

# CRIJ 5320 - Advanced Methods of Social Res: Advanced Methods of Social Res(Sub I- Aug 26 to Oct 11)

Fall 2024 Syllabus, Section 680, CRN 14266

---

## Instructor Information

### Brent Paterline

Email: brent.paterline@ung.edu

Office Hours:

Email: brent.paterline@tamiu.edu

Office Hours: Tuesdays 11:00 AM – 2:00 PM

Cell Phone: 770-401-5146

---

## Times and Location

Does Not Meet Face-to-Face

---

## Course Description

A description of a variety of research techniques, including theories and frames of reference, the logic of conceptual schemes, and hypothesis development and testing. A variety of sampling plans are contrasted and evaluated, and sampling issues are examined. Critical measurement issues are highlighted, including validity and reliability, how these terms are conceptualized and applied in scaling. Alternative data gathering methods and issues are featured. Several bivariate and multivariate statistical techniques are presented, including relevant computer applications such as SPSS.

Prerequisite: Graduate Standing. (Cross-listed with PSCI 5301)

Social Sciences Department, College of Arts & Sciences

---

## Additional Course Information

*[Add any additional course information here or you may REMOVE this section completely by clicking on the eyeball. **Please don't forget to remove these instructions.**]*

## Program Learning Outcomes

*[Enter Program Learning Outcomes here. If there are none, you can REMOVE this section by clicking on the eyeball. **Please don't forget to remove these instructions.**]*

## Student Learning Outcomes

Course Objectives

Upon successful completion of this course, each student will:

- **CO1** - Define and explain social theory together with its purpose, aspects, and parts.
- **CO2** - Explain the various concepts, principles, processes, methods, and techniques that are integral to scientific social research.
- **CO3** - Identify, discuss, and explain social research together with its various dimensions.
- **CO4** - Formulate research questions and come up with literature-informed testable research hypotheses.

- **C05** - Design sound measurement, sampling, and data collection schemes for students' own empirical research.
- **C06** - Identify and evaluate ethical issues in published social research and in students' own empirical research work.
- **C07** - Identify, critique, and evaluate the strengths and the weaknesses of research designs of published top-journal articles and /or technical reports.

## Important Dates

Visit the Academic Calendar ([tamui.edu](https://www.tamui.edu)) (<https://www.tamui.edu/academiccalendar/>) page to view the term's important dates.

## Textbooks

Group	Title	Author	ISBN
Required	Social Research Methods Qualitative and Quantitative Approaches	Lawrence Neumann.	

## Other Course Materials

To go to the bookstore, [click here \(https://www.bkstr.com/texasaminternationalstore/home/\)](https://www.bkstr.com/texasaminternationalstore/home/).

*[Any additional course materials can be added here. If there aren't any additional materials, you may REMOVE this section by clicking on the eyeball. **Please don't forget to remove these instructions.**]*

## Grading Criteria

*[Enter Grading Criteria here. You may provide this information using the table below, and/or using bullet points/lists and/or in paragraph form.*

- **To edit the table**, double click on it.
- **To remove the table**, click on it and press **DELETE**.

***Please don't forget to remove these instructions.***

GRADE	PERCENTAGE
A	91-100
B	80-90.9
C	70-79.9
D	60-69.9
F	Below 60

## Open Boilerplate

*[Instructors can edit or remove this element, and change this element's title. Use this space to enter in text details or use the table below.*

- **To edit the table**, double click on it.
- **To remove the table**, click on it and press **DELETE**.
- **To add a row**, click on **NEW ROW** button in the table.

***Please don't forget to remove these instructions.***

ASSIGNMENT	VALUE
Assignment #1	percent or points
Assignment #2	percent or points
Assignment #3	percent or points

## Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/26	Please see Blackboard for Course Schedule		

## University/College Policies

Please see the University Policies below.

### COVID-19 Related Policies

If you have tested positive for COVID-19, please refer to the Student Handbook, Appendix A (Attendance Rule) for instructions.

