POS 3703 - SCOPE & METHODS
POL SCIENCE

Section: 0W62

College of Sciences

School of Politics, Security, and Intl Affairs

Course Information

Term: Fall 2025
Class Meeting Days: ASC
Class Meeting Location: Online
Modality: WW
Credit Hours: 3.00

Instructor Information

Name: Aubrey Jewett
Title: Associate Professor
Office Location: HPH 302E
Office Hours
Tue and Thur 10:30 am to 12:45 pm or by appointment (online by e-mail or via Zoom also available - to set up a Zoom conference please email me, and I will send you a link)
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Teaching Assistants

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Course Description

POS 3703 COS-POLS 3(3,0)Scope and Methods of Political Science: PR: POS 2041 or C.I. The scope and methodology of political analysis. Extensive examination of the discipline, research design and methodology. Fall, Spring.

Course Scope and Purpose: Scope and Methods of Political Science examines the scientific study of politics, the discipline of political science, and the skills needed for political analysis. We outline the multi-step research process and compares various types of quantitative and qualitative research design. We discuss unit of analysis, the measurement of concepts and variables, formulating and testing hypotheses, covariation, and causation. We cover survey research, survey questions, and sampling. We review statistical topics including the univariate distribution, bivariate and multivariate analysis (including cross-tabulations, measures of association, and regression), and significance testing.

Student Learning Outcomes

After successful completion of this course, students will be able to:

1. Demonstrate knowledge of basic facts, definitions and concepts related to the discipline of political science and political research methods including: foundations of empirical research, the design and structure of research, techniques for data collection, and methods for processing and analyzing data.

2. Use and apply appropriate analytical skills related to qualitative and quantitative political science research.

3. Think critically about political data, issues, research findings and methods and discuss these issues in a professional academic manner and show respect for other people who may hold different views.

Required Course Materials and Resources

There are no required materials that must be purchased for this course.

Course Assessment and Grading Procedure

Assignments and Grading Weights:

Overview: This course has 12 Modules. Each Module will require reading the information I post in the online module and doing an extension assignment and posting it into discussion and providing feedback to your classmates in discussion.
There is a midterm exam and a final exam.

Here is the percent of your total grade for each type of assignment:

*Twelve Extension Assignments Including Discussion with Classmates – 20% of your total grade (I will drop the one lowest Extension grade before computing your overall Extension average, but you would be wise to do all of them since they give you practice on skills you will need for the tests). After posting your assignment you should read what other classmates have posted and discuss the assignment with them.

*Two Exams – 80% of your total grade (the midterm and the final exam are each worth 40%). The exams will be multiple choice and problem solving. The final exam is cumulative as the scope and methods class is a skills course that builds over the semester. **You will need to download Respondus Lockdown browser and Monitor and have a webcam before taking the multiple choice part of the exams.** Students can download the Respondus Lockdown browser and Monitor here: https://download.respondus.com/lockdown/download.php?id=472413933

Grading Scale

Letter Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Policies for Course Grade

Missed Quizzes, Missed or Late Assignments and Make-Up Policy:

- Make-up Assignments for Authorized University Events or Co-curricular Activities – Students who miss exams/assignments because they are representing UCF in authorized events or activities will be offered reasonable opportunity to complete the work with no penalty applied. It is the student's responsibility to provide the instructor with a copy of the Program Verification Form (which lists the names of students participating in the authorized event or activity) prior to the class in which the absence occurs.

- Religious Observances – A student who desires to observe a religious holy day of his or her religious faith must notify all of his/her instructors at the beginning of the term to be excused from classes to observe the religious holy day. The student is responsible for any material covered during the excused absence, but will be permitted a reasonable amount of time to complete any work missed.

