IDENTIFYING DATA

Social research techniques and methodologies applied to public administrations

Subject	Social research techniques and methodologies applied to public administrations
Code	P04G091V01604
Study programme	(*)Grao en Dirección e Xestión Pública

Descriptors	ECTS Credits	Type	Year	Quadmester
	6	Mandatory	3rd	2nd

Teaching language	Spanish Galician English
Department	
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Lecturers	Torres Outón, Sara María Vidal Puga, Juan José
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General description	This course aims to provide students an understanding of the methodology and techniques for both qualitative and quantitative research applied to Public Administration.

Competencies

Code	
CB1	Students have demonstrated to possess and understand knowledge in an area of study that starts from the base of general secondary education, and is usually found at a level that, although supported by advanced textbooks, also includes some aspects that imply knowledge coming from the vanguard of his field of study.
CB2	Students know how to apply their knowledge to their work or vocation in a professional manner and possess the skills that are usually demonstrated through the elaboration and defense of arguments and the resolution of problems within their area of study.
CB3	Students have the ability to gather and interpret relevant data (usually within their area of study) to make judgments that include a reflection on relevant social, scientific or ethical issues.
CB4	Students can transmit information, ideas, problems and solutions to a specialized and non-specialized audience.
CB5	Students develop those skills of necessary learning to undertake back studies with a high degree of autonomy.
CG1	Skills in the search for information, in relation to primary and secondary information sources, including the use of computers for online searches
CG5	Ability to interpret data obtained from observation with regard to their meaning and establish links with the appropriate theories in the field of public management and administration.
CG6	Perseverance skills for performing tasks and missions and confidence in one□s own work.
CE28	To be able to apply the methods, models and techniques of quantitative and qualitative data.
CT4	Skill for independent resolution of problems in relation with information qualitative and quantitative know
CT8	Capacity to cooperate teamwork and open to different points of view and opinions
CT9	Capacity to create critical thinking and self-criticism

Learning outcomes

Learning outcomes	Competences

Design and carry out a research using suitable qualitative and quantitative techniques.	CB1	CG1	CE2	CT4
	CB1	CG6	CE8	CT8
	CB2		CE28	
	CB2			
	CB3			
	CB4			
	CB5			
	CB5			
Understand the processes and criteria for quality research and critically evaluate others' research findings.	CB1	CG1	CE2	CT8
	CB1		CE8	CT9
	CB2			
	CB3			
	CB4			
	CB4			
	CB5			
	CB5			
Interpret correctly the meaning of the results of the qualitative and quantitative analyses.	CB1	CG5	CE2	CT4
	CB1	CG6	CE8	CT8
	CB2		CE28	CT9
	CB2			
	CB3			
	CB4			
	CB5			
	CB5			
Use computing tools that allow the application of the studied methods and techniques.	CB5	CG6	CE1	CT1
			CE2	CT2
			CE3	CT4
			CE4	CT4
			CE12	CT7
			CE21	CT10
			CE22	CT13
				CT14
				CT17
				CT18
				CT19
				CT20

Contents

Topic	
1. Science as cognitive paradigm and the scientific condition of the Social Sciences	Ontology, epistemology and methodology of the science. The methodological plurality.
2. Research as a process; designs and strategies	Research design and operacionalization. Designs and strategies.
3. Qualitative techniques for research	Observation and documentary selection. The interview and the technical groups.
4. Quantitative techniques for data collection	Empirical translation of the theory. Technique of scales. Survey by sampling. Quality of the sources of information. Official statistical sources.
5. Quantitative technicians for data analysis	Normal populations. Central limit theorem. The distribution of the average of the sample. Interpretation of a confidence interval. Size of the sample to estimate the average. Distribution of a proportion. Multiple linear regression. Statistical hypothesis testing.
6. Computing applied to the resolution of practical cases	Use of spreadsheets for the application of the concepts and quantitative techniques to the resolution of exercises and practical cases.