### Required Class Attendance

Students are expected to attend every class in person (or virtually, if the class is online) and to complete all assignments. If you cannot attend class, it is your responsibility to communicate absences with your professors. The faculty member will decide if your excuse is valid and thus may provide lecture materials of the class. According to University policy, acceptable reasons for an absence, which cannot affect a student's grade, include:

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

Students are responsible for providing satisfactory evidence to faculty members within seven calendar days of their absence and return to class. They must substantiate the reason for the absence. If the absence is excused, faculty members must either provide students with the opportunity to make up the exam or other work missed, or provide a satisfactory alternative to complete the exam or other work missed within 30 calendar days from the date of absence. Students who miss class due to a University-sponsored activity are responsible for identifying their absences to their instructors with as much advance notice as possible.

### Classroom Behavior (applies to online or Face-to-Face Classes)

TAMIU encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. The University will always tolerate different, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom. If their actions are deemed by the professor to be disruptive, they will be subject to appropriate disciplinary action (please refer to Student Handbook Article 4).

### TAMIU Honor Code: Plagiarism and Cheating

As a TAMIU student, you are bound by the TAMIU Honor Code to conduct yourself ethically in all your activities as a TAMIU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at <https://www.tamtu.edu/scce/studenthandbook.shtml> (<https://www.tamtu.edu/scce/studenthandbook.shtml/>).

We are committed to strict enforcement of the Honor Code. Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and any form of cheating on exams and other types of assignments.

Plagiarism is the presentation of someone else's work as your own. It occurs when you:

1. Borrow someone else's facts, ideas, or opinions and put them entirely in your own words. You must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. Borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.

3. Present someone else's paper or exam (stolen, borrowed, or bought) as your own. You have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2020, seventh edition of the Manual of The American Psychological Association (APA):

"Plagiarism is the act of presenting the words, idea, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship" (p. 254). This same principle applies to the illicit use of AI.

**Plagiarism:** Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

TAMIU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism:** Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
  - *Caution:* Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
  - *Caution:* Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating:** Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an "F" in the course be allowed to withdraw from the course with a "W."
  - *Caution:* Chat groups that start off as "study groups" can easily devolve into "cheating groups." Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal:** Faculty will notify students immediately via the student's TAMIU e-mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member's charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

## Use of Work in Two or More Courses

You may not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so by the instructor of the second course. In general, you should get credit for a work product only once.

## AI Policies

Your instructor will provide you with their personal policy on the use of AI in the classroom setting and associated coursework.

## TAMIU E-Mail and SafeZone

Personal Announcements sent to students through TAMIU E-mail (tamiu.edu or dusty email) are the official means of communicating course and university business with students and faculty –not the U.S. Mail and no other e-mail addresses. Students and faculty must check their TAMIU e-mail

accounts regularly, if not daily. Not having seen an important TAMIU e-mail or message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action.

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to <https://www.tamiau.edu/adminis/police/safezone/index.shtml> for more information.

## Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to \$100,000; criminal penalties include a fine up to \$250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

## Students with Disabilities

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student's responsibility to register with the Office of Student Counseling and Disability Services located in Student Center 126. This office will contact the faculty member to recommend specific, reasonable accommodations. Faculty are prohibited from making accommodations based solely on communications from students. They may make accommodations only when provided documentation by the Student Counseling and Disability Services office.

## Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook (URL: <http://www.tamiau.edu/studentaffairs/StudentHandbook1.shtml>) (<http://www.tamiau.edu/studentaffairs/StudentHandbook1.shtml/>).

## Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. If a student would like to file a complaint for discrimination due to his or her pregnant/parenting status, please contact the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, [TitleIX@tamiau.edu](mailto:TitleIX@tamiau.edu), 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site: <https://www.tamiau.edu/reportit> (<https://www.tamiau.edu/reportit/>).

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Equal Opportunity and Diversity (Lorissa M. Cortez, [lorissam.cortez@tamiau.edu](mailto:lorissam.cortez@tamiau.edu)) can assist the student and professor in working out the reasonable accommodations. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students at the University, contact the Title IX Coordinator. In the event that a student will need a leave of absence for a substantial period of time, TAMIU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMIU Student Handbook. As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule. Both rules can be found in the TAMIU Student Handbook (<https://www.tamiau.edu/scce/studenthandbook.shtml>) (<https://www.tamiau.edu/scce/studenthandbook.shtml/>).

## Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity in admissions, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, [TitleIX@tamiau.edu](mailto:TitleIX@tamiau.edu), 956.326.2857, via the anonymous electronic reporting website, ReportIt, at <https://www.tamiau.edu/reportit> (<https://www.tamiau.edu/reportit/>), and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

## Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a “W.” To qualify for an “incomplete” and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a “W”, and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an “Incomplete Grade Contract” and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the “I” to automatically be converted to an “F”; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an “incomplete” may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

## WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMU faculty or TAMU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

## Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

## Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

## Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

## Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar’s Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

## Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (<https://www.tamiu.edu/counseling/telus/>) or from the Apple App Store and Google Play.

## Distance Education Courses

### I.Course Title

CRIJ 5320, Advanced Methods of Social Research, October 22<sup>nd</sup> – December 13<sup>th</sup> 2018.

### II.Course Description

A description of a variety of research techniques, including theories and frames of reference, the logic of conceptual schemes, and hypothesis development and testing. A variety of sampling plans are contrasted and evaluated, and sampling issues are examined. Critical measurement issues

are highlighted, including validity and reliability, how these terms are conceptualized and applied in scaling. Alternative data gathering methods and issues are featured. Several bivariate and multivariate statistical techniques are presented, including relevant computer applications such as SPSS. (Cross-listed with **PSCI 5301**)

Prerequisites: Graduate Standing.

Course Credit: 3 Semester Credit Hours.

### III. Course Professors

Dr. Brent Paterline

Email: [brent.paterline@tamiu.edu](mailto:brent.paterline@tamiu.edu)

Phone Number: 770-401-5146

Office Hours: Tuesday and Thursday 11:00 AM – 2:00 PM Eastern Time

### Course Objectives

Upon successful completion of this course, each student will:

- **C01** - Define and explain social theory together with its purpose, aspects, and parts.
- **C02** - Explain the various concepts, principles, processes, methods, and techniques that are integral to scientific social research.
- **C03** - Identify, discuss, and explain social research together with its various dimensions.
- **C04** - Formulate research questions and come up with literature-informed testable research hypotheses.
- **C05** - Design sound measurement, sampling, and data collection schemes for students' own empirical research.
- **C06** - Identify and evaluate ethical issues in published social research and in students' own empirical research work.
- **C07** - Identify, critique, and evaluate the strengths and the weaknesses of research designs of published top-journal articles and /or technical reports.

### IV. Materials

#### Textbook

Author: W. Lawrence Neuman

Title: Social Research Methods: Qualitative and Quantitative Approaches Edition: 8th

Publisher: Pearson (Alyn/Bacon) 13-ISBN: 9780205615964.

We will have one required textbook for this course. The Neuman book provides students with a comprehensive overview of the concepts, principles, techniques, and strategies germane to social research methods. This book provides students with a comprehensive (extensive) and deep (intensive) understanding of what social research and its methods are all about.

#### Other Resources

**Associate Instructor Videos** – Throughout this course, you will be able to access videos for most of the 14 Units, which take you through the important points to note for that Unit. These videos were recorded by the Associate Instructor for this course, Dr. Marcus Ynalvez for a previous version of this course. Therefore, please ignore any and all mention of specific dates in these videos. Furthermore, please ignore any reference to reading assignments in a textbook written by Kerlinger and Lee – this textbook is now out of print and has thus been removed from the required reading list for this course. Your only textbook is the Newman book.

**MS Power Point Materials With Voice Over/ You Tube Video Clips (Required)** – Each of the 14 Units that comprise this course will have an MS Power Point material (You Tube video clips for the Units on Ethics in Research) based on the Neuman book. These materials when viewed before reading the textbook introduce the main points of the Unit. In a way, viewing these materials in advance prepares the students on what to expect and focus on. When engaged after reading the textbook, they serve to reinforce the concepts, principles, techniques, and strategies discussed in the textbook. Based on experience with previous classes, it is to the best interest of students to view these materials before, during, and after reading the Neuman book.

