SOC 3325 – SOCIAL RESEARCH & DATA ANALYSIS – SYLLABUS
(SIMPSON, SPRING 2020, 9:30-10:45am, A213)

Campus Office Hours: W 11-3p & by Appointment

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Online Contact Hours: MW 9-12p (via email, subject “SRsearch”)

COURSE DESCRIPTION
This course provides a review of the methods of social research, including both qualitative and quantitative approaches.

PREREQUISITES: None [SOC 1301 Strongly Recommended]   SEMESTER UNITS: 3

REQUIRED TEXTS AND MATERIALS
Professor will provide required material and/or links to online resources.

- Resources will be free or freely accessible through ASU library subscriptions

TECHNOLOGY REQUIREMENTS
- Computer: Windows (7 or higher) or MAC (OSX 8.5 or higher) with updated browser
- High Speed Internet Access with reliable, WIRED connection for time crucial tasks
- Ability to use Office software, PDF Readers, and watch/steam/download videos
- Ability to use Blackboard & features like Turnitin & forums

STUDENT LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
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<tbody>
<tr>
<td>By completing all course requirements, students will be able to:</td>
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<tr>
<td>1. Gaining factual knowledge</td>
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<tr>
<td>2. Learning fundamental principles, generalizations, or theories</td>
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<td>3. Learning to apply course material</td>
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<td>4. Developing skill in expressing oneself orally or in writing</td>
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<tr>
<td>5. Learning how to find and use resources for answering questions or solving problems</td>
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<tr>
<td>6. Learning to analyze and critically evaluate ideas, arguments, and points of view</td>
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<table>
<thead>
<tr>
<th>Assignment(s) or activity(ies)</th>
</tr>
</thead>
<tbody>
<tr>
<td>best validating outcome achievement:</td>
</tr>
<tr>
<td>1 &amp; 2 Videos &amp; Articles</td>
</tr>
<tr>
<td>3 &amp; 5 Homework &amp; Quiz</td>
</tr>
<tr>
<td>4 &amp; 6 Lectures/Discussions</td>
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DELIVERY METHOD
This lecture/discussion course meets face to face. Students will participate in class discussions and activities. They will engage in a variety of written assignments related to conducting research including, but not limited to, writing research questions, forming hypotheses, creating mind maps, summarizing articles, coding documents, and using sociological theories to make sense of data. Papers longer than one page will be submitted to the instructor via Turnitin on the course website. Grades will also be available via Blackboard. Students can access the course website at ASU's Blackboard Learning Management System.

TEACHING STRATEGIES
- In addition to in-class lectures and discussions, various videos/articles will be accessible online.
- A variety of resources are used instead of a single textbook to allow students to focus on the research process and teach them how to make research-related decisions in an environment teaming with conflicting interests and methods.
- This course will emphasize questions more than answers and listening more than speaking.
- Students are expected to come to class prepared, ready to engage one another in a positive way, and ask questions that may challenge their own assumptions of the way things are or ought to be.
- Students are expected to support claims using scientific studies/articles/sources whether in a graded assignment or in class. For example, they should avoid using phrases like “I think,” “I feel,” or “In my opinion/experience.” Nor should they talk about how they, their friends or relatives don’t fit the conclusions presented in this or that study. Such anecdotal examples are not evidence or support for or against claims. Sociologists use big data, social trends/patterns, and large-scale empirical studies/research to make scientific claims. Isolated examples do not contribute to the academic discourse.
- Students are responsible for keeping track of their progress, deadlines, and grades during the semester.
- Students must seek help early if they have problems, questions, or concerns during the semester.

GRADING SYSTEM
Course grades will be dependent upon completing course requirements and meeting the student learning outcomes. The following grading scale is in use for this course:

\[
\begin{align*}
A &= 300-270 \text{ points} \\
B &= 269-240 \text{ points} \\
C &= 239-210 \text{ points} \\
D &= 209-180 \text{ points} \\
F &= 0-179 \text{ points}
\end{align*}
\]

Note that grades are earned, not given. Students do not have a right to be bumped to the next highest grade just because they were close, anymore than Olympic athletes have a right to a gold metal just because they were 1/100 sec behind the winner.

