



FALL 2021

NURS 6320

Data Management Syllabus

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Office Hours: 7:30 PM to 8:30 PM, Wednesday and by individual appointment

**preferred method of contact - email*

Course Description

Strategies for management of quantitative data are explored. Data management software packages are utilized for the creation and analysis of data files. Primary and secondary data sets for research are managed.

Course Learning Objectives

Prerequisites

Successful completion or concurrent enrollment of NURS 6312.

Instructional Goals and Objectives

Student Learning Outcomes
Managing and screening data by identifying variable properties (e.g., scales of measurement) and checking sample distribution (i.e., normality).
Obtaining and interpreting sample characteristics or descriptive statistics (i.e., central tendency, variability, and other aspects of the sample as necessary).
Understanding the mechanism of inferential statistics (i.e., the theory of hypothesis testing and probability).
Knowing the proper statistical test to use to answer group differences and relationships questions.
Testing the corresponding assumptions for the above tests.
Using data analytic software (i.e., SPSS) to conduct the above activities.
Working with primary and secondary data from research studies.
Apply the "7 steps of data analysis" to research study data.

Grading Policy and Criteria

Specific guidelines and grading criteria for all assignments are in the Modules. Final grades for the course will be determined based upon the following point assignments:

- A - 90-100
- B - 80-89
- C - 70-79
- D - 60-69
- F - Below 60

Grades will not be rounded when calculating the average (79.5 is not rounded to 80 and 89.5 is not rounded to 90). Students are expected to achieve an average of 80% (B) to successfully complete the course. Late policy: *Permission for late assignments must be obtained prior to due dates. If no permission is granted, late submissions will incur a 5 point per day deduction. Extenuating circumstance may apply.* Weekly written work will be graded along with student's edited copy from student writing partner. Grading criteria are found in the Modules and Assignments file.

Assessment Methods	Percentile
Quizzes (5)	40%
Data Assignments (5)	40%
Data Management Project	20%
	100%

Important Course Dates:

Note: The complete course schedule is available in the Course Canvas site.

Census Date: **Friday, September 10**

Last Date to Withdraw: **Tuesday, November 2**

<https://www.utt Tyler.edu/registrar/registration/withdrawals.php>

Attendance and Make-up Policy

Attendance / participation is expected. Make-up for exams, quizzes, assignments, and required face to face time is at the discretion of the instructor.

Required Textbooks/Materials

Bannon, W. M. (2013). *The 7 steps of data analysis: A Manual for Conducting a Quantitative Research Study*. Brooklyn, NY: Stats Whisperer Press. ISBN 9780615857299

Order directly from: <http://www.statswhisperer.com/>

Pallant, J. (2020) *SPSS Survival Manual*, 7th edition. New York: McGraw Hill Education (available at University B & N bookstore or online).

REQUIRED SOFTWARE

The most recent version of SPSS: Statistics package for the social sciences.

IBM® SPSS® Statistics Standard GradPack 28 (6 and 12 month licenses available at <http://www.onthehub.com/spss/>) You will use this software throughout the program, so you may want to

consider the 12 month license. (DO NOT purchase the basic package; it does not have all the functionality you need for course work).

Written Assignments

- All written assignments are to be completed in Microsoft Word and/or SPSS and submitted by the published due date and time. Deadlines are listed in the **Course Calendar and in Canvas**.
- Please note that all written assignments must be submitted by midnight U.S. Central Time on the due date.
- All written assignments should be submitted through the link in the assignments tab.
- Plagiarism is a serious academic offense. Please avoid the consequences of academic dishonesty by citing all sources that you use in your work Assignments/Projects.

When assignments are received, we will open them in Microsoft Word and will use Track Changes for grading. This will enable us to make edits, comments, ask questions, etc. We will then return your assignment to you in the **Grades** link on the left side. You are responsible for checking **Grades** to get feedback from us.

Email and Course Discussions

You are required to use your patriots email account for all course correspondence. Please get in the habit of checking the patriots email account daily. To communicate by email within the course with other participants or all participants, click the INBOX in the GLOBAL NAVIGATION on the far-left side of the frame. Select the course (Quantitative Research Design, select student or teacher, then the name or names of the person(s), click compose a message, write your message, and click Send to send a message. You are able to send messages to the instructor(s) and other students in the course. The course email for your instructor: dalfred@uttyler.edu

We will make every effort to respond quickly to your emails. Generally speaking, we check email inboxes several times a day during the workweek and less frequently on the weekend. One caveat: technical problems in email systems may slow down responses!! Our priority is communicating with you, so if there are any problems, we will work with you to solve them.

Discussion Board

The **Discussions** feature is an online discussion forum in which students and faculty can communicate asynchronously (anytime) via message postings. Although we will not use a lot of discussion in this course, we will have an ongoing Course Questions Discussion forum. This forum is a place where general course related questions should be posted. Your instructor will monitor this forum several times a week and respond appropriately to your questions. Chances are other students need the same information and this forum allows for open sharing of communication.

