

FYC 4801: Applied Social Research Methods
4 Credit Hours – Fall 2017

Section: 2020

Meeting Time: MW (7 & 8) 1:55 – 3:50

Class Location: M: 142 Leigh Hall

W: 3096 McCarty B Hall

Office Hours: Wednesdays, 9AM – 12PM

Instructor: Dr. Kelly Moore

Office: G081 McCarty Hall B

Phone: 352-273-3508

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TA: TBD

Office: G091 McCarty Hall B

Email: TBD

Office Hours: TBD

The instructor reserves the right to adjust the syllabus in order to meet the objectives of the course.

About the course. Applied Social Research Methods is a 4-credit course in the design, implementation, and interpretation of social research. Students who take this course will “understand and apply the principles of social science research methods. Students learn a variety of research methods and have “hands on” experience with data collection and analysis” (FYCS Undergraduate Handbook, 2015, p.16). As future professionals in the social sciences, it is essential that you develop the capacity to, at a minimum, critically evaluate information that is presented as scientific, and ideally, contribute to our collective knowledge base through involvement in research activities of your own. Employers will expect that you can recognize quality research as you work with your constituents, and your constituents will trust that you are confident in the information you share with them. If graduate school is in your future, you will be expected to conduct research and to share that research with the larger community of scholars. This semester, we will learn to read and communicate social science research and will engage in producing social research data of our own.

Prerequisites: FYC 3001 with a grade of ‘C’ or better or STA 2023

Learning Outcomes

By the end of this course, you will be able to:

1. Design social research using a quantitative methodological approach
2. Collect, analyze, and interpret quantitative data and report the results in writing and orally
3. Design social research using a qualitative methodological approach
4. Collect, analyze, and interpret qualitative data and report the results in writing and orally
5. Evaluate the quality of scientific evidence

Readings

All required readings are available on Canvas.

Communication Policy

- Please contact me via email through Canvas or UF Email using your UF email account only. UF policies prohibit me from discussing your grade through any other email server. If you contact me using a non-UF email account I will respond requesting you send me an email using your UF account prior to answering your question.
- I try to respond to all emails within 24 hours or by the end of the next business day. Feel free to email me again if you have not heard back from me after 24 hours –sometimes emails are misplaced in a junk email folder or can be overlooked. You are welcome to stop by my office or call if you need to reach me sooner.

- The best thing to do is schedule a time for us to meet if you would like to meet with me in person. This ensures you don't waste a trip and I'm available when you stop by. However, walk-ins are welcome; I will always make time for you if I'm in my office.

Grading

Grades will be determined based on the following:

Assessment		Points
Attendance		29 points (1 point for each class period)
Homework Assignments		50 points (5 @ 10 points each)
Survey Participation		16 points (16 @ 1 point each)
Exams		120 points (2 @ 60 points each)
Research Project	Annotated Bibliography	15 points
	Quantitative Data Project*	95 points
	Qualitative Data Project*	95 points
	Intro and Literature Review Draft	25 points
	Scholarly Paper*	120 points
	Oral Presentation	25 points
	Individual Oral Reflection	60 points
Total		650 points

*These grades will be individually adjusted according to peer-evaluations.

Grade Ranges

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:"

- 1) *The student has completed a major portion of the course work with a passing grade (D or better),*
- 2) *the student is unable to complete course requirements because of documented circumstances beyond their control, and*
- 3) *the student and instructor have discussed the situation prior to the final exam (except under emergency conditions).*

Attendance Policy

Students receive 1 point per class session (28 class sessions). Student arriving more than 5 minutes late will receive 0.75 points for the class session. Documentation for excused absences must be submitted within one week of the absence. One attendance point is awarded for excused absences.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

First Classes Attendance Policy

According to the UF undergraduate catalog: "If you do not attend at least one of the first two class meetings of a course or laboratory in which you are registered, and you have not contacted the department to indicate your intent, you can be dropped from the course. You must not assume that you will be dropped, however, if you fail to attend the first few days of class. By posting a notice in the department office, the department will notify you if you have been dropped from the course or

laboratory. You can request reinstatement on a space-available basis if you present documented evidence.”

This policy will be in effect for FYC 4801 and attendance will be monitored on the first two days of class.

Policy Regarding Late Work & Canvas App

- Most assignments are due on Canvas by 5PM on the date indicated on the course calendar.
- There is a 7 hour grade period (until 11:59PM on the due date) for online submissions. Late points will not be deducted during this time.
 - *A grace period is intended to accommodate for any technical difficulties while trying to submit your assignment. If you wait until close to 11:59PM before attempting to submit your assignment for the first time and experience technical difficulties you will not be granted additional time as a result. My advice is to attempt to submit by the scheduled due date (5PM) and use the grace period to resolve technical issues that may arise, if any. Do not wait until 11:59PM to try and submit for the first time as work will not be accepted late (after 11:59PM) if something goes wrong.*
- **Online assignments will not be accepted after the grace period ends** without written instructor approval at least 24 hours prior to the scheduled due date (i.e. approval must be obtained via email by 5pm the day before an assignment is due).
- Most of the homework assignments are due at the start of class. Assignments due in class will not be accepted late as we go over the correct answers in class. Assignments must be turned in at the start of class to receive credit. There is no grace period for work due during class.



Caution: The Canvas app is a great tool for Canvas mail, announcements, and viewing your grades. It is not a great tool for submitting assignments. The uploading procedure is not reliable and your assignment may not upload properly, or at all. In addition to this, I am unable to see that you attempted to submit something using the app (I can view your activity when you access Canvas through an Internet browser). Therefore, **do not submit assignments via the Canvas app.** I will not accept your assignment late should technical issues arise as a result of using the Canvas app to submit your work—even if the issue is not discovered until after the grace period ends.

