

PADM503: Research Methods

P ADM 503 Research Methods (3 credits). Examination of research methodologies relevant to administration, planning, and public policy.

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Course Overview

This course is designed to facilitate students' learning of basic social science research design concepts and procedures and analytical methods. Emphasis will be placed on how to think about research problems, appropriate methods to approach such problems, and related issues in the choice of research methodologies. The course will help students become informed consumers of the basic social science research papers, and they will learn to conduct basic analyses and write research reports.

Course Objectives

This course is designed to increase the ability of students to

use various qualitative and quantitative research approaches,

describe various research designs and research methods,

develop skills in the process of "doing research" and "writing research," and

examine methodological and ethical issues in conducting research.

For more details about the course content, go to the [Course Schedule](#).

Course Materials

Required:

O'Sullivan, E., Rassel, G., & Berner, M. (2017). *Research methods for public administrators* (6th ed.). New York: Pearson/Longman. ISBN: 9780205856251

You can acquire this textbook from the seller of your choice.

You will need to purchase or have access to the **SPSS statistical package (version 21 or higher)**. Two versions of SPSS are available: the **professional version** and the **graduate student version**. For this course, the graduate student version is sufficient. However, if you are in the **Policy Analysis and Evaluation Certificate Program**, you will need to take PADM 535, and for that course you will need a version of SPSS that includes the **Forecasting** module. This module was available in the **professional version of SPSS** and the **premium graduate student version of SPSS** at the time this syllabus was revised.

Please note that SPSS is a commercial product, and its owner controls what specific module is included in which version of SPSS. The publisher occasionally modifies the versions of SPSS and the specific modules included in them. That is why if you are planning to take PADM 535, when you are purchasing the software, you should **ask specifically whether the version you are purchasing has the Forecasting module in it**.

You can purchase the software at the following links, but we have been informed that SPSS is available from other sources as well. Please investigate the reliability of the source from which you are purchasing the software and ask specifically about the Forecasting module:

- [SPSS Professional Version](http://www-01.ibm.com/software/analytics/spss/products/statistics/) (http://www-01.ibm.com/software/analytics/spss/products/statistics/)
- [SPSS Graduate Student Version](http://www-01.ibm.com/software/analytics/spss/products/statistics/gradpack) (http://www-01.ibm.com/software/analytics/spss/products/statistics/gradpack)

Also, please note that the professional version of SPSS is installed on all CLM (classroom and lab computing) lab computers on all Penn State University campuses that participate in CLM.

Mac users running SPSS version 21.0 need to have Mac OS X 10.7 or 10.8. Also, the directions and screenshots are taken in a previous version and may not be entirely applicable to version 22.

If you need a desk reference for SPSS, the following books may be useful:

- George, D., & Mallery, P. (2013). *IBM SPSS Statistics 21 Step by Step: A Simple Guide and Reference*, 13/E
- Stern, L. D. (2010). *Visual approach to SPSS for Windows, a guide to SPSS 17.0*. Allyn Bacon.

Recommended:

Orcher, L. T. (2005). *Conducting research: Social and behavioral science methods*. Glendale, CA: Pyrczak Publishing. ISBN: 978-1884585609

Pyrczak, F., & Bruce, R. (2017). *Writing empirical research reports* (8th Ed.). New York: Routledge.

Strunk, Jr., W. (2014). *The elements of style*. The Style Manual Press. ISBN: 978-1492795353

Recommended Style Manual: *Publication manual of the American Psychological Association* (6th Ed.). (2009). Washington, DC: [American Psychological Association](http://apastyle.apa.org) (<http://apastyle.apa.org>). ISBN: 978-1433805615

You can find quick answers to your questions when using the APA style at the following links:

- [Tutorial for the basics of the APA Manual](http://flash1r.apa.org/apastyle/basics/index.htm) (<http://flash1r.apa.org/apastyle/basics/index.htm>)
- [APA Style Essentials](http://www.vanguard.edu/psychology/faculty/douglas-degelman/apa-style/) (<http://www.vanguard.edu/psychology/faculty/douglas-degelman/apa-style/>)
- [Psychology with Style—A Hypertext Writing Guide](http://www.uwsp.edu/psych/apa4b.htm) (<http://www.uwsp.edu/psych/apa4b.htm>)
- [The University of Illinois at Urbana Champaign, The Center for Writing Studies, APA Style Resources](http://www.cws.illinois.edu/workshop/writers/citation/apa/) (<http://www.cws.illinois.edu/workshop/writers/citation/apa/>)

Library Resources

Many of the University Library resources can be utilized from a distance. Through the Libraries website, you can

- access magazine, journal, and newspaper articles online using library databases;
- borrow materials and have them delivered to your doorstep — or even your desktop;
- get research help via e-mail, chat, or phone using the [Ask a Librarian service](https://libraries.psu.edu/ask) (<https://libraries.psu.edu/ask>) ;
- and much more.

You can view the [Online Students' Library Guide](http://guides.libraries.psu.edu/onlinestudentlibraryguide) (<http://guides.libraries.psu.edu/onlinestudentlibraryguide>) for more information.

You must have an active Penn State Access Account to take full advantage of the Libraries' resources and services. Once you have a Penn State account, you will automatically be registered with the library within 24–48 hours. If you would like to determine whether your registration has been completed, visit the [Libraries home page](https://libraries.psu.edu/world) (<https://libraries.psu.edu/world>) , click on **Library Accounts**, and then click on **My Library Account**.

Public Administration Research Guide

We have created a [Public Administration Research Guide](http://psu.libguides.com/padm) (<http://psu.libguides.com/padm>) with the help of the Penn State University Libraries. The guide helps you find high-quality information and is created by librarians who are subject specialists in public administration. Specially, it provides you with access to databases for Journal Articles, Policy Papers, U.S. Government Information, Statistics and Polls, Reference Resources, and Current Periodicals. The URL of the research guide is <http://psu.libguides.com/padm> (<http://psu.libguides.com/padm>).

Technical Specifications

Technical Requirements

Operating System	<p>Penn State's LMS, Canvas, supports most recent versions of Microsoft Windows and Apple Mac operating systems.</p> <p>To determine if your operating system is supported, please review the Canvas Computer Specifications (https://community.canvaslms.com/docs/DOC-2059).</p>
Hardware	<p>For a list of required computer hardware specifications and internet speed, please review the Canvas Computer Specifications (https://community.canvaslms.com/docs/DOC-2059).</p>
Browser	<p>Canvas supports the last two versions of every major browser release. We highly recommend updating to the newest version of whatever browser you are using as well as the most up-to-date Flash plug-in.</p> <p>To determine if your browser is supported, please review the list of Canvas Supported Browsers (https://community.canvaslms.com/docs/DOC-1284).</p> <hr/> <p>Note: Cookies, Java, and JavaScript must be enabled. Pop-up blockers should be configured to permit new windows from Penn State websites.</p>
Plug-ins	<p>Adobe Reader [Download from Adobe (https://get.adobe.com/reader/)]</p> <p>Flash Player [Download from Adobe (https://helpx.adobe.com/flash-player.html)]</p>

	Java [Download from Oracle (http://www.java.com/en/download/testjava.jsp)] - The Java plug-in is required for screen sharing in Conferences. Please note that some browsers do not support Java.
Additional Software	All Penn State students have access to Microsoft Office 365 (https://student.worldcampus.psu.edu/a-z-index/office-365) , including Microsoft Office applications such as Word, Excel, and PowerPoint.
Printer	Access to graphics-capable printer
DVD-ROM	Required
Sound Card, Microphone, and Speakers	Required
Monitor	Capable of at least 1024 x 768 resolution
Mobile Device	The Canvas mobile app is available for versions of iOS and Android. To determine if your device is capable of using the Canvas Mobile App, please review the Canvas Mobile App Requirements (https://community.canvaslms.com/docs/DOC-1542) .