- Required Hardware and Software - You will need to download Respondus Lockdown browser and have a webcam before taking the multiple choice part of the exams. Students can download the Respondus Lockdown browser and Monitor here: https://download.respondus.com/lockdown/download.php?id=472413933

- Tests – I do not drop either test grade and tests automatically lock at the due date and time. Under normal circumstance I will not reopen the test. If you miss a test and want a chance to make up the test email me as soon as possible (normally within 24 hours). If you have a verifiable extenuating circumstance (i.e. illness with a doctor's note, accident with a police report, or death in the family with documentation) I will let you make up one test with no grade penalty. You should complete the test in a reasonable amount of time (I will set a deadline). If you do not have a verifiable extenuating circumstance (you forgot, overslept, were too busy etc.) I may allow you <u>one</u> make up in a reasonable amount of time (usually within one week) as long as you contact me quickly (usually within 24 hours), take responsibility for what happened, and have been showing a good faith effort to complete previous work. However, I deduct ten points from the score in fairness to classmates who completed the test on time.

- Extension Assignments – I will drop your <u>one</u> lowest Extension Assignment score when I compute your final grade. Thus, this part of your grade is based on your 11 highest scores. This will provide you a measure of protection should something happen that prevents you from doing an assignment (computer glitch, illness, vacation etc.) or should you do poorly on an assignment. Because I drop the lowest grade, I normally do not accept

late Extension assignments. If you have an extraordinary situation which causes you to miss more than one Extension assignment you may email me with the pertinent information and I will make a decision based on being fair to you but also to all the other students in the class that are meeting the deadlines. You may post your Extension Assignment one day late after the initial deadline, but there will be a 10 point penalty. Discussion with others is available until the module closes and will not be reopened.

Other Policies

Workload and Deadlines: Many students are apprehensive about taking Political Science Scope and Methods. Quite frankly that is probably a good thing because Scope and Methods for many students is the most difficult course they will take for their major. It is more difficult than other political science courses because it has many unfamiliar terms and concepts, requires competency in statistical analysis (especially the 2nd half of the course), and is primarily about learning a set of skills used by political scientists for political research rather than learning about the content of a substantive area.

In addition, taking scope and methods online adds a level of difficulty since you will not have face to face interaction with the professor and in-class lectures. To succeed in this class and really learn the information you may need to put in extensive time, read and re-read the material as some of it is quite difficult, keep up with all deadlines without being reminded, do all assignments regularly without missing any, and give your best effort all semester especially on the tests and the extension assignments. Do not wait until the last minute to do assignments. Computer problems and Internet connection problems will happen. They are not acceptable excuses for missing due dates and deadlines. Due times for graded assignments are usually 11:59 pm Eastern Standard Time.

This is an important and serious course and so if you do not think you are up to doing all these things then I would strongly suggest you drop this course and sign up for an in-person section. If you do not follow all these suggestions than your apprehension about this course is warranted as you will most likely not do well in this class. Conversely if you follow these guidelines, then you will find that you have most likely done well by the end of the course and be justifiably proud of your efforts and achievement.

Professional Communication & Online Etiquette: I expect professional communication whether face to face, by email, or in online discussions. When communicating with me, please address me by my title (Dr. Jewett or Prof. Jewett), politely explain the purpose of your

communication, courteously provide evidence or background information as appropriate, and respectfully ask your question or make your statement or request. DO NOT make demands or unsubstantiated claims, issue threats or accusations, or question my motives. During discussion DO NOT personally attack other students (or the professor) for their opinions. Political disagreements are normal, but be scholarly and civil, focus on the material, explain your position calmly and rationally, and show respect for the sincerely held beliefs of others.

Questions for Professor Jewett: If you have general questions about the course or material do not e-mail me initially. Instead post your question in the Discussions section of the web site. Once in Discussions select the topic "Questions for Professor Jewett" and then click in the "Reply" box and type in your question and then hit "Post Reply." I have linked my email to this discussion forum so it will forward to me almost immediately, but by posting the question here (and my answer) we will allow other students to gain more information (if you have a question, chances are another student also has the same question). You should review this section before asking your question as someone else may have already asked it. Of course if your problem is personal (related to your health or to your quiz or discussion grade for instance) or involves not being able to get on the site (and hence unable to get to Discussions) feel free to e-mail me at my normal e-mail address.

