

Prerequisite(s): Math 30 (Pure or Applied), PS 121, and SO 121

Class Information		Instructor Information		First day of classes:	Wed., Sept. 9, 2015
Days	Wed/Fri	Instructor:	Brianne M. Collins, MSc PhD Candidate	Last day to add/drop, or change to audit:	Sun, Sept 20, 2015
Time:	2:30-3:45pm	Email:	bcollins@ambrose.edu	Last day to request revised exam:	Mon., Oct. 26, 2015
Room:	A1085-2	Phone:	403-410-2000 (ext. 6904)	Last day to withdraw from course:	Thu, Nov. 12, 2015
Final Exam day		Office:	L2107	Last day to apply for time extension for coursework:	Mon, Nov 23, 2015
Thursday, December 17, 2015 1:00-2:15pm Room: A2133		Office Hrs:	Thurs 12:30-1:30pm or by appointment	Last day of classes:	Mon, Dec 14, 2015

Textbook: Bouma, G. D., Ling, R., & Wilkinson, L. (2012). *The Research Process* (2nd Canadian Ed). Don Mills, ON: Oxford University Press.

Additional Required Readings: See below (pg. 6) for list of additional required readings for the course.

Course Description:

This course is an introduction to the concepts and processes of quantitative and qualitative research. Research processes include problem definition, designing a study, selection and development of theory, literature review, data collection, interpretation and analysis of data, and writing the research report. Students will develop research skills through the practical application of material covered in class, in the text readings, and through completion of laboratory style assignments.

Expected Learning Outcomes:

By the end of this course, students will have the necessary knowledge and skills to be able to:

- Articulate the many stages of social research and the logic behind the various steps in the process
- Discriminate between various research designs as well as a variety of quantitative and qualitative research methods
- Develop various data collection instruments (e.g., survey, interview guide) with a focus on their reliability and validity
- Prepare a research proposal that accounts for theory, method, and ethics

Course Schedule:

PowerPoint notes, course resources, and lab handouts will be posted on Moodle the night before class.

Week	Date	Lecture Topic	Readings for Lecture	Lab Assignments
1	Wed, Sept 9	Course Introduction	Syllabus	
	Fri, Sept 11	Social Scientific Knowledge	Chapter 1	
2	Wed, Sept 16	Research as a Way of Knowing	Chapter 2	
	Fri, Sept 18	Writing Centre Guest Talk (Beth Gripping)		
3	Wed, Sept 23	Library Tour and Overview (Sandy Ayer)		Lab 1 assigned (Sept 23)
	Fri, Sept 25	Introduction to Group Proposal Assignment		
4	Wed, Sept 30	No Class (Spiritual Emphasis Days)		Lab 1 due on Moodle by 11:59pm (Sept 30)
	Fri, Oct 2	Selecting a Problem; Quantitative vs. Qualitative Research; Literature Reviews	Chapter 3 & 4	
5	Wed, Oct 7			Lab 2 assigned (Oct 7)
6	Fri, Oct 9	Selecting Variables; Measurement	Chapter 5	
	Wed, Oct 14	Selecting a Research Design	Chapter 7	
7	Fri, Oct 16	Sampling	Chapter 8	Lab 2 due on Moodle by 11:59pm (Oct 16)
	Wed, Oct 21	MIDTERM EXAM	Chapter 1-5, 7-8	
8	Fri, Oct 23	Ethics	Chapter 9	
	Wed, Oct 28	Experiments	Chapter 9 in Neuman & Robson (2015)	
Fri, Oct 30	Lab 3 assigned (Oct 30)			
9	Wed, Nov 4	Social Surveys	Chapter 5 in Del Balso & Lewis (2012)	
	Fri, Nov 6			Lab 3 due on Moodle by 11:59pm (Nov 6)
10	Wed, Nov 11	No Class (Remembrance Day)		
	Fri, Nov 13	Interviews	Chapter 4 in Braun & Clarke (2013)	Lab 4 due on Moodle by 11:59pm (Nov 13)
11	Wed, Nov 18			Lab 5 assigned (Nov 18)
12	Fri, Nov 20	Ethnography	Chapter 9 in Bryman, Bell, & Teevan (2012)	
	Wed, Nov 25			Lab 5 due on Moodle by 11:59pm (Nov 25)
	Fri, Nov 27	Indirect Methods		Lab 6 assigned (Nov 25)

Week	Date	Lecture Topic	Readings for Lecture	Lab Assignments
13	Wed, Dec 2	Descriptive Statistics	Chapter 11	Lab 6 due on Moodle by 11:59pm (Dec 2)
	Fri, Dec 4			Lab 7 assigned (Dec 4)
14	Wed, Dec 9	Drawing Conclusions; Reporting Your Research	Chapter 13 & 14	
	Fri, Dec 11	BHS Faculty Research Presentations		Lab 7 due on Moodle by 11:59pm (Dec 11)

Note: The above course schedule is subject to change. It is important therefore to attend all classes and to check your Ambrose email account and Moodle for updates and/or changes.

