Faculty: Fawn T. Ngo, Ph.D.
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Class Date and Time: There will be four (4) meetings for the course. The class will meet on 9/6, 9/20, 10/18, and 12/6 in Room A221, from 1pm until 2:30pm. THESE MEETINGS ARE MANDATORY.

Office Hours: By appointments only. NOTE THAT THE BEST WAY TO CONTACT ME IS VIA EMAIL.

Course Description
This course is an introduction to statistical techniques and data analysis that are used in the social sciences, including criminology and criminal justice. This course is designed to teach students the logic of and “how to calculate” different statistical techniques, and analyzing, presenting and interpreting empirical results.

Course Objectives
Upon successful completion of the course, students will:
- Have a basic knowledge of how to manipulate and understand data
- Comprehend social statistics
- Be able to present and display results
- Be able to interpret empirical results
- Be able to conduct basic statistical analysis for their own research

Required Text and Equipment
2. Given that this is a distance learning course, you must have access to a computer.
3. You will also need a scientific calculator.

What Is Graduate Study?
Graduate study is not the same as undergraduate study, so it is important that students be prepared for the challenge. Graduate students are expected to engage in the process of adding to the existing base of human knowledge through research and scholarship. This is also true for graduate professional programs, in which students learn to analyze problems based on research and to contribute conclusions to their analysis persuasively. The preparation for classes in graduate school, participation in the class discussion, and the amount of work and the level of sophistication required in graduate assignments is decidedly more than that of an undergraduate. You are expected to see many sides and nuances of an issue and to contribute meaningfully to the ongoing discussions and
assignments in class. It’s not merely about trying hard, showing up, and turning in assignments—those days are gone with the undergraduate years. If you are ready to accept the challenge of graduate study and exert the effort, you will find your professors are ready to help you succeed.

**Web Portal Information**
Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address.

**Canvas**
I will be using Canvas to post lecture materials, assignments, quizzes, grades, and important announcements. I will also be using Canvas to email students in the course. Accordingly, students are REQUIRED to access Canvas and their USF e-mail account at least twice daily for class announcements and important information.

Canvas Support is available through USFSM E-Learning staff from 9am to 5pm Monday through Friday. Please call or email Carlos Montoya at 941-359-4295/ cmmontoya@sar.usf.edu.

The USF Tampa IT Helpdesk also provides 24 hour support for CANVAS. Please call 813-974-1222 or email: help@usf.edu if you need assistance outside of USFSM’s E-Learning hours.

Additionally, information on how to use Canvas is available at [http://usfsm.edu/e-learning-services/student-resources/](http://usfsm.edu/e-learning-services/student-resources/).

**Laptop Use in Class**
Students are welcome to bring their laptops to class EXCEPT on exam dates.

**Students with Disabilities**
Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Disability Coordinator, 941-359-4714 [http://usfsm.edu/disability-services/](http://usfsm.edu/disability-services/).

**Religious Observances**
USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. Instructors canceling class for a religious observance should have this stated in the syllabus with an appropriate alternative assignment.
**Academic Dishonesty**
The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the catalog, USFSM Undergraduate Catalog or USFSM Graduate Catalog and the USF Student Code of Conduct.

Undergraduate: http://www.sarasota.usf.edu/Academics/Catalogs/
Graduate: http://www.sarasota.usf.edu/Academics/Catalogs/
USF Student Code of Conduct: http://www.sa.usf.edu/srr/page.asp?id=88

**Plagiarism Software**
The University of South Florida has an account with an automated plagiarism detection service which allows student assignments be checked for plagiarism. The instructor reserves the right to ask students to submit their assignments to Turnitin through Canvas. Assignments are compared automatically with a database of journal articles, web articles, and previously submitted papers. The instructor receives a report showing exactly how a student’s paper was plagiarized.

PLEASE REMOVE YOUR NAME FROM THE BODY OF YOUR PAPER AND REPLACE IT WITH YOUR USF ID#. ALSO REMOVE YOUR NAME FROM THE FILE NAME AND REPLACE IT WITH YOUR USF ID# (e.g., “U12345678 Essay 1.docx”) BEFORE SUBMITTING IT TO TURNITIN.

