HIED 695.01W Research Methodology
COURSE SYLLABUS: Fall 2015

Instructor: Julia Susan Frink, Ph.D.
Office Location: Virtual inside our course
Office Hours: Virtual - asynchronous
University Email Address: julia.frink@tamuc.edu

Preferred Form of Communication: Email
Communication Response Time: M-F within 24 hrs.
  Messages received over the weekend will receive a response on Monday.

Course Time Zone: USA Central Time (applicable for due dates, etc.)

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook Required

Creswell, J. (2015). *Educational research: Planning, conducting and evaluating quantitative and qualitative research* (5th ed.). Upper Saddle River, NJ: Pearson Education, Inc.

Optional Text

This is optional because there are free online resources for learning the American Psychological Association (APA) format.

Hacker, D., & Sommers, S. (2016). *APA Version: A Pocket Style Manual* (7th ed.). Boston, MA: Bedford/Martin's.

Supplemental Readings

There will be required supplemental readings. These will be available to students through the Texas A&M University-Commerce (TAMUC) Library or links to web resources.

Required Software: Microsoft Office (Word, Excel and PowerPoint)

Syllabus/schedule subject to change

Course Description

University Catalogue Description (3 semester hours)
An overview of research methodology including basic concepts employed in quantitative and qualitative research methods. Includes computer applications for research. Meets requirements for a Level 1 research tools course. Prerequisites: Admission to the doctoral program.

Additional Course Description

The purpose of this course is to introduce learners to the contributions of educational research and the methodologies used to conduct it within the higher education context.

Course-Level Learning Outcomes

At the end of this course learners will be able to:
1. Describe the ways educational research contributes to knowledge.
2. Explain the stages of the research process.
3. Differentiate between the quantitative and qualitative methodologies.
4. Evaluate academic journal articles for research process quality.
5. Synthesize the ethical, legal and human relations issues in educational research.
6. Apply the research process stages to generate a research proposal, which is formatted using the American Psychological (APA) style.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

This is a fully online course. It is instructor led and has a defined course schedule with due dates.

This course consists of learning units organized by content. Each learning unit contains an introduction, content, activities and assessments.

The course design follows the 21st century trends for research methods education and uses theoretical/analytical frameworks, methodologies, research designs, examples of current research, peer review, computer software and real world data sets.

Learner Responsibilities

Learners enrolled in HIED 695 are expected to:
1. Regularly log into the course website; daily or 3-4 times a week.
2. Regularly check course communications; email, announcements, discussions and Dr. Frink's Virtual Office.
3. Have the textbook at the start of class or shortly afterwards (by end of first week).
4. Complete all assignments/assessments by the due dates.
5. Actively participate in the learning process by asking questions about course content, which is unclear to you.
6. Actively participate in the class discussion areas.

Copyright

All course materials are copyright protected. Unauthorized copying and distribution are prohibited.

GRADING

Final grades in this course will be based on the following scale:

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

Course Element	% of Grade
Research Project	60
Assignments	20
Unit Quizzes	10
Presentation	5
Final Exam	5
Total	100

Any learner who violated the Texas A&M University-Commerce (TAMUC) academic integrity policies will receive a grade of F in the course.

Assessments

Research Proposal

This is a semester long project where the components will be submitted and revised. Towards the end of the course the final research proposal will be submitted.

The research proposal consists of the following written assessments:

Research Proposal
Research Topic Approval
Introductory Information
Literature Review
Research Question(s) and hypotheses (as appropriate)
Methodology Section
Project Time Table
Presentation PowerPoint Slides

*These assignments must follow the APA format unless otherwise specified by the instructor.

Research Topic Approval
This is a written assignment describing your research topic. It states your research topic, why it is important and sufficient research exists in your topic area to support your research.   Some of the potential academic journals you may use and articles you already found should be listed.

The learner's research topic is subject to instructor approval. Approval is of the research topic is limited to this course only and does not represent dissertation topic approval.

Prior to submitting your research topic request you must:

1. Begin with several potential topics.

2. Narrow them down to determine which topic is most reasonable and practical given the time constraints of this course (meaning the time available to find relevant articles, etc.).

3. If it is too difficult to find academic journal articles for your topic of interest, then it is best for you to select another topic.