**Peer-Reviewed Journal Articles (Required)** – To demonstrate how concepts, principles, strategies, and techniques of social research methods are applied in actual social research; and to expose students to the scientific social research literature, and also to teach students how to critique published social research articles, students will be required to read and engage a number of selected peer-reviewed journal articles for their critique assignments. These materials have been selected because they serve as actual cases to learn from. These materials have been downloaded in advance from the TAMIU Library databases and are uploaded on the front-page of our course shell. Students are required and expected to engage each of these journal articles as these are the core materials for the critique assignments, and are also included and represented in the quizzes and the final examination.

**Self-Checks (Optional)** – These are *optional* practice questions that reinforce students' ability to define, identify, and explain the concepts, principles, techniques, and strategies from a particular Unit. Self-checks are in two possible formats: a crossword puzzle or a list of essay questions that students can reflect on and answer by reviewing Unit materials.

V.Course Outline and Expectations

## Participation/Attendance

Regular participation in class discussions is expected. More importantly, information from the lectures and discussion that is not found in the text will be incorporated into the exams.

## Academic Honesty

Academic misconduct in any form will not be tolerated. This includes but is not limited to: improper behavior in class (e.g. inappropriate verbal or written behavior towards Professor or other student), copying of other student's work and claiming it as your own work, even if that student isn't currently in my class but has been in the past (plagiarism), copying of published information and claiming it as your own work (plagiarism), cheating on any assignment/exam by copying answers, or using any other resource other than your own knowledge, to answer a question. Please note that I take Academic Misconduct very seriously and I will report you to the Honors Council if I suspect you of Academic Misconduct. If I suspect you of Academic Misconduct related to an assignment you will be given a zero for that assignment, pending investigation by the Honors Council at TAMIU. If I suspect you of Academic Misconduct within my course, then I reserve the right to subject you to appropriate disciplinary action, which may include being involuntarily withdrawn from the class.

Please refer to the College Policies below on Classroom Behavior, Cheating and Plagiarism, for more information on Academic Misconduct, as well as your student handbook.

## Course Structure

This 7 week course consists of 14 Units. Units are located within the Course Content tab of your Blackboard course shell. Each Unit has an opening time and date. Units cannot be accessed in advance. This timed access is intentional so that students get to focus only on the materials at hand, and to keep students within track and in pacing with the course schedule (**Note:** Please familiarize yourself with our course schedule).

In each of the Units, you will find the following: (1) the Unit's learning objectives, (2) the required and optional tasks associated with the Unit, and (3) the materials that students need to engage to complete the Unit. For Units with particularly challenging material there will also be a video clip from your instructor to further explain the Unit. The tasks required to complete each Unit range from reading specific chapters in the required textbook, viewing the MS Power Point presentations and/or You-Tube clips, engaging self-check exercises, reading assigned journal articles, and engaging in a quiz or a writing critique assignment.

To facilitate discussion and interaction, and to have questions answered and concerns clarified, there will be a "Muddiest Point" forum where every student can freely post questions about aspects of the course that they require further instruction on. The instructor will check the "Muddiest Point" Forum twice a day (once in the morning, and once in the evening) and will respond to questions at those times. Students are also encouraged to participate by answering questions posted by others on this forum.

Assessments such as quizzes and final examination have their own folders (these are duly labeled "Assessment – Quiz 1" for example) and are not within any of the Units. Specific instructions for each assessment will be communicated through Course Announcements.

With 14 Units to cover over a 7 week period, this is an intense and fast-paced course. Students will need to have the dedication, energy, and time to engage course materials, activities, and assessments within the prescribed period. For more details, refer to the course calendar.

## Minimum Technical Skills Expected

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Students in distance education should have knowledge of basic computer and Internet skills, as mentioned on the Instructional Technology and Distance Education Services' webpage (<http://www.tamiau.edu/distance/students/knowledge-and-skills.shtml/>). Additional skills required for this course include knowing how to use VoiceThread (<http://www.tamiau.edu/distance/technology/voicethread.shtml/>) and Turnitin (<http://www.tamiau.edu/distance/technology/turnitin.shtml/>).



