

Political Science 792
Decisionmaking for Nonprofit and Public Organizations
Fall 2011

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E-mail policy

I've had sent e-mails to students bounced back to me too many times because of employer provided e-mail accounts or e-mail providers like hotmail and Gmail blocking them. This wastes my time and results in students sometimes asking me why I never responded to their e-mails (even though I really did). For these reasons, I would prefer that you use your UWM e-mail account when sending me e-mails.

Required Texts:

Kenneth J. Meier, Jeffrey L. Brudney, and John Bohte. 2012. *Applied Statistics for Public and Nonprofit Administration*, 8th edition. Thompson Wadsworth (listed as MBB in readings) A couple of copies of the seventh edition are on 2 hour reserve at the library.

Louis M. Rea and Richard A. Parker. 2005. *Designing and Conducting Survey Research*, 3rd edition. Josey-Bass.

-various articles (these can be obtained through article searches on the UWM library website or through the D2L site for this course)

-you will need a calculator to complete problems in the Meier Brudney text (the ones we do in class). Those cheap calculators without square root and function keys are not sufficient. A basic scientific calculator is more than adequate.

-you will need Microsoft Excel to do the homework exercises

Course Description and Course Objectives

This course provides an introduction to some basic research tools useful to public and nonprofit managers. The first part of the class will focus on

measurement and research design issues. The second part of the course will provide an overview of statistical and decision making tools. Topics discussed will include hypothesis testing, statistical inference, contingency tables, and regression analysis. The emphasis here will be on how to use statistics to make better management decisions.

Although helpful, no prior knowledge of statistics/advanced math is necessary. We will primarily be using MS Excel and SPSS to illustrate how computers can be used to perform various statistical techniques.

Course Objectives and Learning Outcomes

1. Obtaining a basic understanding of how to use statistics. This course will not prepare you to be a statistician. If you want to obtain expertise in statistics, you will need to take additional courses beyond this course. The goal of this course is to provide you with a working knowledge of statistics to the point where you can use programs like Excel and SPSS to perform basic statistics techniques.
2. Developing an ability to interpret research. Learning research methods and statistics will prepare you to understand articles or reports that utilize these methods. Even if you do not intend to frequently use the techniques covered in this class, just knowing how to interpret the results of research is an important skill.

Course Requirements

Your grade in the course will be based on the following:

Exam One = 20 percent (mostly research methods)

Exam Two = 20 percent (statistical methods)

Exam Three = 20 percent (statistical methods)

Homework = 20 percent (statistical methods)

These will be short Excel-based assignments. The exercises will mainly include exercises from the MBB text.

Article Summaries = 20 percent

You will receive a separate handout concerning the instructions for article assignments. There will be 3 article summary assignments. The articles for these assignments will be posted to the D2L site for this course.

The topics listed on the syllabus do NOT correspond to individual weeks of the semester. The time it takes to adequately cover topics (i.e., covered to the point where the class generally understands things) varies each semester. This is particularly true when we get to the statistical techniques. This is why specific due dates are not listed next to the homework and article summary assignments.

Homework assignments and article summaries will generally be due at the start of the class session after they are assigned. If you don't share my view that regular attendance is a reasonable expectation, or if you are bothered by the fact that there are no specific dates listed next to the homework or article summary assignments, you should drop this course.

Grading Scale used to determine final course grade

| | | | |
|------------|------------|------------|----------|
| A 93-100 | A- 90-92.9 | | |
| B+ 87-89.9 | B 83-86.9 | B- 80-82.9 | |
| C+ 77-79.9 | C 73-76.9 | C-70-72.9 | |
| D+ 67-69.9 | D 63-66.9 | D-60-62.9 | F 0-59.5 |

Attendance

If you already know that you'll be missing a significant number of classes due to commitments outside of class, you should not be enrolled in this course. I don't customize this course to meet the unique scheduling needs of individual students. If your schedule is so complex that you really can't make time for this course, please be realistic and just take the course another semester (or take a different statistics course such as BUS MGNT 709).

Excused Absences, Makeup Exams

We will cover a lot of material each week. The cumulative nature of the material (especially the stuff on statistical methods) means that if you miss one or more classes, you may have a hard time understanding subsequent topics.

I cannot be absolutely certain of the first two exam dates since we may spend more/less time on material than expected. I will, however, notify you of the exact date at least a week before the exam.

Makeup exams will only be given if you have a University excused absence. An absence is considered excused if you can provide official documentation of a medical condition, such as a note from a physician.

Makeup exams will generally differ in content from regular exams. Makeup exams must be completed within a reasonable amount of time (normally before the next class session). If your schedule is packed so tight that you cannot find a time for a makeup exam, I will assign two possible makeup exam times. You will

be required to either pick one of the two times or take a zero for the exam in question.

I do not give take-home makeup exams, and I will not fax or e-mail you a copy of the exam so you can take it while you are at work. Makeup exams must be taken on campus and be completed before the department office closes (4:30pm). The class session following the regular exam date cannot be used as a time to take a makeup exam.

Students with special needs are encouraged to contact me at the beginning of the semester to work out any necessary arrangements.

Academic Misconduct

The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Any instances of cheating will be referred to the appropriate university authorities for disciplinary action.

For a complete description of the University's policies on these and other matters, please see the file at the weblink below

<http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf>

Topics and Reading Assignments

While some overlap exists between the materials presented in lecture and those presented in the text, the lectures will not be used to simply regurgitate the information in the texts. Some of the information presented in class will not appear in the texts and vice versa.

Part One – Measurement, Hypotheses, and Research Design

1. Overview of program models/theories
Readings: MBB, pgs. 461-466, 7th ed. pgs. 469-74, 8th ed. (stop at "techniques...")

