

NURS 6320: Data Management Syllabus

Welcome

Welcome to the data management course! I have the great honor of being your instructor, and I actually like working with data and statistics, use them regularly, and enjoy helping others learn and use them.

An essential goal of this course is to approach data management and analysis from the perspective of understanding statistics and their relationship to research rather than focus on mathematics or memorizing formulas. Managing information (what we call data, the plural form of datum) and making sense of it are handy and essential skills in our time. In this course, we will discuss topics including the rigor of data in terms of instrument reliability and validity, managing data, hypothesis testing theory, descriptive, and inferential statistics. We will also approach data management from the perspective of a researcher and apply the “7 steps of data analysis.”

The goal is always to facilitate your learning. If you have math anxiety, please know that you are not alone and this course is designed to reinforce concepts with enough practice to facilitate your successful achievement of the course objectives. Thus, repetition will be part of the plan so you master basic concepts.

Instructor Contact Information

Danita Alfred, PhD, RN

dalfred@uttyler.edu

Ph: 903/566-7019

Fax: 903/565-5533

The University of Texas at Tyler
School of Nursing
3900 University Blvd. Tyler, TX 75799
Office Hours: online and by appointment



Course Title/Description

NURS 6320 Data Management - Strategies for management of quantitative and qualitative data are analyzed. Data management software packages are utilized for the creation and analysis of data files. Primary and secondary data sets for research are managed.

Student Learning Outcomes and Assessment

This course is intended to have you grounded in basic statistical concepts, analyses, and prepare you for the advanced topics for future statistics and research courses. After completing this course, you should demonstrate knowledge and/or skills in the following categories including:

Student Learning Outcomes	Assessment Methods
Managing and screening data by identifying variable properties (e.g., scales of measurement) and checking sample distribution (i.e., normality).	Quizzes and/or Assignments
Obtaining and interpreting sample characteristics or descriptive statistics (i.e., central tendency, variability, and other aspects of the sample as necessary).	Quizzes and/or Assignments
Understanding the mechanism of inferential statistics (i.e., the theory of hypothesis testing and probability).	Quizzes and/or Assignments
Knowing the proper statistical test to use to answer group differences and relationships questions.	Quizzes and/or Assignments
Testing the corresponding assumptions for the above tests.	Quizzes and/or Assignments
Using data analytic software (i.e., SPSS) to conduct the above activities.	Quizzes and/or Assignments
Working with primary and secondary data from research studies.	Quizzes and/or Assignments
Apply the “7 steps of data analysis” to research study data.	Quizzes and/or Assignments

Textbooks and References

REQUIRED TEXTS

Field, A. (2018) *Discovering statistics using SPSS*, 5th edition. Thousand Oaks, CA: Sage. Publications. ISBN: 9781526436566

Bannon, W. M. (2013). *The 7 steps of data analysis: A Manual for Conducting a Quantitative Research Study*. Brooklyn, NY: Stats Whisperer Press. ISBN 9780615857299

Order directly from: <http://www.statswhisperer.com/>

REQUIRED SOFTWARE

The most recent version of SPSS: Statistics package for the social sciences.

IBM® SPSS® Statistics Standard GradPack 25 (6 and 12 month licenses available at <http://www.onthehub.com/spss/>)

You may purchase your textbook from any source you wish or you can purchase it through the [UT Tyler Bookstore](#).

Grading Information

Final grades for the course will be determined based upon the following point assignments:

A – 89.5 -100

B – 79.5 – 89

C – 69.5 - 79

D – 59.5 - 69

F - Below 59.5

Students are expected to achieve an average of 80% (B) to successfully complete the course.

Testing/Assignments/Projects Turn-In Process

Testing will occur online within the Canvas environment.

All assignments and projects will be submitted through the assignments link. Use the following process to prepare and submit assignments:

- Prepare your assignment using Microsoft Word. Name your assignment with the following convention: last name, first initial, assignment title (ex. LastF_Assignmenttitle) Click on "Assignments" in the menu.
- Number 1-shows the assignment instructions
- Number 2-add your comments and attach your completed assignment
- Number 3-when all attached files (your completed assignment files) are uploaded, click submit

When assignments are received, I will either grade them online through a speeding grading option or open them in Microsoft Word for grading. This will enable me to make comments, ask questions, etc. I will then return your assignment through the Student Gradebook area. To see comments about your assignment, click on your grade. If you need more instructions on how to submit files through the assignment link, please read the Canvas Student Manual located in the Tools area.

Completion Time - Expectations

You should expect to spend as much time on an online course as you do in a face-to-face course. As a rough guide, you should plan to spend six to ten hours per week on this course. The actual amount of time will vary from individual to individual. This estimate includes the time you spend in reading, discussions, and assignments.

