POLITICAL SCIENCE 461
Policy Analysis and Research
Fall 2009

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Office hours: Monday & Wednesday 2:30 - 5:00pm
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COURSE DESCRIPTION AND OBJECTIVES: This course serves as the capstone experience for all Political Science and Public Administration majors at Harding. As a part of this course, each student will be expected to construct a research design that addresses a substantive research question using the quantitative methods acquired in PS 460, and execute a high quality, multi-stage research project based on this design. This course will also serve as a writing workshop designed to provide instruction on professional writing with the academic fields of political science and public administration.

GRADES: The final grade for the course will be determined on a total point system using the following scale:

- 89.5 to 100% = A
- 79.5 to 89.4% = B
- 69.5 to 79.4% = C
- 59.5 - 69.4% = D
- 0 - 59.4% = F

RESEARCH PROJECT: The principle objective of this course is the production of a piece of original research which serves as an undergraduate thesis. Given the extensive nature of this endeavor, the research process is divided into several stages, each of which will lead to the completion of a separate chapter. Initial drafts of each chapter will be completed according to the schedule provided in this syllabus. A final draft of the completed document will then be produced at the end of the semester that incorporates all necessary revisions based on feedback from previous drafts and modifications of the original research program necessitated by unforeseen circumstances. Detailed instructions for each chapter will be provided in the research manual and through materials presented during class meetings.

Due to the centrality and extensive nature of the research project, ALL of the assignments detailed in the list of important dates and deadlines are considered required elements of the course. Failure to complete any of these elements will result in an automatic grade of F for the semester. All items must be turned in BEFORE CLASS on the date specified. Late papers will be subject to a penalty of 10% per day (no late work will be accepted more than 2 weeks after the assigned deadline).
IMPORTANT DATES AND DEADLINES:

1. Conduct a review of the literature and turn in CHAPTER 2, REVIEW OF THE LITERATURE September 21st.
2. Midterm Exam (MFAT Political Science Exam) - Date TBA
3. Develop and turn in Chapter 3 RESEARCH DESIGN, DATA SOURCES, and METHODS by October 12th.
4. Collect the turn in data set for the research project by October 19th.
5. Conduct a computer-assisted statistical data analysis and turn in Chapter 4, ANALYSIS AND PRESENTATION OF THE RESULTS by November 2nd.
6. Turn in Chapter 5, SUMMARY, CONCLUSION AND RECOMMENDATIONS and Chapter 1, INTRODUCTION by November 16th.
7. Turn in a rewritten final draft of the research report in duplicate by December 14th. This polished final draft will be a response to the suggested changes provided by the teacher when each original chapter is graded.
8. PAPER PRESENTATION: Each student will develop a presentation of their research to the class. The presentations and critiques will be scheduled November 16th - December 7th.
   a. Each student will be required to submit an executive summary of their research project to all members of the class one week prior to their assigned presentation date.
   b. Each member of the class will complete an evaluation of each presentation (both the written and oral components of the presentations).

ATTENDANCE: Students are required to be present at all class meetings. Excused absences will be granted only in cases of illness or occasions where the student must be absent due to required participation in official university activity. Unexcused absences will result in a 3% reduction in the final grade for the semester. Any Student with more than 2 unexcused absences will be dropped from the course with an automatic grade of F.

EXAMS: The MFAT subject exam will serve as the midterm for this course. The final draft of the research report will serve as the final exam.

QUIZZES: A number of quizzes may be given over reading assignments or important skills related to research and writing. The materials read are subject to a quiz on the day the assignment is due.

HOMEWORK: There will be several homework assignments for this course. The student must have an excused absence for homework to be handed in late. The late homework is due the class period after the student returns to class. After that, the grade for the homework becomes a ZERO. Problems and difficulties with homework should be handled prior to class, not during or after the class period at which the homework is due. Depending on the difficulty and length of the assignment, the number of possible points for the homework will vary.
Project Information:
Requirements: The research report must contain a Title Page, Table of Contents, List of Figures and Graphs, Bibliography, and Appendices.

Documentation: Documentation is to follow the Turabian/Chicago manual of style (available in the library). All aspects of the project should follow the guidelines provided in Constructing a Primary Research Project.

Formatting: The report shall be written in 12 point, Times New Roman font (or an approved equivalent) and line spacing set on double with one inch margins.

Final Copies: The final draft must be submitted in duplicate. Two copies must be bound at the media center according to special instructions given in class.

