



School of Social Work

SWK 350: RESEARCH METHODS
Spring 2019 SCHEDULE
Section 001: TR 9:30-10:45a Hen 304
Section 002: TR 11:00a-12:15p Hen 304
Section 003: 1:00p-2:15p Hen 304

According to State of Texas HB 2504, this course syllabus must be submitted for review prior to the course's scheduled start date. Therefore, the instructor has the right to modify this syllabus and course calendar at any time between submission for publication and the first day of class. Furthermore, the instructor has the right to modify the syllabus as any time during the course provided (1) such changes do not increase expectations or requirements beyond a reasonable equivalent and (2) students must be given ample notice of any changes

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Office Location: Hen 323B

Office Hours: 8:30-9:30a, 2:15-3:15p (By Appointment)

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Overview of Course

COURSE DESCRIPTION:

This course develops students' knowledge and skills in the use of research appropriate for the evaluation of practice with all levels of client systems. Students are also taught to critically evaluate the appropriateness of designs used in published research.

Prerequisites: Math 1314 or 1324, 175 or 179; 6 s.h. US Science; SWK 322, 328, 329 and 370. Concurrent enrollment in SWK 325, 331, and 348 is required. This course is restricted to social work majors

COURSE OBJECTIVE(S):

1. To enable students to develop an awareness of the overall research process used in the social sciences. This involves an understanding of the systematically organized methodology known as the scientific method.
2. To enable students to understand the relationship between theory and research, the differences between inductive and deductive logic, and the basic skills of qualitative and quantitative research.
3. To increase students awareness of the concept of causality in the social sciences and develop an understanding of key concepts in research, such as conceptualization, operationalization and measurement.
4. To enable students to develop the ability to develop hypotheses and understand the logic behind hypothesis testing.
5. To enable students to investigate the connection between statistics and research methodology and utilize specific tools to evaluate service delivery to all levels of systems.
6. To enable students to learn techniques of evaluation research and single-subject designs in order to enhance a commitment to the use of research and program evaluation in their professional practice.
7. To enable students to become knowledgeable consumers of social science research by enhancing their understanding of ethical issues affecting the acquisition of knowledge.
8. To encourage sensitivity to issues of diversity in research design and execution.
9. To enhance students' identification with the ethics, values and principles of professional social work practice as related to the research process.

RELATIONSHIP TO OTHER COURSES:

Students will build upon their knowledge from HBSE SWK 275 & 322. Students will also use knowledge from SWK 325, 328, 329 and 331 to understand how research relates to practice with individuals, families, groups, organizations and communities.

PROGRAM GOALS:

1. Prepare students for competent and effective generalist social work practice with diverse client systems.
2. Provide students with a foundation of knowledge for professional development, graduate education and lifelong learning
3. Develop student capability to improve human service delivery systems and promote social justice
4. Socialize student to the profession of social work

CORE COMPETENCIES

Council on Social Work Education (CSWE) requires a competency-based approach to identify and assess what students demonstrate in practice. In social work, this approach involves assessing students' ability to demonstrate the competencies identified in the educational policy. Students to achieve programmatic goals listed above through demonstration the following ten competencies for generalist- level practice.

Competency 2.1.1 Identify as a professional social worker and conduct oneself accordingly

Competency 2.1.2 Apply social work ethical principles to guide professional practice

Competency 2.1.3 Apply Critical thinking to inform and communicate professional judgments

Competency 2.1.4 Engage diversity and difference in practice

Competency 2.1.5 Advance human rights and social and economic justice

Competency 2.1.6 Engage in research-informed practice and practice-informed research

Competency 2.1.7 Apply knowledge of human behavior and the social environment

Competency 2.1.8 Engage in policy practice to advance well-being and deliver services

Competency 2.1.9 Respond to contexts that shape practice

Competency 2.1.10 (a)-(d) Engages, assesses, intervenes and evaluates individual, families, groups, organizations, and communities

Practice Behaviors

Each competency (outlined above) describes the knowledge, values, skills and cognitive and affective processes that comprise the competency at the generalist level of practice. While content and activities of each course in the BSW curriculum covertly or overtly addresses each of the nine competencies, integrated into each course is a set of behaviors (practice behaviors) representing observable components of one for more competencies. Content in this reflects the following practice behaviors:

2.1.6.1 Is skilled at using practice experience to inform scientific inquiry

2.1.6.2 Uses research evidence to inform practice

2.1.10[d].1 Critically analyze, monitor and evaluate interventions

Course Structure

Texts and Associated Materials

Required Texts:

Marlow, C.R. (2011). *Research methods for generalist social work* (5th ed.). Belmont, CA: Brooks/Cole.

Overview of Course Assignments

POLICY ON DUE DATES:

All assignments are due AT THE BEGINNING OF CLASS. No Late work will be accepted. If you are not in class the day an assignment is due, you will need to submit it electronically, before or at the beginning of the class time in which they are due. You will also need to bring a hard copy to class with you the next time you are in class. If assignments are to be submitted online, you will need to submit these within the designated timeframe.

