Instructor Information

E-mail: ccullison@uttyler.edu (best contact method)
Phone: (903) 566-7163
Office: BUS 224
Office Hours: Tuesday, 10:30 -11:30; Wednesday, 4:30-5:30; Thursday, 10:30 - 11:30; or by appointment
(please email to schedule an appointment)

I am guaranteed to check email frequently during in-person office hours, though if I am with a student responses to email may be delayed during this time period. For any email sent outside of office hours, you should expect a response within 48 hours (excepting Sundays).

Email policy: per university request, I will only communicate with students through your Patriot email accounts. The university has had several problems reaching students with vital questions or information because they do not check their Patriot email, and they have asked faculty to require that students use their Patriot email accounts. All responses to student email will be sent only to your Patriot email account (even if you send the email from some other account). After January 24th (the census date), email sent from any non-Patriot email account will not be answered.

Required Course Materials

The Essentials of Political Analysis (4th Edition)
Pollock

Course Description & Objectives

Does right-to-work produce economic growth? Does the performance of students given vouchers to attend private schools improve? Does democratization lead to an increase in economic growth? Do citizens really vote based on candidate image? We often attempt to answer these questions with quantitative, empirical research, which relies heavily on – that’s right folks – statistics!

This course will introduce you to basic methods of empirical inquiry in the social sciences. Much discussion of politics and public policy relies on statistical analysis, both in government and academia. Political variables are measured, quantified, and evaluated with the use of means, standard deviations, t-tests, regression coefficients, and so forth. In order to interpret and evaluate this type of analysis (as well as to actually conduct it) you must first understand the basic theory and technique of statistical analysis.
You should realize by looking through the books that this class is not a typical political science course – it is structured more as a math course.

- If you already think you’re going to hate this class, then you most likely will. I highly recommend that you keep an open mind, if for no other reason than the fact that you cannot graduate with a degree in political science without passing a research methods course (this is a standard requirement at every university I’ve ever been at). Get over it and consider it a lesson in adulthood – you’ll be required to do several things over the course of your life that you don’t like and don’t want to do. You’ll probably have to do them anyway. It builds character.

- If you don’t attend class, you won’t do well. Very few people will be able to read the text book and understand it without asking some questions and seeing some examples. That’s what lecture periods are for – make good use of them. Read the assigned materials before class and come to lecture with questions. Read them again after the lecture – they should make more sense. If they don’t, come see me.

- You must keep up with the course material as we progress through it. If you don’t understand what we’re talking about in Week 3, you will definitely not understand Week 4. Chances that you will be able to leave all the reading until the week of the exam and pass are astronomically small.

- You will have almost weekly homework assignments, and you will most likely find them challenging. If you find it useful to work on the assignments with a classmate or two, do so. I don’t recommend groups of more than three as they tend to turn into social sessions. I am available to help with the homework assignments – come see me! I won’t tell you the answers, but I can help you work through them and answer questions on the spot. If you can’t do the problems on the homework assignments, you certainly won’t be able to do them on the exams.

Course Objectives: After completing this course, you should be able to:

- Choose and define a concept
- Determine appropriate measures for the concept
- Locate or gather the needed data
- Form a testable hypothesis
- Conduct basic statistical analysis (by hand and with SPSS)
- Determine the appropriate statistical method to test the hypothesis
- Perform the test
- Evaluate and interpret the results of the test

Student Expectations

It is my experience that many students do not understand what is required of them in order to achieve certain goals in a course. In order to help clarify this issue, here is some additional information about student expectations:

What do grades mean?

A) performance/work is exemplary, exceeds expectations, goes well beyond stated minimum requirements and performs the assigned task extremely well.

B) performance/work is above average, goes somewhat beyond stated minimum requirements and performs the assigned task relatively well.

C) performance/work is average, meets but does not exceed minimum expectations and the assigned task is completed in an acceptable manner.
D) performance/work is below average, does not meet minimum expectations, the assigned task is attempted but not completed in an acceptable manner.