## Accommodations/Accessibility Policy

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student's responsibility to register with the Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodations. For more information, contact the online at Office of Disability Services for Students (DSS) (<http://www.tamui.edu/disability/index.shtml/>), or via phone at 956.326.2230, or by visiting the staff at the Senator Judith Zaffirini Student Success Center, room 138. A link to the Disabilities Services for Students site has also been included under the "Resources" tab inside the course.

## Student Support Resources

The University wishes to have all students succeed in their courses. To provide support to our students, an array of services in the areas of technology support, academic support, student support, and accessibility support may be found at the University. For more information, visit Instructional Technology and Distance Education Services' page on University Resources and Support Services (<http://www.tamui.edu/distance/students/university-resources-and-services.shtml/>).

## Student-Instructor Communication Policy and Response Time

### - Course Messages/Emails

Between Monday – Friday, all emails will be responded to within 24 hours. Over the weekend

(Saturday and Sunday), all efforts will be made to respond within 24 hours, however response times may be longer.

### - Assignments and Assessments

All assignments and exams will be graded and returned to the student within a week of the submission deadline, and in advance of the next assignment deadline.

## Course Communication Guidelines (Netiquette)

There are course expectations concerning etiquette or how we should treat each other online. It is vital that we consider these values as we communicate with one another. Visit Instructional Technology and Distance Education Services' web page on Netiquette (<http://www.tamui.edu/distance/students/netiquette.shtml/>) for further instruction.

### VI. Technology Requirements

## Computer/Technology Requirements

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Online students will need regular access to a personal computer that runs on a broadband Internet connection.

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage (<http://www.tamui.edu/distance/students/technology-requirements.shtml/>) when using the learning management system (LMS) of the University.

**Additional Software.** You will need the following additional software: Microsoft PowerPoint for viewing Unit presentations and Microsoft Word for viewing course files and submitting assignments. TAMIU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamui.edu/>. This site also provides students access to download the Microsoft suite for educational use. See instructions for downloading the Microsoft Office suite (<http://www.tamui.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf>).

**Note:** Students if you do not own the required hardware, software or do not have access to internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you to find solutions and guide you appropriately most of the required materials can either be found free of charge at TAMIU's library, computer labs, and classrooms. In addition, you may also purchase any of these items at any electronic store.

## Learning Management System (Blackboard)

Students are provided with guides on how to use the Blackboard LMS. Guides may be available at <http://www.tamui.edu/distance/students/elearning-orientation.shtml> or by contacting the eLearning team at [elearning@tamui.edu](mailto:elearning@tamui.edu).

## Technical Support Services

Because of the nature of distance education courses, the Office of Information Technology (OIT) computing and information services are vital to the success of online students. This webpage covers contact information for Distance Education Services (Blackboard Support), the OIT Help Desk, and E-mail support: Technical Support Services (<http://www.tamui.edu/distance/technical-support-services.shtml/>).

## VII. Grading and Evaluation

### Grading Scale/Schema

Grades are based on student's performance in the following course requirements:

- **Quizzes: 33% of course grade:** Quizzes comprise short essay questions. For more information about the schedule of quizzes together with their opening and closing times and dates, please refer to the course calendar. Comments and feedback on quizzes are usually available within 48 hours after the close of the quiz portal.
- **Assignments: 42% of course grade:** Written assignment maybe assignment which ask students to critique a research a brief research proposal, such as designing an experiment or creating a survey.
- **Final Exam: 25% of course grade:** The final examination will be comprehensive in its scope. The format of the final exam will be announced later in the course by the instructor.

All exams and assignments will be provided to you via Blackboard on the Monday of the relevant week and will be due by 11:59pm on the Sunday of that week, via TurnItIn.

## Grading Scale/Schema

*In determining the final course grade, the following scale is used in percentage or point value.*

90-100%	= A
80-89%	= B
70-79%	= C
60-69%	= D
< 59%	= F

## Rubrics

**Grading rubrics can be found on the Blackboard course shell, in a folder called "Rubrics"**

## Late Work Policy

Late exams and assignments will only be accepted in the case of documented medical emergency or other extenuating circumstances as per COAS Policies. You must contact me within 24 hours of the submission deadline (where possible) to inform me of the reason why you the assignment will be late. If you are unable to contact me yourself, please have a friend/family member/classmate email me on your behalf. 10% will be deducted for every 24 period, or part thereof, that the assignment is late by. There will be no exceptions to these rules.

