

In order to access your course materials, you must agree to the following, by clicking the "Mark Reviewed" button below.

By checking the "Mark Reviewed" link below, you are indicating the following:

- You have read, understood, and will comply with the policies and procedures listed in the class syllabus, and that you have acquired the required textbook(s).
- You have read, understood, and will comply with class policies and procedures as specified in the online [Student Handbook](#).
- You have read, understood, and will comply with computer and software requirements as specified in the [Student Orientation Course](#).

## **Course Number: CRIJ/BOR 6334 & ISSA 6305**

## **Course Title: Research Methods and Statistics**

**Instructor Name: Brian L. Withrow, Ph.D.**  
**(620) 213-0391**  
**bwithrow@angelo.edu**

### **Course Description/Overview**

*Click this link for a [printable version of the syllabus](#).*

Research methods with application to intelligence, homeland security, criminal justice, and other security-related interests. (Credit may not be earned for this course and Intelligence, Security Studies, and Analysis 6305, Security Studies 6305, or Criminal Justice 6334.) CRN29453

### **Course Bibliography and Required Readings:**

Withrow, B.L. (2014). Research Methods in Crime and Justice. New York, NY: Routledge/Taylor and Francis.

An electronic version is available online at the course website so there is no need for you to purchase the textbook.

### **Prerequisites**

There are no prerequisites for this course.

## **Technical skills required for this course**

As with all online courses, students must be able to operate a computer and have the necessary technical skills to navigate around a web page. Additional technical skills are not a prerequisite for this course, however your computer must meet certain [minimum requirements to operate Blackboard](#).

## **Time spent on this course**

Students can expect to spend a minimum of 6 hours per week to complete all the readings and assignments. The lessons themselves take as long as the student will require to read the materials and watch or listen to media presentations.

## **Goals, Objectives, and Outcomes**

### **Course Goals**

Upon completion of this course the students will be able to produce and communicate information derived from independent research and analysis that is critical to the efficient and effect functioning of a criminal justice or allied agency.

Upon completion of this course the students will be able to critically evaluate the quality of research findings and information typically encountered by criminal justice and allied practitioners.

### **Course Objectives**

**Objective One:** To understand the generally accepted concepts, techniques and procedures related to data collection in social science research and/or intelligence analysis.

**Objective Two:** To become familiar with the most commonly used information gathering techniques (i.e. research methods) in social science and intelligence gathering.

**Objective Three:** To gather, organize, summarize and effectively communicate prior research findings relevant to a research question or hypothesis.

**Objective Four:** To create a negotiable research prospectus that includes an introduction, literature review and proposed method for gathering data/information that would be responsive to a research question.

**Objective Five:** To develop a general understanding of the basic techniques used to analyze quantitative and qualitative data or information.

## Learning Outcomes

When you finish this course you should be able to:

1. Independently conduct research that will produce information relevant to a criminal justice or allied agency's efficient and effective administration of its mission.
2. Using generally accepted research methodological principles, critically analyze the quality of research or information typically encountered by criminal justice or allied professionals.

## Grading Policies

Assignment	Percent of Grade	Due
Weekly Quizzes	25%	Each Friday
Research Application Exercises	25%	Each Friday
Researcher's Notebook Project	50%	Every Friday at the end of each learning module.

## Grades

Angelo State University employs a letter grade system. Grades in this course are determined on a percentage of the number of points earned during the semester.

A = 90 – 100 %

B = 80 – 89 %

C = 70 – 79 %

D = 60 - 69 %

F = 59 % and below.

## Writing Guidelines

This course requires the completion of fourteen research article reviews and one (semester long) research proposal. Together the research article reviews constitute 37 percent of the grade. Students will be provided a research article and asked to respond to questions regarding the methods used by the researchers. The typical length of these assignments is less than one page.

The semester long research proposal includes five writing assignments of varying length from one to ten pages. Ultimately, the final product will be a negotiable research prospectus. Collectively, this assignment counts for 44 percent of the semester grade.

Formal academic writing uses standardized styles and citation formats. The preferred format is the APA style. To access the APA writing guidelines go to this link:  
<http://owl.english.purdue.edu/owl/resource/560/01/>.