The material for most modules is posted at the beginning of the semester. If something is new or in revision, there will be a note regarding the date it will be available to you. The unit material will remain up through the end of the course. You may look and study ahead; however, faculty will focus stay focused on the current unit. All assignments have set due dates. Due dates are as of 11:59 PM Central Standard Time on that date.

Email and Course Discussions

Email

To communicate by email within the course with other participants or all participants, click the Communications link on the left. Click Send E-mail to send a message. You are able to send messages to All Users or Select Users in the course, including the instructor. If you need more instructions on how to send email messages with Canvas please read the student manual located in the Resources area of the course.

Course Discussions

Canvas takes the place of in class discussions so please plan on spending several hours reading and posting in order to have a high quality experience. Posting responses to colleagues on BB is an opportunity to give your peers input. Asking questions and posing a different viewpoint yields higher quality learning experiences than simply giving kudos. Your instructor will generally delay feedback to give the group members a chance to post. When the instructor posts too quickly, others sometimes become reticent to post. An important behavior in graduate education is questioning. Never hesitate to share different viewpoints and disagree with all colleagues including your instructors.

Please post DIRECTLY onto the Canvas posting site rather than add attachments unless instructed otherwise because it speeds the experience of reading and posting by your classmates. Please do not copy and paste SPSS output which is often voluminous. When questions arise about output, simply save and send output to your instructor.

The Discussions feature in Canvas is an online discussion forum in which students and faculty can communicate asynchronously (at differing times) via message postings.

When you click the Communications link on the left, then the Discussion Board area, a listing of general subject categories will appear in a table format. Each general subject category is represented by a file folder icon.

All threads (topics) pertinent to a general subject category will appear as links under that subject category folder. The instructor has control of what general subject categories are available for discussion in the course. Students may introduce and name threads under the general subject or may reply to the threads of other students. That is why it is called "Discussion." At the instructor's discretion, students may or may not have the option of starting a new thread under the general subject categories and may or may not be able to edit their comments after they have

been posted. If there are restrictions on your access, you will know in advance what these restrictions are and why they are in place.

Students can and will usually be expected to respond to threads in the course discussion. To respond to a thread:

- In the Discussion Board area, you will see a list of forums
- Click on a forum link to open it and view the contents within
- Open a message
- Click Reply to respond to the message

Your response will now appear in the table, along with your name as author and date/time of posting. Icons will appear to the right that allows either a response or perhaps editing and deletion options. If the edit icon or the trash can (delete icon) doesn't appear, the student doesn't have editing or deletion privileges.

Check the Discussions section often. Since the discussion is asynchronous, other responses will be submitted after your post. Be sure to check the Discussions section each time you log into the course to view any added material and respond to your colleagues' comments. Canvas will show you the number of unread messages for each topic and highlight them until read.

Roles and Responsibilities

Students will complete assignments as described in each module. A typical module will include: readings, a presentation or video, a quiz and practice data assignments. The discussion board will be available each week for questions, discussion and/or clarifications. Faculty will monitor the discussion but will not interfere with student discussion unless necessary for clarification. Assignments have specific due dates as indicated on the course schedule. Students will have specified time periods to complete each unit and the associated assignments.

UT Tyler Student Resource for Blended and Online Courses

[Includes Overview, Technology, Netiquette, Quick References, University Policies, and Accessibility.](#)

Specific updated information regarding University Policies including but not limited to the following is available at the

[Student Resource for Blended and Online Courses University Policies:](#)

- UT Tyler Honor Code
- Students Rights and Responsibilities
- Campus Carry
- UT Tyler Tobacco-Free University
- Grade Replacement/Forgiveness and Census Date Policies
- State-Mandated Course Drop Policy
- Student Accessibility and Resources
- Student Absence due to Religious Observance
- Student Absence for University-Sponsored Events and Activities
- Social Security and FERPA Statement
- Emergency Exits and Evacuation
- Student Standards of Academic Conduct – includes use of SafeAssign

Course Evaluation

UT Tyler will ask you to complete a voluntary evaluation to help them make improvements and adjustments in their overall online learning forums. Also, an end of semester evaluation specifically for this course will be made available for you to complete in the last week of instruction. Your comments and recommendations will be considered seriously as the course is updated. Your input throughout the semester contributes to our commitment to improve continually the quality and relevance of this course.

Getting Started

Please refer back to the information contained in this Syllabus anytime you have a question regarding the basic course information. Please begin this course by clicking on the Getting Started Tab on the Canvas course menu.