Course Requirements and Grading

Assignments and grades consist of the following:

Graded Activities

Graded Activities	Grade Points
CITI Certificate	5 (extra credits)

<p>Multiple Choice Quizzes (3 @ 10 points each)</p>	<p>30</p>
<p>Survey Design</p> <p>You will develop a survey questionnaire according to the instructions that are posted on the Course Requirements page in Lesson 1 along with a sample paper. The goal in this assignment is for you to demonstrate that you have learned the concepts and procedures covered in the course (particularly your knowledge of variables, operationalizations, and questionnaire construction) and that you can apply them. See the schedule for the assignment due date.</p>	<p>15</p>
<p>Class Paper</p> <p>You will also conduct statistical analyses and write a paper to be submitted at the end of the semester (see the schedule). These projects will include statistical analyses. It is essential that you develop thoughtful research questions, follow the research procedures you have learned in the class, and use data that are suitable for your research. You should also cite appropriate academic literature in your paper.</p> <p>For your class paper, you may use a secondary data set that includes appropriate variables for your research questions. You may use an appropriate data set you found on the Internet. There are also data sets that are recommended by the instructor. Please see the detailed instructions and a sample paper that are provided on the Course Requirements page of Lesson 1.</p>	<p>25</p>
<p>Review Exercises</p> <p>There will be six review exercises that help you to apply and</p>	<p>32</p>

assess your understanding of the concepts and methods presented in Lessons 3, 5, 6, 8, 12, and 13.	
Total Possible Points	107

Policies Regarding the Protection of Human Subjects

If you are planning to conduct an empirical study that involves human subjects (such as interviews, surveys, or even secondary data analysis), you must read the policies and guidelines of the [Office for Research Protection](http://www.research.psu.edu/orp) (<http://www.research.psu.edu/orp>) at Penn State Office of the Vice President for Research (OVPR). Normally, class projects are exempt from Institutional Review Board (IRB) reviews. However, you must keep in mind that you should not present or publish the findings/results of your class project outside the class **any time in the future**. If there is a possibility that you may use your results outside the class any time in the future, you should submit a proposal for IRB approval **before you begin the empirical part of your project**. If there is any need for clarification regarding the procedures you should follow in your project, you should consult with me and/or the experts at University Park ([814-865-1775](tel:814-865-1775)).

Grading Scheme

The grade given is based on the evaluation criteria established for each category of the graded activities described in the Graded Activities table and the scholarly performance and attainment of the student. Based on the points earned on each of the graded activities, your course grade will be determined by the scales presented in the Grading Scheme table.

Grading Scheme

Percentages	Grade
94.00 and Above	A
90.00–93.99	A-
87.00–89.99	B+
83.00–86.99	B
80.00–82.99	B-

77.00–79.99	C+
70.00–76.99	C
60.00–69.99	D
Below 60	F

How to Interpret Grades

The Pennsylvania State University's official [University Grading Policy for Graduate Courses](https://courses.worldcampus.psu.edu/public/ID/shared/grad_grading_policy.html) (https://courses.worldcampus.psu.edu/public/ID/shared/grad_grading_policy.html) define the grades and their grade-point equivalents as shown in the following Grades and Grade-Point Equivalents table.

Grades and Grade-Point Equivalents

Quality of Performance	Description	Grade	Grade-Point Equivalent
Excellent	Indicates exceptional achievement	A	4.00
		A-	3.67
		B+	3.33
Good	Indicates extensive achievement	B	3.00
		B-	2.67
		C+	2.33
Satisfactory	Indicates acceptable achievement	C	2.00
Poor	Indicates only minimal achievement	D	1.00
Failure	Indicates inadequate achievement necessitating a repetition of the course in order to secure credit	F	0

In this course, your performance will be evaluated on the basis of your course work on the assignments listed in the syllabus. Your course grade depends on the points accumulated during the semester. Use this table to keep a record of your progress.