Papers should have 1-inch margins all around. You are expected to use a standardized font - preferably Times New Roman, 12 point. Cite your references in EVERY instance and include a properly formatted reference list and cover page with every assignment. An abstract is not necessary in this class.

Every writing assignment should be submitted as a WORD or PDF document. If you do not have Microsoft Office or Adobe Acrobat, then copy the text you have written directly into the assignment section of Blackboard during the appropriate week. **DO NOT** submit writing assignments in Word Perfect, Microsoft Works, or some e-mail format. They will not be accepted.

While I do not enforce a strict policy on grammar, I do reserve the right to stop reading your paper if spelling errors, sentence construction, or grammar is below the minimum for a graduate course. If I stop reading a particular paper you have written, for reasons listed above, the paper will be returned to you with a failing grade.

## **Rubrics**

Writing assignments will be graded using rubrics that are provided with each assignment. It is recommended that you be familiar with these grading criteria and keep them in mind as you complete the writing assignments.

## **Final Exam**

This course does not require a comprehensive final examination, however, the final part of a semester long research proposal is due during the week of finals before the last day of the semester. See the schedule below for more information.

**Course Organization:** This course is organized into five learning modules. Within each learning module there are several ungraded and graded activities. Student performance is not assessed by the ungraded activities. These are intended to communicate the scope of material upon which assessment is based. Student performance is assessed by the graded activities.

Ungraded activities include;

- *Completing* worksheets and *reviewing* demonstrations relating to the Researcher's Notebook Assignments, and
- *Reading* from the required textbook and articles associated with the Research Application Exercises, and

Graded activities include;

- *Completing* the Research Application Exercises,
- *Completing* the Weekly Quizzes, and
- *Completing* the Researcher's Notebook Assignments.

## Assessment

### *The Weekly Quizzes – 25 percent of the grade*

During the semester fifteen weekly quizzes will be assigned, generally one per week. The quizzes are multiple choice and will be taken online through the Canvas site. There is a thirty time limit for each quiz so they must be started *at least* thirty minutes before their due date/time. The material for these exams will come from the required textbook. The Weekly Quiz number corresponds to the textbook chapters. For example, the questions on Weekly Quiz #1 come from Chapter 1 in the required textbook. The exception to this is Weekly Quiz #15, the final quiz. The material for Weekly Quizzes #14 and #15 is contained within Chapter 14 of the textbook. Generally, the Weekly Quizzes will be available at or before 8:00 AM on Mondays and due on or before 11:55 PM on Fridays, unless otherwise stated.

Students may earn up to 10 points for each quiz for a total of 150 points.

### *The Research Application Exercises (RAE's) – 25 percent of the grade*

During the semester fifteen Research Application Exercises will be assigned, generally one per week. Most of these assignments will require the student to read a published research article (from the scholarly literature) and answer questions relating to the method(s) used by the researchers. The learning focus of each week's Research Application Exercise is related to the subject matter (from the textbook) being studied in each week. The Research Application Exercises and their associated articles are located in the Canvas site. Generally, the Research Application Exercises will be available at or before 8:00 AM on Mondays and due on or before 11:55 PM on Fridays, unless otherwise stated.

Students may earn up to 10 points for each Research Application Exercise for a total of 150 points.

### *The Researcher's Notebook Assignments (RNA's) – 50 percent of the grade*

The Researcher's Notebook is a series of five associated assignments that, when complete, will produce a viable research proposal, commonly called a prospectus. The five assignments must be completed in the order in which they are assigned. The objective of this graded activity is to learn the research process rather than to write a traditional research paper. **THIS ASSIGNMENT IS NOT A TRADITIONAL 'RESEARCH PAPER'.** The final document will include an introduction, a literature review, a proposed plan for collecting the data responsive to the research question, and a bibliography. Students will not be required to actually collect data and complete a final research report. The Researcher's Notebook Assignments and other related instructions are located in Canvas site. They will be available on the first day of each learning module and due on the last day of each learning module, unless otherwise stated.

Students may earn up from 20 to 100 points (see below) for each of the Researcher's Notebook exercises for a total of 300 points (See the following table for more information on point values).