EVALUATION AND GRADES
Available points are distributed as follows:

<table>
<thead>
<tr>
<th>ASSESSMENT</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing Assignments</td>
<td>150</td>
</tr>
<tr>
<td>In-class Activities (10 points/Step, 0-7)</td>
<td>80</td>
</tr>
<tr>
<td>Concept Quiz</td>
<td>70</td>
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<tr>
<td>TOTAL COURSE GRADE</td>
<td>300</td>
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OTHER GRADE-RELATED TOPICS
ATTENDANCE/PARTICIPATION is MANDATORY. It is also vital to your success since the material is presented in steps that build on one another. While limited makeups may be possible for students with acceptable reasons for missing, more than a couple of absences will adversely affect performance and render makeups impractical for the student and the professor.
ASSESSMENT MEASURES/ACTIVITY DESCRIPTIONS

Lectures/Discussion/Activities are designed to give you an opportunity to learn, engage, clarify, and grapple with the concepts & principles related to doing high-quality sociological research.

Supplemental Material like Videos/Articles/Charts/Etc. are will be presented in class and online to help clarify and enrich your understanding of the research process and to provide more examples than we can cover in class.

Writing assignments are designed to make you think critically about how course concepts relate to one another, to you, and to research.

The Concept Quiz is designed to test your competence in the essential concepts & principles of sociological research AND your ability to apply that knowledge to real world situations in an ethical/socially responsible way.

COMMUNICATING WITH THE PROFESSOR

In most cases, Dr. Simpson will respond to your email within 24 hours during working hours Monday through Friday. After 5pm response times might be longer. Weekend messages may not be returned until Monday.

Written communication via Blackboard: There is a discussion on the forum to ask questions.

Written communication via email: All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. Please start your subject line with “SResearch” so your message does not get buried. I can search by that term instead of sifting through 300-400 emails.

Please be polite. Would you rather get an email that says “I think there has been a mistake…” or one that says, “Why didn’t you give me a grade for…”, “Explain to me how it is that I got a D on…”, and “I know I did/uploaded that and you didn’t give me credit…?”

Virtual communication: Contact hours will be via email (or Blackboard’s Connect! if needed).

SUBMITTING WORK

In this class, work not done during class will be submitted through the Blackboard course website. Since technology issues do arise from time to time, be prepared. Keep copies of work and upload assignments early, rather than waiting until the last minute on the day of the deadline. Double check to be sure the work you just uploaded is there even after you get a confirmation from Turnitin. Check the gradebook often. If a technology issue does occur regarding an assignment submission, email me ASAP at ssimpson7@angelo.edu explaining the problem and attach a copy of what you are trying to submit. Please contact the IT Service Center at (325) 942-2911 or go to your Technology Support tab to report the issue. This lets me know you completed the assignment on time and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, if the deadline has not yet passed, submit your assignment through the appropriate link. This process will document the problem and establish a timeline.

Remember though, it is your responsibility to be sure your work has been uploaded on time. If it is not on Blackboard, you will get a zero. Deadlines will NOT be extended, or work reopened unless there has been a verifiable, university-wide problem.
LATE & MISSING WORK POLICY

The course is divided into three modules that follow the research process presented in introductory sociology textbooks. For the purpose of clarity, a week begins on Monday and ends on Sunday. Due dates for all assessment measures will be given in class and shown on the calendar/schedule and/or posted within Blackboard with the upload link.

Be advised that assignments accepted online will only be available for the times/dates indicated and will disappear after the deadline, so doing work late is not an option. Please plan accordingly.

It is your responsibility to do your work, follow directions for submission, turn it in on time, and double/triple check that your work has been uploaded as we go through the semester. If your paper or other assignment is not there, it can’t earn any points.

Note: Keep in mind that missing work will impact your grade. There is no busy work or point padding in this course. Failing to do this or that assessment can mean the difference between one grade and a lower one at the end of the semester. It happens a LOT. Don’t ask to do extra credit to make up for required work you did not complete. Don’t tell me you won’t graduate if I don’t pass you. Don’t get some well-meaning advisor, coach, or other individual to contact me to “help you” out. Do not wait until the last week or two of the semester to scour the grade book for missing or incorrect grades. You should check grades as you go along. If you get a zero for work you did or get a score you think is incorrect, you only have five days to point it out. After that, the grade becomes permanent whether it was in error or not. This policy is to prevent point “fishing” at the end of the semester when some students realize how close they were to a higher grade and are desperate to find points.

PROBLEM WITH A BLACKBOARD GRADE?

Check your grades regularly. If you do not have a score within a week of submission, receive a zero on an assignment you completed, or get a score you think is in error, please do NOT wait until the end of the semester to point it out. Send an email, speak to me during office hours or before class so I can check it for you.

