HUMS 300
Exploring Research

Early Fall Session 15/11
August 17 – October 10, 2015

Course Description

Finding, understanding, critical analysis, and communication of empirically based research for practice application.

Prerequisite: MATH 150 or MATH 170

Class Day and Time: Monday, 6:30 pm – 9:30 pm. K-163

This is a hybrid course which is defined as an online course supported by a weekly in-seat class. Our class will consist both in-seat and online instruction through various resources, discussion and homework. Please note that we will meet every week, unless otherwise noted.

You are expected to attend every class. If you know prior to the beginning of the session that you will miss more than one in-seat class, it is strongly recommended that you wait to take this course at another time.

The online portion of our course is located in D2L. You will access the course through CougarTrack.

Textbooks


Textbooks for the course may be ordered from MBS Direct:

- online at http://direct.mbsbooks.com/columbia.htm
- by phone at 800-325-3252

For additional information about the bookstore, visit http://www.mbsbooks.com.

Course Overview

The main objectives of this course are to provide you with the opportunity to learn how to recognize the need for empirically based research within your professional life, find appropriate research relevant to your practice, evaluate it, and apply it professionally. The emphasis is on becoming a skilled consumer of research rather than producing it.
Technology Requirements

Participation in this course will require the basic technology for all online classes at Columbia College:

- A computer with reliable Internet access,
- a web browser,
- Acrobat Reader,
- Microsoft Office or another word processor such as Open Office.

You can find more details about standard technical requirements for our courses on our site.

Course Objectives

- To find, evaluate, critically analyze and communicate the literature pertinent to a specific topic, issue or question.
- To apply empirically based knowledge to practice

Measurable Learning Outcomes

- Find and critically analyze empirically based research.
- Utilize an academic library.
- Write a literature review.
- Write in APA format.
- Populate and manipulate data in a spreadsheet.

Grading

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>301 – 335</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>268 – 300</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>234 – 267</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>301 – 233</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>0 – 300</td>
<td>0-59%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assignment Category</th>
<th>Points</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions (Online)</td>
<td>40</td>
<td>12%</td>
</tr>
<tr>
<td>In Class Activities</td>
<td>80</td>
<td>24%</td>
</tr>
<tr>
<td>Topic (Online)</td>
<td>5</td>
<td>1%</td>
</tr>
<tr>
<td>Quizzes (Online)</td>
<td>60</td>
<td>18%</td>
</tr>
<tr>
<td>Annotated Bibliography (Online)</td>
<td>50</td>
<td>15%</td>
</tr>
<tr>
<td>Final Literature Review (Online)</td>
<td>50</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam (In Class)</td>
<td>50</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>335</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Schedule of Graded Assignments

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment</th>
<th>Points</th>
<th>Due Online</th>
<th>Due In-Seat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>In Class Activity</td>
<td>10</td>
<td>In Class</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discussion 1</td>
<td>5</td>
<td>Thursday/Sunday</td>
<td></td>
</tr>
<tr>
<td>In Class Activity</td>
<td>In Class Activity 2</td>
<td>In Class Activity 3</td>
<td>In Class Activity 4</td>
<td>In Class Activity 5</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------</td>
<td>---------------------</td>
<td>---------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Topic</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Discussion 2</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Quiz 1 (Chapters 1-5)</td>
<td>30</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Quiz 2 (Chapters 6-11)</td>
<td>30</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>50</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

* Students may begin taking the APA Quiz during Week 1. Must pass with a score of 80% or more before turning in the final paper during Week 8

**Assignment Overview**

**Readings (Before Class)**

All readings and lectures review should be completed **prior** to coming to the in-seat portion of class.

You should utilize the information from the readings and incorporate it into all assignments within the course.
Plagiarism Tutorial and Quiz

It is highly recommended that you take time to review plagiarism tutorial and quiz in Week 1. You will not be able to submit your Annotated Bibliography or Final Literature Review until this quiz is completed with an 80% or higher grade. You may take this quiz as many times as needed.

In addition, do not use old papers. All work for this class must be unique to this class and not recycled research projects or papers from other classes and this includes your sources. Recycled papers will receive a zero.

In Class Activities

During the in-seat portion of our class, we will have various discussions and activities that will be graded. You must be present and actively participate in the in-seat class in order to receive these points.

Discussions

Discussions are an integral part of this course and represent a significant portion of the final grade. Discussion activities are designed to help extend your learning into the real world and bridge the gap between theory and practice.