Researcher's Notebook Exercise	Primary Tasks	Point Values
1	Preliminary Topic Selection and Introduction Outline	20
2	Preliminary Outline and Bibliography	30
3	Annotated Outline, First Draft of Introduction, Literature Review, and Bibliography	100
4	First Draft of Methods Proposal	100
5	Final Prospectus	50
<b>Total</b>		<b>300</b>

Final semester grades will be based on the total number of points earned for completing the Weekly Quizzes (150 points), Research Application Exercises (150 points), and the Researcher's Notebook Assignments (300 points). There are a total of 600 points available. Letter grades will be based on the following.

Points earned	Percentages	Letter grade
540-600	90%-100%	A
480-539	80%-89%	B
420-479	70% - 79%	C
360-419	60%-69%	D
Less than 360	Less than 60%	F

## Course Schedule

### Learning Module I - January 18-28, 2022 (Two Weeks)

#### Ungraded Activities

- Read Chapters 1-2 in the required textbook.
- Read the articles associated with Research Application Exercises (RAE) #1 and #2.
- Complete or review the worksheets and demonstrations relating to Researcher's Notebook Assignment (RNA) #1.

#### Graded Activities

- Complete on or before 11:55 pm, **Friday, January 21<sup>st</sup>**.
  - Weekly Quiz #1 on Chapter 1
  - RAE #1
- Complete on or before 11:55 PM, **Friday, January 28<sup>th</sup>**.

- Weekly Quiz #2 on Chapter 2
- RAE #2
- RNA #1

## **Learning Module II - January 31–February 11, 2022 (Two Weeks)**

### Ungraded Activities

- Read Chapters 3-4 in the required textbook.
- Read the articles associated with Research Application Exercises (RAE) #3 and #4.
- Complete or review the worksheets and demonstrations relating to Researcher's Notebook Assignment (RNA) #2.

### Graded Activities

- Complete on or before 11:55 pm, **Friday, February 4<sup>th</sup>**.
- Weekly Quiz #3 on Chapter 3
- RAE #3
- Complete on or before 11:55 PM, **Friday, February 11<sup>th</sup>**.
  - Weekly Quiz #4 on Chapter 4
  - RAE #4
  - RNA #2

## **Learning Module III - February 14 – March 11, 2022 (Four Weeks)**

### Ungraded Activities

- Read Chapters 5-8 in the required textbook.
- Read the articles associated with Research Application Exercises (RAE) #5 - #8.
- Complete or review the worksheets and demonstrations relating to Researcher's Notebook Assignment (RNA) #3.

### Graded Activities

- Complete on or before 11:55 pm, **Friday, February 18<sup>th</sup>**.
  - Weekly Quiz #5 on Chapter 5
  - RAE #5
- Complete on or before 11:55 pm, **Friday, February 25<sup>th</sup>**.
  - Weekly Quiz #6 on Chapter 6
  - RAE #6
- Complete on or before 11:55 PM, **Friday, March 4<sup>th</sup>**.
  - Weekly Quiz #7 on Chapter 7
  - RAE #7
- Complete on or before 11:55 PM, **Friday, March 11<sup>th</sup>**.
  - Weekly Quiz #8 on Chapter 8
  - RAE #8
  - RNA #3

**SPRING BREAK (March 14-18) – No class, no graded activities due)**

**Learning Module IV - March 21–April 15, 2022 (Four Weeks)**

Ungraded Activities

- Read Chapters 9-12 in the required textbook.
- Read the articles associated with Research Application Exercises (RAE) #9 - #12.
- Complete or review the worksheets and demonstrations relating to Researcher's Notebook Assignment (RNA) #4.

Graded Activities

- Complete on or before 11:55 pm, **Friday, March 25<sup>th</sup>**.
  - Weekly Quiz #9 on Chapter 9
  - RAE #9
- Complete on or before 11:55 pm, **Friday, April 1<sup>st</sup>**.
  - Weekly Quiz #10 on Chapter 10
  - RAE #10
- Complete on or before 11:55 PM, **Friday, April 8<sup>th</sup>**.
  - Weekly Quiz #11 on Chapter 11
  - RAE #11
- Complete on or before 11:55 PM, **Friday, April 15<sup>th</sup> \***.
  - Weekly Quiz #12 on Chapter 12
  - RAE #12
  - RNA #4

**Learning Module V - April 18-May 13, 2022 (Three Weeks)**

Ungraded Activities

- Read Chapters 13-14 in the required textbook.
- Read the articles associated with Research Application Exercise (RAE) #13-#15.
- Complete or review the worksheets and demonstrations relating to Researcher's Notebook Assignment (RNA) #5.