UFApps

Some lectures and activities (in-class and out-of-class) will require the use of a statistical software package. We will use SPSS in this course. You can access SPSS for free using university computers in several computer labs on campus, UFApps or IFAS Virtual Lab. UFApps and IFAS Virtual Lab provide access to software applications from any computing device--laptops, tablets, desktops, and smartphones--from any location, at any time. To access UFApps go to the following website:

<https://apps.ufl.edu/Citrix/XenAppEXT/auth/login.aspx>

Follow the prompts to obtain access if this is your first time using UFApps.

Alternatively, you can access SPSS by connecting to the IFAS Virtual Lab. To access the Virtual Lab go the website and follow the directions provided there.

<http://cals.ufl.edu/lab/virtual-lab.php>

It is my recommendation that you set aside time to use one of the computer labs on campus to complete assignments requiring SPSS. My experience is that you will be far less frustrated, even though it might not be as convenient as sitting in your own home.

For the portion of the course where we learn SPSS (Statistical Package for the Social Sciences), I will try to schedule computer lab time for us during class. If that is impossible to arrange then I will need to ask you to bring a computing device with you to class. In order to complete some homework, you will either need to be on campus to access SPSS or have installed the capacity to access it from your home. I strongly recommend that you do this. You will need to practice using SPSS in order to really learn it.

APA Formatting Guidelines

Use the APA Style Guide, 6th Edition to complete all assignments in this course. Use proper APA formatting for all components of an assignment including in-text citations, tables and figures, appendices, section headings, title, abstract and references. Guidelines for formatting can be found in:

Publication Manual of the American Psychological Association (6 ed.). (2009). Washington, DC: American Psychological Association.

Note: There are many citation generators and APA guides available online. While these can be good resources, they often produce citations that are incomplete or incorrectly formatted. I strongly encourage you not to use a citation generator for your work. If you do use one it would be very wise to review the references to ensure they are formatted correctly before submitting your assignment. **The only source that ensures 100% compliance with APA is the APA Style Guide itself.**

Classroom Policies

- Make sure that your phone is turned to vibrate during class.
- Stay on task.
- Respect your fellow classmates and instructor.
- Come to class on time and prepared to participate.
- 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.

Students with Disabilities

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter, which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Policy Regarding Testing Accommodations

- Any student who requires testing accommodations must follow university procedure for securing the accommodations. Please see <https://www.dso.ufl.edu/drc/students> for how to access resources and setting up accommodations.
- Students who require testing accommodations should follow DRC policy for making an appointment to take the test(s) at the DRC. Do not assume that I can provide additional assistance for testing needs. If you fail to follow through on making arrangements with the DRC to take a test, you will take the test with the rest of the class and will be given the same amount of time to take the test as the rest of the class.

Academic Honesty

UF students are bound by The Honor Pledge, which states, “*We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and*

integrity by abiding by the Honor Code.” On all work submitted for credit by students 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.*” The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honorcode/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor in this class.

We will do quite a bit of group work in class and I encourage you to work and study with colleagues outside of class. However, on exams and for some assignments you are on your own.

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university’s resources. The following resources are available 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.

Health and Wellness Resources

- U Matter, We Care:
If you or a friend is in distress, please contact umatter@ufl.edu or 352 392- 1575 so that a team member can reach out to the student.
- Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc/Default.aspx>, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.
- Sexual Assault Recovery Services (SARS)
- Student Health Care Center, 392-1161.
- University Police Department, 392-1111 (or 9-1-1 for emergencies).
<http://www.police.ufl.edu/>

Academic Resources

- E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. <https://lss.at.ufl.edu/help.shtml>.
- Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling.
<http://www.crc.ufl.edu/>
- Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.
- Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.
<http://teachingcenter.ufl.edu/>
- Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio/>
- Student Complaints Campus:
https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf
- On-Line Students Complaints: <http://www.distance.ufl.edu/student-complaint-process>

Online Course Evaluation Process

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

My Pledge to Students

I love teaching. As a student in one of my courses there are a few things you should expect. First, I'm going to **challenge** you because I want you to experience growth –personal, academic and professional growth. Secondly, I want to create an **enjoyable** (yet, challenging) learning experience for you. My hope is you will like coming to class and discussing course materials with your peers and that you will find interest in topics you didn't realize interested you. Along the way I also want to provide ample opportunity for you to **explore someone else's perspective** –to critically evaluate the social world around you and understand it through someone else's eyes. I consider this is one of the most important aspects of higher education and think it's crucial we practice interacting with and understanding people who are not like us because we will continue to be challenged by opposing perspectives our entire lives. In addition, I hope you leave my courses a **better consumer of science** so you are prepared to **constructively participate in public discourse** surrounding social issues. You are the future liaisons between social science and society –you need to be able to interpret how research impacts the everyday lives of citizens so that one day you can have the greatest impact possible in the world.

And finally, you should expect me to be **fair, transparent** and **honest** with you. I will always explain my reasoning for the decisions I make that affect students and I am open to conversations when those decisions seem unfair. My grading process is transparent and the assessment criteria are clearly explained –I never want you to struggle because you don't understand what I'm asking you to do. Perhaps most importantly, I'll tell you when I don't know something and help you find the answer –in fact, I hope you ask questions I can't answer so we can learn together! I strive to create a learning environment that fosters success, which in my opinion means you are comfortable participating in class, excited about the material and recognize its relevance in your life and you're confident you understand what is expected of you. Creating this type of environment is a two-way street; it also requires effort on your part to come to class prepared and ask questions if things are unclear. Together I know we can make this course a great learning experience. I welcome any feedback that contributes to this goal –my door is always open.