FYC 4801
APPLIED SOCIAL RESEARCH METHODS

This syllabus serves as a guideline for the course of study, learning outcomes, course requirements, expectations, grading, instructor information and approximate timelines.

You will be informed of any changes during class and on Canvas.

COURSE INFORMATION

Instructor:
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Teaching Assistant:
Kimber Sarver
FYCS Graduate Student
Email: ksarver@ufl.edu

Class Location: Mechanical & Aerospace Engineering A (MAEA) 0327   **Class Time**: Tuesday/Thursday 11:45am – 1:45pm

Office Hours: Office hours will be held Tuesdays from 2:45 - 4 and by appointment. Students can join office hours via zoom using a link in Canvas or meet in person.

Course Website http://elearning.ufl.edu/

COURSE DESCRIPTION

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 of our own.

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

COURSE OBJECTIVES

By the end of this course, you will be able to:
1. Design social research using a quantitative methodological approach
2. Collect quantitative data using the on-line platform Qualtrics
3. Analyze quantitative data using SPSS
4. Interpret quantitative data and report the results in writing and orally
5. Evaluate the quality of scientific evidence

REQUIRED MATERIALS

All required readings are placed on Canvas. Students are required to purchase the student version of SPSS. You should purchase this at the HUB IT desk. You must install it yourself on your laptop. Installation is easy but you might want to install it immediately upon purchasing it and in the HUB, in case you need technical assistance. The cost is approximately $37.

COMMUNICATION POLICY

EMAILING THE INSTRUCTOR: **Please use e-mail messaging through Canvas as your primary method of contacting me.** UF policies prohibit me from discussing your grade through any other email servers beyond Canvas and your UF email. **You can expect a response from me within 48 hours, if you send me an email message via Canvas**. If your e-mail is not returned within 48 hours (excluding weekends), please re-send your message. I will not respond to emails sent after 5pm until the next business day. I will respond to emails sent on the weekend on Monday.

Email Courtesy: I receive a lot of email, and I try to make a point to be prompt with my email responses; however, there are several things you can do to assist me: First, always include "FYC 4801" in the subject of the email. This will help to quickly find your information. Second, include your first and last name so I know who you are. Third, write messages as if you were speaking to me and not as if you are texting a friend (or foe). Finally, **read the syllabus and other course materials to see if the question is answered elsewhere.** If you ask a question with an answer on the syllabus (e.g., how many points are exams worth?), I will reply with "Please see the syllabus and email me if there are further questions." I am happy to answer questions about other course material over email, during office hours, or a separately scheduled meeting.

GRADING INFORMATION

Grades will be determined based on the following:

Assessment		Points
Attendance during Group Work days		45 points
Discussion Boards		45 points (1 @ 20 points, 2 @ 10 points; 1 @ 5 points)
Individual Homework Assignments **Get-to-Know-You Bio**		90 points (variable points per assignment) 10 points
Exams **Syllabus Quiz**		100 points (2 @ 50 points each) 10 points
Research Project	Paper Section Draft (Individual)	30 points
	Research Proposal (Group)	30 points
	Cleaned SPSS File and Output (Group)	30 points
	Data Analysis Part One (Group)	20 points
	Data Analysis Part Two (Group)	20 points
	Survey Completion (Individual)	Up to 10 points (1 point each, will adjust after drop/add)
	Scientific Paper (Group)	80 points
	Oral Presentation (Group and Individual)	30 points (10 points for individual; 20 points for group)
	Peer Evaluation (Individual)	70 points
Extra credit		Up to 10 points
Total		615 points (adjusted after drop/add)

Grade Ranges:

A = 93.00% and above	C = 73.00-76.99%
A- = 90.00-92.99%	C- = 70.00-72.99%
B+ = 87.00-89.99%	D+ = 67.00-69.99%
B = 83.00-86.99%	D = 63.00-66.99%
B- = 80.00-82.99%	D- = 60.00-62.99%
C+ = 77.00-79.99%	E = 59.99% and below

Current UF grading policies, including grade points assigned per letter grade, can be found here: https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/

CLASSROOM EXPECTATIONS

RESPECT OTHERS. This course involves group work and class discussion. Everyone's opinion, as well as cultural background, is to be respected. As members of this class we will not verbally pass judgment on others, even though our values and opinions may differ. Treat others as you hope to be treated. Additionally, we will use kind and constructive language; we will not criticize others or put them down. We will use active listening skills when engaging with others, such as making eye contact, taking turns, not interrupting, asking questions, and giving others time to respond. Behavior that is disrespectful to the instructor includes, but is not limited, to: excessive talking with a classmate (excluding in class activities); texting; premature packing of personal belongings.

 If anyone feels harmed or misrepresented, by the instructors or any individual in the class, speak with me so that the problem can be dealt with immediately. Please do not let feelings build up and interfere with your experience in this course.

TECHNOLOGY. **All cell phones must be on silent** and anything else that makes noise turned off. Students will be given a warning, and then asked to leave class, if using technology in a way that disrupts the instructor or the class. If there is a reason that you need to answer the phone during class, such as a family emergency, please let me know before class begins. Use of technology that is disrespectful to the instructor includes, but is not limited, to: social media use; playing games; messaging other students; surfing the internet unrelated to classwork. Treat me the way you would want to be treated while presenting.

SOCRATIC METHOD OF LEARNING. Students will be expected to engage in the Socratic Method of learning. This means that you may be called upon in class or otherwise expected to engage in a classroom discussion that encourages sharing thoughts, engaging in critical thinking, and articulating what you have learned. This is a form of active learning which tends to be more effective; however, if you are unprepared for class, you may find yourself uncomfortable in the process. Be prepared.

