21st- Holiday no class

January 23rd- lecture Chapter 2

January 25th- Chapter 2 exam due 11:59pm in webcourses

January 28th- Chapter 2 lab- HW due Feb 3rd at 11:59 pm in webcourses

January 30th- Lecture Chapter 3

February 1st- Chapter 3 exam due at 11:59pm

February 4th- Chapter 3 lab

February 6th – Chapter 4 lecture

February 8th- Chapter 4 exam

February 11th- Chapter 4 lab

February 13th- Chapter 5 lecture

February 15th Chapter 5 exam

February 18th- Chapter 5 lab

February 20th -Midterm review

February 22nd- Midterm

February 25th- Chapter 6 lecture

February 27th- Chapter 6 lab

March 1st- Chapter 6 exam

March 4th- Chapter 7 lecture

March 6th- Chapter 7 lab

March 8th- Chapter 7 exam

March 11th- March 17th – spring break

March 18th- Chapter 8 lecture

March 20th – Chapter 8 lab

March 22- Chapter 8 exam

March 25th- Chapter9 lecture

March 27th Chapter 9 lab

March 29th Chapter 9 exam

April 1st Chapter 10 lab

April 3rd SPSS Review session

April 5th – no class

April 8th- SPSS Exam

April 10th – work on presentation

April 12- work on presentation

April 15th finish presentation

April 17th presentation due online

April 19th- presentations due in class

April 22nd final exam review