



**SWK 595-03/04W: Research Literature &  
Techniques in Data Analysis for Social Work**  
COURSE SYLLABUS  
SUMMER 2024  
Web-based

**INSTRUCTOR INFORMATION**

Instructor: Dr. Ahfiya Howard  
Office Location: Henderson Bldg., 3<sup>rd</sup> Floor, Room 322  
Office Hours: Tuesday, 5:00 p.m. or by appointment  
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Preferred Form of Communication: Email  
Communication Response Time: Within 2 business days

**COURSE INFORMATION**

Materials – Textbooks, Readings, Supplementary Readings

**Textbook(s) Required:**

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

**Software Required:**

Microsoft Excel

Access FREE at:

<https://inside.tamuc.edu/facultystaffservices/academictechnology/documents/Office-365-Students.pdf>

**Optional Texts and/or Materials:**

All MSW students must purchase the following study materials to **prepare for the Graduate Comprehensive Exam** they will take in their final semester. You must pass the exam to receive your degree. It is never too early to begin studying for the exam.

**Comprehensive Study Guide (Masters, Clinical, Adv. Generalist) Version 9.0. Social Work Examination Services.**

To purchase access: <https://swes.net/all-products/#:~:text=Masters%2C%20Clinical%2C%20Adv.%20Generalist>

**Course Description**

This course provides instruction in data analysis using Microsoft Excel program. Students learn how to calculate descriptive statistics, t-Tests, ANOVA, and Chi-Square. Emphasis is placed on interpreting and reporting results of data for purposes of disseminating information and informing program/practice decisions.

**Prerequisite:** SWK 595 is the second half of the research series for the AGP MSW program and students must take it sequentially in the semester immediately following their successful completion of SWK 590.

**RELATIONSHIP TO OTHER COURSES:**

**STUDENT LEARNING OUTCOMES**

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. Listed below are the competencies and associated knowledge, skills, values and/or cognitive and affective processes that comprise the expected outcomes for this course.

	<b>Assignment/Assessment</b>	<b>Dimension</b>
<b>Competency 4:</b> Engage in Practice-Informed Research and Research-Informed Practice		
Apply advanced level critical thinking to engage in analysis of quantitative and qualitative research	<i>weekly homework assignments, mid-term and final exams</i>	Skills, Cognitive -Affective Process

	<b>Assignment/Assessment</b>	<b>Dimension</b>
methods and research findings		
Integrate and adapt research evidence to inform and improve practice, policy, and service delivery across the rural/urban landscape	<i>weekly homework assignments, mid-term and final exams</i>	Skills, Cognitive -Affective Process
<b>Competency 9:</b> Evaluate Practice with Individuals, Families, Groups, Organizations and Communities <i>as demonstrated by successful completion of weekly homework assignments; mid-term and final exams</i>		
Critically analyze, appraise, and evaluate intervention and program processes and outcomes in both urban and rural environments and the intersection of both	<i>weekly homework assignments, mid-term and final exams</i>	Skills, Cognitive -Affective Process
Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels across the landscape of rural/urban and at the intersection of the two environments	<i>weekly homework assignments, mid-term and final exams</i>	Skills, Cognitive -Affective Process

## **COURSE REQUIREMENTS**

### **Minimal Technical Skills Needed**

In this course, you will utilize the Learning Management Systems (LMS) D2L for instructional and learning opportunities, submitting assignments, participating in online synchronous and asynchronous discussions, accessing resources, and completing quizzes/tests. Additionally, you will need the knowledge and skills to use Microsoft Word, PowerPoint, and Outlook Email. If you have any issues with using the various systems or software, you must contact support services and notify the Instructor of the technical issue.

### **Instructional Methods**

This course will be delivered via synchronous and asynchronous sessions via D2L. It will consist of live class sessions, pre-recorded lectures, group engagement activities,

and various assignments, including experiential learning and practical application of the content areas. In addition, small lectures, discussion activities, and workshops may provide instruction during this course.

### **Student Responsibilities and Tips for Success in the Course**

As a student in this course, you are responsible for engaging in active learning and reaching out to the Instructor if problems or challenges interfere with optimal learning. Communication is vital when engaged in a fully online, virtual environment.