Requirements:

Component	Date/Deadline	% of Final Grade
Lab Assignments	Various (see schedule below)	40
Midterm Exam	Wednesday, October 21	15
Final Exam	Thursday, December 17	15
Group Research Proposal	Monday, December 14	30
OPTIONAL BONUS <i>Lab Assignment Resubmission</i>	<i>Friday, December 11</i>	<i>[up to 2% bonus]</i>
TOTAL		100%

Note: Failure to complete and submit all assignments and exams will result in an automatic failing grade in the course.

Lab Assignments (40%) – Due: Throughout semester (see schedule below) on Moodle by 11:59pm

There are seven lab assignments required in this course. Lab assignments must be completed independently of your research proposal group and topic. Unless otherwise indicated, you may complete labs on a topic of your choosing.

Handouts with specific details for each lab assignment will be provided and reviewed in class as well as posted on Moodle. Unless otherwise indicated, assignments are due on Moodle by 11:59pm one week after they are assigned (see lab schedule below).

Late assignments will receive 10% off per calendar day (including when an assignment is submitted five or more minutes late on Moodle). Be sure to plan ahead for timely completion *and* give yourself ample time to upload your assignments to ensure there are no technical difficulties encountered at the last minute. As well, assignments that cannot be opened for marking (e.g., file error, corrupted file) will incur late penalties until a version of the assignment that can be opened is received, so be sure to check assignments on an additional computer prior to submitting. In the case of illness or extenuating circumstances, appropriate documentation (e.g., a doctor's note) must be provided in order to avoid any late penalties.

This course has been assigned a marker for the lab assignments. Dr. Jennifer Bazar will be grading all lab assignments and providing feedback electronically via Moodle. While Jennifer will not be on campus throughout the semester, she will be available by email for specific questions pertaining to grades or feedback received on assignments. Jennifer may be contacted at the following email address: jbazar@ambrose.edu. Any questions pertaining to the submission of assignments and requirements should be directed to Brianne rather than to Jennifer.

Lab Assignment Schedule

Lab	Topic	Date Assigned	Deadline	% of Lab Grade
1	Library Visit Activity	Wed, Sept 23	Wed, Sept 30	4
2	Short Literature Review	Wed, Oct 7	Fri, Oct 16	6
3	Experiments and Ethics	Fri, Oct 30	Fri, Nov 6	6
4	Surveys	Fri, Nov 6	Fri, Nov 13	6
5	Interviews	Wed, Nov 18	Wed, Nov 25	6
6	Observation	Wed, Nov 25	Wed, Dec 2	6
7	Descriptive Statistics	Fri, Dec 4	Fri, Dec 11	6
TOTAL				40%

Midterm Exam (15%) – Date: Wednesday, October 21, 2015

The midterm exam will consist of 50 multiple choice questions based on both the textbook (chapters 1-5, 7-8) and lecture material (including videos, activities, demonstrations, guest lectures, etc). Not all exam material will be covered in class, and some exam material covered in class will not be covered in the text, so regular attendance is important for success on the midterm. Remember that you are responsible for completing all assigned readings even if the specific content has not been covered in class.

Final Exam (15%) – Date: Thursday, December 17, 2015, 1:00-2:15pm (Room: A2133)

The final exam will be non-cumulative and will consist of 50 multiple choice questions based on: (a) the textbook (chapters 9, 11, 13-14); (b) additional required readings (see course schedule above and corresponding list of additional required readings below on p. 6); and (c) lecture material (including videos, activities, and any demonstrations). Not all exam material will be covered in class, and some exam material covered in class will not be covered in the text, so regular attendance is important for success on the midterm. Remember that you are responsible for completing all assigned readings even if the specific content has not been covered in class.

Group Research Proposal (30%) – Due: Monday, December 14, 2015 by 11:59pm on Moodle

In groups of four or five, students will prepare a six (6) page research proposal (not including title page, references, or appendices) based on a research method assigned to each group. In class on Friday, September 25, groups will be formed based on general areas of interest and will be assigned a research method (experiment, survey, interview, or observation). Each group will then work together to move through the research process as outlined in this course: choosing a problem or question, developing a hypothesis (if appropriate), designing your study, completing a hypothetical ethics application, and so on.

Proposals should be double-spaced, have 1" (2.54cm) margins on all sides, in Times New Roman and 12 point font, and consistently use ASA or APA formatting. Proposals will be graded on grammar, writing, social scientific content, the accuracy and level of detail in their methodology, and their ability to fulfill the various objectives in the detailed assignment handout. Grading will also take into account feedback received on individual assignments and the incorporation of this relevant feedback into the group's combined proposal. Moreover, ensure that your group's proposal is well written, clearly and logically organized, comprehensive, and draws on course material.

