I. Instructor: Dr. Christopher M. Shar
Email: christopher.shar@angelo.edu
Phone: 325.486.6426
Office: HHS 224R
Office Hours: M-W-F 10:00 a.m. to 12:00 p.m. and by appointment

II. Course Information

Course Dates, Times, and Location
Fall Semester, 2021 – August 23rd through December 10th
Voluntary Online Q & A – Tuesdays 4:00 p.m. to 5:00 p.m. (Voluntary sessions provide time for students to ask questions about material that may be confusing or problematic. Sessions will be recorded and posted for those who are not able to attend. Content is solely based on the questions students bring to these sessions.)

Course Description
This course presents the methods and procedures used in scientific inquiry as well as practice and program evaluation. The structure of material follows the cycle of how scientific evidence informs social work practice and how social work practice informs scientific evidence. The skills related to conducting research and practice evaluation are of primary focus. Ethical, cultural, and professional value considerations in the research process are also emphasized.

Course Credits
3

Prerequisites
Formal admission to the BSW program and SWK 2307

Prerequisite Skills
This course requires students to have an existing understanding of the values, ethics, skills, and knowledge base of the profession as well as the general intervention model and how to apply it to social work practice.
General skill-based requirements of this course include: basic computer proficiencies (e.g., accessing Internet websites, using online and on-campus library resources, and familiarity with Microsoft Office programs) and the ability to understand and apply the formatting and style guidelines of the *Publication Manual of the American Psychological Association* (7th ed.).

**Program Outcomes**
Upon completion of the program of study for the Master’s degree in Social Work, the graduate will be prepared to practice as an advanced generalist in the field of social work as well as become licensed as a master’s level social worker.

**Student Learning Outcomes**

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Assignments and Activities Validating Outcome Achievement</th>
<th>Mapping to Program Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Competency 4:</strong> Engage in Practice-informed Research and Research-informed Practice</td>
<td>Exams; journal article summaries; research proposal</td>
<td>Understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating practice; know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge</td>
</tr>
<tr>
<td><strong>Competency 6:</strong> Engage with Individuals, Families, Groups, Organizations, and Communities</td>
<td>Exams; journal article summaries; research proposal</td>
<td>Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies</td>
</tr>
<tr>
<td><strong>Competency 7:</strong> Assess Individuals, Families, Groups, Organizations, and Communities</td>
<td>Exams; journal article summaries; research proposal</td>
<td>Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies</td>
</tr>
<tr>
<td><strong>Competency 8:</strong> Intervene with Individuals, Families, Groups, Organizations, and Communities</td>
<td>Exams; journal article summaries; research proposal</td>
<td>Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes</td>
</tr>
<tr>
<td><strong>Competency 9:</strong> Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities</td>
<td>Exams; journal article summaries; research proposal</td>
<td>Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels</td>
</tr>
</tbody>
</table>
Course Delivery
This section of SWK 3355: Social Work Research Methods I is an online course with learning resources and supplemental materials posted in Angelo State University’s Blackboard Learning Management System, which can be accessed at ASU’s Blackboard System.

Required Texts and Materials


Recommended Texts

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.). If you do not already own the Publication Manual, this is a required text.

Technology Requirements
To successfully complete this course, students must have access to the following devices, software, and services:

- A computer capable of running Windows (7 or later), or Mac OS X (10.8 or later)
- The latest version of Microsoft Edge, Mozilla Firefox, or Mac Safari web browsers
- Microsoft Office Suite (or a compatible Open Office Suite)
- Adobe Acrobat Reader (or similar PDF reader)
- High Speed Internet access and an Ethernet adapter cable required (wireless connections can drop during tests and Collaborate sessions)
- Webcam with microphone
- Respondus Monitor and LockDown Browser software (available for download from the Technology Support tab in Blackboard)

Refer to Angelo State University’s Distance Education website for further technology requirements.

Communication
All communication (email or phone) typically receives a response within 24 hours at the latest. Messages sent on weekends and evenings may receive a longer wait for responses than during morning or afternoon hours during the week. Emails received after 6:00 p.m. may not be addressed until the following morning.
Ask questions and participate in all opportunities for course discussion. Graduate learning is dependent upon your synthesis of the material with your existing knowledge base. Active learning improves student outcomes as demonstrated by a well-established evidence base.