Note: Your grade on assignments will be reduced by 5% for each day of tardiness in receipt of work by the instructor. Submit your work on time as scheduled. If there are extenuating circumstances, please let the instructor know in a timely fashion to avoid penalty.

Please refer to the [Grading System on University Bulletin regarding Graduate Degree Program](http://bulletins.psu.edu/graduate/academicprocedures/procedures6) (<http://bulletins.psu.edu/graduate/academicprocedures/procedures6>) for additional information about University grading policies.

Course Schedule

To help keep you on track, you should print the schedule and check off the activities that are listed as you complete them.

This schedule outlines all activities and topics we will cover in this course, along with the associated time frames and assignments. Note that assignments are due based on the Eastern Time Zone (ET). This ensures that all students have the same deadlines, regardless of where they live.

Note: All due dates reflect North American eastern time (ET).

- **Course begins on August 20, 2018**
- **Course ends on December 7, 2018**
- **Course length: 16 weeks**

Note: The due dates for the assignments are noted in the Course Schedule section of this syllabus, below. Deadlines will be defined as **11:59 p.m. Eastern Time on the last day of the lesson timeframe**, unless noted differently.

Lesson 1: Introduction to Research Methods

Time frame:	August 20 to August 26, 2018
Readings:	<ul style="list-style-type: none"> • O'Sullivan et al., Chapter 1: Beginning a Research Project • Lesson 1 commentary
Activities	<ul style="list-style-type: none"> • Complete Basic Steps in the Getting Started lesson. • Participate in the course map activity. • Participate in the Meet and Greet Discussion. • Work on Self-Study Activity (Note: This activity is not graded, but it is important that you complete it to ensure you have mastered the concepts in this lesson). • Begin working through the SPSS training modules at Lynda.com (http://lynda.psu.edu) . These tutorials must be completed by the end of Lesson 4.

Lesson 2: Protection of Human Subjects and Other Ethical Issues

Time frame:	August 27 to September 2, 2018
Readings:	<ul style="list-style-type: none"> • O'Sullivan et al., Chapter 1: Beginning a Research Project, and Chapter 8: Protection of Human Research Subjects and Other Ethical Issues • Lesson 2 commentary • Visit and explore the contents of the Office for Research Protections (ORP) website (http://www.research.psu.edu/orp) (http://www.research.psu.edu/orp) • Visit and explore the Institutional Review Board (IRB) website (https://www.research.psu.edu/irb) (https://www.research.psu.edu/irb) • Kent E. Vrana, <i>Ethics in Science: Responsible Conduct of Research</i> (PSU ORP Slides)

	<ul style="list-style-type: none"> • Michelle Stickler, <i>The Ethics of Human Participant Research</i> (PSU ORP Slides)
Activities:	<ul style="list-style-type: none"> • Complete the CITI training: <ul style="list-style-type: none"> ◦ CITI test results (certificates) must be uploaded to Lesson 2 CITI Certificate Submission. ◦ Email your CITI completion reports to Jamie Wall (jsw5470@psu.edu). • Continue working through the SPSS tutorials at Lynda.com (http://lynda.psu.edu) . These tutorials must be completed by the end of Lesson 4.

Lesson 3: Designs for Explanation and Description

Time frame:	September 3 to September 9, 2018
Readings:	<ul style="list-style-type: none"> • O'Sullivan et al., Chapter 2: Design for Description, and Chapter 3: Design for Explanation • Lesson 3 commentary
Activities:	<ul style="list-style-type: none"> • Complete Lesson 3 Review Exercise. • Continue working on the SPSS training modules.

