**4720 Exam Checklist**

1. Week 1: introductory definitions
   1. What is public administration?
   2. What is nonprofit management?
   3. Looking at charts – what are the variables/research questions
   4. What is research?
   5. All about variables- attributes or categories; independent/dependent
2. Week 2: Research questions and key statements
   1. The research proposal – parts, order
   2. Research questions – types, key words
   3. Types of research
   4. Key statements
      1. Research questions
      2. Variable identification
      3. Hypothesis
      4. Purpose statement
      5. Writing research questions and hypotheses
      6. Other definitions
         1. Qualitative v quantitative
         2. Pure and applied research
         3. The time dimension in research: cross-sectional and longitudinal
3. Week 3: research design, ethics, literature reviews, APA
   1. Research design steps
   2. Operationalizing concepts
   3. ethics
      1. The three principles
      2. Belmont report
      3. IRB
      4. Anonymous and confidential
   4. Literature reviews
      1. Literature reviews
      2. Writing in the proposal
      3. APA
4. Week 4: Indexes & scales and building a survey
   1. Indexes and scales
   2. Building a survey
5. Articles:
   1. Hager and Brudney: Volunteer Management Practices
   2. McGuire/Silvia\*: Emergency Management
6. All blogs and individual assignments