Utilize office hours as needed. If in-person office hours are inconvenient, I am happy to make an appointment to speak via phone, or through Webex, Zoom, or Blackboard Collaborate at a time convenient to both of our schedules. I encourage all students to take advantage of access as a resource for any and all course-related questions and concerns.

All course-related communication must be conducted in a civil, polite, professional manner. This encompasses any and all in-class, email, discussion board, or online communication. Individuals who violate this guideline will receive one (1) warning. Further violations will result in a failing grade for the course and possible expulsion from the BSW program [based on the severity and circumstances of the incident(s)].

III. Grading

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

<table>
<thead>
<tr>
<th>Course Assignments</th>
<th>Percentage of Total Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flipgrid Collaboration Groups</td>
<td>20%</td>
</tr>
<tr>
<td>Journal Article Summaries</td>
<td>20%</td>
</tr>
<tr>
<td>Research Proposal</td>
<td>30%</td>
</tr>
<tr>
<td>Examinations</td>
<td>30%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grading System
Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.

Grading Scale
A = 90 to 100  B = 80 to 89  C = 70 to 79  D = 60 to 69  F = 59 and below

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
Rubrics for all assignments and activities are located on the Blackboard course website.
Flipgrid Collaboration Groups 20%
Students will be assigned to groups in which they will work collaboratively throughout the semester. Collaboration groups are meant to foster student communication and discussion about the material that might be difficult, unclear, and/or confusing. Participation will include weekly video posts and responses to group members. Students will grade one another on their overall semester participation in their collaboration groups. More information and group assignments can be found on the Blackboard course site.

Journal Article Summaries 20%
Students will complete three (3) journal article critiques of peer-reviewed journal articles that focus on research conducted in social work or a related field. Students will write a critique focusing upon specific elements of the article and the scientific method. Articles will be selected by using a database available through the Porter Henderson University Library’s website. A more detailed description of the assignment can be found on the Blackboard course website.

Research Proposal 30%
Students will write a proposal for either a practice or a program that contains the following elements:
• A description of the practice or program to be evaluated
• A rationale for the evaluation to be conducted
• A competent literature review
• A discussion of proposed evaluation methods (including sampling, instrumentation, and analysis)
• A proposed timeline and proposed budget to conduct the evaluation
A more detailed description of the assignment can be found on the Blackboard course website.

Examinations 30%
Three timed exams will be administered over the course of the semester. Each exam will cover materials from the textbook, class assignments, and video lectures. A more detailed description of the assignment can be found on the Blackboard course website. Exams are NOT cumulative in terms of the material they cover. However, it is important to note that concepts build upon one another; understanding of later concepts requires understanding of initial ones.

Assignment Submission
All assignments MUST be submitted through the Assignments links on the Blackboard site. This is for grading, documenting, and archiving purposes. Emailed submissions will NOT be accepted unless prior arrangements have been made with the instructor.

Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, you must complete all of the following steps in order to receive credit for your assignment submission.
1. Email me at my ASU email address (christopher.shar@angelo.edu) and attach a copy of what you are trying to submit. This lets me know that you completed the assignment on time and are just having problems with the online submission feature in Blackboard.
2. Next, you must contact the IT Service Center at (325) 942-2911 or go to your Technology Support tab in Blackboard to report the issue. If you do not contact the IT Service Center and receive an email that acknowledges the receipt of your report, your submission will not be accepted. This receipt will be forwarded to me as proof of the Blackboard submission issue.

3. 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.

Note: All assignments, including the outline for the policy presentation, must be written in accordance with the *Publication Manual of the American Psychological Association* (7th ed.).

**Late Work or Missed Assignments Policy**

Late assignments are not accepted. Accommodations may be made on a case-by-case basis, but only for extreme circumstances of University-approved or instructor-approved absences.