Discussion topics will be based on the chapter material defined in the weekly course schedule. You are encouraged to interact with your classmates in all discussions. Additional online discussion topics may be introduced as needed. Participation in all discussions will improve performance on homework and the Final Exam.

Discussions will be graded according to the criteria presented in the grading rubric found in the Content area. Please note that proper spelling and grammar is required for all assignments – including the discussions. If you copy a discussion post from another student, you will receive a zero for that discussion.

These instructions apply for weeks 1 – 7. Separate directions for week 8 are provided below. For the first seven weeks you will take your turn choosing 3-5 pages of the text and providing a detailed outline of that material and your own personal summary or impression of what you read (referred to as “the round robin method”). Some overlap is inevitable and that is not a huge issue. When you are ready to make your post, determine where the discussion is, where we are in the book, and then cover the next 3-5 pages. You must identify the chapter and pages in your subject line for the post. There is no instructor question – each person takes the next available material from the text, material that has not been covered yet, and makes their post following these directions. This discussion method requires that you have the textbook. Discussions cannot be made up if missed.

You also need to respond to some of the postings of your peers and me. You do not need to respond to every post, but only those posts that you find interesting or where you have something significant to add to the discourse. Meaningful posts go beyond: “I agree with Bill.”; “I like the way you (fill in the blank).”; or the ever popular “Good post.” Participation also implies that you are reading everyone else’s postings. It is especially important that you read all of my posts and reply when appropriate or prompted. Even if my posting is a reply to another individual’s posts, it is important to read it, because it may contain clarifying information or a follow up question and it is definitely written with the entire class in mind.

Your initial online discussion post is due by 11:59 pm Central Time (CT) on Thursday. You must respond to at least one other student by 11:59 pm CT on Sunday.

The Discussion for Week 8 is different and you can begin work on it early, and even complete it, after week 2, although it will not be evaluated until the final week of class. However, the instructor will be
fully involved with this ongoing discussion starting on the first day of class in the event you have any questions or concerns.

For this discussion you will:

- Find an article about research in the news.
- Find the original research article. (NOT a news release form the sponsoring institution about the research). You cannot use an article that somebody else has used already.
- Post links to and/or attach the original articles to the discussion post.
- Compare and contrast the news article with the actual research. Did the news accurately portray what the actual research said?
- Look at and comment on at least three other posts.
- Disagreement in discussions is good, however, you are expected to act professionally. Conventions of “netiquette” (online etiquette), which include courtesy to all users, will be observed online.

**Literature Review Project**

The Literature Review project is broken into three, distinct projects that overlap in grading. (For example, a deficiency in one of the listed areas will drop you to the corresponding letter grade regardless of other elements of your assignments. Plagiarism, regardless of if you do it on purpose or not, returns a grade of zero for any assignment.) The three projects are: **Topic, Annotated Bibliography,** and **Final Literature Review.**

- **Topic:** You choose the topic of your literature review, but your topic must be approved by me. To gain approval, write a one paragraph description indicating why you chose this topic, and submit it through the “Literature Review Topic Choice” folder in the Dropbox. You also have the opportunity to discuss your topic or possible topics in the Discussions area (This is a non-graded, informal discussion. This discussion is NOT a substitute for submitting your topic.).
- **Annotated Bibliography:** When done correctly this assignment helps you to prepare for writing the final paper and it is designed for you to critically think about the sources you will use for that paper. All of the sources you use in this assignment MUST be used in the final paper.

After your chosen topic has been approved, you will need to use the online databases available from the Columbia College library to find 5 research articles, primary sources, pertinent to that topic. You are to use only journal articles available from the online databases (which are extensive), and not editorials, news items, commentary, or opinion pieces.

Research-based articles will generally include one or more of the following elements: an abstract, a literature review, methods, sample, findings, and a short discussion. You can also use other literature reviews which are relevant to your topic. Both kinds of articles will be found in the professional literature. Periodicals such as Time, newspapers of any kind, and Web sites will NOT count toward the required number of sources, although you can use them as supporting references in your final paper. Every source must be used in the final paper or points will be deducted. It is important to remember these guidelines.

A grid for you to complete will be provided for you online in the Content area along with an actual completed example. For this assignment, you will complete the grid filling out all the required information for each of your articles in your own words. Do not cut and paste information from the article or other sources – paraphrase in your own words what the article is saying. Do not quote from the article – paraphrase in your own words what the article is saying. Material that is cut and pasted into the article from another source, including the original article, will be construed to be plagiarism and you will receive a zero for the assignment.
It is also important for you to understand the articles. It is acceptable if some of the statistics are arcane or beyond your statistical expertise. However, you must know what the authors were trying to accomplish, the method they used, the results, and to make an informed judgment as to the viability of their work.

