

School of Government

MAPP 553 TOPICS IN RESEARCH AND ANALYSIS (15 Points)

Trimester Two 2006

COURSE OUTLINE

Contact Details

Course Co-ordinator: **Dr Amanda Wolf**
Room RH 811, Rutherford House, Pipitea Campus
Telephone: (04) 463-5712
Fax: (04) 463-5454
Email: amanda.wolf@vuw.ac.nz

Administrator: **Darren Morgan**
Room RH 802, Level 8, Rutherford House, Pipitea Campus
Telephone: (04) 463-5458
Fax: (04) 463-5454
Email: darren.morgan@vuw.ac.nz

Course Dates, Times and Location

Module Four: Wednesday 30 August 2006 8.30am-6.00pm

Module Five: Wednesday 18 October 2006 8.30am-6.00pm

Module Six: Wednesday 22 November 2006 8.30am-6.00pm

Location: The course will be held on the Pipitea Campus of Victoria University of Wellington. You will be advised of your classroom one week prior to the course by email.

Course Objectives

This course provides an introduction to research design and methodology for applied research in public policy and related fields. It then offers additional units on topics in research, practical analysis, and critical perspectives on research and analysis. It is divided in two parts, and the objectives for each part are detailed in the content sections of this outline.

Course Content

In 2006, the course structure will be as follows:

- Part I: Introduction to Research Design and Methodology (30 August)
- Part II: Research Strategies (18 Oct and 22 Nov)

PLEASE NOTE: DUE TO CLASS SIZE, WE DO NOT EXPECT TO BE ABLE TO OFFER A RANGE OF “OPTIONS” FOR PARTICIPANTS TO CHOOSE AMONG. INSTEAD, PART II, WILL OFFER CHOICE IN TOPICS ELECTED FOR SPECIALISATION IN THE ASSESSMENT AND SEMINAR.

I Introduction to Research Design and Methodology: 30 August

The function of a research design is to ensure that the evidence obtained enables us to answer the initial question as unambiguously as possible.

David de Vaus, Research Design in Social Research.

Methodology refers to how research is done, or should be done, and to the critical analysis of methods of research. Methodology also deals with logics of enquiry, or how new knowledge is generated and justified.

Norman Blaikie, Designing Social Research

By the end of this one-day introduction, participants will:

- Know how to prepared a research proposal or plan for the MPP, MPM, or MSS
- Understand the main choices in research design
- Know the purposes and limitation of different research strategies and methods
- Understand the principles of human research ethics

Topics

- Orientation to Part 3 in the MPP, MPM, and MSS
- Designing for purpose
- Logics of inquiry
- Overview of methods
- Research ethics
- Writing a research proposal

Readings (30 August session only)

1. Paul D Leedy and Jeanne Ellis Ormrod. 2001. "What is research?" *Practical Research: Planning and Design* Upper Saddle River: Merrill Prentice Hall, pp 3-9
2. Catherine Hakim. 2000. "Introduction" *Research Design: Successful Designs for Social and Economic Research*. London: Routledge, pp 1-17.
3. Clifford Young. 1991. "The research topic" *A Way of Doing Research for Public Managers*. New York: McGraw Hill, pp 1-2.
4. Jeffrey W. Knopf. 2006. "Doing a literature review", *PS, Political Science and Politics*. 39(1), pp 127-132.
<http://helicon.vuw.ac.nz:2065/pqdweb?did=985359051&sid=1&Fmt=3&clientId=7511&RQT=309&VName=PQD>
5. Norman Blaikie. 2000. "Methods for answering research questions" *Designing Social Research: The Logic of Anticipation* Cambridge: Polity Press, pp 227-276.
6. Lee Sechrest, Michelle Stewart, Timothy R Stickle, and Souraya Sidani, 1996. "Defining characteristics of case studies", *Toolkit for effective and Persuasive Case Studies* Cambridge, Mass: The Evaluation Center, Human Services Research Unit. PN-20
7. Dean Hammer and Aaron Wildavsky. 1989 "The open-ended, semi-structured interview: An (almost) operational guide" in Aaron Wildavsky, *Craftways: On the Organization and Scholarly Work* New Brunswick: Transaction Publishers, pp 57-101
8. Lorraine Fowlie. 2005. "Expert practice of policy practitioners", *Public Sector*. 28(2), pp 17-23.
9. Robin Peace, Susan Kell, Lynne Pere, Kate Marshall, and Suzie Ballantyne. 2002. "Mental health and independent housing needs, Part 1: A summary of the research", Wellington, Ministry of Social Development.
10. National Health and Medical Research Council (Aus). 2002. "Principle of ethical conduct" *Human Research Ethics Handbook*, Canberra, pp C3-C15.
11. Victoria University of Wellington. 2004. "Obtaining human ethics approval: Pipitea Human Ethics committee guide to completing the application form", and sample application form

