

Fayetteville State University
College of Arts and Sciences
Department of Sociology
Spring 2012

I. LOCATOR INFORMATION:

Instructor: Hideki Morooka, Ph.D.
Course Number and Name: SOCI 333-01 Introduction to SPSS
Semester Credit Hours: 3
Day and Time Class Meets: Tuesday and Thursday, 9:30 am - 10:45 am
Meeting Room: Helen T. Chick Building, Room 216-B
Office Location: Taylor Social Science Building, Room 210-E
Office Phone: 910-672-2402
E-mail: hmorooka@uncfsu.edu
Office Hours: Tuesday and Thursday, 7:30 am - 8 am, 10:45 am - 12:15 pm;
Wednesday, 8 am - 12 pm; or by appointment
Graduate Teaching Assistant: Ms. Liz Monge (eyersak@broncos.uncfsu.edu)
Office Hours: Monday, 11 am - 1 pm; Tuesday, 1 pm - 3 pm;
Wednesday, 3 pm - 5 pm

II. COURSE DESCRIPTION:

This course is an introduction to SPSS (Statistical Package for the Social Sciences), the computer software for data processing and statistical analysis, enabling students without knowledge of programming or without programming aspirations to utilize the computer for scientific research.

Prerequisites: The grade of C or better in both SOCI 210 and SOCI 331. Also, a certain level of proficiency in computer operation is assumed.

III. DISABLED STUDENT SERVICES:

In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1990, if you have a disability or think you have a disability, please contact the Center for Personal Development in the Spaulding Building, Room 155; 910-672-1203. Also, please notify me of your eligibility as soon as possible so that we can discuss reasonable accommodations for you.

FSU Policy on Electronic Mail:

Fayetteville State University provides to each student, free of charge, an electronic mail account (username@broncos.uncfsu.edu) that is easily accessible via the Internet. The university has established FSU email as the primary mode of correspondence between university officials and enrolled students. Inquiries and requests from students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via FSU email. Inquiries or requests from personal email accounts (e.g., Road Runner, Gmail, Hotmail, AOL, Yahoo, and etc.) are not assured a response. The university maintains open-use computer laboratories throughout the campus that can be used to access electronic mail.

Students are responsible for reading their e-mail on a regular basis to remain aware of important class and university information.

Rules and regulations governing the use of FSU email may be found at
<http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf>

IV. TEXTBOOK:

Green, Samuel B. and Neil J. Salkind. 2011. *Using SPSS for Windows and Macintosh: Analyzing and Understanding Data, Sixth Edition*. Upper Saddle River, NJ: Pearson Prentice Hall. ISBN: 0-20-502040-2.

V. STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, students will be able to...

- create database using SPSS.
- analyze research data using SPSS.
- perform cross-platform applications by importing and exporting research data using SPSS.
- perform statistical analyses using SPSS and present the results.
- interpret the results from statistical analysis in plain English sentences.
- integrate the capabilities of SPSS with other application software such as Microsoft Excel.
- generate and edit charts and graphs for research purposes.

VI. COURSE REQUIREMENTS AND EVALUATION CRITERIA:

GRADING:

Your final course grade will be determined based on the following percentages:

In-class Computer Exams.....	45%
Midterm Exam (Written).....	20%
Final Exam (Written).....	20%
Homework Assignments.....	10%
Class Participation.....	5%

Final letter grades will be based on total points accumulated during the course. Letter grades will be determined in the following way:

FSU Grading Scale

A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = 59% and below

Note that the cumulative percentage will be rounded to the nearest integer by using the symmetric arithmetic rounding. For example, if your final grade is 89.5%, it will be rounded up to 90%; then, you will receive an A. On the other hand, if you have 89.4%, it will be rounded down to 89%; then, you will receive a B.

Please remember that the instructor does NOT guarantee a passing grade to ANYONE!! This includes graduating seniors.

My definition of class participation is that you demonstrate continuous efforts and enthusiasm for this course, which includes the following: attending every single lecture; being punctual to class and remaining till dismissed; submitting assignments on due dates; actively participating in class discussion; asking good questions; responding to questions being asked; showing improvement in class performance (if applicable); behaving appropriately to the instructor and the classmates with respect; and so on. It is imperative that you demonstrate these elements described above consistently throughout the semester in order to receive the full credit (5% toward your final course grade) for class participation. **DO NOT expect that everyone receives the full participation point automatically.** You need to work for it.

ATTENDANCE REQUIREMENTS:

Regular attendance is expected, and the class roll will be taken and recorded throughout the term. I will use class attendance as the piece of your evidence of class participation. If you miss lectures, it is entirely

your own responsibility to get notes and other missed material/information/announcements from a classmate and catch up with the rest of the class, even if you have an excused absence.

GRADED ASSIGNMENTS:

HOMEWORK ASSIGNMENTS

Homework will be assigned for this course and due on the specified date. A homework assignment must be turned in to the instructor at the beginning of class on the due date (9:30 am). If you fail to comply with this rule by late arrival at class (for example), your homework assignment will be considered a late submission.

EXAMINATIONS

There will be a series of in-class written and computer exams given throughout the course. Written exams test theoretical and applied knowledge of SPSS as well as basic statistical analysis. Computer exams test your knowledge of specific SPSS commands by actually running a number of procedures on computer.