****Note**: Changing research topics is not recommended and will not be approved in any but the most dire circumstance. Any changes to your research topic must be approved by the instructor, and a new research topic approval request must be completed.

Research Proposal
This is the final research proposal. It contains the revisions of the following written assignments: Introductory Information, Literature Review, Methodology Section and Project Time table.
A guide to be used in preparing your research proposal will be provided by Dr. Frink.
The research proposal should not exceed 12 double-spaced pages (excluding the title page and references) using 12 point font and one inch margins.
It must follow the APA style.

****Note**: The final research proposal is considered a required course assignment and not a dissertation proposal. Thus, acceptance of the final research proposal for class assessment purposes does not imply acceptance for the dissertation proposal.

Introductory Information
This is the most important section. It is a brief section describing why the research is being done. It answers the question: Why is the research important?

Literature Review
This is a synthesis of academic journal articles related to your approved research topic. It is a very important part of your research proposal. These articles will be used to discuss your main topic, subtopics, variables, methodology, data collection, etc.
The minimum amount of articles used is 15 research articles collected from peer-reviewed academic journals. These articles must be related to your approved research topic.
The literature review should be between 5-7 pages in length. It could be a page over the maximum page limit.

*Note: The articles must be from peer-reviewed academic journals. They must be full-text and not abstracts, discussions or letters. If you have any questions about appropriate articles, then please ask me.

Research Question(s) and Hypotheses
The research questions narrow the purpose statement into the specific questions the researcher wants to answer. The hypotheses serve to narrow the purpose statement into specific predictions about the outcome of a

relationship among attributes or characteristics. The hypotheses are statements about the researcher's expectations about the relations among the variables of interest to the researcher.

Methodology Section
This section describes the methodology used and data collection and analysis.

Project Time Table
This is a brief section providing an outline of your estimated time frame for completing the research project. It should include rough estimates of how long each research process stage should take.

The instructor will provide learners with rubrics for these assessments.

Assignments

There are a variety of assignments in the course. Some examples are:
Academic Journal Article Quality critiques (quantitative. & qualitative)
Unit-Level Assignments, such as handwritten notes, discussions, peer reviews and problems.

Academic Journal Article Research Quality Critiques
Learners will summarize and critically evaluate original research reports (full-text academic journal articles) on a higher educational research topic. These articles will be assigned by the instructor.
A guide to be used in preparing the critique will be provided by the instructor. The critique should not exceed five pages (typed, double-spaced, with 12 point font and one inch margins). The references and citation of the article should be in the APA format.

APA Format

The use of the APA format is required for all formal written documents in this course. Formal written assessments are defined as the major course assessments, such as the research proposal. Other informal unit-level assignments may or may not be required to follow the APA format. Dr. Frink will guide learners as to which assignments must follow the APA format. If a learner is in doubt, then it's best to ask.

Points will be deducted from assignments/assessments if the APA format is not used or used improperly.

Unit Quizzes

Learners will complete a quiz for each learning unit with the exception of Unit 1 Getting Started. The unit quizzes are open book and notes.

Presentation of Research Proposal

Learners will give a brief presentation (10-15 minutes) about their research proposal. The accompanying PowerPoint slides must be submitted to the instructor. More detailed guidelines will be provided.

Final Exam - cumulative

Learners will complete a final exam based upon the learning unit content.

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled browser. For PC users, the suggested browser is Google Chrome or Mozilla Firefox. For Mac users, the most current update of Firefox is suggested.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
    - 512 MB of RAM, 1 GB or more preferred
    - Broadband connection required courses are heavily video intensive
    - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
    - Sound card, which is usually integrated into your desktop or laptop computer
    - Speakers or headphones.
    - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

- Run a browser check through the Pearson LearningStudio Technical Requirements website. Browser Check http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset

Running the browser check will ensure your internet browser is supported.
 Pop-ups are allowed.
 JavaScript is enabled.
 Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  o Adobe Reader https://get.adobe.com/reader/
  o Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
  o Adobe Shockwave Player   https://get.adobe.com/shockwave/
  o Apple Quick Time   http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

- For additional information about system requirements, please see: System Requirements for LearningStudio https://secure.ecollege.com/tamuc/index.learn?action=technical

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to myLeo.   http://www.tamuc.edu/myleo.aspx

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu**.**

It is strongly recommended you perform a "Browser Test" prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the "My Courses" tab, and then select the "Browser Test" link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio.