**IV. 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
- Angelo State University Catalog
- Angelo State University Honor Code
- Angelo State University Statement of Academic Integrity

**Student Responsibility and Attendance**

This section of SWK 3355: Social Work Research Methods is taught in online format. It is especially important for you to be a motivated and active learner to succeed in this course. In order to complete this course successfully, you must participate in all course activities. This includes reading and studying the textbook. Students are expected to engage in course assignments and submit work on or before the assignment’s deadline. Grades are dependent in part on students’ abilities to make *substantive contributions* reflecting an integration of course-related material. *Scholarly contribution* is an expectation. Generally, you should expect to spend a *minimum* of six to nine hours of studying the assigned readings, completing course assignments, and consuming other course-related material.

As an undergraduate student, you are expected to read all of the assigned chapters and watch each of the video lectures to be adequately prepared for satisfactory completion of course assignments and exams.

**Accommodations for Students with Disabilities**

Angelo State University 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 responsible for reviewing and authorizing accommodation requests is Ms. Dallas Swafford, Director of Student Disability Services. Her office phone number is (325) 942-2047 and her University email address is dallas.swafford@angelo.edu.

Title IX
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 manners:
- **Online** – 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 University’s policy, please visit ASU’s Title IX webpage.

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.
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.

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 to disciplinary action and possible expulsion from Angelo State University. The Archer College of Health and Human Services adheres to the Statement of Academic Integrity.

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 previously produced work, ideas, etc., and presenting it as new. 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 the student’s responsibility to be aware of what plagiarism is, including self-plagiarism. 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 via Turnitin, Blackboard SafeAssign, or similar software. Please consult the ASU Writing Center’s Academic Honesty resources 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 on a daily basis.

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.
## V. Tentative Course Schedule