COURSE OBJECTIVES:
1. To help students develop their research and writing skills to the fullest extent possible.
2. To help students further develop their analytical and critical thinking skills.
3. To prepare students for course work and research in programs of study at graduate and professional schools.
4. To help students apply research tools learned in prerequisite courses, especially statistics.
5. To provide students with an opportunity to explore an area of interest within the fields of political science, public administration or legal studies.

Policy Statements:
Students with Disabilities: It is the policy for Harding University to accommodate students with disabilities, pursuant to federal and state law. Therefore, any student with a documented disability condition (e.g. physical, learning, psychological, vision, hearing, etc.) who needs to arrange reasonable accommodations, must contact the instructor and the Disabilities Office at the beginning of each semester. (If the diagnosis of the disability occurs during the academic year, the student must self-identify with the Disabilities Director as soon as possible in order to get academic accommodations in place for the remainder of the semester. The Disabilities Office is located in Room 102 of the Lee Academic Center, telephone (501) 279-4019.

Academic Integrity: Cheating in all its forms is inconsistent with Christian faith and practice and will result in sanctions up to and including dismissal from the class with a failing grade.

Assessment: Harding University, since its charter in 1924, has been strongly committed to providing the best resources and environment for the teaching-learning process. The board, administration, faculty, and staff are wholeheartedly committed to full compliance with all criteria of the Higher Learning Commission of the North Central Association of Colleges and Schools. The university values continuous, rigorous assessment at every level for its potential to improve student learning and achievement and for its centrality in fulfilling the stated mission of Harding. Thus, a comprehensive assessment program has been developed that includes both the Academic units and the Administrative and Educational Support (AES) units. Specifically, all academic units will be assessed in reference to the following Expanded Statement of Institutional Purpose: The University provides programs that enable students to acquire essential knowledge, skills, and dispositions in their academic disciplines for successful careers, advanced studies, and servant leadership.
HISTORY DEPT. POLICY ON PLAGIARISM

To plagiarize is to present another person's words, information, or ideas as if they were your own. Plagiarism is stealing. The word "plagiarize" comes from the Latin word for "kidnapper" and "thief." Plagiarism is a serious offense that will be grounds for failure of a course and could even lead to suspension from the university. As an academic institution committed to Christian ethics, including integrity, honesty, and fairness, Harding University abhors all forms of plagiarism. The following statements from the Student Handbook underscore this point: "Harding University considers the following to be in conflict with her mission, and therefore prohibited - participation in these will result in disciplinary action: 1. Dishonesty in any form, including academic misconduct; plagiarism; falsification of excuses, tests and assignments; forgery; . . . and lying to University officials." (p. 8)

Plagiarism can be intentional and deliberate, as when one has another write an assignment for him/her, buys a research paper from any source, uses a paper written for another class without permission of the teacher, or copies from a print source, media broadcast, recording, the internet or other electronic media, thereby deliberately incorporating the words of another without using quotation marks to identify their source. All of these types of plagiarism may be referred to as "flagrant." In such cases of flagrant plagiarism, students can expect not only to fail the assignment in which plagiarism has occurred, but the course as well. A report of any course failure resulting from plagiarism will be filed with the Student Personnel Office and the Vice President for Academic Affairs. As a result, the student could face additional disciplinary action, including suspension from the university.

Plagiarism can also be "unintentional"or "inadvertent"—but no less serious an offense. This form of plagiarism typically occurs because students are unaware of what must be acknowledged. Many students believe that all one has to do to avoid plagiarizing and at the same time avoid the use of footnotes is to paraphrase, or even merely change a word here or there in a source. Paraphrasing may relieve you of the necessity of using quotation marks; but it by no means eliminates the need for documenting the source of your information. Undocumented information constitutes a more "subtle" form of plagiarism, but it is plagiarism nonetheless since one is passing off information or ideas as one's own. Now that you have been informed of the necessity of documenting even paraphrased information, instances of this "subtle" form of plagiarism will result in at least a 0 on the assignment in which it occurs and the filing of a "flagrant" plagiarism report with the departmental chair. A student who engages in additional plagiarism, either in the same course or another course in this department may expect the same penalty as described above for cases of "flagrant" plagiarism. All college students are expected to recognize plagiarism of either type and know how to avoid it. Take time now to learn the rules so that you never engage in it. From this point onward, we will presume your familiarity with the rules governing plagiarism; all cases will thus be prima facie evidence of guilt.