While all members of the group will receive the same grade on the project, each group member will complete and submit the 'Personal and Peer Evaluation Sheet' provided on Moodle by the same deadline as the group proposal. In the

case of any disputes, groups will be dealt with on a case-by-case basis using the information gathered on these sheets. One group member will be responsible for submitting their group's proposal on Moodle by Monday, December 14, 2015 by 11:59pm.

Late proposals will lose 10% per calendar day (including when it is submitted five or more minutes late on Moodle). Be sure to plan ahead for timely completion *and* give yourself ample time to upload your assignments to ensure there are no technical difficulties encountered at the last minute. As well, assignments that cannot be opened for marking (e.g., file error, corrupted file) will incur late penalties until a version of the assignment that can be opened is received, so be sure to check assignments on an additional computer prior to submitting.

OPTIONAL BONUS

Lab Assignment Resubmission (up to 2%) – Due: Friday, December 11, 2015 on Moodle by 11:59pm

In an effort to encourage careful attention to feedback provided on lab assignments, as well as an opportunity to increase one's final grade, students will have the option of rewriting and resubmitting one lab assignment. It should be noted that lab assignment resubmissions do not replace or erase the original grade for the chosen assignment; instead, it offers an opportunity to gain up to a 2% bonus in the course. Only lab assignments 2 through 5 can be resubmitted for additional bonus marks (i.e., labs 1, 6, and 7 are not eligible for this bonus). Although completion of this bonus is not required for the course, it is strongly recommended that students take advantage of this opportunity, as 1-2% can be the difference between letter grades (e.g., A- and B+).

Lab assignment resubmissions will be evaluated based on improvements made to address feedback provided by Jennifer on the original assignment. The resubmission will be assigned a grade of 0, 1, or 2 (0 = insufficient improvement, 1 = moderate improvement and attention to feedback, 2 = significant improvement and attention to feedback), which will equate to either 0%, 1%, or 2% received for the bonus.

Lab assignment resubmissions can be submitted on Moodle anytime throughout the semester; however, the final deadline to submit a revised lab assignment is 11:59pm on Friday, December 11. Lab assignment resubmissions will be graded at the end of the term following the deadline and no additional feedback will be provided beyond what was initially provided.

Attendance and Learning and Classroom Etiquette:

Attendance

Students are expected to regularly attend lectures. Missing class regularly without adequate rationale will not only impact your ability to successfully complete the course, in extreme cases the instructor reserves the right to ask the student to withdraw from the course.

If you miss a class, you are responsible to contact the instructor by email **in advance** to let him/her know you will not be in class. In addition, you must coordinate with a friend in the class to obtain any notes and instructions missed that day. Failure to communicate with the instructor regarding multiple absences or extenuating circumstances severely limits your ability to receive any accommodation or leniency should the situation normally support such a solution.

Learning and Classroom Etiquette

In the Behavioural Science Department we believe that learning is an active and interactive process; a joint venture between student and teacher and between student and student (i.e., learning is not just "downloading" information from teacher to student). Therefore, it is expected that professors will come to each class well read and prepared to engage students on the topic at hand, giving students the utmost attention and respect. In turn, it is expected that students will take an active role in the learning process. This includes: (a) regular class attendance; (b) reading course material in advance of class; (c) showing up to class on time; and (d) attentively and proactively being "present" at class (i.e., not on the internet, not texting, not conversing with the person beside you). Committing to this type of "active learning" significantly increases the learning experience for both teacher and student, and reflects the Christian ethos of

excellence and respect that lies at the heart of the Ambrose educational experience. Failure to adhere to this will result in the instructor either asking the student to leave the classroom for the remainder of the lecture or, in extreme cases (i.e., three or more 'offenses'), to possibly withdraw from or fail the entire course.

Grade Summary

The available letters and percentages for course grades are as follows:

Letter Grade	Percentage	GPA	Description
A	96% and above	4.0	
A	91 – 95%	4.0	Excellent
A-	86 – 90%	3.7	
B+	82 – 85%	3.3	
B	75 – 81%	3.0	Good
B-	72 – 74%	2.7	
C+	68 – 71%	2.3	
C	63 – 67%	2.0	Satisfactory
C-	60 – 62%	1.7	
D+	56 – 59%	1.3	
D	50 – 55%	1.0	Minimal Pass
F	Below 50%		Failure

The BHS grading chart will be posted on Moodle to provide detailed information as to the quality of work needed to attain a given letter grade.

Because of the nature of the Alpha 4.00 system, there can be no uniform College-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor's assessment of the level of each class, compared to similar classes taught previously.

