POS 3703.0W64. SCOPE AND METHODS OF POLITICAL SCIENCE (84514)
Fall 2020

Professor: Dr. Barbara S. Kinsey
SPSIA Office: Phillips Hall 302
Phone: (407) 823-2608
Email: barbara.kinsey@ucf.edu
Office Hours via Email/Phone/Zoom: Tuesday 10:00 AM - Noon & Thursday 2:00-4:00 PM or by appointment; office hours will be held via email/phone/Zoom.

COURSE DESCRIPTION:

This course is an introduction to the logic and methods of social science research in general and political science in particular. Emphasis will be placed on the logic of research design and data analysis. Students in this class

- will be introduced to principles of research design
- learn techniques of quantitative analysis including statistical inference, hypothesis testing, and regression analysis
- analyze political datasets using statistical software
- learn to interpret and evaluate quantitative work

REQUIRED TEXTS:

Philip H. Pollock III & Barry C. Edwards. 2020. *The Essentials of Political Analysis*. 6th Edition. Sage & CQ Press

Philip H. Pollock III and Barry Edwards. 2020. *An IBM SPSS Companion to Political Analysis*. 6th Edition. CQ Press

Additional readings will be distributed.

ZOOM SESSIONS

We will conduct a Zoom session weekly, on **Tuesday Noon-2:00 PM starting September 1st.** These sessions are intended to provide an introduction to the assigned class material for that week and answer students' questions.

SOFTWARE:

We will be using **SPSS** in this course. I assume that you have no prior experience with this software. You can access the SPSS software on your PC computer or laptop via UCF Apps. For information please visit the links below:

Information: http://apps.ucf.edu
Login: http://my.apps.ucf.edu

COURSE REQUIREMENTS AND GRADING:

Course grades are determined by:
(1) Ten homework assignments
(3) Two exams.

Except for cases involving overriding personal and well documented circumstances, **late work will not be accepted.**

There will be two exams. Each exam will cover the portion of the course preceding it. The second exam will **not** be a comprehensive final exam.

Grades are a weighted average of the following requirements:

Requirement:		Weight:
1. Getting Started		3%
1. Ten Assignments		47%
2. Two Exams		50%
i. First Exam	20%	
ii. Second Exam	30%	

The plus/minus grading system will apply in this course:

Letter Grade	Points
A	93 – 100 points
A-	90 – 92 points
B+	87 – 89 points
B	83 – 86 points
B-	80 – 82 points
C+	77 – 79 points
C	73 – 76 points

C-	70 – 72 points
D+	67 – 69 points
D	63 – 66 points
D-	60 – 62 points
F	59 and below

Students must fulfill the following tasks:

1. Complete reading assignments.
2. Complete **ten** assignments on time.
3. Take **two** exams.

In case you think you are failing the course, please contact the professor right away.

A grade of "**I**" is only given in cases of extreme emergency or special and well documented circumstances late in the semester, provided that you have been making satisfactory progress.

FEDERAL FINANCIAL AID REQUIREMENT: RECORDING ACADEMIC ACTIVITY POLICY

UCF must comply with a federal financial aid regulation that states that in order to receive federal aid, students must be actively academically engaged (according to a federal definition) in each course in which they are enrolled. All faculty are required to document students' academic activity at the beginning of each course. Without verification of this engagement, students will not receive their aid.

In order to document that you began this course, please **complete the assignments for Module One** by the end of the first week of classes, or as soon as possible after adding the course, but **no later than Friday, August 28**. **Failure to do so will result in a delay in the disbursement of your financial aid.**

REQUIRED STATEMENT REGARDING COVID-19

University-Wide Face Covering Policy for Common Spaces and Face-to-Face Classes

To protect members of our community, everyone is required to wear a facial covering inside all common spaces including classrooms (https://policies.ucf.edu/documents/PolicyEmergencyCOVIDReturnPolicy.pdf. Students who choose not to wear facial coverings will be asked to leave the classroom by the instructor. If they refuse to leave the classroom or put on a facial covering, they may be considered disruptive (please see the Golden Rule for student behavior expectations). Faculty have the right to cancel class if the safety and well-being of class members are in jeopardy. Students will be responsible for the material that would have been covered in class as provided by the instructor.

Notifications in Case of Changes to Course Modality

Depending on the course of the pandemic during the semester, the university may make changes to the way classes are offered. If that happens, please look for announcements or messages in Webcourses@UCF or Knights email about changes specific to this course.

COVID-19 and Illness Notification

Students who believe they may have a COVID-19 diagnosis should contact UCF Student Health Services (407-823-2509) so proper contact tracing procedures can take place.

Students should not come to campus if they are ill, are experiencing any symptoms of COVID-19, have tested positive for COVID, or if anyone living in their residence has tested positive or is sick with COVID-19 symptoms. CDC guidance for COVID-19 symptoms is located here: (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)

Students should contact their instructor(s) as soon as possible if they miss class for any illness reason to discuss reasonable adjustments that might need to be made. When possible, students should contact their instructor(s) before missing class.