Instructor Response Time: Under normal circumstance I will respond to a posted question or an email within 24 hours. Quizzes are automatically graded and you will received immediate feedback on your score. I seek to provide substantive feedback in the discussion within 24 hours of the due date. Once a module closes I typically have assignments graded and provide suggestions to improve within 48 hours.

Seeking Help from Other Students: If you would like to seek the help of fellow students go to Discussions and select the topic "Students Seeking Help from Students" and post your question as above. This can be a technical question about computer problems or a subject matter question.

Students Needing Technical Support: If you need technical support with Webcourses you can go to https://cdl.ucf.edu/support/. Phone support is available at 407-823-0407. Email support is available at webcourses@ucf.edu.

Artificial Intelligence (AI) Use Policy

- **Use of Generative Artificial Intelligence (GenAI) is prohibited**. Use of GenAI tools via website, app, or any other access, is not permitted in this class. All components of assignments in this course must be independently and originally completed by the student. Representing work created by GenAI as your own will be treated as plagiarism.

Disability Access & Accommodations

The University of Central Florida is committed to providing equal access to all students with disabilities (ADHD, learning disabilities, Autism, chronic medical conditions, physical disabilities, etc.). To receive consideration for reasonable disability-related course accommodations, disabled students must contact Student Accessibility Services (SAS) and complete the steps required for SAS to review accommodation requests. More information can be found on the UCF Student Accessibility Services website under the Start Here tab or by contacting SAS directly (Ferrell Commons 185; sas@ucf.edu; Phone - 407-823-2371).

Approved accommodations are shared with course instructors via the SAS Course Accessibility Letter. Implementing certain accommodations may require discussion about specific considerations of the course design, course learning objectives, and the individual academic and course challenges experienced by the student. While students with disabilities or chronic health needs are also encouraged to discuss any course concerns with professors in addition to contacting SAS, professors are not required to facilitate disability-related adjustments to the course unless the professor has received a Course Accessibility Letter from SAS that outlines approved accommodations.

Academic Integrity

Students should familiarize themselves with UCF's Code of Conduct at Student Conduct and Integrity Office. According to Section 1, "Academic Misconduct," students are prohibited from engaging in:

a. Academic misconduct is defined as any submitted work or behavior that obstructs the instructor of record's ability to accurately assess the student's understanding or completion of the course materials or degree requirements (e.g., assignment, quiz, and/or exam). Examples of academic misconduct include but are not limited to: plagiarism, unauthorized assistance to complete an academic exercise; unauthorized communication with others during an examination, course assignment, or project; falsifying or misrepresenting academic work; providing misleading

information to create a personal advantage to complete course/degree requirements; or multiple submission(s) of academic work without permission of the instructor of record.

b. Any student who knowingly helps another violate academic behavior standards is also in violation of the standards.

c. Commercial Use of Academic Material. Selling of course material to another person and/or uploading course material to a third-party vendor without authorization or without the express written permission of the University and the instructor of record. Course materials include but are not limited to class notes, the instructor of record's slide deck, tests, quizzes, labs, instruction sheets, homework, study guides, and handouts.

d. Soliciting assistance with academic coursework and/or degree requirements. The solicitation of assistance with an assignment, lab, quiz, test, paper, etc., without authorization of the instructor of record or designee is prohibited. This includes but is not limited to asking for answers to a quiz, trading answers, or offering to pay another to complete an assignment. It is considered Academic Misconduct to solicit assistance with academic coursework and/or degree requirements, even if the solicitation did not yield actual assistance (for example, if there was no response to the solicitation).

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 respond to academic misconduct when necessary. Penalties for violating rules, policies, and instructions within this course can range from a zero on the exercise to an "F" letter grade in the course. In addition, an Academic Misconduct report could be filed with the Office of Student Conduct and Academic Integrity, which could lead to disciplinary warning, disciplinary probation, or deferred suspension or separation from the University through suspension, dismissal, or expulsion with the addition of a "Z" designation on one's transcript.