In order to avoid plagiarism, you must know what must be documented. First, let's consider what you do NOT have to document. You are not expected to acknowledge information that is considered common knowledge—for example, that Jamestown was the first permanent English settlement in America or that Jefferson was the principal author of the Declaration of Independence or that the Versailles Treaty was imposed on Germany at the end of World War I. You might have to look up the date of the assassination of the Archduke Ferdinand or the names of the beaches at Normandy, but such material is still regarded as common historical knowledge readily available in any standard reference work of the sort that most people would have easy access to; this type of information does not require documentation. However, if there is any doubt in your mind as to whether information qualifies as "common knowledge" or not, document it. It is better to err on the side of over-documenting than under-documenting.

What SHOULD you document? Obviously, you must acknowledge the source of any WORDS you quote. Along with your footnote citing the source of the quote, you must always use quotation marks or, if the material is more than eight lines, a double indention format. As noted above, you must also acknowledge your source when you paraphrase or summarize someone else's words, especially when you use certain key words or phrases, even if you do not quote entire clauses or sentences. But the most subtle form of plagiarism occurs when you borrow someone's IDEAS without giving credit. Writing the words or ideas of others in your own words does not release you from the obligation to credit the material to its originator. When you write a paper or book review, you are expected to formulate your thesis, organize the materials, and reach your conclusions primarily in your own words. Of course, you may use other persons' words, thoughts, and information to assist in this process, but you must acknowledge them as such.
Here are two examples of plagiarism that are more subtle than merely using a verbatim or closely paraphrased version of another's words without attribution, the form of plagiarism we can all easily recognize and admit is wrong. The following passage appears in John Keegan's The Mask of Command, N.Y. Penguin Books, 1988, p. 259.

"Blitzkrieg was not a concept directly of Hitler's making nor, strictly, was his Polish victory an exercise in its form. The Polish army, surrounded on three sides by one enormously superior in men and equipment, was doomed to rapid defeat in any case . . . "

The following uses of that passage, IF PRESENTED WITHOUT PROPER DOCUMENTATION, constitute plagiarism:

1. Hitler did not directly develop the concept of blitzkrieg nor, strictly, was his Polish victory an exercise in its form. (Keegan, p. 259)
   Comment: The problem with this effort is that although a citation is provided, an entire phrase is borrowed directly without the use of quotation marks.

2. Although widely regarded as the first demonstration of blitzkrieg, the Polish campaign was not really an example of that style of war. The Polish army was already virtually surrounded by German units before the campaign even began and was inferior in both troops and material, making its defeat as inevitable as it was quick.
   Comment: Note that very few words of the original passage have been used in the plagiarized version; the point is that the originality of Keegan's concept and his insight is what has been appropriated, not his language. When you use another's analytical insights and constructs, you must acknowledge their source, regardless of how thoroughly you re-word them.

THE DIFFERENCE BETWEEN PLAGIARISM AND SCHOLARSHIP IS QUOTATION MARKS AND/OR A FOOTNOTE.

This policy guide was adapted from the sources listed below by Dr. Fred Jewell and approved by the department.

Sources:
Chase, Mary Jane, [MJChase@MerLIN.Mercynet.edu] "Plagiarism." In [H-TEACH-Search-request@h-net.msu.edu]. "How to Lessen the Chances of Plagiarizing." [http://quarles.unbc.edu/lsc/rpplagia.html]

The American Historical Association's Definition of Plagiarism http://historynewsnetwork.org/articles/article.html?id=514
ANTI-PLAGIARISM AFFIRMATION

I affirm that I have read and understand the Harding University History and Social Science Department's policy on plagiarism.

Specifically, I affirm that I understand . . .

1. How to recognize both the subtle and the flagrant forms of plagiarism;
2. That a student researcher-writer must give properly footnoted credit for ideas, concepts, interpretations, and insights, as well as the actual words, borrowed from another;
3. That when the actual words of another are used, they must be enclosed in quotation marks or (if lengthy enough) double indented from the body of the text and single spaced in addition to being footnoted;
4. That failure to abide by the terms of the department's plagiarism policy will result in the following consequences:
   a. in cases of "flagrant" plagiarism, not only a 0 on the assignment in which the plagiarism occurred, but a failing grade for the entire course in which it occurred and a record of the incident being filed with appropriate university officials;
   b. in cases of more subtle forms of plagiarism, a 0 on the assignment in which the plagiarism occurred and a record of the incident being filed with the departmental chair; and
   c. a failing grade for the entire course for additional instances of even "subtle" plagiarism, either in the course where the first instance occurred or in another course in this department after the initial incident occurred; and finally,
   d. the possibility of additional disciplinary measures from the university as provided for in the Student Handbook's Code of Student Conduct.

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NAME                                                         DATE