In Case of Faculty Illness

If the instructor falls ill during the semester, there may be changes to this course, including having a backup instructor take over the course. Please look for announcements or mail in Webcourses@UCF or Knights email for any alterations to this course.

Course Accessibility and Disability COVID-19 Supplemental Statement

Accommodations may need to be added or adjusted should this course shift from an on-campus to a remote format. Students with disabilities should speak with their instructor and should contact sas@ucf.edu to discuss specific accommodations for this or other courses.

VIRTUAL SESSIONS

Because of the continued remote instruction requirement due to the COVID-19 pandemic, this course will use Zoom for some synchronous ("real time") class meetings.

Please take the time to familiarize yourself with Zoom by visiting the UCF Zoom Guides at <https://cdl.ucf.edu/support/webcourses/zoom/>. You may choose to use Zoom on your mobile device (phone or tablet).

Things to Know About Zoom:

- You must sign in to my Zoom session using your UCF NID and password.
- The Zoom sessions are recorded.
- Improper classroom behavior is not tolerated within Zoom sessions and may result in a referral to the Office of Student Conduct.
- You can contact Webcourses@UCF Support at <https://cdl.ucf.edu/support/webcourses/> if you have any technical issues accessing Zoom.

PROFESSIONALISM AND STUDENT CONDUCT

Students are expected to conduct themselves in a civil and professional manner. Disrupted behavior, profanity, or any other offensive behavior will not be tolerated. All mobile devices must be turned off and put out of view during class meetings. Repeated violations of professionalism will result in a reduction in course grade.

If there is anything in the syllabus that is unclear, it is up to the student to contact the professor for clarification. Also, it is the student's responsibility to be informed of any announcements made in class meetings.

ACADEMIC HONESTY

Students should familiarize themselves with UCF's Rules of Conduct. According to Section 1, "Academic Misconduct," students are prohibited from engaging in

1. Unauthorized assistance: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course-related material also constitutes cheating.

2. Communication to another through written, visual, electronic, or oral means: The presentation of material which has not been studied or learned, but rather was obtained through someone else's efforts and used as part of an examination, course assignment, or project.

3. Commercial Use of Academic Material: Selling of course material to another person, student, and/or uploading course material to a third-party vendor without authorization or without the express written permission of the university and the instructor. Course materials include but are not limited to class notes, Instructor's PowerPoints, course syllabi, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc.

4. Falsifying or misrepresenting the student's own academic work.

5. Plagiarism: Using or appropriating another's work without any indication of the source, thereby attempting to convey the impression that such work is the student's own.

6. Multiple Submissions: Submitting the same academic work for credit more than once without the express written permission of the instructor.

7. Helping another violate academic behavior standards.

For more information about Academic Integrity, students may consult The Center for Academic Integrity.
For more information about plagiarism and misuse of sources, see "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices."

Responses to Academic Dishonesty, Plagiarism, or Cheating

Students should also familiarize themselves with the procedures for academic misconduct in UCF's student handbook, *The Golden Rule*. UCF faculty members have a responsibility for students' education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to academic misconduct. 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, click here.

STUDENT ACCESSIBILITY

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. Students with disabilities who need disability-related access in this course should contact the professor as soon as possible. Students should also connect with Student Accessibility Services (SAS) <http://sas.sdes.ucf.edu/> (Ferrell Commons 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. Determining reasonable access and accommodations requires consideration of the course design, course learning objectives and the individual academic and course barriers experienced by the student.

CAMPUS SAFETY STATEMENT FOR STUDENTS IN ONLINE-ONLY COURSES

Though most emergency situations are primarily relevant to courses that meet in person, such incidents can also impact online students, either when they are on or near campus to participate in other courses or activities or when their course work is affected by off-campus emergencies. The following policies apply to courses in online modalities.

To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to ucf.edu and logging in. Click on "Student Self Service" located on the left side of the screen in the toolbar, scroll down to the blue "Personal Information" heading on the Student Center screen, click on "UCF Alert", fill out the information, including e-mail address, cell phone number, and cell phone provider, click "Apply" to save the changes, and then click "OK." Students with special needs related to emergency situations should speak with their instructors outside of class.

VIRUSES

A virus can spell disaster. Your use of a reputable anti-virus program is a requirement for participation in this course (good ones include McAfee or Norton).

Also, **back up your files**: Hard drives do crash and it is really inconvenient when they do. However, this is not a valid excuse for failing to get your work in on time.

E-MAIL PROTOCOLS

E-mail will be an integral part of this course. Make sure you: Check your e-mail at least once every 48 hours during regular business hours (more often is better).

Be patient. Don't expect an immediate response when you send a message. Generally, 48 hours is considered a reasonable amount of time to receive a reply. Please note that your professor only checks and answers to e-mails during regular business hours.

In the "Subject" heading include the course number and your last name.

Be courteous and considerate. Being honest and expressing yourself freely is very important, but being considerate of others online is just as important as in the classroom.

Make every effort to be clear. Online communication lacks the nonverbal cues that fill in much of the meaning in face-to-face communication.