Expectations for success include:

1. Always demonstrate professional behavior, including respect for the Instructor and peers; being open to feedback and guidance throughout this class and the program.
2. Adhered to the School of Social Work and University student code of conduct and NASW Code of Ethics.
3. Begin reading the assigned text and supplemental readings as soon as possible, focusing on completing all readings prior to engagement with the Instructor or peers.
4. Prepare to engage in live class sessions, discussions, and other activities so you can be a contributor as well as a receiver of knowledge and skills.
5. Actively participate in engagement activities, including live virtual class sessions, online discussions, and interactive learning opportunities -as this is vital for learning and success in both this course and the program.
6. Work ahead when possible. Completing assignments ahead of the due date so you are prepared to submit on the due date.
7. Sign in to the D2L course shell multiple times weekly to access updated announcements or posted resources.
8. Check your university email daily. This is the university, department, and Instructor's official method of communication.
9. Be open and focused on the "process" and not the "product," as earning this degree requires time, effort, work, growth in knowledge, skills, and abilities, along with personal and professional attributes.

### **GRADING**

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

A = 90%-100% of total points

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

<b>Assessments</b>	<b>Value</b>
<b>Weekly Assignments</b>	25%
<b>Mid-Term Exam</b>	30%
<b>Final Exam</b>	45%
<b>TOTAL</b>	<b>100 %</b>

## **Due Date Policy**

All assignments are due by the designated due date.

## **Assessments**

1. **Weekly Assignments (25% of final grade)**  
Students will complete various statistical assignments designed to teach and reinforce basic statistical concepts related to both descriptive and inferential statistical analysis. **See Appendix A**
2. **Mid-Term Exam (30% of final grade)**  
Students will be provided a set of data with instructions to complete a statistical analysis and write a results report. **See Appendix A**
3. **Final Exam (45% of final grade)**  
Students will be provided a set of data with instructions to complete a statistical analysis and will write a results report making a recommendation for continuation or canceling of a program based on findings. **See Appendix A**

## **TECHNOLOGY REQUIREMENTS**

### **LMS**

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements:

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

Zoom Video Conferencing Tool

[https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom\\_Account.aspx?source=universalmenu](https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu)

## **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](mailto: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**

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. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

### **Interaction with Instructor Statement**

If you have any questions or are having difficulties with the course material, please contact your Instructor via email. The Instructor will respond to email queries within two business days.

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific Procedures/Policies**

#### **Syllabus Change Policy**

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

## **University Specific Procedures**

### **Ethical Behavior**

The School of Social Work expects all students to conduct themselves in an ethical, professional manner in the classroom and field settings consistent with the [NASW Code of Ethics](#).

### **University Code of Conduct**

Texas A&M University-Commerce has established standards of conduct to create and foster an environment that facilitates student learning and development. Students and university student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and is consistent with the educational goals and mission of the university. This Code of Student Conduct ("Code") focuses on personal responsibility and accountability for students' actions and the impact those actions may have on the greater community. To access student academic and behavioral expectations for students refer to the [Student Guidebook](#).

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage (or copy/paste the following URL in your web browser:

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>)

If a student believes the final grade is unfairly impacted by attendance requirements, an appeal can be made. This appeal process is explained in "[Student Appeal of Instructor Evaluation](#)" - Procedure 13.99.99.R0.05.

### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty, see the following procedures:

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

[Graduate Student Academic Dishonesty Form](#)

[Undergraduate Student Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Academic Dishonesty Form](#)

### **University Rules on Research**

Students involved in conducting research and/or scholarly activities at Texas A&M University-Commerce must also adhere to standards set forth in [University Procedure 15.99.03.R1 Ethics in Research, Scholarship, and Creative Work](#).

**AI use in the course**

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that can generate text or suggest replacements for text beyond individual words, as determined by the course instructor.

Any use of such software must be documented. Undocumented use constitutes academic dishonesty (plagiarism).

Individual instructors may disallow the use of such software entirely for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided, the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

[Undergraduate Student Academic Dishonesty 13.99.99.R0.03](#)

**Students with Disabilities-- ADA Statement**

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

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

**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.



## **Campus Concealed Carry Statement**

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 the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web URL:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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.

## **A&M-Commerce Supports Students' Mental Health**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connections to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

## **School of Social Work & Council on Social Work Education-Specific Policies**

### **Course Engagement**

*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.

To earn a level of competency within a specific course, students must demonstrate both mastery of content and active engagement.

Mastery of content areas is evidenced by successful completion of course assignments such as written papers, group project deliverables, tests/quizzes, and other tangible products designed by instructors to evaluate knowledge and skills.

Additionally, the Social Work Profession is built upon human interactions and building human relationships – which is defined as engagement. Engagement is defined as meaningful involvement in interactions with the Instructor, peers, and outside stakeholders as appropriate (such as contacting a social worker to interview for a required assignment). Within the classroom setting, whether virtual or F2F, students must actively participate in 80% of engagement activities as outlined by individual instructors. These activities may include but are not limited to, participation in live, synchronous virtual classes, attending a Face-to-Face course when appropriate, interacting with peers in posted discussions, and collaborating in group interactive projects.

