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HIED 595, 01W, Research Methodologies

COURSE SYLLABUS: SUMMER I 2025 (June 2, 2025 – July 3, 2025)

INSTRUCTOR INFORMATION

Instructor: Dimitra Smith, Ph.D.

Office Hours: Please contact me via email to schedule an appointment

University Email Address: dimitra.smith@etamu.edu

Preferred Form of Communication: Email

Communication Response Time: I strive to respond to any email or message within (2) business days, excluding weekends and holidays.

Please feel free to reach out to me via email with any questions or concerns, or to schedule a meeting. I am here to support your learning journey and am committed to timely and effective communication.

Required Textbooks

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).

Creswell, J. W., & Creswell, J. D. (2023). *Research design: Qualitative, quantitative, and mixed methods approaches* (6th ed.). Sage.

Required Supplemental Articles (Supplied by the Instructor in D2L)

Larsen, D. L., Attkisson, C. C., Hargreaves, W. A., & Nguyen, T. D. (1979). Assessment of client/patient satisfaction: Development of a general scale. *Evaluation and Program Planning*, 2, 197–207. [https://doi.org/10.1016/0149-7189\(79\)90094-6](https://doi.org/10.1016/0149-7189(79)90094-6)

Liew, C. H., & Servaty-Seib, H. L. (2020). College students' feedback on a student bereavement leave policy. *Journal of Student Affairs Research and Practice*, 57(1), 55–68. <https://doi.org/10.1080/19496591.2019.1614940>

Treadwell, K. L., Lane, F. C., & Paterson, B. G. (2020). Reflections from crisis: A phenomenological study of the Texas A&M bonfire collapse. *Journal of Student*

The syllabus/schedule are subject to change.

Course Description

Provides a study of research methodologies with appropriate practical application in relevant problem solving. Specific research types, including action research, will be emphasized. The student is required to demonstrate his or her competence in the investigation and formal reporting of a problem.

Anonymous comments from previous students:

“Dr. Ponton is an excellent instructor. He takes the time not only to provide all the information for this course but also to encourage us through keeping us informed with announcements. The material presented in this course is very helpful in learning about research methodologies. I would definitely take another course that he teaches.”
(Summer 2023 student)

“Would take another course with him. I was surprise to get the amount of feedback that I received being a Graduate student and was very thankful to get the assistance I got.” (Summer 2023 student)

Student Learning Outcomes

1. Understand basic concepts (e.g., purpose, literature review, and descriptive analysis) associated with common qualitative, quantitative, and mixed methods research designs.
2. Understand how to use basic concepts in analyzing a given research scenario and associated data, preparing a report of findings, and recommending additional research.
3. Understand how to use the APA style guidelines.
4. Develop autonomy in learning.
5. Develop group work skills.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Proficiency using the D2L learning management system, Microsoft Word, and TAMUC email.

Instructional Methods

This is an entirely online course.

Student Responsibilities or Tips for Success in the Course

Students should access the course minimally every 2–3 days in order to check announcements and read the postings of colleagues. Students should check their TAMUC email daily to ensure timely receipt of messages from the instructor and University.

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

Weights of the assessments in the calculation of the final letter grade.

Quiz 1	15%
Quiz 2	15%
Quiz 3	15%
Group PPT	40%
<u>Evaluation by Group Members</u>	<u>15%</u>
TOTAL	100%

Assessments

1. Students should work approximately 15 hours per week in completing course assignments.
2. Discussion forums will be provided to post any comments or questions, and I encourage you to post questions regarding any difficulties in understanding concepts

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from the assigned readings. Although these forums are not graded, students are encouraged to participate in these forums with the instructor (i.e., post, read postings, and reply to postings) in order to facilitate learning via discussion while building a sense of community.

