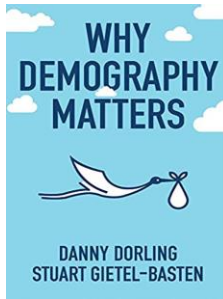


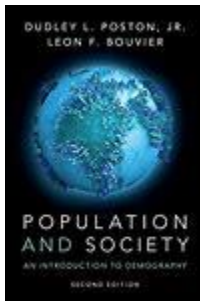


## Required Books:

Dorling, Danny and Gietel-Basten, S. (2017). *Why Demography Matters*. Hoboken, NJ: John Wiley & Sons. ISBN: 978-0-745-69844-0

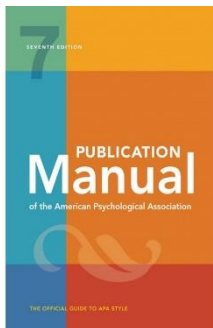


Poston, Jr, D., & Bouvier, L. (2016). *Population and Society: An Introduction to Demography* (2nd ed.). Cambridge: Cambridge University Press.  
doi:10.1017/9781107337237



## Recommended Book:

APA. (2019). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). Washington, DC: American Psychological Association. ISBN: 978-1-4338-3217-8



## Internet Access:

It is imperative you have reliable internet access. If you do not have it at your residence, you will be required to spend time in the Computer Lab. This is important because I will be making important announcements in the course Canvas site and sending you emails---

but most importantly because this is an online course. Also, I will post your grades in Canvas so you will have an “at a glance view” of your current standing in the course. Additionally, you will be required to upload assignments using Canvas.

## Course Requirements

It is essential students read the selected readings detailed in the Course Schedule section of the syllabus prior to the class session. This course is designed with a seminar format in mind, which will require active participation from everyone. Each student is responsible for all the readings and discussion material as they are an integral component for success on the examinations.

## Course Learning Objectives (LO): At the end of the semester, the student will be able to:

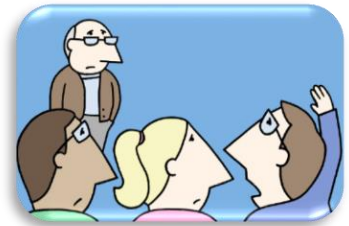
1. Describe the importance of understanding demography for the public administrator (LO1).
2. Navigate through US Census data (LO2).
3. Articulate demographic data and how public managers need to analyze the data for effective public policy making (LO3).
4. Analyze US census data and provide solutions for a regional problem (LO4).
5. Synthesize practical models to relate demography related concepts for people in a community to understand (LO5).

## Attendance Policy:

This is an online course, and you are expected to complete all of the assignments. There may be sessions that we will meet in a synchronous mode. You should make every attempt to attend the session as it will complement the other activities in the course.

## Class Participation:

You are a graduate student, and you are expected to actively participate in this course. You will learn a lot from each other. To maximize the learning environment, it is imperative you read the weekly assignments.



## Missed Exams/Late Assignments:

Unfortunately, illnesses, deaths in the family, or other traumatic events are part of life. Such events are unwelcomed and because I understand how difficult these times are, if you contact me within 24 hours of the event **and** provide documentation, I will be happy to give you a make-up exam or extend an assignment deadline. However, you will not be able to get credit for any work you miss during your absence when it is an in-class exercise.

**The general rule is I will not accept any late assignments.**

Please pay particular attention to the due dates for each assignment. All due dates are specified in the course schedule.

## Student Expectations:

You may be wondering what is expected of you? I have listed the minimum (basic) items that are in your best interests to adhere to because it will help you be successful in the course:

1. Remain current with the course material.
2. Read all the information in its entirety. A graduate student is expected to read and complete all work on time. The seminar format requires you be prepared for the class sessions and participate in the discussions.
3. Be an active participant in all classroom discussions and activities.
4. Attend all class sessions. This is very important because each session builds upon the previous session. In other words, your success in the course depends upon your engagement in all the learning activities.
5. Complete all assignments, projects, and assessments.
6. Submit all assignments on or before the due date.
7. If you need additional clarification, you should be contacting me as soon as practical. Do not wait until the end of the semester to ask for help. (Use the messaging function in Canvas to send me your concerns.)

## Instructor Expectations:

I believe teaching is a two-way street. Therefore, you should also have expectations of me. Here is what you can expect from me.

1. You should expect me to come to class prior to the start time and be prepared to engage you in the subject matter.
2. I will return all your written work in a timely fashion. The written assignments take time to grade, but I will do my best to have them returned within one week.
3. I will also return any emails I receive from you within 48 hours.

