



Spring 2021

NURS 6320

Data Management Syllabus

Faculty:

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**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: **Monday, January 22**

Last Date to Withdraw: **Monday, March 23**

<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/>

REQUIRED SOFTWARE

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

IBM® SPSS® Statistics Standard GradPack 27 (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 Email

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 instructors: dalfred@uttyler.edu or bmcalister@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/documents/son_student_guide.pdf

University Policies and Additional Information (updated 8/20/2020)

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.

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. "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. All written work that is submitted will be subject to review by plagiarism software.

Important Covid-19 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.

PHOTO/VIDEO/AUDIO/CHAT RELEASE STATEMENT

I agree to participate in the photo opportunities available at The University of Texas at Tyler and give U.T. Tyler permission to use those photos in any advertising or marketing promotions (print/electronic/outdoor advertising, faculty presentations, and publications). Students are responsible to notify the School of Nursing Administrative Assistant if they do not consent to this policy.

Class sessions may be recorded by the instructor for use by students enrolled in this course. Most course recordings are not shared outside of the course however occasionally videos are shared with other students/faculty outside the course but within the university. This includes video, audio and chat discussions within the recorded session. Students are responsible to notify the course faculty if they do not consent to this policy.

UT Tyler Resources for Students

- [UT Tyler Writing Center](#) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](#) (903.565.5964), 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)
- [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