Assessment Requirements

Please refer to the participants' handbook for details of style and presentation. Academic standards of referencing are required. Email your assignment, as an MS word attachment, to amanda.wolf@vuw.ac.nz by 5pm on the due date. Retain a copy just in case. Receipt will be acknowledged.

Part I (30 August) assignment: Due 11 September

This assignment will be a take-home assignment worth 35%. It will be handed out in class. Assuming you are up to date with the assigned readings, you should allow ten hours to complete the assignment, which will include 3-6 questions, and require approximately 1500 words to answer.

II Research Strategies (18 Oct and 22 Nov)

This part of the course considers a range of topics designed to improve research and analysis in light of challenges that derive, in one way or another, from New Zealand's diversity, and the complexity of issues. It will be conducted in a seminar (discussion) style. Participants are encouraged to bring one or more real research or analysis questions into the classroom, either from work or from other academic study (e.g., research projects for a degree).

Participants will be consulted at the 30th August session regarding their preferences. A full topic outline and set of readings will then be developed and made available in advance of the class meetings. Participants will choose specific topics to concentrate on, which will involve taking a prominent role in class discussion of that topic and pursuing the topic further through the assignment. All students will be expected to actively engage with all topics.

It is anticipated that the topics will include:

- Simple and practical research methods
- Mixed methods
- Methodologies for investigating complex causality
- Literature "search" and use

By the end of this unit, participants will:

- Have a critical appreciation of the challenges complexity and diversity impose on research and analysis
- Know effective strategies to address those challenges
- Have improved capabilities in the selected topics
- Be better able to design research and analysis appropriately

Topics and Readings (to follow)

Assessment

Part II (18 Oct and 22 Nov) assignments

Please refer to the participants' handbook for details of style and presentation. Academic standards of referencing are required. Email your assignment, as an MS word attachment, to Amanda.wolf@vuw.ac.nz by 5 pm on the due date. Retain a copy just in case. Receipt will be acknowledged

1. Seminar participation (25 % of overall grade), Due in class on 18 Oct or 22 Nov:

Each participant will be required to prepare a short introduction to a topic and lead class discussion. A one-page handout of "talking points" should be prepared for distribution in the class.

2. Written assignment (40 % of overall grade), due 11 December (earlier OK!!)

The written assignment has two parts, one relating to the each participant's seminar topic and one relating to a different topic. One question will be prepared for each topic covered in Part II. The specific questions will vary in their relative weight on critical assessment of written material and application to an issue of the participant's choosing. Each question will be about 1,000 words, and carry equal weight.

ANZSOG candidates taking this course as an elective should note that they take it for 24 points, and not 15 points. Accordingly, the learning outcomes to be achieved by ANZSOG candidates are wider and deeper than those expected for non-ANZSOG candidates. The content of those learning outcomes, and the means whereby they will be assessed, will be negotiated and confirmed with the course co-ordinator at the start of the course.

