1. Information about the program

1.1 Higher education institution	Babeş-Bolyai University
1.2 Faculty	Faculty of Political, Administrative and Communication Sciences
1.3 Departament	Public Administration Department
1.4 Field of study	Administrative Sciences
1.5 Study cycle	II. Master Studies
1.6 The program of study / specialization	Public Administration

2. Discipline data

2.1 Course title		Research Design, Data Collection and Analysis			
2.2 The discipline holder		Raluca Antonie			
2.3 Holder of seminar activities		Raluca Antonie			
2.4 Year of study	1	2.5 Semester	1	2.6. Type of evaluation	Project

2.7 Discipline regime	Mandatory

3.
4. Prerequisites (where applicable)

4.1 curriculum	•
4.2 competence	• Time management • Communication skills • Using Microsoft Office

5. Conditions (where applicable)

5.1 of the course	-
5.2 to conduct seminar / laboratory	-

6. Specific skills acquired

Professional skills	• Use of the social research toolkit • Capacity to design and implement a research • Use of social research tools and techniques • Capacity to collect data • Capacity to analyze and interpret data

Transversal competences	• Team work • Develop critical thinking • Public speaking and presentation skills • Analysis and synthesis • Develop "empathy and responsiveness" for your audience • Use technology interactivelly

7. Course objectives (based on accumulated skills grid)

7.1 General objective of the discipline	This course aims at presenting social research methods and covers four broad topics: the foundations of social science, research design, data collection, and data analysis. In discussing each topic, we will also consider the ethical implications of social research. Social research is a craft, and like any other craft, it takes practice to do it well. Therefore, our approach will be hands-on right from the start. You will have opportunities to *learn by doing* in all aspects of the course—in class meetings, the computer lab, and out-of-class assignments.
7.2 Specific objectives	By the end of the course, you should be able to: 1. Formulate good research questions and design appropriate research. 2. Collect your own data using a variety of methods. 3. Analyze both qualitative and quantitative data using computer-based skills. 4. Critically evaluate your own research and that of other social scientists.

8. Contents

8.1 Course	Teaching methods	Observations
1. Welcome to Research Course	Presentation. Discussions	The research course consists in communicating the fundamentals of research, course requirments, content, schedule of the course, methods of evaluation and getting feebcack from students about these topics. Topics to cover: • Course introduction • Why social research methods? • What is social science? • What is a research design?
2. Generation of Hypotheses and Theories; Identifying and Selecting Important Research Topic	Presentation. Discussion, debate	Topics to cover:

3. Conceptualization and Measurement	Presentation. Discussion, debate	Topics to cover: • Variables • Concepts and measurement • Levels of measurement • Units of analysis • Validity and reliability
4. Sampling	Presentation. Discussion, debate	Topics to cover: • Why sample? • Types of sampling • Sampling distributions
5. Experiments and Experimental Thinking	Presentation. Discussion, debate.	Topics to cover • Types of experiments
6. Interviewing I	Presentation. Discussion, debate	Topics to cover • About the qualitative/quantitative split • Unstructured/semistructured interviewing • Focus groups
7. Interviewing II	Presentation. Discussion, debate	Topics to cover: • Structured interviewing • Survey research • Questionnaire development
8. Observation of Behavior	Presentation. Discussion, debate	Topics to cover: • Participant observation • Direct and indirect observation
9. Text Analysis	Presentation. Discussion, debate.	Topics to cover • Interpretive analysis • Discourse analysis • Grounded theory • Content analysis
10. Integration and Review	Presentation. Discussion, debate.	Topics to cover: • Evaluting research designs • Using multiple methods
11. Documentation	Presentation. Discussion, debate	Topics to cover: • How to read?

		• How to write? • Citation systems
12. Research Using Available Data	Presentation. Discussion, debate	Topics to cover: • Data sources • Data quality
13. The Process of Social Research	Presentation. Discussion, debate	Topics to cover: • Social problems v. *research* problems • Theory and methods • Basic research strategies • The literature search • Ethics in social research
14. Secondary Research (Secondary Data Analysis)	Presentation. Discussion, debate	Topics to cover: • Secondary analysis of survey data • Longitudinal and cross-sectional tests

Bibliography

1. Schutt, Russell K. (1999) *Investigating the Social World: The Process and Practice of Research*. Second Edition. Thousand Oaks, CA: Pine Forge Press.
2. Schutt, Russell K. and Matthew Archibald (1999) *Study Guide and Activities to Accompany Investigating the Social World*. Second Edition. Thousand Oaks, CA: Pine Forge Press.
3. SPSS *Studentware*, Statistical Software Package Two 3.5" floppy disks.
4. Supplementary (not required): Shaffer, Richard, et al. (2000) *SPSS for Windows, Version 9: A Brief Tutorial.*

Evaluation	Written Project