COURSE SCHEDULE

A schedule for this course was already disseminated to students but is included at the end of this syllabus for reference. Note that all assessment measures listed are due at 11:59pm if students are required to turn them in online. In-class exercises are usually due at the end of class on the day assigned (unless otherwise stated). The date for the concept quiz is not yet set but will occur during Part 2. Students will be informed of the date/time, content, and format of the quiz at least one week before they take it.

SYLLABUS CHANGES

A syllabus is not a contract. It is a plan, like a speech, that one prepares in good faith about how a given class should flow. In the real world, however, plans need to be flexible and adapt to unexpected situations or problems. To that end, Dr. Simpson reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, she will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.
General Policies Related to All Courses at ASU

All students are required to follow the policies and procedures presented in these documents:

- Angelo State University Student Handbook
- Angelo State University Catalog

Student Responsibility and Attendance

**Online:** This class is asynchronous, meaning you do not have to be on-line at a certain time. There are readings which you will have to complete to be able to adequately participate in individual and group assignments. In order to complete this course successfully, you do have to participate in all course activities i.e. discussion boards, course projects, reflective logs, etc. Students are expected to engage in course activities and submit work by due dates and times. The hope is that students will make substantive contributions which reflect integration of assigned materials as well as any outside readings as appropriate. Scholarly contribution is an expectation. For planning purposes, this class will probably require a minimum of 6-9 study hours per week on average.

Academic Integrity

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The College of Health and Human Services adheres to the university’s Statement of Academic Integrity.

Accommodations for Students with Disabilities

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford  
Director of Student Disability Services  
Office of Student Affairs  
325-942-2047  
dallas.swafford@angelo.edu  
Houston Harte University Center, Room 112

Incomplete Grade Policy

It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

Plagiarism

Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.
Papers are subject to be evaluated for originality. Resources to help you understand this policy better are available at the ASU Writing Center.

**Student Absence for Observance of Religious Holy Days**

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

**Copyright Policy**

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

**Student Evaluation of Faculty and Course**

Students in all programs are given the opportunity to evaluate their courses and the faculty who teach them. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty value student evaluations, and use student suggestions in making modifications in courses, labs and clinical experiences.

Angelo State University uses the IDEA (Individual Development and Educational Assessment) system administered through Kansas State University for all course evaluations. The Office of Institutional Research and Assessment administers IDEA for the entire university, online and has established a policy whereby students can complete course evaluations free from coercion.

**Title IX at Angelo State University**

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form)
Face to face: Mayer Administration Building, Room 210
Phone: 325-942-2022
Email: michelle.boone@angelo.edu

*Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator.*

**SHOULD YOU WISH TO SPEAK TO SOMEONE IN CONFIDENCE ABOUT AN ISSUE, WITHOUT THEM SHARING THAT INFORMATION WITH OTHERS ON CAMPUS, YOU MAY CONTACT THE UNIVERSITY COUNSELING CENTER (325-942-2371), THE 24-HOUR CRISIS HELPLINE (325-486-6345), OR THE UNIVERSITY HEALTH CLINIC (325-942-2171). You may also choose to contact the San Angelo Police Department or Police Department where the incident occurred.**

For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix).
COURSE SCHEDULE

The following schedule was already disseminated to students but is included as a reference. The entire course is geared to teaching students each step of the research process and culminates in producing a research paper using existing data.

**Part 1: Intro/Orientation** (2 weeks, 50 points)

- Class Details/Lecture/Discussion
- What is Research? How do I do it [ethically]?
- First Assignment(s)/In-class Activities

Step 0: Ethics & Social Responsibility

**Part 2: Social Research Process** (9-10 weeks, 150 points)

- Lecture/Discussion/In-Class Activities
- How do we do research?
- Next set of assignments
- Quiz – 50 points

**Step 1:** Define the Problem
**Step 2:** Do a “lit review”
**Step 3:** Form Hypotheses (& give operational definitions to variables)
**Step 4:** Choose Research Design or Method
**Step 5:** Collect Data

**Part 3: Data Analysis** (4-5 weeks, 100 points)

- Lecture/Discussion/In-Class Activities
- How do analyze the data? How do I share my findings?
- Last set of writing assignments

**Step 6:** Analyze the Data
**Step 7:** Disseminate the Data

*No class May 7. Final Paper due via Turnitin by NOON on Wednesday, May 6.*