WRITTEN WORK

Use the APA Style Guide, 7th 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. The FYCS Department has chosen to use the Professional title page guidelines, ***not the student title page format.*** Guidelines for formatting can be found in:

Publication Manual of the American Psychological Association (7 ed.). (2019). 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. If you use a citation generator for your work, it would be 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.***

EXCUSED ABSENSES & LATE WORK

If students are aware that they need to miss a class for any reason, they should contact the instructor prior to that class period, and ideally, 24 hours or more before it. Excused absences include: sick days with a doctor's note or proof of clinic visit, military duty, religious holidays, court-imposed legal obligations, UF performances, death of an immediate family member (documented), UF student conferences, or authorized UF travel. However, excessive absenteeism will jeopardize course performance. Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

Assignment due dates will be listed in canvas. **There is a 24 hour window around due dates. Students do not need to contact me if the assignment was submitted in canvas within 24 hours of when it was due.** For example, no need to email that your internet went down, computer froze, etc. After the 24 hour window, five (5) points per day will be deducted from late assignments. Assignments will not be accepted if they are more than 1 week late without extenuating circumstances, and a grade of zero will be given. If there are circumstances beyond your control that make it difficult to get your assignment in on time, I will work with you, but it is your responsibility to contact me in writing via email as quickly as possible to explain the delay, before the assignment is due.

OTHER CONSIDERATIONS

RELIGIOUS OBSERVANCE: Please check your calendars against the course schedule. Any student having a conflict in the class schedule due to religious observances should contact the instructor as soon as possible so that they can make necessary arrangements.

The UF/IFAS Department of Family, Youth and Community Sciences is committed to engaging positively in a global and diverse society through its teaching, extension, and research efforts. That commitment is demonstrated by creating an inclusive educational environment that fosters belonging as we mentor students, perform relevant scholarship, and conduct outreach for families, youth, and communities that is sensitive and responsive to the needs of diverse audiences. Intentional effort is made to providing access and equity to underrepresented, underserved, marginalized, and minoritized people in Florida and beyond.

UF POLICIES

UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting https://disability.ufl.edu/students/get-started/. 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. It is

important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Location: Reid Hall, 352-392-8565

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.

UNIVERSITY POLICY ON ACADEMIC HONESTY

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 in each course 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 and Students Conduct Code, please see: https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/.

We will do quite a bit of group work, and I encourage you to study with students outside of class. However, on exams, quizzes, and individual independent assignments, you should work independently. The exams are open note. However, Chat GPT should <u>NOT</u> be used in any format, for any of the assignments, quizzes, or exams, unless instructed otherwise. Any use of Chat GPT will be treated as academic dishonesty and reported as such.

FERPA

According to FERPA guidelines, I cannot release information about your grades or class attendance to anyone other than you, and I will keep your class information private. Grades will be posted securely on Canvas so that only the student and professor can view them.

UNIVERSITY POLICY ON ATTENDANCE AND MAKE-UP WORK

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

RECORDING CLASS SESSIONS

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

ONLINE COURSE EVALUATION PROCESS

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. The evaluation helps me learn how to improve the class for future students, and also serves as an evaluation of my performance used towards promotion. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

NETIQUETTE GUIDE

All members of the class are expected to follow rules of common courtesy in all online communication. For specific guidelines READ the following: https://teach.ufl.edu/wp-content/uploads/2020/04/NetiquetteGuideforOnlineCourses.docx

If there are any online class sessions for any reason, they may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared.

SOFTWARE USE

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.

GETTING TECHNICAL HELP

Students should contact the UF Help Desk at 352-392-HELP/4357 or at helpdesk@ufl.edu with all technical issues. Some issues may be resolved using resources on the Help Desk website: helpdesk.ufl.edu. Do not contact the instructor or TA to help you solve a technical issue. If a technical issue is impeding your ability to submit an assignment on time, send an email to the instructor explaining the situation and provide your UFIT ticket number (assigned to you by the Help Desk). Accommodations will not be made for technical issues unless a UFIT ticket number is provided.

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 someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit umatter.ufl.edu/ to refer or report a concern and a team member will reach out to the student in distress.
- *Counseling and Wellness Center*: Visit counseling.ufl.edu/ or call 352-392-1575 for information on crisis services as well as non-crisis services.
  - Counseling Services
  - Groups and Workshops
  - Outreach and Consultation
  - Self-Help Library

    o Wellness Coaching
- *Student Health Care Center*: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit shcc.ufl.edu/.
- *University Police Department*: Visit police.ufl.edu/ or call 352-392-1111 (or 9-1-1 for emergencies).
- *UF Health Shands Emergency Room / Trauma Center:* For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; ufhealth.org/emergency-room-trauma-center.

Academic Resources
- *E-learning technical support*: Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- *Career Connections Center*: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services *career.ufl.edu/.*
- *Library Support*: cms.uflib.ufl.edu/ask various ways to receive assistance with respect to using the libraries or finding resources.
- *Teaching Center*: Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring. teachingcenter.ufl.edu/
- *Writing Studio:* 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers. writing.ufl.edu/writing-studio/
- *Student Complaints On-Campus*: sccr.dso.ufl.edu/policies/student-honor- code-student-conduct-code/
- *On-Line Students Complaints*: distance.ufl.edu/student-complaint-process/

Food Resources
- [Field and Fork Pantry](): A free on campus resource of non-perishable foods and toiletries for students with food insecurity. There is no proof of need; you only need to bring your UFID card.

Financial Resources
- *Aid-A-Gator:* Funding for emergencies**:** https://www.sfa.ufl.edu/aidagator/

Note that the instructors reserve the right to adjust the syllabus as needed.