Being found in violation of academic conduct standards could result in a student having to disclose such behavior on a graduate school application, being removed from a leadership position within a student organization, the recipient of scholarships, participation in University activities such as study abroad, internships, etc.

Let's avoid all of this by demonstrating values of honesty, trust, and integrity. No grade is worth compromising your integrity and moving your moral compass. Stay true to doing the right thing: take the zero, not a shortcut.

Title IX

Title IX prohibits sex discrimination, including sexual misconduct, sexual violence, sexual harassment, and retaliation. If you or someone you know has been harassed or assaulted, you can find resources available to support the victim, including confidential resources and information concerning reporting options at Let's Be Clear and UCF Cares.

For more information on access and community engagement, Title IX, accessibility, or UCF's complaint processes contact:

- Title IX – ONAC – Office of Nondiscrimination & Accommodations Compliance & askanadvocate@ucf.edu
- Disability Accommodation – Student Accessibility Services – Student Accessibility Services & sas@ucf.edu
- Access and Community Engagement (including the Ginsberg Center for Inclusion and Community Engagement, Military and Veteran Student Success, and HSI Initiatives)
- UCF Compliance and Ethics Office – Compliance, Ethics, and Risk Office & complianceandethics@ucf.edu
- The Ombuds Office is a safe place to discuss concerns.

Deployed Active-Duty Military Students

Students who are deployed active duty military and/or National Guard personnel and require accommodation should contact their instructors as soon as possible after the semester begins and/or after they receive notification of deployment to make related arrangements.

Reporting an Incident or Issue

If you believe you have experienced discrimination by any faculty or staff member, contact the Office of Nondiscrimination & Accommodations Compliance via the ONAC website or at 407-823-1336. You can also choose to report using the UCF Integrity Line either anonymously or as yourself at 1-855-877-6049 or by using the online form. UCF cares about you and takes every report seriously. For more information see the Reporting an Incident or Issue Webpage.

Campus Safety

At UCF Public Safety and Police, safety is the top priority. Emergencies on campus are rare, but if one should arise, it's important to be familiar with some basic safety and security concepts.

- In an emergency, always dial 911.
- Every UCF classroom has an **Emergency Procedure Guide** posted on a wall near the door, which will show you how to respond to a variety of situations. This guide can also be found online here.
- In the event of an active threat, remember **AVOID, DENY, DEFEND**. Choose the best course of action and act immediately. Watch the video here to learn more.
    - **AVOID**. Pay attention to your surroundings and have an exit plan. Get as much distance and as many barriers between you and the threat as quickly as possible.
    - **DENY.** When avoiding is difficult or impossible, deny the threat access to you and your space. Lockdown by creating barriers, turning the lights off and remaining quiet and out of sight. Make sure your cell phone is silenced, but do not turn it off.
    - **DEFEND.** When you are unable to put distance between yourself and the threat, be prepared to protect yourself. Commit to your actions, be aggressive and do not fight fairly. Do whatever it takes to survive.
- For emergencies on campus, UCF will utilize the UCF Alert system. All UCF students, faculty and staff are automatically enrolled to receive these email and text alerts, however, it's a good idea to frequently ensure your contact information is up to date.

Financial Aid Accountability

All instructors/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 this activity 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.

Class Schedule

I try to follow the posted schedule. However, this outline may change during the semester due to unforeseen events or for pedagogical reasons. It is your responsibility to read class announcements and emails and keep informed.

Course Summary:

This table provides an overview of course topics by module.

Module	Topic
1	**Political Science, the Scientific Approach, and the Research Proce**

Module	Topic
2	**Conceptual Foundations: Political Concepts, Theories, and Models**
3	**Measurement, Levels of Measurement and Types of Data**
4	**Basic Elements of Research**
5	**Research Design**
6	**Sampling and Sample Design**
7	**Survey Research and Survey Questions**
8	**Descriptive Statistics and the Univariate Distribution**
9	**Bivariate Analysis with Crosstabs**
10	**Statistical Significance and Measures of Association**
11	**Control Elaboration and Multivariate Analysis**
12	**Regression and Correlation Analysis**
13	
14	
15	
16	