RUTGERS UNIVERSITY
Edward J. Bloustein School of Planning and Public Policy
Methods of Planning Analysis 1
01:970:515:02 / Index #37271, Fall 2011
Tuesdays, 1:10-3:50pm, Civic Square 261

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Office Hours: Tuesdays 10:00-11:30am or by appointment

Course Description and Objectives:
The purpose of this course is to develop skills in statistical analysis and computer techniques. Particular focus will be on applied descriptive and inferential statistics, including cross-tabulations and correlation/regression analysis. The course will consist of lectures, weekly readings, problem sets and examinations. In addition, we will have three formal lab sessions when students learn to use the statistical package SPSS for Windows.

The course has three objectives: (1) to demonstrate the use of applied statistics for planning and policy applications, (2) to equip students with skills to analyze and interpret data using SPSS, and (3) to help students read professional urban planning/public policy literature with an appreciation for both its substantive contribution and use of technical (statistical) tools.

This course is intensive and will require serious attention. You should plan on attending every class session – this is particularly important for a methods course covering a vast amount of material and meeting only once a week.

Requirements:
- Regular attendance and participation in class
- Completing five problem sets. Doing problem sets is the primary way of really understanding the material. Students are encouraged to work in groups on the problem sets, but solutions are to be written independently.
- A midterm exam and a cumulative final exam.

Grading:
The final grade will be computed as follows:
- 5 Problem Sets (9% each): 45%
- Midterm Exam: 25%
- Final Exam: 30%

It is important that exams be taken as scheduled. Please notify me if, for medical or other valid reasons, it is impossible for you to meet an examination or other deadline.
REQUIRED READINGS

- Any additional readings will be posted on Sakai.
- IMPORTANT: All readings are mandatory, and must be done before coming to class. The lectures are not meant to substitute for reading the material.

Books on Graduate Reserve:


Placement Exam:
Students with previous background in statistics may place out of this required course by examination. Do not forget to bring a non-graphing calculator.

COMMUNICATION

SMART CLASS
I expect students to regularly access their Eden e-mail and/or the course website at sakai.rutgers.edu. Important information will be disseminated to your Eden account (unless you change your e-mail address through the Rutgers system) and will be posted on the Sakai course website. I will provide outlines as a courtesy to you, in order to help you master the material and follow along in class. The outlines are NOT meant to be a replacement for attending class or engaging fully in class. If I sense that they are handicapping your attendance and/or effort, I will put less detail on the outlines and/or stop using them altogether.
**E-MAIL**

E-mail is the best way to reach me. If you have questions about the class material, I am more than happy to help you. However, I do expect that you will first do your best to find the answer yourself in the class/book material. Regardless of the purpose, I am happy to correspond by e-mail within the following guidelines:

1. Please use an email account that lists your name as the sender. Include an informative subject with the course number (i.e., "Methods 515 question") and make sure your full name is included in the text of the e-mail.

2. I will only use your official Eden email address to send you email. It is your responsibility to check this account for important course updates/announcements. Saying, "I only check my G-mail account" is not an adequate excuse for missing my email. If you send me email from another account, I will respond to that account but will not send other email/class announcements to that address.

3. Please do not e-mail me with administrative questions that can be answered by looking at the syllabus. If it is a substantive question, please first look for the answer in the book and lecture notes. After that, I'm happy to help you.

4. Please do not email me less than 24 hours before exams or deadlines with last-minute substantive questions about class material. Make sure to plan ahead and request my help in a timely manner.

5. Allow 24-48 hours for a response from me. I check email frequently but am often bombarded with many emails that might back me up. Please do not expect to receive an immediate response from me, but do email 48 hours after the initial email if I have not yet responded.

**SAKAI ETIQUETTE**

- I will open the chat room as a courtesy to the class. I do have access to the archived chat messages so please adjust your behavior accordingly. Do not ask fellow classmates for answers to homework, complain about the class, etc. If you have concerns that you would like to address, I am available via email or during office hours.
COURSE REQUIREMENTS

EXAMS (55% total)
Fifty-five percent of your grade will come from a mid-term (25%) and a cumulative final examination (30%). Exams start at the beginning of class and finish at the end of class. If you arrive after the first exam is turned in, you will not be permitted to take the exam. You will not get extra time if you arrive late to an exam.

Make-up exams will only be allowed under extraordinary circumstances. Personal holidays, vacations, broken alarm clocks, weddings, jobs, exams in other course, or the Rutgers bus system are not acceptable reasons for missing or being late to an exam. Please note that make up exams will be permitted only if you meet the appropriate university requirements. You will be given the opportunity to make up work missed if you have a valid excuse from a doctor, police officer, or the obituary for the funeral you need to attend. Make-up exams will be given during the department's scheduled make-up times and will be harder than regular exams (consisting of open-ended/short answer questions only).

PROBLEM SETS (5 total (9% each), 45% total)
Doing problem sets is the primary way of really understanding the material. Students are encouraged to work in groups on the problem sets, but solutions are to be written independently.

CRITERIA FOR FINAL GRADES
90-100%     A
86%-89%      B+
80-85%       B
76-79%       C+
70-75%       C
60-69%       D
< 60%        F

There will be no extra credit offered in this course.

**I WILL NOT NEGOTIATE ANY GRADES UNDER ANY CIRCUMSTANCES.**


SCHEDULE OF TOPICS AND ASSIGNMENTS*

Sept. 6
• Introduction to Statistics
• The Research Process
• Variables & Measurement
Reading: Healy, Ch. 1

Part I – Descriptive Statistics

Sept. 13
• Research design, Sampling, Data Collection Methods
• Data: Tabular, Graphical and Numerical Techniques
• *Problem Set 1 distributed
Reading: Healy, Ch. 2

Sept. 20
• Measures of Central Tendency
• Measures of Dispersion
Reading: Healy, Ch. 3 and 4

Sept. 27
• The Normal Distribution
Reading: Healy, Ch. 5

Oct. 4
PS #1 Due
• SPSS Lab I, meet in computer lab
• *Problem Set 2 distributed

Part II – Inferential Statistics

Oct. 11
• Sampling and Sampling Distribution
• Parameter Estimation Procedures
Reading: Healy, Ch. 6 and 7

Oct. 18
Estimation Procedures (contd.)
• One Sample Hypothesis Testing - Means
Reading: Healy, Ch. 7 and 8

Oct. 25
PS #2 Due
Midterm Examination
Nov. 1 One Sample Hypothesis Testing: Proportions
   • Two Sample Hypothesis Testing: Means and Proportions
   • Problem Set 3 distributed
   Reading: Healy, Ch.9

Nov. 8 Hypothesis Testing
   • Chi Square
   • ANOVA
   Reading: Healy, Ch. 10 and 11

Part III – Measures of Association

Nov. 15 PS #3 Due
   • Bivariate Association: Intro & Basics
   • Measures of Association: Nominal and Ordinal Variables
   • Measures of Association: Interval Variables
   • SPSS Lab II, meet in computer lab
   • Problem Set 4 distributed
   Reading: Healy, Ch. 12, 13, 14 and 15

Nov. 22 NO CLASS (Changed to Thursday schedule)

Part IV – Multivariate Techniques

Nov. 29 Simple and Multiple Regression
   Reading: Healy, Ch. 15 and 17

Dec. 6 PS #4 Due
   • Multiple Regression (contd.)
   • Problem Set 5 distributed
   • SPSS Lab III, meet in computer lab
   Reading: Healy, Ch. 17

Dec. 13 PS #5 Due
   Last Class: Catch-up and Review

Dec. 20 FINAL EXAM (Cumulative)