3. The course calendar (which includes due dates for assignments) is at the end of this syllabus.
4. The quizzes are open book, open web exercise using a multiple choice format that will be available at or near the beginning of the assigned period in a course announcement. You must not work with anyone while completing the quizzes (i.e., doing so will be a violation of academic integrity). You may email the instructor requesting further clarification for specific quiz items who may post a response to the entire class in order to help everyone. **Each completed quiz must be emailed to the instructor by the due date/time (see Course Calendar at the end of the syllabus for all due dates)**. The graded quiz will indicate incorrect items and will be emailed to the students after which students should engage in further study to reconcile any conceptual difficulties and **resubmit the quiz within one week of the original due date for a (hopefully) higher grade (note: only one resubmission per quiz will be allowed); however, if the quiz is not resubmitted, the original grade will stand**. The graded second quiz will indicate incorrect items (and the correct answers) and will be emailed to the students; if after further study correct answers are still not understood, students should email or post a question to the instructor. Do not distribute the quizzes to anyone outside of this course as it or its parts may be reused in future courses; such a distribution will be a violation of academic integrity.
5. The journal articles assigned for Period 4 will be posted to D2L in this period's content section.
6. Before or near the beginning of Period 5, the instructor will email as well as post to D2L in an announcement the names of students assigned to each group. In the Period 5 content section, an overview of the research assignment and associated tasks will be posted in the document titled *Research Study Assignment.docx* and its associated data in the file titled *Research Scenario – Student Data.xlsx*. Students should follow the tasks as outlined in the Word document. Each group will have a discussion board forum to conduct its work; discussions should be in this forum (i.e., avoid synchronous methods as these are difficult to schedule) so that the instructor can monitor activity, and email between members should be used for document exchanges. **The PPT report must be emailed to the instructor by the due date/time in Period 9**. The grading rubric for this PPT will be 60% content and 40% writing (includes grammar and APA usage). Note that "APA usage" refers to proper in-text citations as well as the format for the References slide; no other APA requirements are necessary.

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7. Each individual will evaluate his or her group members (use a scale from 0 to 100) with respect to their individual contribution to the discussion, analyses, and preparation of the PPT. These evaluations will be averaged in determining the 15-point evaluation grade. I will not provide a rubric as I do not know the agreed upon tasks for each group member. **The evaluation must be emailed to the instructor by the due date/time. A student who does not submit the evaluation will receive a zero that will be averaged with his or her group members' evaluation of his or her contribution to the PPT.**

If I have a clear indication from the group member evaluations that a group member did not contribute in any significant way to the group's project, I will not give the non/poor performing group member the same grade as the other members for the group project as this would not be fair. Any group member who receives an aggregate evaluation of 69% or less (i.e., a D or worse) from his or her colleagues will receive a group project grade that is weighted (i.e., multiplied by) by the aggregate evaluation; for example, if the group project grade is 38 points and a group member's aggregate evaluation is 50%, this group member will receive 19 points.

8. Alignment of student learning outcomes with assessments:

Assignments	Student Learning Outcomes				
	SLO1	SLO2	SLO3	SLO4	SLO5
Readings	X	X		X	
Quizzes	X	X		X	
Research Assignment	X	X	X	X	X

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

YouSeeU Virtual Classroom Requirements:

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<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

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

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

The preferred method of communication is email; thus, use email to message as well as schedule e-conferencing.

The assessment feedback time is within one week of the assignment due date. Any delays in this time (e.g., due to travel) will be communicated.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Submitted assignments should not have been submitted for any previous courses.

Students are expected to submit all assignments no later than their due dates/times. Any assignment submitted past the due date/time (i.e., by the end of the day, TAMUC time, of the respective due date) will receive a zero without exception unless an extension is approved by the instructor *in advance of the due date/time* (note: a request for an extension in advance of the due date/time does not mean an extension is approved;

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explicit approval before the due date/time is required to avoid a zero). Exigencies will be handled on a case-by-case basis.

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. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

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 and [Procedure 13.99.99.R0.01](#).

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

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

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:

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

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

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

[Graduate Student Academic Dishonesty Form](#)

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<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

Artificial Intelligence

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

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software 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.

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

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

<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

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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.

Civility Statement

Texas A&M University-Commerce enhances civility and collegiality of administrators, faculty, staff, students, and guests through intentional acts of respect, trust, self-accountability, and collaboration. We recognize our strength is found in togetherness as we commit to kindness through one on one communication, fostering a healthy environment of conflict resolution and teamwork. The university is also committed to incorporating the tenets of civility in ways that do not silence traditionally marginalized voices.

Counseling Center

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection 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

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.

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COURSE CALENDAR

Modules	Assignments
1	Read Creswell & Creswell (C&C) Chapters 1–3; Complete Quiz 1
	Read C&C Chapters 4–7; Complete Quiz 2
2	Read C&C Chapters 8–10; Complete Quiz 3
	Read Assigned Journal Articles
3	Read and Think About the Research Scenario
	Scenario
4	Scenario
	Research Report (PPT)
5	PPT and Evaluation

¹Dates are Monday to Sunday.

²End of the day, TAMUC time.

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