**NOTE:** You must complete the plagiarism quiz with a passing grade of 80 percent or more in order to turn in the annotated bibliography. No points are awarded but multiple attempts are allowed.

- **Final Literature Review:** You will write a literature review on your approved topic using, at minimum, the five sources you submitted in your annotated bibliography. Your final review, in addition to the grading criteria found in the Grading Criteria section of this syllabus, must adhere to the following guidelines:
  - Must use version 6 of the APA style manual guidelines. Must be written in APA style.
  - Turnitin.com report below 23%
  - No more than 10% of your paper will be quotes.
  - Only one block quote.
  - Must contain both direct quotes and paraphrases.
  - Should not deal with one article, then another, and then another, in succession. Instead, the article must be written thematically. Develop themes on the topic, derived from your analysis of your sources, use those themes as divisions (dividing your paper into subheadings), and provide a final discussion where you sum things up.
  - NO recycled work or using work from other classes. This will result in a zero.
  - Do not copy, or otherwise use, information from another source without saying where you got it. That is a fundamental principle of academic writing. In other words, use parenthetical citations to tell the reader where the information comes from. Violation of this requirement is plagiarism and will result in a zero for the assignment.
  - This assignment will be 7-8 pages inclusive to include:
    - Title Page
    - Abstract
    - Body of your paper must be 4-5 pages. Points will be deducted for going over or under
    - Appropriate Subheadings – as mentioned above.
    - At least one direct quote
    - Four or more paraphrases – make sure to cite where any information comes from.
    - References

**NOTE:** You must complete the APA quiz with a passing grade of 80 percent or more in order to turn in the Final Literature Review. No points are awarded but multiple attempts are allowed.

**Quizzes**

There will be 2 quizzes worth 30 points each. The quizzes will cover the material for the previous three weeks.

Quizzes must be submitted in the Quizzes area by **11:59 pm CT on Sunday of the assigned week.**

**Final Exam**

The Final Exam (50 points) will be comprehensive with more emphasis being placed on the final two weeks of the course.

The Final Exam will be given during the final In Class session of this course.
Course Schedule

Week 1: What is Research? and Ethical Considerations

Readings (Before Class)
- Visit the Purdue Owl style guide for APA (in Content area)
- Chapters 1 & 2

In Class Activity 1
During the in-seat portion of our class, we will have various discussions and activities that will be graded. You must be present and actively participate in the in-seat class in order to receive these points.

Plagiarism Tutorial and Quiz (Online)
Complete the plagiarism tutorial and take the quiz in the Quizzes area. Remember, that you will not be able to submit your Annotated Bibliography or Final Literature Review until this quiz is completed with an 80% or higher grade. You may take this quiz as many times as needed.

Discussion 1 (Online)
The class will discuss Chapters 1 and 2 using the round robin method described in the Assignment Overview. This week we will be defining what research is, and then learning about the ethics of research.

Your initial discussion response is due by 11:59 pm CT on Thursday. Your response to at least two classmates' posts is due by 11:59 pm CT on Sunday.

APA Quiz
You can start taking the quiz in Week One and must pass with a score of 80% or better before turning in the Final Literature Review during Week 7.

Week 2: The Literature and Defining Variables & Measures

Readings (Before Class)
- Chapters 3 & 4

In Class Activity 2
During the in-seat portion of our class, we will have various discussions and activities that will be graded. You must be present and actively participate in the in-seat class in order to receive these points.

Discussion 2 (Online)
The class will discuss Chapters 3 and 4 using the round robin method.

Your initial discussion response is due by 11:59 pm CT on Thursday. Your response to at least two classmates' posts is due by 11:59 pm CT on Sunday.

Topic (Online)
Choose an appropriate topic for your literature review and start searching the literature for relevant articles for your Annotated Bibliography, which is due at the end of Week 4.

Submit your topic to the appropriate Dropbox by 11:59 pm CT on Sunday.
Week 3: Sampling and Qualitative Research Design

Readings (Before Class)
- Chapters 5 & 6

In Class Activity 3
During the in-seat portion of our class, we will have various discussions and activities that will be graded. You must be present and actively participate in the in-seat class in order to receive these points.

Discussion 3 (Online)
The class will discuss Chapters 5 and 6 using the round robin method.
Your initial discussion response is due by 11:59 pm CT on Thursday. Your response to at least two classmates' posts is due by 11:59 pm CT on Sunday.