Lesson 4: Conceptualization, Operationalization, and Measurement

Time frame:	September 10 to September 16, 2018
Readings:	<ul style="list-style-type: none"> • O'Sullivan et al., Chapter 4: Measuring Variables, and Chapter 10: Combining Indicators and Constructing Indices • Lesson 4 commentary

Activities:	<ul style="list-style-type: none"> • Take Quiz 1. • SPSS training must be completed by the end of this week.
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Lesson 5: Hypothesis Formulation, Secondary Data Analysis, and Paper Writing

Time frame:	September 17 to September 23, 2018
Readings:	<ul style="list-style-type: none"> • O'Sullivan et al., Chapter 9: Finding and Analyzing Existing Data, Chapter 15: Completing the Project and Communicating the Findings, and Chapter 12: Examining Relationship Among Variables with Tests of Statistical Significance (pp. 381–384 only) • Lesson 5 commentary
Activities:	<ul style="list-style-type: none"> • Complete Lesson 5 Review Exercise.

Lesson 6: Surveys & Questionnaire Design

Time frame:	September 24 to September 30, 2018
Readings:	<ul style="list-style-type: none"> • O'Sullivan et al., Chapter 6: Contacting and Talking to Subjects, and Chapter 7: Collecting Data With Questions and Questionnaires • Lesson 6 commentary • Study the document Penn State Sustainability Survey for Faculty and Staff Members • Study the Belle County Example document • Study the Mail Survey Example
Activities:	<ul style="list-style-type: none"> • Complete Lesson 6 Review Exercise. • Begin working on the Survey Design Paper. It is due at the end of Lesson 9.

Lesson 7: Sampling

Time frame:	October 1 to October 7, 2018
Readings:	<ul style="list-style-type: none"> • O'Sullivan et al., Chapter 5: Sampling • Lesson 7 commentary
Activities:	<ul style="list-style-type: none"> • Clarify your understanding of the terms provided in the Terms for Review section at the end of the Sampling chapter in your textbook. • Take Quiz 2.

Lesson 8: Univariate Analyses

Time frame:	October 8 to October 14, 2018
Readings:	<ul style="list-style-type: none"> • O'Sullivan et al., Chapter 11: Univariate Analysis • Lesson 8 commentary <p>Note: On the commentary, you will find the instructions for conducting the analyses and examples. Follow these instructions and conduct all the analyses as shown in the examples. Do not skip any examples, although it may look redundant and tedious to do them all. Conducting these exercises repetitively will help build up your skills in using SPSS, which will be useful for the upcoming lessons and when you conduct analyses in the future.</p>
Activities:	<ul style="list-style-type: none"> • Complete Lesson 8 Review Exercise. • Submit the Class Paper Worksheet for feedback. • Work on Self-Study Activity (Note: This activity is not graded, but it is important that you complete it to ensure you have mastered the concepts in this lesson).

Lesson 9: Bivariate Analyses

Time frame:	October 15 to October 21, 2018
Readings:	<ul style="list-style-type: none"> • O'Sullivan et al., Chapter 12: Examining Relationships Among Variables with Tests of Statistical Significance • Lesson 9 commentary <p>Note: On the commentary, you will find the instructions for conducting the analyses and examples. Follow these instructions and conduct all the analyses as shown in the examples. Do not skip any examples, although it may look redundant and tedious to do them all. Conducting these exercises repetitively will help build up your skills in using SPSS, which will be useful for the upcoming lessons and when you conduct analyses in the future.</p>
Activities:	<ul style="list-style-type: none"> • Work on Self-Study Activity (Note: This activity is not graded, but it is important that you complete it to ensure you have mastered the concepts in this lesson). • The Survey Design Assignment is due this week. Submit it to Survey Design Paper Submission in Canvas via Turnitin.

Lesson 10: T-Test and ANOVA

Time frame:	October 22 to October 28, 2018
Readings:	<ul style="list-style-type: none"> • O'Sullivan et al., <ul style="list-style-type: none"> ◦ Reread t-Test in Chapter 12 (pp. 389–391) ◦ Chapter 13: Examining Relationships Between and Among Variables (pp. 426–431) • Lesson 10 commentary

	<p>Note: On the commentary, you will find the instructions for conducting the analyses and examples. Follow these instructions and conduct all the analyses as shown in the examples. Do not skip any examples, although it may look redundant and tedious to do them all. Conducting these exercises repetitively will help build up your skills in using SPSS, which will be useful for the upcoming lessons and when you conduct analyses in the future.</p>
Activities:	<ul style="list-style-type: none"> • Work on Self-Study Activity (Note: This activity is not graded, but it is important that you complete it to ensure you have mastered the concepts in this lesson). • Take Quiz 3. • Start to work on the class final paper, if you haven't done so yet.

