FYC 4801: Applied Social Science Research Methods

Spring 2014                      Section: 2406
Instructor: Dr. Martie Gillen    Meeting Time: TR (5 & 6) 11:45 – 1:40
Office: 3028A McCarty Hall D    Class Location: G108 MCCB

Office Hours: By appointment
Office Phone: 392-0404
Email: mgillen@ufl.edu

Section: 3885
Meeting Time: TR (7 & 8) 1:55 – 3:50
Class Location: 2102 MCCB

DO NOT EMAIL ME THROUGH SAKAI! Anything submitted through Sakai mail will not be accepted, unless otherwise instructed. Please include the course number and section number in the subject line of the email.

Required Texts:

Course Objectives:
The research process is the cornerstone of scientific knowledge. This course enables students to understand and apply the principles of social science research methods. Students will learn a variety of research methods and have “hands on” experience with the research process.

Upon completion of the course, students will be able to…
• Locate current scholarly social science research
• Differentiate between quantitative and qualitative research methods
• Organize and conduct a research proposal from beginning to end
• Write a literature review
• Utilize various research methods

Grades:
Grades will be based on the following criteria and weights:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
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<tbody>
<tr>
<td>Three (3) Exams</td>
<td>300</td>
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<tr>
<td>Labs: In-Class &amp; Out-of-Class Activities</td>
<td>190</td>
</tr>
<tr>
<td>Research Project</td>
<td>150</td>
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<tr>
<td>Total Possible</td>
<td>640</td>
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Exams: 300 points
There will be 3 exams (100 points each) for a total of 300 points as noted on the course calendar. These dates may be adjusted as needed. The format may include essay, short answer, fill in the blank, multiple choice, T/F, and matching.

NOTE: On exam days, no one will be permitted to begin the exam once the first student has left the classroom. In the event you miss an exam or in class assignment due to DOCUMENTED illness and/or death in the family, you may schedule a make-up with Dr. Gillen.

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Labs: In-Class Activities and Out-of-Class Activities: 190 points
In-class activities and out-of-class activities provide students the opportunity to “practice” methods learned in class. These activities also give students feedback on specific sections of the group research project.

Only those students present in class may complete the in-class lab activities. If you arrive late to class thereby missing part of the lab, points will be deducted on a prorated basis based on your arrival time. Students must have a documented excused absence to make up missed lab activity points. One bonus lab (Lab 17) will be offered for 10 bonus points.

Research Project: 150 points
Either individually or in groups of no more than 3 students, you will complete a research proposal on your chosen topic. The same amount of work will be completed regardless of if you do the project individually or as a group. You will complete sections of the paper using guidelines given in class. You will turn in a hard copy of your paper in class and upload your paper as a Word document to Sakai under assignments by the beginning of the class period on the due date.

I provide an example paper for each part of the project. Please know that copying from the example papers and submitting it as your own work without APA citation constitutes plagiarism and will not be tolerated.

Graded Assignments:

- Make-up exams/assignments/lab activities will be given ONLY in cases of DOCUMENTED illness and/or death in the family. It is the student's responsibility to notify the instructor as soon as possible after the missed examination date and to take the makeup exam within one week of the scheduled exam. A make-up exam is then given at the instructors discretion.
- Unless you receive permission prior to the due date, all lab assignments must be delivered at the beginning of the class in hard copy format and all project parts must be submitted at the beginning of class in hard copy format and uploaded to Sakai under assignments as a Word document. Any submission after this will lose 5 points for each day late.
- **DO NOT EMAIL ME THROUGH SAKAI!** Any assignment submitted through the SAKAI mail system WILL NOT be graded and will receive a zero.
- All graded material remains the property of the instructor, and any unreturned exam or assignment will result in a grade of zero.

Grading Summary: Grades in this class will be based on the following scale:

- A = 93.50% and above
- A- = 90.00-93.49%
- B+ = 86.50-89.99%
- B = 83.50-86.49%
- B- = 80.00-83.49%
- C+ = 76.50-79.99%
- C = 73.50-76.49%
- C- = 70.00-73.49%
- D+ = 66.50-69.99%
- D = 63.50-66.49%
- D- = 60.00-63.49%
- E = 59.99% and below

*All of the following must be true for the student to be eligible to receive a grade of "I." The student has completed a major portion of the course work with a passing grade (D or better), the student is unable to complete course requirements because of documented circumstances beyond their control, and the student and instructor have discussed the situation prior to the final exam (except under emergency conditions).
Classroom Policies/Procedures:

- Make sure that all electronic devices (cell phones, ipods, gaming devices, etc.) are turned off during class. If your electronic device becomes a nuisance to the instructor or other students, you will be asked to leave the class.
- At all times, respect your fellow classmates. One of the important features of this class is the time allotted for discussion. Instructor encourages students to participate, but insists that all comments made in class are respectful and tasteful.
- If you must come late, please sit along the back row of the classroom as to not disrupt the class.
- All students who are late on exam days (come into class once the first person has left) will not be able to take the exam and may only schedule a make-up at the instructor’s discretion. It is unfair to other students who come on time and are prepared for the exam.
- If you require assistance with this class (alternate testing, notetaker, etc.) please notify me within the first week of class.

ACADEMIC HONESTY POLICY

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.” You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

It is assumed that you will complete all work independently unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: http://www.dso.ufl.edu/SCCR/honorcodes/honorcode.php.

It is to be assumed all work will be completed independently unless the assignment is defined as group project, in writing by the professor. This policy will be vigorously upheld at all times in this course.

ONLINE COURSE EVALUATION PROCESS

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results.

SOFTWARE USE POLICY

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.
CAMPUS HELPING RESOURCES
Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university’s counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- **University Counseling & Wellness Center**, 3190 Radio Road, 352-392-1575, [www.counseling.ufl.edu/cwc/](http://www.counseling.ufl.edu/cwc/)
  Counseling Services
  Groups and Workshops
  Outreach and Consultation
  Self-Help Library
  Wellness Coaching

- **Career Resource Center**, First Floor JWRU, 392-1601, [www.crc.ufl.edu/](http://www.crc.ufl.edu/)

SERVICES FOR STUDENTS WITH DISABILITIES
The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation

0001 Reid Hall, 352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)