



Summer 2 - July 7 – August 14
Research In Public Administration
40:834:410:90

Delivered Fully Online in Canvas Learning Management System

<https://canvas.rutgers.edu/>

Course Description

This course introduces undergraduate students to essential research methods used in public and nonprofit administration. Students will explore the research process from problem identification to data analysis, developing practical skills to conduct and evaluate research that informs decision-making, policy development, and implementation in administrative settings.

Key topics include:

- Formulating research questions and hypotheses
- Designing basic quantitative and qualitative studies
- Developing data collection instruments
- Conducting focused literature reviews
- Basic data analysis and interpretation
- Ethical considerations in administrative research
- Writing research proposals and reports

Course Goals

- Understand fundamental research concepts and their application in public and nonprofit administration
- Gain hands-on experience in designing and conducting small-scale research projects

Learning Objectives

On completing this course, students will be able to:

- Identify administrative problems suitable for research inquiry
- Formulate clear research questions and hypotheses
- Design basic quantitative and qualitative studies
- Create simple data collection tools, such as surveys and interview guides
- Conduct focused literature reviews to support research proposals
- Apply ethical principles in research design and execution
- Write concise research proposals
- Analyze basic quantitative and qualitative data

Course Structure

The course is delivered fully online, combining pre-recorded lectures, and required readings available in each module. Students will progressively build their research skills through a series

of discussions, quizzes, and written assignments, culminating in a final research proposal project. This approach ensures students develop foundational research skills applicable to real-world administrative challenges.

In general, written assignments should be in 12-point font, with 1-inch page margins, and a references section on the last page, in [APA Citation format](#).

COURSE CALENDAR

MODULES	TOPICS	LEARNING ACTIVITIES	ASSIGNMENTS	DUE DATE	% GRADE
1 July 7-13	Research in Public & Nonprofit Administration	Description of Research Questions & Research Problems; and Review of Research Reports	Discussion 1 - Students' Research Questions Assignment 1. Guided Review of a Research Report	7/10 7/13	5% 10%
2 July 14-20	Literature Review & Theory Development	The Language of Research; Reviewing Literature & Justifying Research	Discussion 2: Summary of the Literature on a Chosen Topic Assignment 2 - Literature Review	7/17 7/20	10% 15%
3 July 21-27	Quantitative & Qualitative Research & Mixed Methods	Elements in a Research Design	Discussion 3: Variables, Hypotheses, Sampling Quiz 1: Key Words & Terms - True/False	7/24 7/27	5% 10%
4 July 28-August 3	Data Collection & Data Analysis	Data Collection & Survey Instruments	Discussion 4: Survey Instrument Quiz 2: Data Collection Methods	7/31 8/3	5% 10%
5 August 4-10	Institutional Review Boards, Writing Research Proposals & Reports, & Research Ethics	Writing a Research Proposal	Discussion 5: Designing Research	8/7	5%
Wrap Up August 11-14	Wrap-Up: Research Proposal	Focus on Completing the Final Assignment	Assignment 3 - Research Design & Proposal	8/14	25%

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Available M, F: 10-12 AM. W: 7-8 PM

Final Research Proposal Project 5-7 Pages Double-spaced

Students develop a research proposal addressing a topic in public or nonprofit administration. Your proposal should include the following components:

- Research Question and Hypothesis
- Clearly state the issue you want to research
- Explain what your study aims to accomplish
- Present your research hypothesis
- Brief Literature Review
- Summarize 5-7 key sources related to your topic

Explain how these sources inform your research design (Full literature review can be included as an appendix)

Research Design

- Identify your unit of analysis (e.g., individuals, organizations)
- Describe your variables:
 - a. Dependent variable (what you're trying to explain)
 - b. Independent variable(s) (factors you think influence the dependent variable)
 - c. 2-3 control variables
- Explain why you chose these variables and how they relate to your research question
- Sampling Plan
 - a. Describe your target population
 - b. Explain your sampling method (e.g., random, convenience)
 - c. Specify your desired sample size and justify your choice
- Data Collection Method
 - a. Describe how you plan to collect data (e.g., survey, interviews)
 - b. Explain why you chose this method
- Data Analysis Plan
 - a. Identify the basic statistical method you'll use (e.g., correlation, t-test)
 - b. Briefly explain how this method will help answer your research question
- Ethical Considerations
 - a. Discuss potential ethical issues in your research (e.g., confidentiality, informed consent)
 - b. Explain how you'll address these concerns
- Expected Findings
 - a. Briefly describe what results you anticipate from your study
 - b. Simple Data Matrix
 - c. Create a table showing your variables and how you'll measure them
 - d. Include a few example data points
- References
 - a. List all sources cited in your proposal using APA format

Remember, this is a proposal - you will not conduct the research. Focus on developing a clear, logical plan that demonstrates your understanding of the research process.