Lesson 11: Chi-Square Analysis and other Nonparametric Tests

Time frame:	October 29 to November 4, 2018
Readings:	<ul style="list-style-type: none"> • O'Sullivan et al., <ul style="list-style-type: none"> ◦ reread Chapter 12: Examining Relationships Among Variables with Tests of Statistical Significance (pp. 386–389) ◦ Chapter 13: Examining Relationships Between and Among Variables (pp. 409–414 only) • Lesson 11 commentary
Activities:	<ul style="list-style-type: none"> • Work on the Self-Study Activity (Note: This activity is not graded, but it is important that you complete it to ensure you have mastered the concepts in this lesson).

Lesson 12: Measures of Association

Time frame:	November 5 to November 11, 2018
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<p>Readings:</p>	<ul style="list-style-type: none"> • O'Sullivan et al., Chapter 13: Examining Relationships Between and Among Variables (pp. 414–426 only) • Lesson 12 commentary <p>Note: On the commentary, you will find the instructions for conducting the analyses and examples. Follow these instructions and conduct all the analyses as shown in the examples. Do not skip any examples, although it may look redundant and tedious to do them all. Conducting these exercises repetitively will help build up your skills in using SPSS, which will be useful for the upcoming lessons and when you conduct analyses in the future.</p>
<p>Activities:</p>	<ul style="list-style-type: none"> • Complete Lesson 12 Review Exercise. • Work on Self-Study Activity (Note: This activity is not graded, but it is important that you complete it to ensure you have mastered the concepts in this lesson). • Continue to work on the final class paper.

Lesson 13: Regression Analysis

<p>Time frame:</p>	<p>November 12 to November 18, 2018</p>
<p>Readings:</p>	<ul style="list-style-type: none"> • O'Sullivan et al., Chapter 14: Regression and Correlation • Lesson 13 Commentary. <p>Note: On the commentary, you will find the instructions for conducting the analyses and examples. Follow these instructions and conduct all the analyses as shown in the examples. Do not skip any examples, although it may look redundant and tedious to do them all. Conducting these exercises repetitively will help build up your skills in using SPSS, which will be useful for the upcoming lessons and when you conduct analyses in the future.</p>
<p>Activities:</p>	<ul style="list-style-type: none"> • Complete Lesson 13 Review Exercise.

- Work on Self-Study Activity (Note: This activity is not graded, but it is important that you complete it to ensure you have mastered the concepts in this lesson).
- Continue to work on the final class paper.

Fall Break

Time frame:	November 19 to November 25, 2018
Readings:	<ul style="list-style-type: none"> • None.
Activities:	<ul style="list-style-type: none"> • None.

Class Paper Writing

Time frame:	November 26 to December 7, 2018
Readings:	<ul style="list-style-type: none"> • None.
Activities:	<ul style="list-style-type: none"> • This course utilizes final exams date. Submissions are due by 5:00 p.m. (ET) on the final exams date, Friday, December 10, although you may submit your class paper earlier, of course. Submit it to Class Paper Submission in Canvas via Turnitin.

Academic Integrity

Academic integrity—scholarship free of fraud and deception—is an important educational objective of Penn State. To learn more about academic integrity at Penn State, please visit the [Penn State Academic Integrity](http://academicintegrity.psu.edu/) (http://academicintegrity.psu.edu/) site. Academic dishonesty can lead to a failing grade or referral to the [Office of Student Conduct](http://studentaffairs.psu.edu/conduct/) (http://studentaffairs.psu.edu/conduct/).