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

Instructor Electronic Communication Policy

Whenever possible, I will respond to all emails within 48 hours during the week (Monday to Friday). In most cases, emails received on weekends will be responded to on Monday. Although I may respond to occasional emails on a weekend (i.e., if I am working on course material during that particular weekend), please remember that responses on a weekend cannot be guaranteed.

In addition, as email is not always a practical means to address questions or concerns regarding course content or requirements, I may email students back with a request to meet to discuss an email in lieu of responding in full via email.

Additional Required Reading (PDF copy posted on Moodle and on reserve in the library)

Braun, V., & Clarke, V. (2013). *Successful qualitative research: A practical guide for beginners*. London: Sage [Chapter 4 – Interactive Data Collection 1: Interviews, p. 77-106]

Bryman, A., Bell, E., & Teevan, J. J. (2012). *Social research methods* (3rd Canadian Ed). Don Mills, ON: Oxford University Press. [Chapter 9 – Ethnography and Participant Observation, p. 147-163]

Del Balso, M., & Lewis, A. D. (2012). *First steps: A guide to social research* (5th Ed). Toronto, ON: Nelson Education. [Chapter 5 – Social Survey, p. 97-129]

Neuman, W. L., & Robson, K. (2015). *Basics of social research: Qualitative and quantitative approaches* (3rd Canadian Ed). Toronto, ON: Pearson. [Chapter 9 – Experimental Research, p. 193-215]

Accessibility and Support Services (formerly Learning Services)

The primary mission of Ambrose University's Accessibility and Support Services Centre is to assist students in achieving academic success. It accomplishes this through a wide variety of services and programs. Accessibility and Support Services are available to all students who wish to improve their academic skills and ability to learn, thereby maximizing their academic experience and allowing them to achieve greater academic performance and personal fulfillment. The centre also has as its mandate, the specific and complementary responsibility of providing support for students with learning and/or physical disabilities, and ensure for them equal academic opportunities.

What if I have a Learning Disability or think that I might have one?

If you are already diagnosed with a learning disability then we will work one-on-one with you. This could include any number of accommodations and is specific to each individual. If you are wondering if you do have a learning disability we can work with you to pursue testing and to try different strategies to see if it helps with the challenges you are encountering. It is important to remember that we cannot help you if you do not tell us you are experiencing difficulties. All information is kept confidential and any accommodations are handled discreetly.

What if I have a Physical Disability?

If you have a physical disability we will work with you to determine what we can do to help.

Contact Information

Feel free to drop in to room A2018, Monday through Friday from 8:30am to 4:30pm.

Contact by phone (403-410-2937) or email (accessibility@ambrose.edu).

For more information, please visit: https://ambrose.edu/student_life/learning-services

Counselling Services

Confidential, personal, pastoral, and vocational counseling is available to all students through the Student Development Department. Ambrose substantially subsidizes counseling services; however, there is still a nominal fee of \$30 per appointment that will be charged to your student account at the end of each month, for each scheduled appointment. There is a \$75 fee that will be charged to your student account if you cancel or miss your appointment within 24 hours of your scheduled time. Under extenuating circumstances, if you need to change or cancel your appointment within the 24 hour period, contact Liz Jantzen (ejantzen@ambrose.edu).

How do I book an appointment?

Appointments can be booked online here: <https://my.ambrose.edu/content/counselling-services>.

To book in person visit Liz Jantzen in Student Development (room A2018, Monday through Friday from 8:30am to 4:30pm).

Contact Information

For additional information, please visit: https://ambrose.edu/student_life/counselling-services.

Drop by Student Development in room A2018 (Monday through Friday, 8:30am-4:30pm) and speak to Liz Jantzen if you have any additional questions or concerns.

Policies:

Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, they will need to forward all messages from the Ambrose account to another personal account.

Registration

During the **Registration Revision Period** students may enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty or record. Courses should be added or dropped on the student portal by the deadline date; please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a "Request to Withdraw from a Course" form or by sending an email to the Registrar's Office by the **Withdrawal Deadline**; please consult the List of Important Dates on the my.ambrose.edu website. Students will not receive a tuition refund for courses from which they withdraw after the Registration Revision period. A grade of "W" will appear on their transcript.

Exam Scheduling

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

Students, who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

Electronic Etiquette

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to use electronics for purposes unrelated to the course during a class session. Turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. Some professors will not allow the use of any electronic devices in class. The professor has the right to disallow the student to use a laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at privacy@ambrose.edu.

Extensions

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a course Extension from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date; please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

Appeal of Grade

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Registrar's Office in writing and providing the basis for appeal within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must

accompany the appeal. If the appeal is sustained, the fee will be refunded.

Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

Note: Students are strongly advised to retain this syllabus for their records.