Instructor: Ingrid Russo, M.S.W., LCSW
Email: irusso@angelo.edu
Phone: 325-486-6126
Office: Health and Human Services Building, Office 224K
Office Hours: Monday and Wednesday: 8:30 am-1 pm, Thursday 11 am to 2 pm.
Section 10 Face to Face Course: T/Th 8 am to 9:15 am

Course Information

3355 Social Work Research Methods I (3-0). Presentation of the methods used in scientific inquiry and program evaluation; knowledge of how scientific evidence informs social work practice and how social work practice informs scientific inquiry is of primary concern. Focuses on the skills related to conducting research and practice evaluation. Ethical, cultural, and professional value considerations in the research process are emphasized. Prerequisites: SWK 2307 and admission to the B.S.W. degree program.

Course Credits
3 Semester Credit Hours

Prerequisite and Co-requisite Courses
SWK 2307

Prerequisite Skills
Accessing Internet websites, working knowledge of the APA’s writing style, using ASU Library resources, using Blackboard, and proficiency with Microsoft Word, Excel, and PowerPoint are expectations of the course.

Program Outcomes
Competency 4: Engage In Practice-informed Research and Research-informed Practice
Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to
building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice.

**Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities**
Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate.

**Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities**
Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making.

**Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities**
Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of
identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of interprofessional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, interprofessional, and inter-organizational collaboration.

**Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities**

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness.

### Student Learning Outcomes

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Assignment(s) or activity(ies) validating outcome achievement:</th>
<th>Mapping to Program Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Use scientific inquiry and research to inform practice activities.</strong></td>
<td>Peer Reviewed Journal Article Reviews, Exams</td>
<td>Competency 4</td>
</tr>
<tr>
<td><strong>Use scientific inquiry and research to inform engagement with clients, and to use practice to inform research endeavors.</strong></td>
<td>Exams</td>
<td>Competency 6</td>
</tr>
<tr>
<td><strong>Use scientific inquiry and research to inform the assessment of clients, and to use practice to inform research endeavors.</strong></td>
<td>Research Proposal, Exams</td>
<td>Competency 7</td>
</tr>
<tr>
<td><strong>Use scientific inquiry and research to inform interventions with clients, and to use practice to inform research endeavors.</strong></td>
<td>Peer Reviewed Journal Article Reviews, Research Proposal, Exams</td>
<td>Competency 8</td>
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</table>
Student Learning Outcome
By completing all course requirements, students will be able to:

<table>
<thead>
<tr>
<th>Assignment(s) or activity(ies) validating outcome achievement:</th>
<th>Mapping to Program Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use scientific inquiry and research methods to evaluate practice and programs, and to use practice to inform practice evaluation activities.</td>
<td>Peer Reviewed Journal Article Reviews</td>
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<td>Research Proposal</td>
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<td>Exams</td>
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<td>Competency 9</td>
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Course Delivery
Face-to-face sections of this course have learning resources and supplemental materials posted in Blackboard. The course site can be accessed at ASU's Blackboard Learning Management System.

Online sections of this course will be delivered via the Blackboard Learning Management System. The course site can be accessed at ASU's Blackboard Learning Management System.

Required Texts and Materials


NOTE: All assignments submitted in this course are to be written in strict accordance with the *Publication Manual of the American Psychological Association* (7th ed.).

Recommended Texts and Materials
NASW Code of Ethics
Texas Behavioral Health Executive Council

Technology Requirements
Testing via Respondus™ Monitor
You will need access to Blackboard, Angelo State University’s learning platform. Access to examinations will be through Respondus™ Lockdown Browser and will be video recorded via Respondus™ Monitor. Use of another electronic device is prohibited.

If you have any technical problems associated with the test (i.e. webcam problems, lock down browser problems) you should contact the IT Department. The IT Service Department is open M-F from 8-5 and the number is (325) 942-2911. If you call any time after 5 or on the weekend, most likely you will not be able to get assistance until the following weekday, so please plan accordingly.

