YORK UNIVERSITY
School of Administrative Studies

LAPS/ADMS 3352 3.0
Sampling Techniques and Survey Design

Winter 2020 - Wednesday 4:00 – 7:00 P.M – R S205

Course Website: MOODLE

Professor: Michael Rochon

Email: mrochon@yorku.ca

Office hours: ** Thursday 7:30pm-9:00pm - By Appointment (Atkinson 258E)

***send email at-least 48 hours prior to the office hours to book an appointment.*

Textbook:

SCHUTT, Russell K. Investigating the Social World. 9th ed. Thousand Oaks, California: Pine Forge Press, 2018. (**S**)

Supplementary Readings:

BACKSTROM, Charles H. and Gerald HURSH-CESAR. Survey Research. 2nd ed. New York: MacMillan Publishing Co., 1981. (**BH**)

SCHEAFFER, Richard L., MENDENHALL III, William, and Lyman OTT. Elementary Survey Sampling. 7th ed. New York: Duxbury Press, 2012. (**SMO**)

KELLER , G., STATISTICS FOR MANAGEMENT AND ECONOMICS, 9th or 10th ed., South-Western College Pub ((C) 2012). (**KWB**)

Optional Books:

BAILEY, Carol A. A Guide to Qualitative Field Research. 2nd ed. Thousand Oaks, California: Pine Forge Press, 2007. (**B**)

CZAJA, Ronald and Johnny BLAIR. Designing Surveys. 2nd ed. Thousand Oaks, California: Pine Forge Press, 2005. (**CB**)

NOTE: TEXTBOOKS LISTED WILL BE AVAILABLE TO AK/ADMS 3352 STUDENTS AT SCHULICH BUSINESS LIBRARY RESERVED UNDER COURSE NUMBER AND PROFESSOR HENRY BARTEL.

Week	Date	Topics	Readings			Assignments
			S	BH	KWB	
1	Jan 8	General Overview	Ch 1		Ch 2-3	
2	Jan 15	Simple Statistics Ethics in Research	Ch 3		Ch 4 Ch 15	
3	Jan 22	Survey Research	Ch 2	Ch 1		
4	Jan 29	Data Collection & Sampling	Ch 5	Ch 2	Ch 5	**A#1 Due**
5	Feb 5	Interviewing	CH 10	Ch 5		
6	Feb 12	Group Work – Research Plan – no formal lecture				
7	Feb 19	**NO LECTURE - READING WEEK**				
8	Feb 26	Questionnaires & Design	Ch 7 & 8	Ch 4		**A#2 due**
9	Mar 4	Writing Questions Data Preparation & Coding	Ch 4	Ch 3		
10	Mar 11	Data Analysis	Ch 9 & 14	Ch 6		**A#3 due**
11	Mar 18	Presenting Research Results	Ch 16			
12	Mar 25	Group Presentations				
13	April 15	**FINAL REPORT DUE**				

Grade Allocation:

Assignment #1	15%
Assignment #2	15%
Assignment #3	20%
Final Exam Substitute	*50%
Total	100%

*Please note that 15% is determined by your semester-long class participation, group presentation and peer evaluation marks.

RELEVANT UNIVERSITY REGULATIONS

Applicable to all ADMS and DEMS courses

Deferred Final Exams: Deferred standing may be granted to students who are unable to write their final examination at the scheduled time or to submit their outstanding course work on the last day of classes. Details can be found at http://myacademicrecord.students.yorku.ca/deferred-standing

Any request for deferred standing on medical grounds must include an Attending Physician's Statement form; a "Doctor's Note" will not be accepted.

DSA Form: http://www.registrar.yorku.ca/pdf/deferred_standing_agreement.pdf

Attending Physician's Statement form: http://registrar.yorku.ca/pdf/attending-physicians-statement.pdf

In order to apply for deferred standing, students must register at

http://sas-app.laps.yorku.ca

Followed by handing in a completed original Deferred Standing Agreement (DSA) form and supporting documentation directly to the main office of the School of Administrative Studies (282 Atkinson) and add your ticket number to the DSA form. The DSA and supporting documentation must be submitted no later than five (5) business days from the date of the exam. These requests will be considered on their merit and decisions will be made available by logging into the above-mentioned link. No individualized communication will be sent by the School to the students (no letter or e-mails).