Quiz 1 (Online)
Quiz 1 will cover chapters 1-5 from our textbook. You will find the quiz in the Quizzes area. The quiz will consist of 30 multiple choice questions worth 1 point each. You will have 60 minutes to complete the quiz (2 minutes per question).
Your quiz must be submitted by 11:59 pm CT on Sunday.

Week 4: Quantitative Research Designs and Survey Research

Readings (Before Class)
- Chapters 7 & 8

In Class Activity 4
During the in-seat portion of our class, we will have various discussions and activities that will be graded. You must be present and actively participate in the in-seat class in order to receive these points.

Discussion 4 (Online)
The class will discuss Chapters 7 and 8 using the round robin method.
Your initial discussion response is due by 11:59 pm CT on Thursday. Your response to at least two classmates' posts is due by 11:59 pm CT on Sunday.

Annotated Bibliography
Please see the Assignment Overview section of this syllabus and the Content area of the course for detailed instructions (and the grid that you will need).
The Plagiarism Tutorial Quiz is available in the Quizzes area. Remember, that you will not be able to submit your Annotated Bibliography or Final Literature Review until this quiz is completed with an 80% or higher grade. You may take this quiz as many times as needed. Not having the time to complete this quiz is not a valid excuse for a late submission of your Annotated Bibliography.
Please submit your Annotated Bibliography to the appropriate folder in the Dropbox area by 11:59 pm CT on Sunday.

Week 5: Evaluative Research Designs and Single-Subject Designs

Readings (Before Class)
- Chapters 9 & 10
**In Class Activity 5**
During the in-seat portion of our class, we will have various discussions and activities that will be graded. You must be present and actively participate in the in-seat class in order to receive these points.

**Discussion 5 (Online)**
The class will discuss Chapters 9 and 10 using the round robin method.

Your initial discussion response is due **by 11:59 pm CT on Thursday**. Your response to at least two classmates’ posts is due **by 11:59 pm CT on Sunday**.

**Week 6: Introduction to Descriptive Statistics**

**Readings (Before Class)**
- Chapter 11

**In Class Activity 6**
During the in-seat portion of our class, we will have various discussions and activities that will be graded. You must be present and actively participate in the in-seat class in order to receive these points.

**Discussion 6 (Online)**
The class will discuss Chapter 11 using the round robin.

Your initial discussion response is due **by 11:59 pm CT on Thursday**. Your response to at least two classmates’ posts is due **by 11:59 pm CT on Sunday**.

**Quiz 2 (Online)**
Quiz 2 will cover chapters 6 - 11 from our textbook. You will find the quiz in the Quizzes area. The quiz will consist of 30 multiple choice questions worth 1 point each. You will have 60 minutes to complete the quiz (2 minutes per question).

Your quiz must be submitted **by 11:59 pm CT on Sunday**.

**Week 7: Introduction to Inferential Statistics**

**Readings (Before Class)**
- Chapter 12

**In Class Activity 7**
During the in-seat portion of our class, we will have various discussions and activities that will be graded. You must be present and actively participate in the in-seat class in order to receive these points.

**Discussion 7 (Online)**
The class will discuss Chapter 12 using the round robin.

Your initial discussion response is due **by 11:59 pm CT on Thursday**. Your response to at least two classmates’ posts is due **by 11:59 pm CT on Sunday**.

**Final Literature Review (Online)**
Please see the Assignment Overview section of this syllabus and the Content area of the course for detailed instructions.

The Final Literature Review must be submitted to the appropriate Dropbox folder **by 11:59 pm CT on Sunday**.
Week 8: Using Research

Readings (Before Class)
- None

In Class Activity 8
During the in-seat portion of our class, we will have various discussions and activities that will be graded. You must be present and actively participate in the in-seat class in order to receive these points.

The exam must be completed during the in-seat portion of class during Week 8.

Discussion 8 (Online)
During this week the class will post a link and/or the actual original articles (the news article and then the journal article that the news articles was based on) to the discussion area. In your post you will provide a synopsis of the research and what you found when you compared the news article with the original research report.

Your initial discussion response is due by 11:59 pm CT on Thursday. Your response to at least two classmates’ posts is due by 11:59 pm CT on Saturday.

Final Exam (In Class)
The final exam will be given in class during the last class session and will consist of fifty (50) multiple choice questions earning 1 point each. The exam will cover material from all 8 weeks of the course and you will have 120 minutes to complete the exam.