Graded Activities

- Complete on or before 11:55 pm, **Friday, April 22<sup>nd</sup>**.
  - Weekly Quiz #13 on Chapter 13
  - RAE #13
- Complete on or before 11:55 PM, **Friday, April 29<sup>th</sup>**.
  - Weekly Quiz #14 on Chapter 14
  - RAE #14
- **No graded activities are due during the final week of classes.**



- Complete on or before 11:55 PM, **Friday, May 13<sup>th</sup>**.
  - Weekly Quiz #15 on Chapter 14
  - RAE #15
  - RNA #5

\*Upon the request from a student, the professor will honor alternative due dates for graded activities occurring on a religious holiday.

\* The Weekly Quiz number corresponds to the textbook chapters. For example, the questions on Weekly Quiz #1 come from Chapter 1 in the required textbook.

## **Administration**

### **Communication**

Because of the online nature of this class, traditional face to face office hours will not be provided. Instead, students are encouraged to contact the instructor via email at [bwithrow@angelo.edu](mailto:bwithrow@angelo.edu). Email inquiries are normally responded to before the end of the next class day.

For more immediate concerns students may contact the instructor via his cell phone at 620-213-0391.

The instructor will communicate regularly to students via announcements in the course management system (i.e. Blackboard) supported by Angelo State University. Students are strongly encouraged to regularly check announcement and emails for pertinent course information.

Effective learning occurs best in an environment of mutual respect. The instructor is committed to encouraging the free flow of ideas in a manner that is respectful to all parties involved.

### **Attendance**

This is an online course and attendance is not taken.

### **Late Work**

As a general rule, late work will not be accepted. If your assignments are not submitted by the posted deadline, you will receive a zero for that assignment. Assignments and examinations are typically provided well in advance of their due dates in order to allow sufficient time for completion. The professor reserves the option of granting an extension to a due date upon request from the student.

### **Incompletes**

The University policy on grades of "Incomplete" is that the deficiency in performance must be addressed satisfactorily by the end of the next long semester or the grade automatically becomes a "F". Grades of "Incomplete" will only be awarded to students who have demonstrated sufficient progress to earn the opportunity to complete the course outside of the normal course duration. The award of an "Incomplete" will only be made in rare circumstances, with the concurrence of the student and the professor on what specific tasks remain and when they are due for the grade to be changed to a higher grade. The determination of the need to award an "Incomplete" is entirely up to the professor's personal judgment.

## **University Policies**

### **Academic Integrity**

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university [Academic Honor Code](#) and the [ASU Student Handbook](#).

### **Accommodations for Disability**

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 Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student's responsibility to initiate such a request by emailing [studentservices@angelo.edu](mailto:studentservices@angelo.edu), or by contacting:

Office of Student Affairs  
University Center, Suite 112  
325-942-2047 Office  
325-942-2211 FAX

### **Observing Religious Holy Days**

Occasionally, an assignment is inadvertently due on a religious holy day, during which a student is encouraged by a faith tradition to abstain from work and/or attend worship ceremonies. In all cases the instructor will accommodate any student's desire to observe a religious holy day by changing a due date or offering a similar accommodation. It is the student's responsibility to inform the instructor of a desire to observe a religious holy day and thereby ask for an accommodation.

### **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. The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance. This is done in order to connect students with resources and options in addressing the allegations reported. As a student, you are encouraged to report any incidents of sexual misconduct directly to ASU's Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator. You may do so by contacting:

**Michelle Boone, J.D.**

*Director of Title IX Compliance/Title IX Coordinator*

Mayer Administration Building, Room 210

325-942-2022

[michelle.boone@angelo.edu](mailto:michelle.boone@angelo.edu)

**You may also file a report online 24/7 at [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form).**

### **Required use of Masks/Facial Coverings While in Face to Face Classes (Does not apply to online classes)**

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory [\*Facial Covering Policy\*](#) to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.