Do not use all caps. This makes the message very hard to read and is considered "shouting." Check spelling, grammar, and punctuation (you may want to compose in a word processor, then cut and paste the message into the discussion or e-mail).

Break up large blocks of text into paragraphs and use a space between paragraphs.

Sign your e-mail messages.

Never assume that your e-mail can be read by no one except yourself; others may be able to read or access your mail.

COPYRIGHT

This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

TECHNICAL ASSISTANCE

For specific problems in any of the areas below or for further information go to the corresponding link for assistance.

UCF Home Page will help find UCF resources.

UCF Service Desk – You can also call the Service Desk at 407-823-5117.

Learning Online: This site provides information on study skills for distance learners, the library and the writing center.

Buying a new computer or upgrading your current equipment – http://www.cstore.ucf.edu/

Technical Discussion Topic: If you have technical questions and/or problems, please post a message to the Technical Discussion Topic. I encourage members of the class who are technically proficient to also monitor this discussion topic and assist your classmates.

If your equipment problems prevent you from using e-mail from home, there are many computer labs on campus and virtually every public library offers Internet access.

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.

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 me to discuss your circumstances.

MAKE-UP ASSIGNMENTS FOR AUTHORIZED EVENTS OR CO-CURRICULAR ACTIVITIES

Students who represent the university in an authorized event or activity (for example, student-athletes) and who are unable to meet a course deadline due to a conflict with that event must provide the instructor with documentation in advance to arrange a make-up. No penalty will be applied. For more information, see the UCF policy at <https://policies.ucf.edu/documents/4-401.pdf>

RELIGIOUS OBSERVANCES

Students must notify their instructor in advance if they intend to miss class for a religious observance. For more information, see the UCF policy at <http://regulations.ucf.edu/chapter5/documents/5.020ReligiousObservancesFINALJan19.pdf>.

TENTATIVE COURSE SCHEDULE

Note: This schedule is subject to change depending on the needs of the class. Students are responsible for any changes in syllabus/schedule which are announced in class.

Reading assignments in the schedule refer to *The Essentials of Political Analysis

Week of	Topics Covered:	Assignments:
August 24	Getting Started	See Module Getting Started **Due**: **August 28, 11 PM**
August 31	Scientific Study: Elements of Research	**Essentials of Political Analysis, Pollock & Edwards* *Essentials*: Introduction Chapter 1, pp. 1-13 Chapter 3, pp. 72-82 **See Module 1**: Elements of Research **Assignment 1 Due: September 4, 11 PM**
September 7	Research Design: Experiments	*Essentials*: Chapter 4, pp. 105-114; 123-126 *SPSS Companion*: Chapter 1 **See Module 2**: Research Design **Assignment 2 Due: September 11, 11 PM**
September 14	Measurement Sampling	*Essentials*: Chapter 2, pp. 34-39 Chapter 1, pp. 13-26 *SPSS Companion*: Chapter 3 **See Module 3**: Measurement and Sampling **Assignment 3 Due: September 18, 11 PM**
September 21	Description of Data	*Essentials*: Chapter 2, pp. 39-64 *SPSS Companion*: Chapter 2 **See Module 4**: Description of Data **Assignment 4 Due: September 25, 11 PM**

September 28	Probability The Normal Distribution	*Essentials*: Chapter 6, pp. 174-177 **See Module 5**: Probability & Normal Distribution **Assignment 5 Due: October 2, 11 PM**
October 5	Inference	*Essentials*: Chapter 6 *SPSS Companion:* Chapter 6 **See Week of October 5**: Inference ***Reading Assignment only (see above).***
October 12	Review for First Exam **First Exam**	**See Module Exam I**
October 19	Hypothesis Testing Error Types	*Essentials*: Chapter 3, pp. 82-85 Chapter 7, pp. 199-215 *SPSS Companion*: Chapter 6 **See Module 6**: Hypothesis Testing **Assignment 6 Due: October 23, 11 PM**
October 26	Cross-Tabulations	*Essentials*: Chapter 3, pp. 86-91 Chapter 5 Chapter 7, pp. 215-222 *SPSS Companion*: Chapter 5 Chapter 7 **See Module 7**: Contingency Tables **Assignment 7 Due: October 30, 11 PM**
November 2	Correlation	*Essentials*: Chapter 8, pp. 239-244 *SPSS Companion*: Chapter 8 **See Module 8**: Correlation **Assignment 8 Due: November 6, 11 Pm**

November 9	Bivariate Regression Analysis	*Essentials*: Chapter 8, pp. 244-257 *SPSS Companion*: Chapter 8 **See Module 9**: Bivariate Regression Analysis **Assignment 9 Due: November 13, 11 PM**
November 16	Multiple Regression Analysis & Dummy Variables	*Essentials*: Chapter 8, pp. 257-269 *SPSS Companion*: Chapter 9 **See Module 10**: Multiple Regression & Dummy Variables **Assignment 10 Due: November 20, 11 PM**
November 23	***Thanksgiving***	
November 30	Review for second Exam	
December 7	**Second Exam**	