To participate in one of ASU’s distance education programs, you need this technology:

- A computer capable of running Windows 7 or later, or Mac OS X 10.8 or later
- The latest version of one of these web browsers: internet Explorer, Firefox, or Safari
- Microsoft Office Suite or a compatible Open Office Suite
- Adobe Acrobat Reader
- High Speed Internet Access
- Ethernet adapter cable required (wireless connections can drop during tests and Collaborate sessions)
- Webcam

Refer to Angelo State University’s Distance Education website for further technology requirements: [Angelo State University's Distance Education Website](#)

**Topic Outline**

Course Introduction

Best Practice, Empirically Supported Interventions, and Evidence-Based Practice

Peer-Reviewed Journal Articles: What are They, How to Find Them, and How to Read Them

Ethics and Research

Writing the Research Proposal and Report, and Disseminating Findings

Research Problems and Questions

Conducting a Literature Review and Developing Hypotheses

Quantitative Research Design

Qualitative Research Design

Program and Practice Evaluation

Sampling

Measurement

Data Collection

Data Analysis
**Communication**
Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday; working hours are defined as Monday through Friday (with the exception of university approved holidays) between 0800 and 1700. Weekend and/or holiday messages may not be returned until the next work day.

**Written communication via email:** All e-mail will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. In your emails to faculty, include the course name and section number in your subject line.

**Virtual communication:** Office hours and/or advising may be done with the assistance of the telephone, Collaborate, E-Mail, etc.

**Grading**

**Evaluation and Grades**
Course grades will be determined as indicated in the table below.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percent/Points of Total Grade</th>
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<tbody>
<tr>
<td>Examinations</td>
<td>30%</td>
</tr>
<tr>
<td>Peer Reviewed Journal Article Reviews</td>
<td>20%</td>
</tr>
<tr>
<td>Research Proposal</td>
<td>50%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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</table>

**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:
- A = 90.00-100 points
- B = 80.00-89.99 points
- C = 70.00-79.99 points
- D = 60.00-69.99 points
- F = 0-59.99 points
Teaching Strategies

Students are expected to be “active learners.” It is a basic assumption of the instructor that students will be involved *(beyond the materials and lectures presented in the course)* discovering, processing, and applying the course information using peer-review journal articles, researching additional information and examples on the Internet, and discussing course material and clinical experiences with their peers.

Assignment and Activity Descriptions

Examinations (30%)

There will be three (3) online, closed book, multiple choice, exams in this course. Each of these examinations are worth 10% of your total course grade, and are NOT time limited. You may have one (1) attempt for each exam. *You will not be allowed to use books, notes, ppts, or any other type of assistive materials.* You will take each of these examinations via Blackboard using the Respondus LockDown browser/monitor.

Peer Reviewed Journal Article Reviews (20%)

Students will review four (4) peer reviewed journal articles and write a review of the article that includes (may vary depending on the type of articles selected, and may be used in the research proposal):

I. A Summary of the Introduction Section
II. A Summary of the Literature Review Section
III. A Summary of the Methods Section
IV. A Summary of the Data Analysis Section
V. An Application of the Material Found in the Article to Social Work Practice

Research Proposal (50%)

This collection of assignments (i.e., the research proposal section installments, the final research proposal, and the research proposal presentation) fosters understanding of the basic information necessary for the consumption and utilization of research in generalist social work practice and the process of research used in practice and program evaluation (e.g., the analysis, monitoring, and evaluation of interventions in a program). Students will submit installments of the research proposal throughout the semester (10%), and will produce a research proposal (30%) and a research proposal presentation (10%) by the end of the semester. The steps of the process will be detailed in my weekly video posts. The proposal will include the following structure:
I. Introduction
   A. Description of the research problem/issue to be explored
   B. Purpose of the proposed research study and its rationale
   C. The context: Theoretical/historical perspectives of the research problem

II. Relevant Literature Review
   A. A review of relevant literature (may incorporate and use the articles reviewed for the peer-reviewed journal article review assignments here)
   B. Statement of the research question and the hypothesis (if hypothesis is necessary)