Students with approved DSA will be able to write their deferred examination during the School's deferred examination period. **Deferred exams might take place during the regular exams period or in subsequent weeks depending on the course**; precise dates are known when the Office of the Registrar publishes the final exam schedule of the term. No further extensions of deferred exams shall be granted. The format and covered content of the deferred examination may be different from that of the originally scheduled examination. The deferred exam may be closed book, cumulative and comprehensive and may include all subjects/topics of the textbook whether they have been covered in class or not.

Academic Honesty: The Faculty of Liberal Arts and Professional Studies considers breaches of the Senate Policy on Academic Honesty to be serious matters. The Senate Policy on Academic Honesty is an affirmation and clarification for members of the University of the general obligation to maintain the highest standards of academic honesty. As a clear sense of academic honesty and responsibility is fundamental to good scholarship, the policy recognizes the general responsibility of all faculty members to foster acceptable standards of academic conduct and of

the student to be mindful of and abide by such standards. Suspected breaches of academic honesty will be investigated and charges shall be laid if reasonable and probable grounds exist.

Students should review the York Academic Honesty policy for themselves at: http://www.yorku.ca/secretariat/policies/document.php?document=69

Students might also wish to review the interactive on-line Tutorial for students on academic integrity, at: https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/

Grading Scheme and Feedback Policy: The grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) shall be announced, and be available in writing, within the first two weeks of class, and, under normal circumstances, graded feedback worth at least 15% of the final grade for Fall, Winter or Summer Term, and 30% for 'full year' courses offered in the Fall/Winter Term be received by students in all courses prior to the final withdrawal date from a course without receiving a grade, with the following exceptions:

*Note: Under unusual and/or unforeseeable circumstances which disrupt the academic norm, instructors are expected to provide grading schemes and academic feedback in the spirit of these regulations, as soon as possible.*For more information on the Grading Scheme and Feedback Policy, please visit: http://www.yorku.ca/univsec/policies/document.php?document=86

In-Class Tests and Exams - the 20% Rule: For all Undergraduate courses, except those which regularly meet on Friday evening or on a weekend, tests or exams worth more than 20% will not be held in the two weeks prior to the beginning of the official examination period. For further information on the 20% Rule, please visit: http://secretariat-policies.info.yorku.ca/policies/limits-on-the-worth-of-examinations-in-the-final-classes-of-a-term-policy/

Reappraisals: Students may, with sufficient academic grounds, request that a final grade in a course be reappraised (which may mean the review of specific pieces of tangible work). Non-academic grounds are not relevant for grade reappraisals; in such cases, students are advised to petition to their home Faculty. Students are normally expected to first contact the course director to discuss the grade received and to request that their tangible work be reviewed. Tangible work may include written, graphic, digitized, modeled, video recording or audio recording formats, but not oral work. Students need to be aware that a request for a grade reappraisal may result in the original grade being raised, lowered or confirmed. For reappraisal procedures and information, please visit the Office of the Registrar site at: http://myacademicrecord.students.yorku.ca/grade-reappraisal-policy

Accommodation Procedures: LA&PS students who have experienced a misfortune or who are too ill to attend the final examination in an ADMS course should not attempt to do so; they must pursue deferred standing. Other students should contact their home Faculty for information. For further information, please visit: http://ds.info.yorku.ca/academic-support-accomodations/

Religious Accommodation: York University is committed to respecting the religious beliefs and practices of all members of the community, and making accommodations for observances of special significance to adherents. For more information on religious accommodation, please visit:
https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs

Academic Accommodation for Students with Disabilities (Senate Policy)

The nature and extent of accommodations shall be consistent with and supportive of the integrity of the curriculum and of the academic standards of programs or courses. Provided that students have given sufficient notice about their accommodation needs, instructors shall take reasonable steps to accommodate these needs in a manner consistent with the guidelines established hereunder. For more information, please visit the Student Accessibility Services (formerly known as Counselling and Disability Services) website at https://accessibility.students.yorku.ca

York's disabilities offices and the Registrar's Office work in partnership to support alternate exam and test accommodation services for students with disabilities at the Keele campus. For more information on alternate exams and tests please visit http://www.yorku.ca/altexams/

Please alert the Course Director as soon as possible should you require special accommodations.