Course Policies

Student Conduct
All Columbia College students, whether enrolled in a land-based or online course, are responsible for behaving in a manner consistent with Columbia College's Student Conduct Code and Acceptable Use Policy. Students violating these policies will be referred to the office of Student Affairs and/or the office of Academic Affairs for possible disciplinary action. The Student Code of Conduct and the Computer Use Policy for students can be found in the Columbia College Student Handbook. The Handbook is available online; you can also obtain a copy by calling the Student Affairs office (Campus Life) at 573-875-7400. The teacher maintains the right to manage a positive learning environment, and all students must adhere to the conventions of online etiquette.

Plagiarism
Your grade will be based in large part on the originality of your ideas and your written presentation of these ideas. Presenting the words, ideas, or expression of another in any form as your own is plagiarism. Students who fail to properly give credit for information contained in their written work (papers, journals, exams, etc.) are violating the intellectual property rights of the original author. For proper citation of the original authors, you should reference the appropriate publication manual for your degree program or course (APA, MLA, etc.). Violations are taken seriously in higher education and may result in a failing grade on the assignment, a grade of “F” for the course, or dismissal from the College.

Collaboration conducted between students without prior permission from the instructor is considered plagiarism and will be treated as such. Spouses and roommates taking the same course should be particularly careful.
All required papers may be submitted for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers may be included in the Turnitin.com reference database for the purpose of detecting plagiarism. This service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

A plagiarism tutorial is located in the content area of the D2L website. Additionally, work that was completed in a prior course and submitted in the current course will not be accepted.

Non-Discrimination

There will be no discrimination on the basis of sex, race, color, national origin, sexual orientation, religion, ideology, political affiliation, veteran status, age, physical handicap, or marital status.

Disability Services

Students with documented disabilities who may need academic services for this course are required to register with the Coordinator for Disability Services at (573) 875-7626. Until the student has been cleared through the disability services office, accommodations do not have to be granted. If you are a student who has a documented disability, it is important for you to read the entire syllabus before enrolling in the course. The structure or the content of the course may make an accommodation not feasible.

Attendance Policy

Attendance for a week will be counted as having submitted a course assignment for which points have been earned during that week of the session or if the proctoring information has been submitted or the plagiarism quiz taken if there is no other assignment due that week. A class week is defined as the period of time between Monday and Sunday (except for Week 8, when the week and the course will end on Saturday at midnight). The course and system deadlines are all based on the Central Time Zone.

Email

All students are provided a CougarMail account when they enroll in classes at Columbia College. You are responsible for monitoring email from that account for important messages from the College and from your instructor. You may forward your Cougar email account to another account; however, the College cannot be held responsible for breaches in security or service interruptions with other email providers.

Students should use email for private messages to the instructor and other students. The class discussions are for public messages so the class members can each see what others have to say about any given topic and respond.

Late Assignment Policy

A hybrid class requires regular participation and a commitment to your instructor and your classmates to regularly engage in the reading, discussion and writing assignments. Although most of the communication for this course is asynchronous, you must be able to commit to the schedule of work for the class for the next eight weeks. You must keep up with the schedule of reading and writing to successfully complete the class.

Course Evaluation

You will have an opportunity to evaluate the course near the end of the session. A link will be sent to your CougarMail that will allow you to access the evaluation. Be assured that the evaluations are anonymous and that your instructor will not be able to see them until after final grades are submitted.
Additional Resources

Orientation for New Students

This course is offered online, using course management software provided by Desire2Learn and Columbia College. The Student Manual provides details about taking an online course at Columbia College. You may also want to visit the course demonstration to view a sample course before this one opens.

Technical Support

If you have problems accessing the course or posting your assignments, contact your instructor, the Columbia College Helpdesk, or the D2L Helpdesk for assistance. Contact information is also available within the online course environment.

<table>
<thead>
<tr>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:CCHelpDesk@ccis.edu">CCHelpDesk@ccis.edu</a></td>
<td>800-231-2391 ex. 4357</td>
</tr>
<tr>
<td><a href="mailto:helpdesk@desire2learn.com">helpdesk@desire2learn.com</a></td>
<td>877-325-7778</td>
</tr>
</tbody>
</table>

Online Tutoring

Smarthinking is a free online tutoring service available to all Columbia College students. Smarthinking provides real-time online tutoring and homework help for Math, English, and Writing.

Smarthinking also provides access to live tutorials in writing and math, as well as a full range of study resources, including writing manuals, sample problems, and study skills manuals. You can access the service from wherever you have a connection to the Internet. I encourage you to take advantage of this free service provided by the college.

Access Smarthinking through CougarTrack under Students->Academics->Academic Resources.