III. Methods
   A. Design
   B. Procedures
   C. Description of population to be studied
   D. Sampling strategy
   E. Instrumentation

IV. Proposed Data Analysis (must include proposed method of analysis)

V. Discussion
   A. Expected findings
   B. How will this research contribute to existing knowledge
   C. Limitations of the proposed methodology

VI. References

Assignment Submission
All assignments MUST be submitted through the Assignments link in the Blackboard site. This is for grading, documenting, and archiving purposes. Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, email me at ingrid.russo@angelo.edu 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 your faculty know you completed the assignment on time and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work.

Late Work or Missed Assignments Policy
The course is set up on weekly modules. The week begins on Sunday and ends on Saturday. Assignment due dates are shown on the calendar/schedule or posted within Blackboard. Failure to submit your assignments on the assigned date will result in no credit awarded for the assignment. No papers or postings will be accepted after the due date indicated in the syllabus unless the late assignment is due to a university approved absence defined in the graduate catalog.
Make-up work will be considered on a case by case basis and will only be allowed for university approved absences.

**General Policies Related to This Course**

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

- Angelo State University Student Handbook\(^1\)
- Angelo State University Catalog\(^2\)

**Student Responsibility and Attendance**

**For Face-to-Face Sections:** This is a face-to-face class. Attendance is expected and required. 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 10 study hours per week on average.

**For Online Sections:** 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 complete 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 10 study hours per week on average. **Note:** There will be weekly collaborate sessions held in this course for you to ask questions and interact in real time with the course instructor and your classmates. These collaborate sessions will be recorded and posted in the course modules for students who need or desire a pure asynchronous experience.

**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.\(^3\)

**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.

**Syllabus Changes**
The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty 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.