## How to Contact Me:

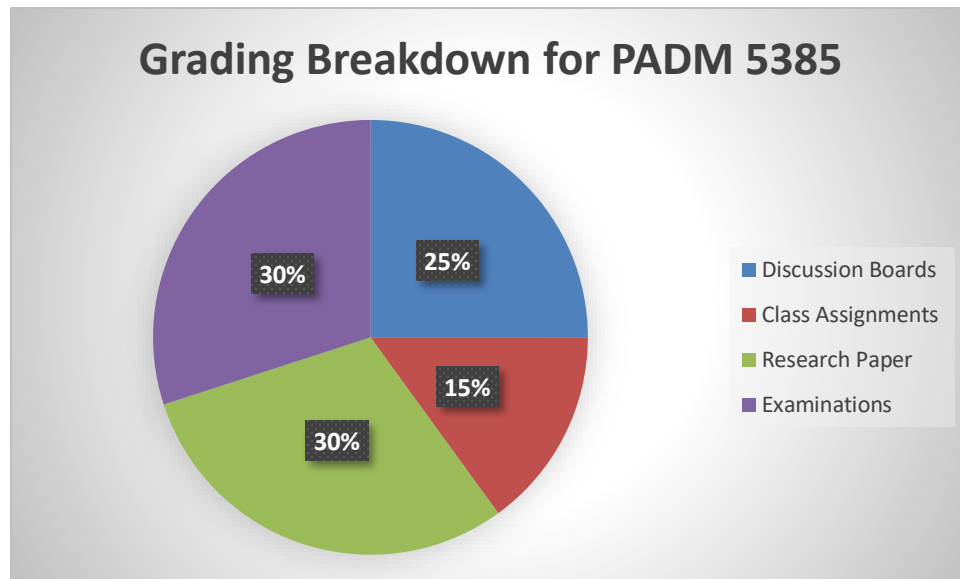
I am very approachable. I am here to help you understand the importance of becoming knowledgeable about the major metropolitan problems public managers confront today. Please ask questions in class and be engaged in the discussion. If you have any questions or concerns, please contact me at the earliest convenience possible.

Email me with any questions you may have through **my University email** account. My email is [dscott@uttyler.edu](mailto:dscott@uttyler.edu) Or, you may call my office phone at 903-566-7414. If I am not in, please leave a message. Email is the preferred method.

**When sending an email, please write in the subject line PADM 5385-060 (then list the item that is the subject of the email).**

## Evaluation Procedures:

1. Discussion Boards:	25%
2. Class Assignments/Quizzes:	15%
3. Semester Research Paper (20%) and Oral Presentation (10%)	30%
4. Examinations (Midterm and Final)	<u>30%</u>
	100%



## Discussion Boards:

There will be several discussions during the semester. Each discussion will require you to think and apply the material you learned in your reading. You must also use evidence to support your position (on all postings this means your first (initial) post and all replies to other student posts). This will require you to use the APA documentation style---to be clear, you must incorporate intext citations into all your postings and documents your references appropriately). **All initial discussion postings are due by 11:59pm each Sunday.** Minimum Assignment Requirements:

1. Use the 7<sup>th</sup> ed. APA formatting guidelines.
2. Use headings as this keeps you focused on what you will write about and it also informs the reader what he or she will read. (It is also an APA requirement)
3. **DO NOT PLAGIARIZE.**
4. Proofread your work! Check spelling, punctuation, and grammar before submission.
5. Cite ALL credible sources to support your argument.
6. You may enter directly into Canvas or upload in Canvas using a Word document (.doc or .docx).
7. Generally, when writing an academic paper, you will not use the same informal type language you use during your daily conversations. Informal, conversational language will negatively impact your grade.

## Class Assignments/Quizzes:

**All weekly class assignments or reading quizzes will be due by 11:59pm every Sunday.** The reading quizzes will consist of true and false or multiple-choice style questions to test the students mastery of the assigned readings for each week. (The assignments are contained in the weekly folder for the specifics of each assignment). These assignments are also designed to help you improve your writing skills because effective writing is extremely important for the public administration student (and professional).

## Semester Research Project (30%):

There will be a paper that will encompass your work throughout the semester on a practical study that I have designed for you. The study will incorporate you using actual US Census Data toward the conclusion of an actual demographic problem or issue in Texas. The paper will include an introduction, literature review, methods, analysis, and discussion sections. No abstract is required.