## VIII. Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation that will be distributed to them via email and through a course link.

**Please see below for course schedule**

IX. The Course Schedule will be emailed to the students on the first day of the course. It will also appear as a course announcement on the first day of the course.

## X. Additional Course Information/Other Policies

### Syllabus Subject to Change

While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.

## Turnitin Policy (Required) (Or Other Types of Assignments in Other Systems)

All assignments must be processed through TURNITIN (an originality checker software) prior to submission and grading. Only submissions with a similarity index of less than 20% will be accepted and graded. Therefore, you are strongly encouraged to draft your submissions ahead of the deadline so you have plenty of opportunity to run them through TURNITIN in order to meet the 20% threshold. I will allow you to review/revise your submissions, thus if your initial check through TURNITIN returns similarity indices greater than 20%, you will need to rewrite your submission, and continue doing so until the plagiarism/similarity checker is below the 20% threshold. **Please note that the stated deadlines are fixed so that your runs through TURNITIN should be done far in advance of the submission deadline (in other words TURNITIN revisions are not acceptable reasons for late submission).** Please note that even when your submission meets the 20% threshold, it will still be subject to further scrutiny for originality and plagiarism.

## Accessibility and Privacy Statements on Course Technologies

At Texas A&M International University, we believe that all students should have equal technology opportunities in the classroom. These technologies/sites may also require user data, such as the creation of a username and password. In this class, we will utilize Blackboard (<http://www.tamiau.edu/distance/students/elearning-orientation.shtml/>), Echo360, SoftChalk (<http://www.tamiau.edu/distance/technology/softchalk.shtml/>), VoiceThread (<http://www.tamiau.edu/distance/technology/voicethread.shtml/>), and Turnitin (<http://www.tamiau.edu/distance/technology/turnitin.shtml/>). You may find the accessibility and privacy policies of these technologies on the following pages: Accessibility Statements (<http://www.tamiau.edu/distance/technology/accessibility-statements.shtml/>) and Privacy Statements (<http://www.tamiau.edu/distance/technology/privacy-statements.shtml/>).

XI. University/College/Department Policies

Policies of the College of Arts and Sciences

**(Required on all COAS Syllabi / Last Revised: August 7, 2017)**

### Classroom Behavior

The College of Arts and Sciences encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. The College will always tolerate diverse, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom. If their actions are deemed by the professor to be disruptive, they will be subject to appropriate disciplinary action, which may include being involuntarily withdrawn from the class.

### Student Absences

Students are expected to attend class and to complete all assignments. It is the student's responsibility to communicate absences with his/her professor.

According to University policy, acceptable reasons for an absence, which cannot affect a student's grade, include:

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

The student is responsible for providing satisfactory evidence (i.e., physician note, medical release, etc.) to the faculty member within seven calendar days of his/her absence and return to class. He/she must substantiate the reason for absence. If the absence is excused, the faculty member must either provide the student with the opportunity to make up the exam or other work missed or provide a satisfactory alternative to complete the exam or other work missed within 30 calendar days from the date of absence.

Students who miss class due to a University-sponsored activity are responsible for identifying their absences to their faculty member(s) with as much advance notice as possible. If an off-campus licensed physician provides evidence of a student's illness, the written excuse, orders or documentation must contain the date and time of the doctor's appointment, the prognosis of illness, doctor's opinion and recommendations for the individual student. In addition, the notice should outline whether or not the student is able to attend class. If a physician determines that the student is not ill, he or she will not receive an excused absence. If absence is not an excused absence, the faculty member will decide whether makeup work will be allowed. In some courses, attendance and in-class participation are ongoing requirements and an integral part of the work of the course. In other courses,

occasional in-class assessments may occur, sometimes without advance notice. It is the responsibility of the faculty member to inform each class at the beginning of the semester of the in-class participation expected and the effect that absences will have on the student's evaluation of work in the course.