Pursuant to the provisions of the Family Educational Rights and Privacy Act (FERPA), prior to submitting work to Turnitin, students are requested to delete any personal information (e.g., name, address, telephone) from the work being submitted. This protects students from having personal information disclosed to vendors or other outside agencies.

**Academic Disruption**
The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the catalog (USFSM Undergraduate Catalog or USFSM Graduate Catalog and the USF Student Code of Conduct).

Undergraduate: http://www.sarasota.usf.edu/Academics/Catalogs/
Graduate: http://www.sarasota.usf.edu/Academics/Catalogs/
USF Student Code of Conduct: http://www.sa.usf.edu/srr/page.asp?id=88

**Contingency Plans**
In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Elluminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Campus Police Website for further information.
Emergency Preparedness
It is strongly recommended that you become familiar with the USF Sarasota-Manatee Emergency Action Plan on the Safety Preparedness site http://www.sarasota.usf.edu/facilities/SafetyPreparedness.php

Fire Alarm Instructions
At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated.

Course Requirements and Student Evaluation

Quizzes
There are nine (9) short quizzes in this course. The quizzes are located under the “Quizzes” tab at Canvas and their accompanying worksheets are located under the “Files” tab. Note that the questions on the quiz worksheet and the questions on the actual quiz are identical. Accordingly, you are to download and complete the quiz worksheet first and when you are ready, open the actual quiz and transfer your answers from the worksheet to the quiz. Each quiz and its accompanying worksheet will become available approximately one week before that quiz is due and you will have one (1) hour to transfer your answers from the quiz worksheet to the actual quiz. Quizzes are due by 11:59pm on Sundays and they will be automatically graded so you can quickly see which questions challenged you.

SPSS Assignments
There are four (4) SPSS assignments in this course. Instructions for each assignment are listed under the “Files” tab at Canvas. Students could download SPSS via the link www.apps.usf.edu (NOTE that the username and password to access this site are the same username and password that you use to access Canvas). Students are to submit their assignments via the “Assignments” tab at Canvas.

Exams
There are three (3) exams in this course. The first exam will be administered during the second class meeting (9/20), the second exam will be administered during the third class meeting (10/18) and the third exam will be administered during the last class meeting (12/6). YOU ARE ALLOWED TO USE YOUR NOTES AND TEXTBOOK FOR THE EXAMS AND YOU WILL HAVE UP TO TWO HOURS TO COMPLETE EACH EXAM.

Make-up Exams
To make-up a missed examination, students must provide a written excuse along with supporting documentation to the professor. Valid excuses include illness (self or dependent) and bereavement. OTHERWISE, NO MAKE-UP EXAMS WILL BE GIVEN.
**Course Paper**

The main purpose of the course paper is to help you with your capstone project. The course paper should contain the following three (3) sections:

- **Section 1: Your research question and hypotheses**
  - NOTE that a research hypothesis is a statement regarding the relationship between two (or more) variables. For example, “a person’s level of low self-control is positively related to delinquency,” or “negative emotions mediate the relationship between strain and crime.”

- **Section 2: Data and Methods**
  - IF YOU WILL BE USING SECONDARY DATA – a description of the data set (when the data were collected, by whom, for what purpose, etc.) and the criteria (or the questions from the survey) that you will be using to select variables for your research project. You should also discuss any recoding procedures that you will be engaging in (e.g., the responses from questions 1 through 3 were combined and recoded into a dichotomous variable with 1=yes and 0=no).
  - IF YOU WILL BE COLLECTING YOUR OWN DATA – a description of the sampling method (i.e., how are you going to recruit participants for your study, what research design you will be employing, etc.), a description of survey instrument (how many questions, what types of questions, etc.), and data collection process (is it going to be a face-to-face interview, online survey, etc.)

- **Section 3: Measurements**
  - Specify your dependent, independent, and control variables
  - How the variables are operationalized (for example, the dependent variable for the study consists of victim perceptions of outcomes after the stalking incident was reported to the police (i.e., *Case Outcome*) OR study respondents were asked what happened after the police were notified (the FIRST TIME) regarding the unwanted contacts or behavior. The responses to this question - “got worse,” “got better,” and “stayed about the same” - were coded as “1,” “2,” and “3,” respectively).