Students must meet standards for content mastery on tangible assignments and meet the threshold of active engagement of the time set during a semester by the Instructor.

Instructors are experts in each course content area and set the standards for students to meet to successfully complete the course.

### **Student Conduct**

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

### **Department Code of Conduct**

The Academic and Professional Issues Committee (API) hearing is the formal path of due process for a student in regard to the concern being expressed. A student will be referred to the School of Social Work's API by faculty, field instructors, or faculty field liaisons when a concern arises regarding academic and student conduct and/or professional preparation. When "a student who fails to meet the professional expectation of the field for which he/she is preparing may be suspended from further study in that program by the department administering that program" as demonstrated through ethical and/or legal violations; aberrant disregard for School of Social Work Code of Conduct or other concerns as determined by the [Academic and Professional Issues Committee](#).

Graduate Students have the right to appeal to the Graduate Dean according to [University Procedure 13.99.99.R0.39](#).

Undergraduate Students have the right to appeal to the Dean of the College of Education and Human Services according to [University Procedure 13.99.99.R0.41](#).

## Appendix A

### Grading Rubric: Weekly Assignments, Mid-Term and Final Exam

	Does Not Meet Expectations 0-69% of pts available	Meets Expectations 70-89% of pts available	Exceed Expectations 90% or greater of pts available
Calculations	Incorrect statistical test chosen, Calculations are incorrect (final answer)	Correct statistical test chosen Calculations are correct, but final answer may be incorrect due to errors in entering data etc	Correct Statistical Test Chosen, Calculations correct, final answer correct and presented in organized manner on Excel sheets
Writing Results	No written interpretation presented, or incorrect interpretation	Written interpretation presented; most format correct for scientific information/APA	Written interpretation presented is correct, required scientific format and APA requirements

## COURSE OUTLINE/SCHEDULE

Weeks/Dates	Class Meetings	Topics & Instructional Materials	Activities, Assignments & Examinations
Week 1 06/03/2024	Zoom: Tues., June 4@ 5:00 pm CST	Introduction to Course; Review Syllabus; Course Expectations Review of Key Research Terms  Introduction & Overview of Excel	Review Concepts  Begin to Work on Assignment 1  Assignments 1-5 Due; Saturday, June 29
Week 2 06/10/2024		Descriptions of quantitative data Measure of Central Tendency & Computing & Understanding Averages, Percentages, & Proportions	Continue to Work on Assignment 1  Begin to Work on Assignment 2  Assignments 1-5 Due; Saturday, June 29
Week 3 06/17/2024	Zoom: Tues., June 18@ 5:00 pm CST  Holiday: June 19 <sup>th</sup> (Juneteenth)	Descriptive Statistics	Continue to Work on Assignments 1 & 2  Begin to Work on Assignments 3 & 4  Assignments 1-5 Due; Saturday, June 29
Week 4 06/24/24		Descriptive Statistics Cont'd	Continue to Work on Assignments 3 & 4  Begin to Work on Assignment 5  Assignments 1-5 Due; Saturday, June 29
Week 5 07/01/2024  Midterm Exam	Zoom: Tues., July 2@ 5:00 pm CST	Correlation  Midterm Exam will cover descriptive statistics: mean, median, mode, standard deviation	Complete the Midterm Exam by Saturday, July 6  Continue to Work on Assignment 5  Begin to Work on Assignment 6

			Assignments 1-5 Due; Saturday, June 29
Week 6 07/08/2024	Holiday, July 4th	Correlation Cont'd	Continue to Work on Assignment 6  Begin to Work on Assignment 7  Assignments 6-10 Due: Saturday, July 27
Week 7 07/15/2024	Zoom: Tues., July 16@ 5:00 pm CST	Concept of Significance, T-Test	Continue to Work on Assignment 7  Begin To Work on Assignment 8  Assignments 6-10 Due: Saturday, July 27
Week 8 07/22/2024		ANOVA	Continue to Work on Assignment 8  Begin to Work on Assignments 9  Assignments 6-8 Due: Saturday, July 27
Week 9 07/29/2024	Zoom: Tues., July 30 @ 12:00 pm CST	Chi-Square	Continue to Work on Assignment 9  Assignments 6-8 Due: Saturday, July 27
Week 10 08/05/2024  <b>Final Exam</b> (Last Day Aug. 8 <sup>th</sup> )	Classes End	Final Exam Week	Complete the Final Exam by Tuesday, August 7  Submit Assignment 9 Tuesday, August 7