Deadlines and Penalties

The ability to plan for and meet deadlines is a core competency of both advanced study and public management. Failure to meet deadlines disrupts course planning and is unfair on students who do submit their work on time. It is expected therefore that you will complete and hand in assignments by the due date. Marks will be deducted at the rate of five for every working day by which the assignment is late (weekends and public holidays excluded) and no assignments will be accepted after five working days beyond the date they are due. For out of town students, two calendar days' grace is given to allow for time in the post.

If ill-health, family bereavement or other personal emergencies prevent you from meeting the deadline for submitting your assignments, you can apply for, and may be granted, an extension to the due date. **Note that this applies only to extreme unforeseen circumstances and is not necessarily awarded.** You should let your course co-ordinator/lecturer know as soon as possible in advance of the deadline if you are seeking an extension.

Expected Workload

The expected workload is, on average, (a) approximately 8 hours of preparation time before the first module of the course, (b) 24 hours of class contact time and (c) approximately 10 hours of independent study per week between modules and after the final module.

Mandatory Course Requirements

In addition to obtaining an overall pass mark, participants must achieve at least 40% on each piece of assessment, and attend at least 50% of scheduled class time.

Communication of Additional Information

Additional information may be provided in class, by post, by email or via Blackboard.

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student and Academic Services Office

The Faculty's Student and Academic Services Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours, call the Student and Academic Services Office on (04) 463-5376.

Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA 005) and offices 125a to 131 (level 1). The office is available for the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

To check for opening hours call the Student and Academic Services Office on (04) 463-5376.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied. See the Victoria University Calendar available in hard copy or under 'About Victoria' on the VUW home page at www.vuw.ac.nz.

Student and Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy website at www.vuw.ac.nz/policy/studentconduct. The Policy on Staff Conduct can be found on the VUW website at www.vuw.ac.nz/policy/staffconduct.

Academic Grievances

If you have any academic problems with your course, you should talk to the tutor or lecturer concerned; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean; VUWSA Education Co-ordinators are available to assist in this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy which is published on the VUW website at www.vuw.ac.nz/policy/academicgrievances.

Academic Integrity and Plagiarism

Academic integrity is about honesty – put simply, it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other student or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: It is, however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalised severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

Find out more about plagiarism, and how to avoid it, on the University's website at www.vuw.ac.nz/home/studying/plagiarism.html.

Students with Impairments

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, please contact the Course Co-ordinator as early in the course as possible. Alternatively, you may wish to approach a Student Adviser from Disability Support Services (DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS are located on Level 1, Robert Stout Building, telephone (04) 463-6070, email disability@vuw.ac.nz. The name of your School's Disability Liaison Person is in the relevant prospectus or can be obtained from the School Office or DSS.

Student Support

Staff at Victoria want students to have positive learning experiences at the University. Each Faculty has a designated staff member who can either help you directly if your academic progress is causing you concern, or quickly put you in contact with someone who can. Assistance for specific groups is also available from the Kaiwawao Māori, Manaaki Pihipihinga or Victoria International.

In addition, the Student Services Group (email student-services@vuw.ac.nz) is available to provide a variety of support and services. Find out more at www.vuw.ac.nz/st_services/.

VUWSA employs Education Co-ordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and Faculty delegates. The Education Office (telephone (04) 463-6983 or (04) 463-6984, email education@vuwsa.org.nz) is located on the ground floor, Student Union Building.

Manaaki Pihipihinga - Maori and Pacific Mentoring Programme (Faculty of Commerce and Administration)

This is a mentoring service for Maori and Pacific students studying at all levels. Weekly one hour sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade, and Room 210 and 211, Level 2, Railway West Wing. Sessions cover drafting and discussing assignments, essay writing, and any questions that may arise from tutorials and/or lectures. A computer suite networked to Cyber Commons is available for student use.

To register with Manaaki Pihipihinga, please contact one of the following:

Puawai Wereta
Room 210, Level 2
Railway West Wing
Tel. (04) 463-8997

Email: puawai.wereta@vuw.ac.nz

Fa'afai Seiuli
Room 109 B
14 Kelburn Parade
Tel. (04) 463-5842

Email: faafoi.seiuli@vuw.ac.nz