The course paper should be approximately five pages in length (double space) and is due by 11:59pm on Sunday, 11/23. You are to submit your paper via the “Assignments” tab at Canvas and NO LATE ASSIGNMENTS WILL BE ACCEPTED!

**Grading**

Your final grade in this course is as follows:

- Quizzes 15%
- SPSS Assignments 10%
- Exams (@ 20% each) 60%
- Course Paper 15%
- Total 100%
Grading Scale
A+= 96 and above      B+= 87-89      C+= 77-79      D+= 67-69
A = 93-95             B = 83-86       C  = 73-76      D  = 63-66
A-= 90-92             B- = 80-82      C- = 70-72      D- = 60-62
F   = 59 or below

Note that extra credits will not be granted and incompletes are highly discouraged.

TENTATIVE COURSE SCHEDULE AND READING ASSIGNMENTS:

August 25-31  
Introduction to Statistics; Measures of Central Tendency; Measure of Dispersion
  Required Text: Chapters 1, 2 & 3
  Quiz #1 due by 11:59pm on Sunday, 8/31

September 1-7  
Frequency Distributions; Chart Data; Computing Correlation Coefficients, Introduction to SPSS
  Required Text: Chapters 4 & 5
  Quiz #2 due by 11:59pm on Sunday, 9/7
  9/6 - FIRST MANDATORY MEETING – OPTIONAL MEETING AFTERWARD TO GO OVER SPSS

September 8-14  
The Normal Curve; The Null and Research Hypotheses; Areas Under the Normal Distribution
  Required Text: Chapters 7 & 8
  Quiz #3 Due by 11:59pm on Sunday, 9/14

SEPTEMBER 19  
OPTIONAL MEETING TO REVIEW FOR EXAM #1

September 15-21  
  9/20- SECOND MANDATORY MEETING
  EXAM #1
  SPSS Assignment #1 due the beginning of class

September 22-28  
Inferential Statistics; The Concept of Significance; Introduction to Tests of Significance; Confidence Intervals; Introduction to the One-Sample Z Test
  Required Text: Chapters 9 & 10
  Quiz #4 Due by 11:59pm on Sunday, 9/28

September 29- October 5  
t Test for Independent Samples; t Test for Dependent Samples
  Required Text: Chapters 11 & 12
  Quizzes #5A & #5B Due by 11:59pm on Sunday, 10/5
October 6-12  
*Testing Relationships Using the Correlation Coefficient*  
*Introduction to Nonparametric Statistics; Computing the Chi-Square Test Statistic*  
- Required Text: Chapters 15 & 17  
- Quiz #6 Due by 11:59pm on Sunday, 10/12

**OCTOBER 17**  
OPTIONAL MEETING TO REVIEW FOR EXAM #2

October 14-20  
- 10/18 - THIRD MANDATORY MEETING  
- EXAM #2  
- SPSS Assignment #2 is due at the beginning of class

October 20-26  
*Analysis of Variance; Factorial Analysis of Variance*  
- Required Text: Chapters 13 & 14  
- Quiz #7 Due by 11:59pm on Sunday, 10/26

October 27- November 2  
*Introduction to Linear Regression*  
- Required Text: Chapter 16  
- Quiz #8 Due by 11:59pm on Sunday, 11/2

**NOVEMBER 1**  
LAST DAY TO DROP WITH A “W;” NO REFUND; NO ACADEMIC PENALTY

November 3-9  
*Probability and Probability Distributions* (Lecture Notes)  
- Quiz #9 Due by 11:59pm on Sunday, 11/9  
- SPSS Assignment #3 due by 11:59pm on Sunday, 11/9

November 10-16  
WORK ON YOUR COURSE PAPER

November 18-24  
COURSE PAPER IS DUE BY 11:59PM ON SUNDAY 11/23  
(I WILL BE OUT OF TOWN ATTENDING THE AMERICAN SOCIETY OF CRIMINOLOGY ANNUAL CONFERENCE)

November 24-30  
THANKSGIVING – ENJOY THE HOLIDAY WITH YOUR FAMILY AND FRIENDS!

**DECEMBER 5**  
OPTIONAL MEETING TO REVIEW FOR EXAM #3

December 1-7  
- 12/6 - FOURTH MANDATORY MEETING  
- EXAM #3  
- SPSS Assignment #4 is due at the beginning of class