**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, 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).

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

<table>
<thead>
<tr>
<th>Week/Date</th>
<th>Topic/Assignments/Assessments DUE</th>
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</table>
| Week 1 23AUG-28AUG | Course Introduction  
Reading: Chapter 1 (Yegidis, Weinbach, & Myers)  
Lecture Topic: Toward Evidence-Based Practice |
| Week 2 29AUG-4SEP | Lecture Topic: Peer-Reviewed Journal Articles: What are They, How to Find Them, and How to Read Them |
| Week 3 5SEP-11SEP 6SEP is Labor Day | Reading: Chapter 2 (Yegidis, Weinbach, & Myers)  
Lecture Topic: Ethical Issues in Research  
Assignment: Identify Area of Research Inquiry and Research Question, Due 11SEP at 11:59 pm |
| Week 4 12SEP-18SEP | Reading: Chapter 14 (Yegidis, Weinbach, & Myers)  
Lecture Topic: Writing the Research Proposal and Report, and Disseminating Findings  
Assignment: Peer-Reviewed Journal Article Review #1, Due 18SEP at 11:59 pm |
| Week 5 19SEP-25SEP | Reading: Chapter 3 (Yegidis, Weinbach, & Myers)  
Lecture Topic: Developing Research Problems and Research Questions |
<table>
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<tr>
<th>Week/Date</th>
<th>Topic/Assignments/Assessments DUE</th>
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<tbody>
<tr>
<td></td>
<td>Assignment: Draft Section I of Research Proposal, Due 25SEP at 11:59 pm</td>
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<tr>
<td>Week 6</td>
<td>Reading: Chapter 4 (Yegidis, Weinbach, &amp; Myers)</td>
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<tr>
<td>26SEP-2OCT</td>
<td>Lecture Topic: Conducting the Literature Review and Developing Research Hypotheses</td>
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<tr>
<td></td>
<td>Assignment: Peer-Reviewed Journal Article Review #2, Due 2OCT at 11:59 pm</td>
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<tr>
<td>Week 7</td>
<td>Reading: Chapter 5 (Yegidis, Weinbach, &amp; Myers)</td>
</tr>
<tr>
<td>3OCT-9OCT</td>
<td>Lecture Topic: Quantitative Research Methods</td>
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<tr>
<td></td>
<td>Assignment: Draft Section II of Research Proposal, Due 9OCT at 11:59</td>
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<tr>
<td>Week 8</td>
<td>Reading: Chapter 6 (Yegidis, Weinbach, &amp; Myers)</td>
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<tr>
<td>10OCT-16OCT</td>
<td>Lecture Topic: Qualitative Research Methods</td>
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<tr>
<td></td>
<td>Exam 1: Chapters 1-5 &amp; 14, Due 16OCT at 11:59 pm</td>
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<tr>
<td>Week 9</td>
<td>Reading: Chapter 7 (Yegidis, Weinbach, &amp; Myers)</td>
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<tr>
<td>17OCT-23OCT</td>
<td>Lecture Topic: Program and Practice Evaluation</td>
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<tr>
<td>Week 10</td>
<td>Reading: Chapter 8 (Yegidis, Weinbach, &amp; Myers)</td>
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<tr>
<td>24OCT-30OCT</td>
<td>Lecture Topic: Program and Practice Evaluation</td>
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<tr>
<td></td>
<td>Assignment: Peer-Reviewed Journal Article Review #3, Due 30OCT at 11:59 pm</td>
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<tr>
<td>Week 11</td>
<td>Reading: Chapter 9 (Yegidis, Weinbach, &amp; Myers)</td>
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<tr>
<td>31OCT-6NOV</td>
<td>Lecture Topic: Sampling</td>
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<td></td>
<td>Assignment: Peer-Reviewed Journal Article Review #4, Due 06NOV at 11:59 pm</td>
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<tr>
<td>Week/Date</td>
<td>Topic/Assignments/Assessments DUE</td>
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<tr>
<td><strong>Week 12</strong></td>
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<tr>
<td>7NOV-13NOV</td>
<td>Reading: Chapter 10 (Yegidis, Weinbach, &amp; Myers)</td>
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<td>Lecture Topic: Measurement</td>
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<td>Assignment: Draft Section III-VI of Research Proposal, Due 13NOV at 11:59 pm</td>
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<tr>
<td><strong>Week 13</strong></td>
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<tr>
<td>14NOV-20NOV</td>
<td>Reading: Chapter 11 (Yegidis, Weinbach, &amp; Myers)</td>
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<td></td>
<td>Lecture Topic: Data Collection</td>
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<td></td>
<td>Exam 2: Chapters 6-10, Due 20NOV at 11:59 pm</td>
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<tr>
<td><strong>Week 14</strong></td>
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<tr>
<td>21NOV-27NOV</td>
<td>Reading: Chapter 12 (Yegidis, Weinbach, &amp; Myers)</td>
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<tr>
<td>24NOV-26NOV is</td>
<td>Lecture Topic: Data Collection</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Assignment: Research Proposal Due, Due 27NOV at 11:59 pm</td>
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<tr>
<td><strong>Week 15</strong></td>
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<tr>
<td>28NOV-4DEC</td>
<td>Reading: Chapter 13 (Yegidis, Weinbach, &amp; Myers)</td>
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<td></td>
<td>Lecture Topic: Data Analysis</td>
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<td></td>
<td>Assignment: Research Proposal Presentations, Due 4DEC at 11:59 pm</td>
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<tr>
<td><strong>Week 16</strong></td>
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<tr>
<td>5DEC-10DEC</td>
<td>Exam 3: Chapters 11-13, Due 8DEC at 11:59 pm</td>
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**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.

1. Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories).
2. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.

End of Syllabus

1 https://www.angelo.edu/student-handbook/
2 https://www.angelo.edu/catalogs/
3 https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php
4 https://www.angelo.edu/services/disability-services/
5 https://www.angelo.edu/content/files/14197-op-1011-grading-procedures
6 https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php
7 https://www.angelo.edu/dept/writing_center/academic_honesty.php
8 https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of