The details for your paper are below:

1. You must use one-inch margins, Times New Roman with 12 pt. font.
2. Use the 7<sup>th</sup> edition APA formatting standards (title page, number your pages at the top right of each page, headings, reference page, etc.).
3. Complete the paper in Microsoft Word .doc or dox. only. **I will not accept any assignment via email.** It must be uploaded in Canvas (through turn it in)!
4. Between 8-10 full pages that utilizes at least eight (8) peer-reviewed references. (Your title page, and reference pages are not included in the minimum page requirement).
5. No bullets, no pictures, no graphs are allowed- those are fillers. Nice try.
6. DO NOT PLAGIARIZE. If you have a question about how to properly cite a source, please see me.

**Oral Presentation (10%)** will consist of your project being explained or presented on Flipgrid and reviewed by your instructor for 10% of this project. A link will be provided to you in Canvas.

## Examinations:

There will be two examinations for this course. It will be the midterm and final exam for the course. Details for the examinations are in Canvas, but keep in mind it will be a written exercise where you will demonstrate your knowledge and proficiency of the course concepts.

## Missed Exams/Late Assignments:

There are No make-up examinations without written evidence from a medical professional or an extreme family situation. No late assignments will be accepted. No exceptions!

## Grading Scale:

A= (Excellent) 90% and above

B= (Good) 80-89%

C= (Fair) 70-79%

D= (Nominal) 60-69%

F= (Failing) <60%

## Library Resource:

Check out the library resource page for assistance with this course and others you are taking within the Social Sciences Department. The resource page can be accessed through <http://libguides.uttyler.edu/sociology>.

## What is Plagiarism?

Plagiarism is simply using someone else's work and presenting it as your own. You must avoid this at all costs! Your credibility is on the line. Your work product must be your own. If you are borrowing someone else's facts, ideas or opinions without providing the individual proper credit you are stealing. In the academic world this is referred to as plagiarism and the penalty is severe. If the thought is not your own, you must cite your source to give proper credit. If you are borrowing someone else's words, you must enclose them in quotations as well as citing the source. Plagiarism also includes you borrowing, buying or stealing someone else's work product and presenting it as your own. DO NOT commit intellectual theft because you will compromise your academic future.



## Penalties for Plagiarism

Should a faculty member discover that a student has committed plagiarism; the student will receive a grade of 'F' in that course and the matter will be referred to Student Conduct for possible disciplinary action. The faculty member, however, has the right to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade. This option is not available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse.

As for this class, I will simply just give you a final course grade of "F." Fair enough? Let me know if you disagree by the end of the first week of the semester.

**Are You Still Unsure about Plagiarism? Here is how the University articulates it.**

## Statement Regarding Academic Dishonesty

**Academic dishonesty is a violation of University policy and professional standards. If compared to a violation of the criminal law, it would be classed as a felony. Academic dishonesty is defined as cheating, plagiarism, or otherwise obtaining grades under false**

**pretenses. The penalty for academic dishonesty in this class will be no less than immediate failure of the course and a permanent student record of the reason therefore.**

**Many students have an inadequate understanding of plagiarism. Any idea or verbiage from another source must be documented. Anytime the exact words from another author are used they must be enclosed with quotation marks and followed by a citation. However, quotations should only be used on rare occasions. Student papers should be written in the student's own words; therefore, excessive quotations will result in a failing grade.**

Make-up Tests: The *University Catalog* does not establish make-ups as a student right. Major tests are forecasted; therefore, no make-up opportunities are contemplated. Opportunities to make-up missed examinations will be provided only for exceptional reasons and must be documented (e.g., hospital records, obituaries). Make-up examinations may be in forms completely different from original examinations and will be scheduled at the convenience of the instructor.

## Penalties for Cheating

Should I discover you have cheated on any assessment, you will receive a “zero” for the assessment and not be allowed to make the assignment up. The incident will be reported to the chair of the department and (more importantly) to Student Conduct.

## Important Information:

Please refer to the course Canvas site on a frequent basis. You should be referring to the Canvas site prior to each class session because I may post an important announcement. Also, you must check your university email! **I do not tolerate the excuse, “I don’t check my patriot’s email or Canvas, so I never received the course announcement.”** Checking Canvas and your university email is your responsibility as a student.

## Handguns in the Classroom:

The University of Texas at Tyler respects the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.