When you click the Discussions tab on the left side of your course page, a listing of general subject categories will appear in a table format. The instructor has control of what general subject categories are available for discussion in the course. Click on the category of interest and click Reply. Students may introduce and name threads under the general subject or may reply to the threads of other students. That is why it is called "Discussion." Students can respond to threads in the course discussion. To respond to a thread:

- In the Discussions area, you will see a list of forums
- Click on a forum link to open it and view the contents within
- Open a message
- Click Reply to respond to the message
- Click Post Reply

Your response will now appear in the table, along with your name as author and date/time of posting. Check the **Discussions** section often. Since the discussion is asynchronous, other responses will be submitted after your post. Be sure to check the Discussions each time you log into the course to view any added material and respond to your colleagues' comments. As noted above, we will have a "Course Questions" thread open all the time where we will answer any questions or respond to any deep thoughts you may have.

School of Nursing Policies and Additional Information

https://www.uttyler.edu/nursing/college/student_guide_and_policies.php

UT Tyler Resources for Students

University Policies and Additional Information and Resources for Students (updated 7-22-2021)

[UT Tyler Student Accessibility and Resource \(SAR\) Office](#) (provides needed accommodations to students with document needs related to access and learning)

[UT Tyler Writing Center](#)

[The Mathematics Learning Center](#)

[UT Tyler PASS Tutoring Center](#)

[UT Tyler Supplemental Instruction](#)

[Upswing \(24/7 online tutoring\) - covers nearly all undergraduate course areas](#)

[Robert Muntz Library \(Links to an external site.\)](#) and [Library Liaison](#)

[UT Tyler Muntz Library](#) (903 566-7343), Library Liaison for Nursing, Suzanne Abbey (903.566.7165) email: sabbey@uttyler.edu and Michael Skinner michaelskinner@uttyler.edu

[Canvas 101](#) (learn to use Canvas, proctoring, Unicheck, and other software)

Digital Support Toolkit (for supported courses only. Students are automatically enrolled in the toolkit for supported courses)

LIB 422 -- Computer Lab where students can take a proctored exam

[The Career Success Center](#)

[UT Tyler Testing Center](#)

[Office of Research & Scholarship Design and Data Analysis Lab](#)

Resources available to UT Tyler Students

[UT Tyler Counseling Center](#) (available to all students)

[TAO Online Support Center](#) (online self-help modules related to mental & emotional health)

[Military and Veterans Success Center](#) (supports for all of our military affiliated students)

[UT Tyler Patriot Food Pantry](#)

[UT Tyler Financial Aid and Scholarships](#)

[UT Tyler Registrar's Office](#)

[Office of International Programs](#)

[Title IX Reporting](#)

[Patriots Engage](#) (available to all students. Get engaged at UT Tyler.)

University Policies and Information

Withdrawing from Class: Students you are allowed to [withdraw](#) (drop) from this course through the University's [Withdrawal Portal](#). Texas law prohibits students 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 other 2-year or 4-year Texas public colleges and universities. Make sure to consider the impact withdrawing from this class has on your academic progress as well as the financial implications. We encourage you to consult your advisor(s) and financial aid for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule](#). CAUTION #2: All international students must check with the [Office of International Programs](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms.

Final Exam Policy: Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members are required to maintain student final examination papers for a minimum of three months following the examination date.

Incomplete Grade Policy: If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average for a student.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the Incomplete will be changed to an F, or to NC if the course was originally taken under the CR/NC grading basis.

Grade Appeal Policy: UT Tyler's Grade Appeal policy requires the completion of a Grade Appeal form for this action to take place. The grade appeal begins with the instructor of your course. If you do not agree with the decision of the instructor, you may then move your appeal to the department chair/school director for that course. If you are still dissatisfied with the decision of the chair/director, you may move the appeal to the Dean of the College offering that course who has

the final decision. Grade appeals must be initiated within sixty (60) days from the date of receiving the final course grade. The Grade Appeal form is found on the [Registrar's Form Library](#).

Disability/Accessibility Services: The University of Texas at Tyler has a continuing commitment to providing reasonable accommodations for students with documented disabilities. Students with disabilities who may need accommodation(s) in order to fully participate in this class are urged to contact the Student Accessibility and Resources Office (SAR) as soon as possible to explore what arrangements need to be made to ensure access. If you have a disability, you are encouraged to visit the [SAR Portal \(https://hood.accessiblelearning.com/UTTyler/\)](https://hood.accessiblelearning.com/UTTyler/) and complete the New Student Application. For more information, please visit the [SAR webpage](#) or call 903.566.7079.

Military Affiliated Students: UT Tyler honors the service and sacrifices of our military affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with me if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make me aware of any complications as far in advance as possible. I am willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. Campus resources for military affiliated students are in the [Military and Veterans Success Center \(MVSC\)](#). The MVSC can be reached at MVSC@uttyler.edu, or via phone at 903.565.5972.

Academic Honesty and Academic Misconduct: The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) in the Student Manual Of Operating Procedures (Section 8).

FERPA: UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [University Policy 5.2.3](#). The course instructor will follow all requirements in protecting your confidential information.

COVID Guidance

Information for Classrooms and Laboratories: Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by [Procedures for Fall 2020 Return to Normal Operations](#). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

Recording of Class Sessions: Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other

information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

Absence for Official University Events or Activities: This course follows the practices related to approved absences as noted by the Student Manual of Operating Procedures ([Sec. 1 -501](#)).

Absence for Religious Holidays: Students who anticipate being absent from class due to a religious holiday are requested to inform the instructor by the second class meeting of the semester.

Campus Carry: We respect 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>.