There will be NO MAKE-UP exams offered. You will need to be in class on the day of examinations. IF exams are offered online, you will need to take those within the designated timeframe

OVERVIEW OF ASSIGNMENTS:

Quizzes (20 points each): We will have 6 quizzes throughout the semester, consisting of 10 - 20 short answer, multiple choice, and true/false questions. Students' quiz grades will be based on the best five grades (for a total of 100 points).

Comprehensive Final (100 points): A comprehensive final exam will be given which includes information for the quizzes and other information discussed throughout the course. The final exam questions will consist of multiple choice and true/false questions. Additional short answer questions may be included Literature Review (100 points): This paper will provide an opportunity for each student to demonstrate an understanding of writing a Literature Review related to one of these search approaches: Practice Evaluation (Single System Design), Program Evaluation, or Needs Assessment. Specific guidelines and the outline will be provided.

Research Proposal/Projects (100 points): Students will work in teams to complete an actual research project. Each student will be responsible for submitted a journal/log of their time and activities. Half of the project grade will be based on effort/participation and the other 50% will be on the completed project and resulting paper (one per project).

STUDENTS WILL BE EXPECTED TO LOG ON to D2L for specific weekly activities, discussions, and exercises. THE INSTRUCTOR WILL COMMUNICATE IN CLASS OR THROUGH MyLeo email accounts when activities or assignments are posted. These will be included in the points assigned for Learning Activities. Late postings or failure to correctly follow eCollege directions will result in no points for the assigned week/activity.

GRADING: Quizzes	100 points (20% of grade)
Comprehensive Final	100 points (20% of grade)
Literature Review	100 points (20% of grade)
Research Project	100 points (20% of grade)

Total Possible 400 points

Grading Scale:

90 - 100%	A	360-400
80 - 89%	B	320-359
70 - 79%	C	280-319
60 - 69%	D	240-279
under 60%	F	<240

Student Rights and Responsibilities

"Civility in face-to-face classrooms, online courses and in labs, internships, practicum and all other academic settings necessitate respect for the opinions of others and is very important in all academic settings. It is likely you may not agree with everything that happens or discussed in the academic setting; however, courteous behavior and responses are expected. To create a civil and preserve learning environment that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum" (Student Guide Book, p 35). To create an optimum learning environment, students have rights and responsibilities.

Student Rights

As set forth in Texas A&M University System Policy 13.02

The rights of students are to be respected. These rights include respect for personal feelings; freedom from indignity of any type, freedom from control by any person except as may be in accord with published rules of the system academic institutions, and conditions allowing them to make the best use of their time and talents toward the objectives, which brought them to the system academic institutions. No officer [university faculty, employee] or student, regardless of position in rank, shall violate those rights, any custom, tradition or rule.

Students are expected at all times to recognize constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of their time toward an education.

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) 886-5853
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

Students Responsibilities

Class Attendance and Participation Policy

- Class participation has three components: (1) appropriate interactions with classmates; (2) active involvement in class activities and (3) attentiveness
- Students will attend class, reflecting responsibility, inherent in the development as a social work professional. Being on time and prepared when class begins

and remaining present throughout the entire class meeting demonstrates emerging professional behavior expected in social work graduates. Roll is taken in each class to document students' attendance.

- Classroom exercises, discussions, role-plays, guest speakers and other in-class experimental exercises are essential for a student's professional learning and continued development of self-awareness. Tardiness (or early departure) of more than 15 minutes will count as one-half absence and two (2) times being late to class or two (2) early departures culminating into one absence.
- A student is absent if he/she arrives more than 30 minutes late to class, leaves 30 minutes early or does not come to class.
- The following penalties for absences (unexcused, or excused, according to university policy) will be administered:

<u>Weekly</u> <u>(class meets</u> <u>1X week)</u>	<u>Up to 2</u> <u>absences: No</u> <u>Penalty</u>	<u>3 absences: 1</u> <u>letter grade</u> <u>drop</u>	<u>4 absences: Class grade of</u> <u>"F"</u>	
<i>Bi-Weekly</i> <i>(class meets</i> <i>2X week)</i>	<i>Up to 3</i> <i>absences: No</i> <i>Penalty</i>	<i>4 absences: 1</i> <i>Letter grade</i> <i>drop</i>	<i>5 absences:</i> <i>1 Letter</i> <i>grade drop</i>	<i>6 absences:</i> <i>Class grade</i> <i>of "F"</i>
<i>Summer 10-week</i>	<i>Up to 1</i> <i>absence: No</i> <i>Penalty</i>	<i>2 Absences: 1</i> <i>Letter grade</i> <i>drop</i>	<i>3 absences: Class grade of</i> <i>"F"</i>	

Online, Blended and Web Enhanced Classes: Just as students are required to attend face-to-face classes, students are required to log in and participate in online venues. To receive credit for attendance online via D2L, students must log in and complete assignments as required in the course. Not logging onto eCollege (monitored by the instructor) and completing assignments online during the required time is the equivalent of an absence for each week this occurs.