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Course Grade

Your grade for the course will be determined as follows:

#	Summary of Assignments	%100
1	Discussions 4x5; 1x10	30
2	Quizzes 2x10	20
3	Written Assignments 3: 10, 15, 25	50

Grading

A	90 - 100
B+	85- 89
B	80 - 84
C+	75 - 79
C	70 - 74
D	65 - 69
F	Below 65

Positive Learning Experience

This course will empower you in many different ways. Most importantly, you are empowered to make this class exciting, fun, informative, and engaging. If you come to class regularly, take good notes, read all course materials, and participate in discussions, you will enjoy this class tremendously. Detailed about all learning activities including required readings is available in Canvas. No specific text required for this course. All readings are included in Canvas.

Note:

We are a professional community of scholars. Students should always use professional standards when communicating with each other and with the professor, including via e-mail.

RELATED PUBLIC ORGANIZATIONS

The Home of U.S. Government's Open Data - <https://data.gov/>

U.S. General Services Administration - <https://open.gsa.gov/data/>

Databases List By Subject: Federal Government Information (USA)

<https://guides.library.miami.edu/databases/subject/11183>

State of New Jersey Databases -

https://www.njstatelib.org/research_library/new_jersey_resources/nj_databases/

Rutgers Research Institutes and Centers - <https://rge.sas.rutgers.edu/research-institutes-and-centers>

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ADDITIONAL IMPORTANT INFORMATION

Accommodation And Support Statement

Rutgers University Newark (RU-N) is committed to the creation of an inclusive and safe learning environment for all students and the University as a whole. RU-N has identified the following resources to further the mission of access and support:

For Individuals Experiencing Disability: The Office of Disability Services (ODS) works with students with medical, physical, and/or mental conditions who encounter disabling barriers in order to determine reasonable and appropriate accommodations for access. Students who have completed the process with ODS and have approved accommodations are provided a Letter of Accommodation (LOA) specific to each course. To initiate accommodations for their course students must both provide the LOA to and have a conversation with the course instructor about the accommodations. This should occur as early in the semester as possible. More information can be found at the [RU-N ODS website \(ods.newark.rutgers.edu\)](https://ods.newark.rutgers.edu). Contact ODS at (973) 353-5375 or via email at ods@newark.rutgers.edu.

For Individuals who are Pregnant: The Office of Title IX and ADA Compliance is available to assist with any concerns or potential accommodations related to pregnancy. Students may contact the Office of Title IX and ADA Compliance at (973) 353-1906 or via email at TitleIX@newark.rutgers.edu.

For Absence Verification: The Office of the Dean of Students can provide assistance for absences related to religious observance, emergency or unavoidable conflict (illness, personal or family emergency, etc.). Students should refer to [University Policy 10.2.7](#) for information about expectations and responsibilities. The Office of the Dean of Students can be contacted by calling (973) 353-5063 or emailing deanofstudents@newark.rutgers.edu.

For Individuals with temporary conditions/injuries: The Office of the Dean of Students can assist students who are experiencing a temporary condition or injury (broken or sprained limbs, concussions, or recovery from surgery). Students experiencing a temporary condition or injury should submit a request using the following link: <https://temporaryconditions.rutgers.edu>.

For Gender or Sex-Based Discrimination or Harassment: The Office of Title IX and ADA Compliance can assist students who are experiencing any form of gender or sex-based discrimination or harassment, including sexual assault, sexual harassment, relationship violence, or stalking. Students can report an incident to the Office of Title IX and ADA Compliance by calling (973) 353-1906 or emailing TitleIX@newark.rutgers.edu. Incidents may also be reported by using the following link: tinyurl.com/RUNReportingForm. For more information, students should refer to the University's Title IX Policy and Grievance Procedures located at <https://uec.rutgers.edu/wp-content/uploads/60-1-33-current-1.pdf>

For support related to Interpersonal Violence: The Office for Violence Prevention and Victim Assistance (VPVA) can provide any student with confidential support. The office does **not** have a reporting obligation to Title IX. Students can contact the office by calling (973) 353-1918 or emailing run.vpva@rutgers.edu. There is also a confidential text-based helpline available to students; students can text (973) 339-0734 for support. Students do not need to be a victim/survivor of violence; any student can receive services, information and support.

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For Crisis and Concerns: The Campus Awareness Response and Education (CARE) Team works with students in crisis to develop a plan of support plan and address personal situations that might impact their academic performance. Connect with the CARE Team by using the following link: tinyurl.com/RUNCARE or emailing careteam@rutgers.edu.

For Stress, Worry, or Concerns about Well-being: The Counseling Center has confidential therapists available to support students. Students should reach out to the Counseling Center to schedule an appointment: counseling@newark.rutgers.edu or (973) 353-5805. If students are not quite ready to make an appointment with a therapist but are interested in self-help, check out *Sanvello* for an easy, web-based approach to self-care and support. Visit <https://my.rutgers.edu/>, click on Sanvello: Wellness @ RUN, and log in with your NetID to begin your journey toward wellness.

For emergencies, call 911 or contact the Rutgers University Police Department (RUPD) by calling (973) 353-5111.

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