Academic dishonesty includes but is not limited to

- cheating,
- plagiarism,
- fabrication of information or citations,
- facilitating acts of academic dishonesty by others,
- unauthorized prior possession of examinations,
- submitting the work of another person or work previously used without informing the instructor and securing written approval, and
- tampering with the academic work of other students.

How Academic Integrity Violations Are Handled

In cases where academic integrity is questioned, the [Policy on Academic Integrity](http://undergrad.psu.edu/aappm/G-9-academic-integrity.html) (http://undergrad.psu.edu/aappm/G-9-academic-integrity.html) indicates that procedure requires an instructor to notify a student of suspected dishonesty before filing a charge and recommended sanction with the college. Procedures allow a student to accept or contest a charge. If a student chooses to contest a charge, the case will then be managed by the respective college or campus Academic Integrity Committee. If a disciplinary sanction also is recommended, the case will be referred to the [Office of Student Conduct](http://studentaffairs.psu.edu/conduct/) (http://studentaffairs.psu.edu/conduct/).

All Penn State colleges abide by this Penn State policy, but review procedures may vary by college when academic dishonesty is suspected. Information about Penn State's academic integrity policy and college review procedures is included in the information that students receive upon enrolling in a course. To obtain that information in advance of enrolling in a course, please contact us by going to the [Contacts & Help page](http://student.worldcampus.psu.edu/contacts-help-current-students) (http://student.worldcampus.psu.edu/contacts-help-current-students).

Additionally, World Campus students are expected to act with civility and personal integrity; respect other students' dignity, rights, and property; and help create and maintain an environment in which all can succeed through the fruits of their own efforts. An environment of academic integrity is requisite to respect for oneself and others, as well as a civil community.

For More Information on Academic Integrity at Penn State

Please see the [Academic Integrity Chart](http://student.worldcampus.psu.edu/a-z-index/academic-integrity) (http://student.worldcampus.psu.edu/a-z-index/academic-integrity) for specific college contact information or visit one of the following sites:

- Penn State Senate [Policy on Academic Integrity](http://undergrad.psu.edu/aappm/G-9-academic-integrity.html) (<http://undergrad.psu.edu/aappm/G-9-academic-integrity.html>)
- [iStudy for Success!](http://istudy.psu.edu/tutorials/) (<http://istudy.psu.edu/tutorials/>) (education module about plagiarism, copyright, and academic integrity)
- [Turnitin](http://turnitin.psu.edu/) (<http://turnitin.psu.edu/>) (a web-based plagiarism detection and prevention system)

Student Responsibilities and Conduct

1. Students are responsible for online course content, taking notes, obtaining other materials provided by the instructor, taking tests (if applicable), and completing assignments as scheduled by the instructor. As a general rule, students should plan on logging into the course at least three times per week and spending at least three hours per course credit per week on the course, e.g., if the course is three credits, the student should plan on spending at least 9-12 hours per week on the course, just as they would in a residence course.
2. Students are responsible for keeping track of changes in the course syllabus made by the instructor throughout the semester.
3. Students are responsible for monitoring their grades.
4. Students must contact their instructor (and teammates when working on any collaborative learning assignments) as soon as possible if they anticipate missing long periods of online time due to events such as chronic illnesses, death in the family, business travel, or other appropriate events. The instructor will determine the minimal log on time and participation required in order to meet course responsibilities. In the event of other unforeseen conflicts, the instructor and student will arrive at a solution together.
 - a. Requests for taking exams or submitting assignments after the due dates require documentation of events such as illness, family emergency, or a business-sanctioned activity.
 - b. Conflicts with dates on which examinations or assignments are scheduled must be discussed with the instructor or TA (teaching assistant) prior to the date of the examination or assignment.
5. Students are responsible for following appropriate netiquette (network etiquette) when communicating with their instructor and classmates. For reference:
 - a. [Tips for Being a Successful World Campus Student](http://student.worldcampus.psu.edu/a) (<http://student.worldcampus.psu.edu/a>)

ademic-support-resources/strategies-to-improve-online-learning)