Technical assistance is available 24 hours a day/ 7 days a week.

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit Pearson 24/7 Customer Support Site   http://247support.custhelp.com/

The student help desk may be reached by the following means 24 hours a day, seven days a week.

- **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with a Pearson LearningStudio Representative.

- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the *'Tech Support'* icon on the upper left side of the screen inside the course. You then will be able to get assistance via online chat or by phone.

Note: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number
4. At that time, I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. You are strongly encouraged to check for compatibility of your browser **BEFORE** the course begins and to take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform. **ONLY** Pearson LearningStudio based problems are legitimate.

myLeo Support
Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at myLeo. https://leo.tamuc.edu

Learner Support
Go to the following link One Stop Shop- created to serve you by attempting to provide as many resources as possible in one location.
http://www.tamuc.edu/admissions/onestopshop/

Go to the following link Academic Success Center- focused on providing academic resources to help you achieve academic success.
http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/

FREE MOBILE APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

PEARSON COURSES	**App Title:**	**iPhone –** Pearson LearningStudio Courses for iPhone **Android** – LearningStudio Courses - Phone
	Operating System:	**iPhone** - OS 6 and above **Android** – Jelly Bean, Kitkat, and Lollipop OS
	iPhone App URL:	https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8
	Android App URL:	https://play.google.com/store/apps/details?id=com.pearson.lsphone

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

• View titles/code/Instructor of all Courses enrolled in online
• View and respond to all discussions in individual Courses
• View Instructor Announcements in individual Courses
• View Graded items, Grades and comments in individual Courses
• Grade to Date
• View Events (assignments) and Calendar in individual Courses
• View Activity Feed for all courses
• View course filters on activities
• View link to Privacy Policy
• Ability to Sign out
• Send Feedback

LEARNINGSTUDIO NOTIFICATIONS

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement
Dr. Frink communicates with learners in a variety of ways.

Announcements
Important course notices/updates will be posted in the announcements area.

Email
The email from within LearningStudio is sent to your official university email address. Use email for personal questions regarding your course performance.

Dr. Frink's Virtual Office
This discussion area is used for responding to learners' general questions about the course and communicating with the class regarding discussions and general assessment result themes. It is found by clicking on Dr. Frink's Virtual Office in the Course Home menu on the left side of the screen (course home page).

Unit Question/Answer (Q/A) Discussion
This is where learners can ask questions of Dr. Frink and/or classmates

to receive help with the unit content. I may post explanations of concepts and example problems and solutions here, too. I am
here to help you so please ask questions about the course material.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures

No extra credit is offered in this course.

No late work (assignments/assessments) is accepted; exception – university excused absences. If late work is accepted under any other circumstance, then a 20% grade deduction will be taken from the late assignment/assessment.

It is the learner's responsibility to be aware of the university drop deadlines and policies.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See current Student Guidebook*).*

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette http://www.albion.com/netiquette/corerules.html

ADA Statement

Students with Disabilities
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: Rebecca.Tuerk@tamuc.edu

Website: Office of Student Disability Resources and Services

http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice
Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

COURSE SCHEDULE
HIED 695.01W
Fall 2015

Wk	Date	Unit	Text	Topic
1	Aug.31	1,2	Ch.1	Conducting Research
2	Sept.7	3	Ch.2	Research Problem
3	Sept.14	3	Ch.2	Research Problem
4	Sept.21	4	Ch.3	Literature Review
5	Sept.28	4	Ch.3	Literature Review
6	Oct.5	5	Ch.4	Research Questions
7	Oct.12	5	Ch.4	Research Questions
8	Oct.19	6	Ch.5	Quantitative Data 1
9	Oct. 26	7	Ch.6	Quantitative Data 2
10	Nov.2	7	Ch.6	Quantitative Data 2
11	Nov.9	8	Ch.7	Qualitative Data 1
12	Nov.16	9	Ch.8	Qualitative Data 2
13	Nov.23	10	Ch.9	Report/Evaluate
14	Nov.30	10	Ch.9	Report/Evaluate
15	Dec. 7	All	All	Final Exam