### **Plagiarism and Cheating**

Plagiarism is the presentation of someone else's work as your own. It occurs when you:

1. **Borrow** someone else's facts, ideas, or opinions and put them entirely in your own words, you must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. **Borrow** someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.
3. **Present** someone else's paper or exam (stolen, borrowed, or bought) as your own, you have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2010, sixth edition of the *Manual of The American Psychological Association (APA)*:

*Plagiarism:* Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. *Each* time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text.

The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the Discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications. (pp. 15-16)

Consult the Writing Center or a recommended guide to documentation and research such as the *Manual of the APA* or the *MLA Handbook for Writers of Research Papers* for guidance on proper documentation. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

- **Penalties for Plagiarism:** Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse.
- **Caution:** Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
- **Caution:** Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating:** Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Under no circumstances should a student who deserves an "F" in the course be allowed to withdraw from the course with a "W."
- **Student Right of Appeal:** Faculty will notify students immediately via the student's TAMU e-mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member's charge of academic dishonesty by notifying the TAMU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student. The *Student Handbook* provides more details.

### **Use of Work in Two or More Courses**

You may not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so by the instructor of the second course.

### **UConnect, TAMU E-Mail, and Dusty Alert**

Personal Announcements sent to students through TAMU's UConnect Portal and TAMU E-mail are the official means of communicating course and university business with students and faculty – not the U.S. Mail and no other e-mail addresses. Students and faculty must check UConnect and

their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or UConnect message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action. Students, faculty, and staff are encouraged to sign-up for *Dusty Alert* (see [www.tamiau.edu](http://www.tamiau.edu)). *Dusty Alert* is an instant cell phone text-messaging system allowing the university to communicate immediately with you if there is an on-campus emergency, something of immediate danger to you, or a campus closing.

### **Copyright Restrictions**

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to \$100,000; criminal penalties include a fine up to \$250,000 and imprisonment.

*Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as an article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.*

### **Students with Disabilities**

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student's responsibility to register with the Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodations.

### **Student Attendance and Leave of Absence (LOA) Policy**

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.24) and the Student LOA Rule (Section 3.25), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook ([URL: http://www.tamiau.edu/studentaffairs/StudentHandbook1.shtml](http://www.tamiau.edu/studentaffairs/StudentHandbook1.shtml)).

### **Pregnant and Parenting Students**

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary.

It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. If a student would like to file a complaint for discrimination due to his or her pregnant or parenting status, please contact the TAMIU Title IX Coordinator (Lauren A. Jones, J.D., 5201 University Boulevard, KL 159B, Laredo, TX 78045, [TitleIX@tamiau.edu](mailto:TitleIX@tamiau.edu), 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600).

The University advises a pregnant or parenting student to notify his or her professor once he or she is aware that accommodations for such will be necessary. It is first recommended that the student and professor attempt to work out the reasonable accommodations with each other. The Office of Student Conduct and Community Engagement (Mayra Hernandez, [MGHernandez@tamiau.edu](mailto:MGHernandez@tamiau.edu)) can assist the student and professor in working out the reasonable accommodations. In the event that a student will need a leave of absence for a substantial period of time from the University, the University urges the student to consider a Leave of Absence as outlined in the Student Handbook. As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule. Both rules can be found in the TAMIU Student Handbook (<http://www.tamiau.edu/scce/studenthandbook.shtml> (<http://www.tamiau.edu/scce/studenthandbook.shtml>)).

### **Incompletes**

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a "W." To qualify for an "incomplete" and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the "I" to automatically be converted to an "F"; extensions to this deadline may be granted by the dean of the college.

This is the general policy regarding the circumstances under which an “incomplete” may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

#### **WIN Contracts**

WIN Contracts are offered only under exceptional circumstances and are limited to seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

#### **Student Responsibility for Dropping a Course**

It is the responsibility of the STUDENT to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

#### **Independent Study Course**

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

#### **Grade Changes & Appeals**

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the *Student Handbook* and the *Faculty Handbook*.

#### **Final Examination**

Final Examination must be comprehensive and must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.