- b. [Email and Communication Strategies](http://student.worldcampus.psu.edu/a-z-index/email-communication-strategies) (http://student.worldcampus.psu.edu/a-z-index/email-communication-strategies)

6. Behaviors that disrupt other students' learning are not acceptable and will be addressed by the instructor.
7. For severe and chronic problems with student disruptive behavior, the following will be applied for resolution:
 - a. Senate Committee on Student Life policy on managing classroom disruptions: [Office of Student Conduct](http://studentaffairs.psu.edu/conduct/) (http://studentaffairs.psu.edu/conduct/)
 - b. [Penn State Principles](http://www.psu.edu/ur/pdf/principles.pdf) (http://www.psu.edu/ur/pdf/principles.pdf)

Policies

Late Policy

Late Assignments will not be accepted. It is your responsibility to contact the instructor prior to the due date of an assignment if you are aware of extenuating circumstances that will impact your ability to meet a deadline. The instructor will determine if alternative arrangements may be made.

Accommodating Disabilities

Penn State welcomes students with disabilities into the University's educational programs. Every Penn State campus has resources for students with disabilities. The [Student Disability Resources \(SDR\) website](http://equity.psu.edu/student-disability-resources) (http://equity.psu.edu/student-disability-resources) provides [contacts for disability services](http://equity.psu.edu/student-disability-resources/disability-coordinator) (http://equity.psu.edu/student-disability-resources/disability-coordinator) at every Penn State campus. For further information, please visit the [SDR website](http://equity.psu.edu/student-disability-resources) (http://equity.psu.edu/student-disability-resources) .

In order to [apply for reasonable accommodations](http://equity.psu.edu/student-disability-resources/applying-for-services) (http://equity.psu.edu/student-disability-resources/applying-for-services) , you must contact the appropriate disability resources office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation based on the [documentation guidelines](http://equity.psu.edu/ods/guidelines) (http://equity.psu.edu/ods/guidelines) . If the documentation supports your request for reasonable accommodations, your campus's disability resources

office will provide you with an accommodation letter. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. You must follow this process for every semester that you request accommodations.

Veterans and Military Personnel

Veterans and currently serving military personnel and/or dependents with unique circumstances (e.g., upcoming deployments, drill/duty requirements, VA appointments, etc.) are welcome and encouraged to communicate these, in advance if possible, to the instructor in the case that special arrangements need to be made.

Privacy Notice

In order to protect your privacy, course access is limited to those individuals who have direct responsibility for the quality of your educational experience. In addition to the instructor, a teaching assistant or college administrator may be provided access in order to ensure optimal faculty availability and access. World Campus technical staff may also be given access in order to resolve technical support issues.

One Year Course Access

Formal instruction will end on the last day of class. Provided that you have an active Penn State Access Account user ID and password, you will continue to be able to access the course materials for one year from the day the course began (with the exception of library reserves).

Additional Policies

Mental health services are available to help you maintain your academic success. Visit the student [Mental Health Services website](http://student.worldcampus.psu.edu/student-services/mental-health-services) (<http://student.worldcampus.psu.edu/student-services/mental-health-services>) to learn more or to speak with a mental health advocate who can help you address concerns including anxiety, depression, relationship difficulties, and stress. If you or someone you know is experiencing a crisis situation, please call your local emergency service.

For information about additional policies regarding Penn State Access Accounts; credit by examination; course tuition, fees, and refund schedules; and drops and withdrawals, please see the [World Campus Student Policies](http://student.worldcampus.psu.edu/a-z-index) (<http://student.worldcampus.psu.edu/a-z-index>) website.

Penn State takes great pride to foster a diverse and inclusive environment for students, faculty, and staff. Acts of intolerance, discrimination, or harassment due to age, ancestry, color, disability, gender, gender identity, national origin, race, religious belief, sexual orientation, or veteran status are not tolerated and can be reported through Educational Equity via the [Report Bias webpage](http://equity.psu.edu/reportbias/) (<http://equity.psu.edu/reportbias/>) .