Final Evaluation and Grade Depends on both Classroom attendance and Participation

Inadequate participation or lack of required time commitment in each class significantly affects students' grades. No matter the course venue, students must engage in a comparable amount of time. Expectations of both Face-to-Face classes and those with

Online components include time spent reading and studying course material.

Student Conduct

Students preparing to become professional social workers must adhere to the *University Code of Conduct, Department Code of Conduct and National Association of Social Workers' (NASW) Code of Ethics*.

University Code of Conduct located in the *Student Guide Book* at

<http://www.tamuc.edu/campuslife/documents/studentGuidebook.pdf> (pp 34- 66). On the University Website under Campus Life Documents

To become aware of University policies related to student academic and behavioral expectations for students refer to the Guidebook.

Department Code of Conduct

"Faculty have the authority to request students who exhibit inappropriate behavior to leave the class/lab/internship practicum or to block access to online courses and may refer offenses to the [Academic and Professional Issues Committee (API)] or to the Department Head. More serious offences by be referred to the University Police Department and/or the Judicial Affairs Office for disciplinary action" (Student Guidebook p 35)

Social Work students conduct themselves in an ethical and professional manner.

Closely linked with professional recognition is the social worker's compliance with the profession's ethical standards. It is imperative for professional social workers to be competent and ethical in practice if the profession is to maintain the public trust. It is essential that each social work student gain a thorough understanding of the ethical principles that guide practice and actively demonstrate in behavior, both in and out of the classroom. Student conduct is to reflect the tenets of *NASW Code of Ethics* (located at <https://www.socialworkers.org/pubs/code/code.asp>) on the NASW website: <https://www.socialworkers.org>

Campus Concealed Carry

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun.

Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Plagiarism and Academic Dishonesty

There is an expectation of maintaining high standards of integrity and honesty by all Social Work Graduate students at Texas A&M University-Commerce. Faculty and staff are expected to uphold and support student integrity and honesty by maintaining conditions that encourage and enforce academic honesty. *Conduct that violates generally accepted standards of academic honesty is academic dishonesty.*

The School of Social Work follows University Procedure 13.99.99.R0.10 Graduate Student Academic Dishonesty (available at <http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>) Students are expected to read and understand the University's Academic Dishonesty Policy

The Office of the Provost documents and maintains a record of all incidents of academic

dishonesty. Multiple incidents of academic dishonesty will result in a student's dismissal from the program and from the University.

A student who fails to meet the professional expectation of the field of Social Work may be suspended from further study by the School of Social Work.

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla

Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major

			version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- 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

- **For YouSeeU Sync Meeting sessions 8 Mbps is required.** Additional system requirements found here: <https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

- 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](http://www.java.com/en/download/manual.jsp)

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

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:
 - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
 - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
 - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
 - [Apple Quick Time http://www.apple.com/quicktime/download/](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.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you

do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection 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, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words “click here” to submit an issue via email.



System Maintenance

D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

Class Schedule

Week	Topic	Week	Completed Out-of-Class	In-Class Activities
1	Introduction & Overview What is Science?	1/14-1/16	Text, Ch. 1	
2	Research and Generalist Social Work Practice	1/21-23	Text, Ch. 2	<p>Quiz 1 (Ch. 1)</p> <p>Quizzes are on Thursdays unless stated otherwise</p> <p>Work Sheets 1 and 2 due)</p> <p>Each week, chapter Worksheets due at the beginning of class (<u>Tuesdays</u>). While you will not receive points for submitting these sections, there will be 10 points deducted from your final exam grade for not submitting all chapters worksheet.</p>
3	Deciding the Question Research Strategies	1/28-30	Text, Ch. 3	Quiz 2 (Ch. 2-3)
4	Literature Review and Identifying Variables	2/4-6	Text, Ch. 4	Analysis of research Article Due (Not graded but 10pts)

				<p>will be points deducted from your literature review paper if not submitted.</p> <p>Papers are due on <u>Thursdays</u> unless stated otherwise</p>
5	Research Writing	2/11-13	Ch. 13	Quiz 3 (Ch. 4, 13)
6	Designing Needs Assessments	2/18 -20	Text, Ch. 5	
7	Designing Program Evaluations	2/25-27	Text, Ch. 6	
8	Evaluation of Practice (SSD)	3/3-5	Text, Ch. 7	Quiz 4 (Ch.5, 6, 7)
	SPRING BREAK	3/10-12		WHOOO HOOOO!!
9	Selection of Participants	3/17-19	Text, Ch. 8	Literature Review Due
10	Collecting the Data	3/24-26	Text, Ch. 9	
11	Collecting the Data	3/31-4/2	Ch. 9 continued	Quiz 5 (Ch. 8-9)
12	Organizing the Data	4/7-9	Text, Ch. 10	

13	Analysis of Quantitative Data	4/14-16	Text, Ch. 12	Quiz 6 (Ch. 10, 12
14	Analysis of Quantitative Data	4/21-23		Research Proposal Presentation
15	Analysis of Qualitative Data	4/28-30		Research Proposal Presentation Wrap Up
16		5/5-7		COMPREHENSIVE FINAL