<table>
<thead>
<tr>
<th>Week/Dates</th>
<th>Topics, Required Readings, and Assignments</th>
</tr>
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</table>
| **Week 1** 08/23 to 08/27 | **Theme:** Syllabus Review & Introduction to Social Work Research  
**Readings:** Syllabus and Chapter 1  
**Assignments:** Watch the orientation and lecture videos; read syllabus and textbook; and introduce yourself to your Flipgrid group |
| **Week 2** 08/30 to 09/03   | **Theme:** Ethics and the History of Ethics in Research  
**Readings:** Chapter 2  
**Assignments:** Read the chapter; watch the lecture; and check in with your Flipgrid group (post by Wednesday and respond by Friday) |
| **Week 3** 09/06 to 09/10   | **Theme:** Hypothesis Formulation – Problems and Questions  
**Readings:** Chapter 3  
**Assignments:** Read the chapter; watch the lecture; and check in with your Flipgrid group (post by Wednesday and respond by Friday) |
| **Week 4** 09/13 to 09/17  | **Theme:** Hypothesis Formulation – Articulating the Hypothesis  
**Readings:** Chapter 4  
**Assignments:** Read the chapter; watch the lecture; and check in with your Flipgrid group (post by Wednesday and respond by Friday)  
**Due:** Journal Critique # 1 due on Friday by 9:00 p.m. via BB |
| **Week 5** 09/20 to 09/24  | **Theme:** Exam # 1  
**Readings:** No new material – Study for the exam!  
**Assignments:** Study chapters 1, 2, 3, & 4 and the video lectures; and study with your Flipgrid group  
**Due:** Exam opens Friday at 9:00 a.m. and closes Sunday at 9:00 p.m. |
| **Week 6** 09/27 to 10/01   | **Theme:** Quantitative Hypothesis Assessment  
**Readings:** Chapter 5  
**Assignments:** Read the chapter; watch the lecture; and check in with your Flipgrid group (post by Wednesday and respond by Friday) |
| **Week 7** 10/04 to 10/08   | **Theme:** Conducting Basic Social Work Research: Focus of Study  
**Readings:** Chapter 7  
**Assignments:** Read the chapter; watch the lecture; and check in with your Flipgrid group (post by Wednesday and respond by Friday) |
<table>
<thead>
<tr>
<th>Week/Dates</th>
<th>Themes, Required Readings, and Assignments</th>
</tr>
</thead>
</table>
| Week 8       | **Theme:** Conducting Basic Social Work Research: Focus of Study  
               **Readings:** Chapter 8  
               **Assignments:** Read the chapter; watch the lecture; and check in with your Flipgrid group (post by Wednesday and respond by Friday)  
               **Due:** Journal Critique # 2 due on Friday by 9:00 p.m. via BB |
| Week 9       | **Theme:** Conducting Basic Social Work Research: Sampling  
               **Readings:** Chapter 9  
               **Assignments:** Read the chapter; watch the lecture; and check in with your Flipgrid group (post by Wednesday and respond by Friday) |
| Week 10      | **Theme:** Exam # 2  
               **Readings:** No new material – Study for the exam!  
               **Assignments:** Study chapters 5, 7, 8, & 9 and the video lectures; and study with your Flipgrid group  
               **Due:** Exam opens Friday at 9:00 a.m. and closes Sunday at 9:00 p.m. |
| Week 11      | **Theme:** Conducting Basic Social Work Research: Measurement  
               **Readings:** Chapter 10  
               **Assignments:** Read the chapter; watch the lecture; and check in with your Flipgrid group (post by Wednesday and respond by Friday) |
| Week 12      | **Theme:** Conducting Basic Social Work Research: Data Collection  
               **Readings:** Chapter 11  
               **Assignments:** Read the chapter; watch the lecture; and check in with your Flipgrid group (post by Wednesday and respond by Friday)  
               **Due:** Journal Critique # 3 due on Friday by 9:00 p.m. via BB |
| Week 13      | **Theme:** Conducting Basic Social Work Research: Measurement  
               **Readings:** Chapter 12  
               **Assignments:** Read the chapter; watch the lecture; and check in with your Flipgrid group (post by Wednesday and respond by Friday) |
| Week 14      | **Theme:** Conducting Basic Social Work Research: Measurement  
               **Readings:** Chapter 13  
               **Assignments:** Read the chapter; watch the lecture; and check in with your Flipgrid group (post by Wednesday and respond by Friday)  
               **Due:** Journal Critique # 3 due on Friday by 9:00 p.m. via BB |
<table>
<thead>
<tr>
<th>Week/Dates</th>
<th>Themes, Required Readings, and Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 15</td>
<td></td>
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<tr>
<td>10/25 to 10/29</td>
<td>Week 15: Exam # 3</td>
</tr>
<tr>
<td></td>
<td>Readings: No new material – Study for the exam!</td>
</tr>
<tr>
<td></td>
<td>Assignments: Study chapters 10, 11, 12, &amp; 13 and the video lectures; and study with your Flipgrid group</td>
</tr>
<tr>
<td></td>
<td>Due: Exam opens Friday at 9:00 a.m. and closes Sunday at 9:00 p.m.</td>
</tr>
<tr>
<td>Finals Week</td>
<td>Due: Research proposal assignment due on Wednesday, December 8th, by 9:00 p.m. via Blackboard</td>
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<tr>
<td>11/29 to 12/03</td>
<td></td>
</tr>
</tbody>
</table>

VI. List of Hyperlinks Referenced Within This Syllabus

ASU Blackboard LMS  
[https://blackboard.angelo.edu](https://blackboard.angelo.edu)

ASU Catalogs (Undergraduate and Graduate)  
[https://www.angelo.edu/academics/catalog/](https://www.angelo.edu/academics/catalog/)

ASU Honor Code  
[https://www.angelo.edu/forms/pdf/honorcode5.pdf](https://www.angelo.edu/forms/pdf/honorcode5.pdf)

ASU Operating Policy 10.19: Student Absence for Observance of Religious Holy Day  

ASU Statement of Academic Integrity  

ASU Student Handbook  
[https://www.angelo.edu/current-students/student-handbook/](https://www.angelo.edu/current-students/student-handbook/)

ASU Title IX webpage  
[https://www.angelo.edu/current-students/title-ix/](https://www.angelo.edu/current-students/title-ix/)

ASU Writing Center’s Academic Honesty resources  
[https://www.angelo.edu/current-students/writing-center/academic_honesty.php](https://www.angelo.edu/current-students/writing-center/academic_honesty.php)

Student Disability Services website  
[https://www.angelo.edu/current-students/disability-services/](https://www.angelo.edu/current-students/disability-services/)