E) performance/work is unacceptable, may be off-topic and well below the minimum standard, may include instances of academic dishonesty.

In an upper division University course, these are the general minimum expectations:

- students will attend at least 90% of the class sessions (that means for a Tuesday/Thursday class you should miss no more than 3 class sessions)
- students will be mentally present during class sessions (pay attention, do not electronically disengage)
- students will complete the reading assignments before class
- students will submit assignments on time and follow the assignment instructions regarding content, format, and method of submission
- students will conduct themselves as adults (respect classmates and professor, engage in civil discourse, discuss controversial issues calmly and productively, etc.)

Blackboard

This class will heavily utilize Blackboard. All of your course materials, and your grades, will be posted here. If you experience any problems logging into Blackboard, you should seek help from Campus Computing. Their office is located in BUS 101, and they can be reached by email at itsupport@patriots.uttyler.edu. Please include your full name, student ID number and date of birth in any communications you send to them.

Grading

Your grade in this class will consist of four components:

- Attendance (10%) – Attendance will be taken daily and will be part of your final grade as a percentage. Simply put, if you attend 80% of the scheduled class sessions, you will receive an 80 for your attendance grade. Attendance will be taken for every class session (including exam days). As I am in no way qualified to determine the significance or severity of the reasons for absences, I will not attempt to do so. Any absence (illness, family emergency, work conflict, etc.) will be counted as an absence. If you arrive late or leave early, you will also be counted absent. The only exceptions to this policy are required participation in a University sponsored event, absence due to a religious observance, or military service. If you will be absent for such an event, it is your responsibility to inform me of you expected absence and provide documentation. This must be taken care of prior to the missed class.
- Homework (35%) – these will be handed out or announced in class and are due on the date listed on the course schedule. You will have 9 assignments over the course of the semester and the grades will be averaged. All homework grades will be included in the average – no grades will be dropped.
- Guided Projects (15%) – During the last few weeks of class, you’ll be given a short data analysis projects to complete.
- Exams (40%) – There will be a midterm and a final. Exams will consist of questions and problems similar to in-class examples and homework assignments.

Late & Make-Up Work

Assignments are due at the beginning of class on the due date. Late assignments will be accepted with penalty. One letter grade will be subtracted for every day (including weekends) you are late. If you are away from campus due to participation in a University activity, a religious observance, or military service you may
turn in the assignment the next class period without penalty. If you will be absent on the day an assignment is due, you may send the assignment with a classmate or drop it off in the Social Sciences office before class. If you fear you will not be able to complete or hand in an assignment on time, you should contact me before the due date to request an extension. Extensions may be granted at the professor’s discretion.

Make-up exams may be given at the professor’s discretion and only for the following reasons:
- Serious illness
- Family emergency
- Required participation in a university sponsored event

If you know you will miss an exam, please inform me as soon possible to discuss a make-up. If advance notice cannot be given, then you must contact me within 48 hours of the missed exam to discuss a make-up. This is your responsibility. I reserve the right to give a different set of questions on the make-up exam.

Academic Dishonesty

The UT Tyler community regards cheating as an extremely serious matter and deals severely with those who violate the standards of academic integrity.

Examples of academic dishonesty include (but are not limited to):
- Copying from another person’s test paper
- During a test, possession of materials not authorized by the person administering the test
- Discussing the contents of an examination with another student who will take the examination or the divulging of examination contents to another when an instructor has allowed the exam to be kept by the student
- Working with others in taking tests or preparing academic assignments when not authorized by the course instructor
- Obtaining by any means another person’s work and submitting that work as one’s own. This included the downloading of academic papers or the purchase of papers written by others.