Planning

	Class hours	Hours outside the classroom	Total hours
Introductory activities	1	0	1
Lecturing	28	28	56
Problem solving	6	6	12
Autonomous problem solving	0	11	11
Computer practices	6	6	12
Problem and/or exercise solving	4	30	34
Essay	0	24	24

*The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

Methodologies

	Description
Introductory activities	Introductory activities.
Lecturing	Basic contents and theory.
Problem solving	Resolution of problems and/or exercises related with the subject.
Autonomous problem solving	Resolution of proposed problems and/or exercises. The students should upload the answers on time using the eLearning platform.
Computer practices	Use of computer tools.

Personalized assistance

Methodologies	Description
Lecturing	Lectures in order to convey basics, theory and other relevant information for the course.
Problem solving	The proposed exercises will have their resolution available so that the students can check their answers.
Computer practices	The students will have the chance to apply the theory presented in the lectures.

Tests	Description
Essay	The students should work individually and in groups.

Assessment

	Description	Qualification	Evaluated Competencess			
Problem solving	Individual assignments proposed at the theoretical and practical classes.	10	CB3	CG5	CE28	CT4
Problem and/or exercise solving	Evaluation of the theory and the practical classes.	60	CB1 CB2 CB4	CG5	CE28	CT4
Essay	Jobs and projects that the students have to develop either individually or in groups.	30	CB1 CB3 CB5	CG1 CG6		CT4 CT8 CT9

Other comments on the Evaluation

GENERAL NOTES

For students NOT taking classes in English language, assessment details are explained in the Galician and Spanish version of this guide.

Students taking classes in English language follow a methodology and evaluation that will be explained on the webpage in FaiTIC.

Sources of information

Basic Bibliography

Callejo Gallego, Javier; Del Val Cid, C.; Gutiérrez, J.;Viedma, A., **Introducción a las técnicas de investigación social**, Centro de Estudios Ramón Areces, 2010

Callejo Gallego, Javier; Viedma Rojas, Antonio, **Proyectos y estrategias de investigación social: la perspectiva de intervención**, McGraw-Hill, 2005

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Bryman, A., **Social research methods**, 3rd edition, Oxford University Press, 2008

Punch, Keith F., **Introduction to social research : quantitative and qualitative approaches**, 2nd edition, SAGE,, 2005

Complementary Bibliography

Babbie, E., **The Practice of Social Research**, 14th Edition, Wadsworth Publishing, 2015

Carlberg, Conrad George, **Análisis estadístico con Excel**, Anaya Multimedia, 2012

Chalmers, Alan F, **¿Qué es esa cosa llamada ciencia?**, 2ª ed. rev. y ampl., Siglo XXI, 2010

Converse, J.; Presser, S., **Survey Questions Handcrafting the Standardized Questionnaire**, Volume 63, SAGE Publications, 1986

Gallardo, Agneta, **Curso básico de LibreOffice Calc**, SlideShare, 2017

Machi, L.; McEvoy, B., **The Literature Review: Six Steps to Success**, 2nd Edition, Corwin Press, 2012

Pozo Triviño, M.I.; Vaamonde, A.; Casado Neira, D.: Pérez Freire, S.; Vaamonde Paniagua, A.; Fernan, ⬜**Specialised training for interpreters working with gender violence victims/survivors. A report on the Delphi survey carried out on interpreters during the Speak out for Support (SOS-VICS) project. F**, Universidade de Vigo, 2004

Ritchey, F.J., **Estadística para las ciencias sociales**, Segunda edición, McGraw-Hill, 2008

Scheaffer;Mendejall;Lyman, **Elementos de muestreo**, Thomson, 2006

Valles Martínez, Miguel S., **Técnicas cualitativas de investigación social: reflexión metodológica y práctica profesional**, Síntesis, D.L., 1997

Recommendations

Subjects that it is recommended to have taken before
Statistics: Introduction to administrative statistics/P04G091V01202

Other comments
ENGLISH GROUP: The maximum size of the English group is 20 people or 50% of the students, the first limit reached. If necessary, the lecturer will establish the criteria based on the accredited knowledge of the language and the order of application.