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University of North Florida  
Master of Public Administration program  
Course syllabus  
PAD 5700 Research methods

Instructor	George Candler
Day/Time	Monday/ 6:00 – 8:45
Location	Building 57, room 2500
Office hours	Mon/Thurs, 3:00-5:30 pm, or by appointment
Office	Bldg 51, 2402
Office phone	904-620-1388
Email	g.candler@unf.edu

**Course Objective:**

Greetings, and welcome to PAD 5700. The catalog description for this course is in the process of being changed, with the proposal reading as follows:

A summary and integration of the MPA program, and the knowledge, skills and values appropriate to a professional career in public administration.

Consistent with the mission of the UNF MPA program, the objectives of this course include to enhance your ability:

- to participate in and contribute to the policy process;
- to analyze, synthesize, think critically, solve problems and make decisions;
- to communicate and interact productively with a diverse and changing workforce and citizenry; and
- to understand local governance in a global context.

For those of you who are math phobic, this process is conceptual, not arithmetic. Calculators are allowed. Though very math-inclined, the instructor is *not* a statsmeister, and appreciates both how important *and how difficult* it can be to learn this stuff.

**Course structure:**

There will be three complimentary means of instruction: readings, a web page, and class lecture sessions. The web page will both broadly discuss the week's material, and link you to other information relevant to the weekly subjects.

Readings will include those listed on the syllabus. You will have noted that the class is scheduled for one, nearly three hour lecture each week. Don't fret: I will not drone through this whole period. We will try to divide the lectures into two, just over one hour periods with a 5-10 minute break between each.

## Required texts:

Even Berman and XiaoHu Wang (2012). *Essential Statistics for Public Managers and Policy Analysts*. Los Angeles: Sage.

Even Berman and XiaoHu Wang (2012). *Exercising Essential Statistics*. Los Angeles: Sage.

To contain further student expenditure, we will also make use of (free) electronic materials available online, through two media. First, EBSCO Host Research Databases, available on the [Carpenter Library](#) system. For off-campus access to this, click on 'My Account' (in the upper right quadrant of the library screen), then on 'Remote Log in' (at the left). Your log in information is your UNF student number and password. To see if you can access these, try to click on the following.

- Herbert, Adam (2004). "Transforming public service in a world without boundaries." *Public Administration Review* 64(4), pp. 390-4. [JSTOR link](#).
- Gold, Michael and G. Candler (2006). "The MPA Program in Small Markets: An Exploratory Analysis." *Journal of Public Affairs Education*, 12(1), pp. 49-62. [EBSCO link](#).

Second, there is a lot of useful stuff available just through normal web links. Try, for instance,

- [American Society for Public Administration](#)
- [Association of Public Policy Analysis and Management](#)
- [Office of Performance and Personnel Management](#)
- [Florida Office of Program Policy Analysis & Government Accountability](#)

## Assignments, grading

There will be a number of assignments, listed on the 'Assignments' link above, with details as well regarding grading expectations. Assignments 1-6 are due by end of day on the Monday following the class. The others are due as indicated in the Structure page.

The usual 90+ = As, 80-90 = Bs, etc. grade distribution will apply, unless I need to curve up to get a normal graduate class grade distribution. In order to earn a grade of 'B' students do, however, need to engage readings, follow instructions, and respond to feedback.

## Class Policies:

Obligations - You can expect me to be prepared, to explain the course material clearly, and to work to ensure that this course proceeds as smoothly and coherently as possible. In addition to generous office hours and ready email access, I will make myself available to help you outside of class or office hour times if necessary. For your part, pay attention to course requirements, learn, and as former colleague James Hayes-Bohanon puts it, remember that this is [not 13th grade](#).



Late assignments/make-up exams - Late assignments and missed exams will incur a significant penalty, except in extraordinary, documented circumstances and if I am contacted prior to the due date. If similar extraordinary, documented circumstances lead you to request an incomplete,

I've historically been liberal with these, but [see campus policy regarding incompletes](#). It will be *your obligation* to submit unfinished coursework.

Course communications - [students have an obligation to activate and monitor their UNF email account](#). This account will be used for out-of-class communication. It is your obligation to get assignments to me, and to keep copies of all assignments submitted in the event that they don't get to me. When emailing, adopt a professional format.

Disability -- Students with disabilities who seek reasonable accommodations in the classroom or other aspects of performing their coursework must first register with the UNF Disability Resource Center (DRC) located in Building 57, Room 1500. DRC staff members work with students to obtain required documentation of disability and to identify appropriate accommodations as required by applicable disability laws including the Americans with Disabilities Act (ADA). After receiving all necessary documentation, the DRC staff determines whether a student qualifies for services with the DRC and if so, the accommodations the student requires will be provided. DRC staff then prepares a letter for the student to provide faculty advising them of approved accommodations. For further information, contact the DRC by phone (904) 620-2769, e-mail [drcexams@unf.edu](mailto:drcexams@unf.edu), or visit the DRC website [www.unf.edu/drc](http://www.unf.edu/drc). Military and veteran students may need both physical and academic accommodations and may contact the DRC to find further information. Military and veteran students who return from combat exposure may be utilizing the post 9/11 GI bill to continue postsecondary education goals. Contact Military and Veterans Resource Center by phone (904) 620-2655 or e-mail [mvrvc@unf.edu](mailto:mvrvc@unf.edu).

Academic misconduct - This is a 'seminar' class: free-flowing dialogue is encouraged. While this is meant to be informal; be polite, respectful and professional. Do not disrupt the class, whether through ringing cell phones, cell phone or other side conversations, web surfing, rude outbursts, or similar behavior.

Each student is responsible for understanding the University's Academic Integrity Code. This can be found in the [Academic Integrity](#) section of the online 2012-13 UNF Catalog, Chapter 10 of the [Student Handbook](#), or [Graduate Student Handbook](#), and separately in the [Academic Integrity Code and Academic Misconduct Policies](#). Procedures described in this document will be followed in dealing with any cases of academic dishonesty. I do make an effort to catch students who cheat, and have been successful in this in the past. Students caught plagiarizing coursework have generally been awarded a grade of F for the class.