You are expected to take all the exams at the time that the exam is scheduled. The exam dates for computer exams will be announced in class. The midterm exam will be given on Tuesday, February 21. *Note that the exam date is scheduled tentatively and subject to change.* The final exam will be given on Thursday, May 3 (8 am - 9:50 am). The final exam will be cumulative; however, its main focus is on class material covered between the midterm exam and last day of lectures.

POLICY ON LATE ASSIGNMENTS AND MISSED EXAMS:

LATE ASSIGNMENTS

Late assignments are accepted only if submitted to the instructor at the beginning of the next class meeting of the original due date (unless otherwise specified) and are subject to 20% penalty from the points earned.

MISSED EXAMS

No make-up exams will be given except for documented cases of illness, family issues, religious observance, military service, or extra-curricular travel (conference, university sport team, and etc.). If you have a justifiable reason to miss an exam, please notify me of the situation at least 24 hours in advance. Then, we can discuss an arrangement to be made. If you have to miss taking an exam in case of emergency, please contact me within 24 hours after the scheduled exam time. **You must present appropriate official documentation for legitimate absence in writing to take a make-up exam. If you fail to comply with this policy, the score of zero will automatically be recorded for that exam.**

CLASS POLICIES:

- Please bring your *textbook* to every class.
- ABSOLUTELY NO USE of cell phone is permitted during the class period. As you know, cell phone ringtones are distracting. Please be considerate to the instructor and your classmates.
- You may use ONE HANDWRITTEN 4x6 index card (front and back) on the exams. I would like to emphasize that this index card must be handwritten. Otherwise, I will ask you to surrender it.
- Students are expected to maintain the highest standards of honesty in their college work. Cheating, forgery, and plagiarism are serious offenses. Students found guilty of any form of academic dishonesty are subject to disciplinary action.
- Noncompliance with the FSU Policy on Disruptive Behavior in the Classroom below could negatively affect your class participation points.

FSU Policy on Disruptive Behavior in the Classroom

The *Code of the University of North Carolina* (of which FSU is a constituent institution) and the *FSU Code of Student Conduct* affirm that all students have the right to receive instruction without interference from other students who disrupt classes.

FSU Core Curriculum Learning Outcome under Ethics and Civic Engagement (6.03): All students will “prepare themselves for responsible citizenship by fulfilling roles and responsibilities associated with membership in various organizations.” Each classroom is a mini-community. Students learn and demonstrate responsible citizenship by abiding by the rules of classroom behavior and respecting the rights all members of the class.

The FSU Policy on Disruptive Behavior (see FSU website for complete policy) identifies the following behaviors as disruptive:

1. Failure to respect the rights of other students to express their viewpoints by behaviors such as repeatedly interrupting others while they speak, using profanity and/or disrespectful names or labels for others, ridiculing others for their viewpoints, and other similar behaviors;
2. Excessive talking to other students while the faculty member or other students are presenting information or expressing their viewpoints.
3. Use of cell phones and other electronic devices
4. Overt inattentiveness (sleeping, reading newspapers)
5. Eating in class (except as permitted by the faculty member)
6. Threats or statements that jeopardize the safety of the student and others
7. Failure to follow reasonable requests of faculty members
8. Entering class late or leaving class early on regular basis
9. Others as specified by the instructor.

The instructor may take the following actions in response to disruptive behavior. Students should recognize that refusing to comply with reasonable requests from the faculty member is another incidence of disruptive behavior.

1. Direct student to cease disruptive behavior.
2. Direct student to change seating locations.
3. Require student to have individual conference with faculty member. At his meeting the faculty member will explain the consequences of continued disruptive behavior.
4. Dismiss class for the remainder of the period. (Must be reported to department chair.)
5. Lower the student’s final exam by a maximum of one-letter grade.
6. File a complaint with the Dean of Students for more severe disciplinary action.

Students who believe the faculty member has unfairly applied the policy to them may make an appeal with the faculty member’s department chair.

VII. ACADEMIC SUPPORT RESOURCE:

- Computer Labs
- Citrix – FSU Virtual Office

Please do not hesitate to come to see me and/or the graduate teaching assistant during our office hours. We will try to accommodate you as much as we can. However, a student must demonstrate an initiative to seek help from us, and **please don’t wait till last minute to come to see us for help.**

VIII. COURSE ORGANIZATION:

Unit 1. Getting Started with SPSS (Lessons 1-4)

Unit 2. Creating and Working with Data Files (Lessons 5-10)

Unit 3. Working with Data (Lessons 12-15)

Unit 4A. Working with SPSS Graphs and Output for Windows (Lessons 16A-18A)

Unit 5. Creating Variables and Computing Descriptive Statistics (Lessons 19-21)

Unit 10. Non-Parametric Procedures: Cross-Tabulation/Chi-Square (Lessons 39-41)

Unit 6. t-test Procedures (Handouts & Lessons 22-24)

Unit 8. Correlation and Regression Analysis (Lessons 31 & 33-34)

IMPORTANT DATES:

January 10 (Tues)	First day of class
February 21 (Tues)	Midterm Exam (Written)
March 3 (Sat) - March 11 (Sun)	Spring Break (No classes!)
March 23 (Fri)	Deadline for withdrawing from full-semester classes
April 20 (Fri)	Deadline for withdrawing from the university
April 26 (Thurs)	Last day of lectures
May 3 (Thurs)	Final Exam