## Tentative Course Schedule: (Week begins on Monday, ends on Sunday)

<u>Week</u>	<u>Reading(s)</u>	<u>Assignment</u>	<u>Important Dates</u>
Week 1 January 9, 2023 (LO1; LO2)	Ch 1 Poston & Bouvier Ch 1 Doring & Gietel-Basten	Class Introductions Week 1 Quiz Week 1 Discussion Questions	
Week 2 January 16, 2023 (LO1; LO3)	Ch 2 Poston & Bouvier Ch 2 Doring & Gietel-Basten	Week 2 Quiz Week 2 Discussion Questions	1/16/23 MLK Day
Week 3 January 23, 2023 (LO1; LO2; LO3; and LO4)	Ch 3 Poston & Bouvier Ch 3 Doring & Gietel-Basten	Week 3 Quiz Week 3 Discussion Questions	1/23/23 Census Day Second drop for non-payment



Week 4 January 30, 2023 (LO1; LO4; LO5)	Ch 4 Poston & Bouvier Ch 4 Doring & Gietel-Basten	Research topic due Week 4 Quiz Week 4 Discussion Questions	
Week 5 February 6, 2023 (LO1; LO4; LO5)	Ch 5 Poston & Bouvier Ch 5 Doring & Gietel-Basten	Week 5 Quiz Week 5 Discussion Questions	
Week 6 February 13, 2023 (LO1; LO2; LO4)	Ch 6 Poston & Bouvier Ch 6 Doring & Gietel-Basten	Week 6 Quiz Week 6 Discussion Questions Midterm Examination	
Week 7 February 20, 2023 (LO1; LO2; LO3; LO4; and LO5)	Ch 7 Poston & Bouvier Ch 7 Doring & Gietel-Basten	Week 7 Quiz Week 7 Discussion Questions	
Week 8 February 27, 2023 (LO1; LO2; LO3; LO4; and LO5)	Ch 8 Poston & Bouvier Ch 8 Doring & Gietel-Basten	Week 8 Quiz Week 8 Discussion Questions	3/1/23 Final filing deadline for Spring 2023 Graduation
Week 9 March 6, 2023	Midterm Examination Continue Research	Midterm Examination Continue Research	
Week 10	Spring Break	Spring Break	Spring Break
Week 11 March 20, 2023 (LO1; LO2; LO3; LO4; and LO5)	Ch 9 Poston & Bouvier Ch 9 Doring & Gietel-Basten	Research Update Due Week 10 Quiz Week 10 Discussion Questions	3/23/23 Last day to withdraw from one or more 15-week courses
Week 12 March 27, 2023 (LO1; LO2; LO3; LO4; and LO5)	Ch 10 Poston & Bouvier Work on Research	Week 11 Quiz Week 11 Discussion Questions	
Week 13 April 3, 2023 (LO1; LO2; LO3; LO4; and LO5)	Ch 11 Poston & Bouvier Work on Research	Week 12 Quiz Week 12 Discussion Questions	
Week 14 April 10, 2023 (LO1; LO2; LO3; LO4; and LO5)	Ch 13 Poston & Bouvier Work on Research	Week 13 Quiz Week 13 Discussion Questions	
Week 15 April 17, 2023	Research Project Due Video Presentation Due	Research Project and Video Presentation Due	
Week 16 April 24, 2023 (LO1; LO2; LO3; LO4; and LO5)	Final Examination	Final Examination Week	Final Exams 5/2/23 Grades due!

## UNIVERSITY POLICIES AND ADDITIONAL INFORMATION THAT MUST APPEAR IN EACH COURSE SYLLABUS

### UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

### Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

### Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

### UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

### Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar> . Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.

- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

### State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

### Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

### Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

### Student Absence for University-Sponsored Events and Activities

Revised 05/19 If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

### Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students

have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

## Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

## Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. "Cheating" includes, but is not limited to:
  - copying from another student's test paper;
  - using, during a test, materials not authorized by the person giving the test;
  - failure to comply with instructions given by the person administering the test;
  - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
  - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
  - collaborating with or seeking aid from another student during a test or other assignment without authority;
  - discussing the contents of an examination with another student who will take the examination;
  - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
  - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
  - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
  - falsifying research data, laboratory reports, and/or other academic work offered for credit; • taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and

- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. iv. All written work that is submitted will be subject to review by plagiarism software.

### UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- UT Tyler Tutoring Center (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

These policies are also available on the university website, please click the link <https://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf> to confirm the policies are accurate as the university makes changes to the policies periodically. From experience, changes to these policies have occurred without faculty knowledge to ensure this syllabus is updated at the same time as the university makes policy changes. Thus, please verify through the university website. <https://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf>

**I RESERVE THE RIGHT TO MODIFY THIS SYLLABUS AT ANY TIME. THEREFORE, YOUR ATTENTION TO THE ANNOUNCEMENTS IN CANVAS ARE CRUCIAL BECAUSE IT WILL ASSIST YOU REMAIN CURRENT ON THE MATERIAL AND KNOW WHEN THE SYLLABUS MAY BE MODIFIED.**