If a student is suspected of academic dishonesty, the classroom instructor may ask the student to meet with him or her to discuss the incident. A student may admit to allegations of academic dishonesty, waive the right to a hearing and accept penalties imposed by the instructor. The student may also deny all allegations and ask to see the Dean of Student Affairs. An accused student may accept the decision of the Dean of Student Affairs or ask for a hearing before an impartial hearing officer appointed by the university. Witnesses may be called and evidence presented. The hearing officer will consider all evidence and make a decision. The decision of the hearing officer may be appealed to the President by either the student or the Dean of Student Affairs. For a discussion of possible penalties, please see the Guide to Student Conduct and Discipline.

University Policies

Students Rights and Responsibilities
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: [http://www2.uttyler.edu/wellness/rightsresponsibilities.php](http://www2.uttyler.edu/wellness/rightsresponsibilities.php)
Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.uttyler.edu/registrar. Each semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

Census Date

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

• Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
• Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
• Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
• Being reinstated or re-enrolled in classes after being dropped for non-payment
• Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.
Student Absence for University-Sponsored Events and Activities
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Important Dates

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<th>Event</th>
<th>Date</th>
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<tbody>
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<td>Classes Begin</td>
<td>January 10</td>
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<tr>
<td>MLK Day</td>
<td>January 21</td>
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<tr>
<td>Census Date</td>
<td>January 24</td>
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<td>Spring Break</td>
<td>March 11-15</td>
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<td>Drop Date</td>
<td>March 25</td>
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<tr>
<td>Study Days</td>
<td>May 3 &amp; 6</td>
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<td>Midterm Exam</td>
<td>February 27</td>
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<tr>
<td>Guided Project</td>
<td>May 1</td>
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<tr>
<td>Final Exam</td>
<td>May 8, 6:00-8:00 PM</td>
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| Week 1      | Jan. 16 | Course Introduction  
|            |         | Empirical Study of the Political World  
|            |         | Reading: Pollock, Introduction  |
| Week 2     | Jan. 23 | Working with Concepts  
|            |         | Reading: Pollock, Chapter 1  
|            |         | In class exercise  |
| Week 3     | Jan. 30 | Working with Variables  
|            |         | Reading: Pollock, Chapter 2  
|            |         | *Due: “Concepts” Exercise*  |
| Week 4     | Feb. 6  | Explaining Politics  
|            |         | Reading: Pollock, Chapter 3  
|            |         | *Due: “Descriptive Statistics” Exercise*  |
| Week 5     | Feb. 13 | Designing Research and Thinking about Relationships  
|            |         | Pollock: Chapter 4  
|            |         | *Due: “Working with Hypotheses” Exercise*  |
| Week 6     | Feb. 20 | Controlled Comparisons  
|            |         | Pollock: Chapter 5  
|            |         | *Due: “Controlled Comparisons” Exercise*  |
| Week 7     | Feb. 27 | Midterm Exam  |
| Week 8     | Mar. 6  | Guided Project Discussion  
|            |         | Sampling and Inference  
|            |         | Pollock: Chapter 6  |
| Week 9  | Mar. 20 | Testing for Significance  
Pollock: Chapter 7 (pp. 155-164)  
Due: “Sampling & Inference” Exercise |
|---------|---------|---------------------------------------------------------------------|
| Week 10 | Mar. 27 | Chi-Square  
Pollock: Chapter 7 (pp. 164-177)  
Due: “Making Inferences” Exercise  
Due: Guided Project, Phase I |
| Week 11 | Apr. 3  | Correlation and Regression  
Pollock: Chapter 8 (pp. 182-196)  
Due: “Chi-Square” Exercise |
| Week 12 | Apr. 10 | Guided Projects (no class meeting) |
| Week 13 | Apr. 17 | Dummy Variables & Interaction Effects  
Pollock: Chapter 8 (pp. 196-206)  
Due: “Correlation & Regression” Exercise |
| Week 14 | Apr. 24 | Guided Projects  
Due: “Dummy Variables & Interaction” Exercise |
| Week 15 | May 1   | Final Exam Preparation  
Due: Guided Project |