Suggested Readings

Carmen, Joanne. 2009. "The Accountability Movement: What's Wrong with this Theory of Change?" *Nonprofit and Voluntary Sector Quarterly*, January, 1-19.

Campbell, David. 2002. "Outcomes Assessment and the Paradox of Nonprofit Accountability." *Nonprofit Management & Leadership*, 12 (Spring): 243-59.

Henderson, Dale, Bruce Chase, and Benjamin Woodson. 2002. "Performance Measures for NPOs: How One Organization Developed a Way to Collect Meaningful Information." *Journal of Accountancy*, 193 (1): 63-68.

W. K. Kellogg Foundation. 2004. *Logic Model Development Guide*. Available online at wkkf.org.

Hatry, Harry, Jake Cowan, and Michael Hendricks. 2004. *Analyzing Outcome Information: Getting the Most from Data*. Urban Institute.

2. Variables and Measurement
Readings: MBB, chapter 2

Suggested Reading:

Sowa, Jessica, Sally Coleman Selden, and Jodi Sandfort. 2004. "No Longer Unmeasurable? A Multidimensional Integrated Model of Nonprofit Organizational Effectiveness." *Nonprofit and Voluntary Sector Quarterly*, 33 (4) 711-28.

3. Research Design/Determining Causality
Readings: MBB, chapter 3

Article Summary - Evans, Susan H. and Peter Clarke. 2009. "Training Volunteers to Run Information Technologies: A Case Study of Effectiveness at Community Food Pantries." *Nonprofit and Voluntary Sector Quarterly*, March, 1-12.

Suggested Readings

Resnicow, Ken, Alice Jackson, Terry Wang, and Anindya K De. 2001. "A Motivational Interviewing Intervention to Increase Fruit and Vegetable Intake through Black Churches: Results of the Eat for Life Trial." *American Journal of Public Health*, 91 (10) 1686-92.

Gerber, Alan and Donald Green. 2001. "Do Phone Calls Increase Voter Turnout?: A Field Experiment." *Public Opinion Quarterly* 65 (1) 75-85.

4. Survey Research

Readings: Rea and Parker, chapters 1, 2, and 3

Suggested Readings

Hager, Mark L., Sarah Wilson, Thomas Pollak and Patrick Rooney. 2003. "Response Rates for Mail Surveys of Nonprofit Organizations: A Review and Empirical Test." *Nonprofit and Voluntary Sector Quarterly*, 32 (2) 252-67.

Hall, Michael. 2001. "Measurement Issues in Surveys of Giving and Volunteering and Strategies Applied in the Design of Canada's National Survey of Giving, Volunteering, and Participating." *Nonprofit and Voluntary Sector Quarterly*, 30 (3) 515-26.

Herzog, Richard and Ronald Claunch. 1997. "Stories Citizens Tell and How Administrators Use Types of Knowledge." *Public Administration Review*, 57, September/October: 374-79.

Leech, Beth L. 2002. "Asking Questions: Techniques for Semi-Structured Interviews." *PS: Political Science and Politics*, 35, December: 665-68.

5. Descriptive Statistics

Readings: MBB, chapters 5 and 6
Rea and Parker, Chapter 5

Homework Assignment

First Exam (TBA, about mid-October)

Part Two - Statistical Methods

Note - We will be working through problems in the Meier Brudney text in this section of the course. You should bring this book and your calculator to every class session from this point until the end of the semester. The lectures will be very hard to follow if you do not bring these materials to class.

6. Sampling

Readings: Rea and Parker, Chapter 9

Homework Assignment

7. The Normal Distribution
Readings: MBB, Chapter 8
Rea and Parker, Chapter 6

8. Introduction to Inference
Readings: MBB, Chapter 11

Homework Assignment

9. Hypothesis Testing
Readings: MBB, Chapter 12

Homework Assignment

10. Estimating Population Proportions
Readings: MBB, Chapter 13

11. Difference of Means Tests
Readings: MBB, Chapter 14

Homework Assignment

Article Summary – Cohen, Ayala. 2009. "Welfare Clients' Volunteering as a Means of Empowerment." *Nonprofit and Voluntary Sector Quarterly*, 38 (3): 522-34.

Following two articles for in-class discussion

Cassaday, Diana et al. 2006. "The Power of Policy: A Case Study of Healthy Eating Among Children." *American Journal of Public Health*, 96 (9): 1570-71.

Tirodkar, Manasi, and Anjali Jain. 2003. "Food Messages on African American Television Shows." *American Journal of Public Health*, 93 (3) 439-441.

Suggested Readings:

Hartenian, Linda. 2007. "Nonprofit Agency Dependence on Direct Service and Indirect Support Volunteers: An Empirical Investigation." *Nonprofit Management and Leadership*, 17 (1) 319-34.

Second Exam (TBA, about mid-November)

12. Contingency Tables
Readings: MBB, Chapters 15, 16

Suggested Readings:

Sampson, Susan D. and Lynda L. Moore. 2008. "Is There a Glass Ceiling for Women in Development?" *Nonprofit Management and Leadership*, 18 (3) 321-39.

13. Introduction to Regression Analysis
Readings: MBB, Chapter 18

Homework Assignment

14. Regression Output and Data Management
Readings: MBB, Chapter 23

15. Multiple Regression
Readings: MBB, Chapter 21

Homework Assignment

Article Summary – Paynter, Sharon, Maureen Berner, and Emily Anderson. 2011. "When Even the Dollar Meal Costs Too Much: Food Insecurity and Long Term Dependence on Food Pantry Assistance." *Public Administration Quarterly*, 35 (March) 26-58.

16. The Assumptions of Linear Regression
Readings: MBB, Chapter 19

17. Time Series Techniques
Readings: MBB, Chapters 20, 22

Third Exam (Thursday, December 22nd 5-7:40 pm)