



# SWK 595:03W-06W Research Literature and Techniques in Data Analysis for Social Work

COURSE SYLLABUS: SUMMER 2026

## INSTRUCTOR INFORMATION

Instructor: Ahfiya Howard, DrPH, LMSW

Office Location: Henderson Bldg., 3<sup>rd</sup> Floor

Office Hours: Wednesday, 10:00 am -2:00 pm (Dallas Campus), (via Zoom) or by appointment

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University Email Address: [ahfiya.howard@etamu.edu](mailto:ahfiya.howard@etamu.edu)

Preferred Form of Communication: Email

Communication Response Time: Within 48 hours weekdays

## COURSE INFORMATION

### MATERIALS – TEXTBOOKS, READINGS, SUPPLEMENTARY READINGS

Textbook(s) Required: None

Software Required: Microsoft Excel, Microsoft Office download guide [Article - Sign In to Microsoft 365/On...](#)

Suggested Textbook: Salkind, N. and Frey, B. (2022). Statistics for People Who Think They Hate Statistics, Using Microsoft Excel, 5<sup>th</sup> ed.

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.

*The syllabus/schedule are subject to change.*

## 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.

**Competency 9:** Evaluate Practice with Individuals, Families, Groups, Organizations and Communities as demonstrated by successful completion of weekly homework assignments; mid-term and final exams

Competency 9 Behaviors	Assignment/Assessment	Dimension
<p><b>Behavior A:</b> Select and use culturally responsive methods for evaluation of outcomes rural, urban, or at the intersection of both communities;</p>	<p>weekly homework assignments, mid-term and final exams</p>	<p>Knowledge, Skills, Cognitive - Affective Process</p>
<p><b>Behavior B:</b> Critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities in rural and urban environments.</p>	<p>weekly homework assignments, mid-term and final exams</p>	<p>Knowledge, Skills, Cognitive - Affective Process</p>

## 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.

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## **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 OR TIPS FOR SUCCESS IN THE COURSE**

As a student in this course, you are responsible to engage in active learning and reaching out to the instructor if there are problems or challenges that is interfering in optimal learning. Communication is key when engaged in a fully online, virtual environment.

Expectations for success include:

1. Always demonstrate professional behavior, including demonstrating respect for instructor and peers; being open to feedback and guidance throughout this class and in the program.
2. Adhered to the School of Social Work and University student code of conduct, along with NASW Code of Ethics.
3. Begin reading the assigned text and supplemental readings as soon as possible, with a focus on completing all readings prior to engagement with instructor or peers.
4. Prepare to engage in live class sessions, discussions, and other activities so you can be a contributor as well as receiver of knowledge and skills.
5. Actively participate in engagement activities which will include 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 due date so you are prepared to submit on the due date.
7. Sign into the D2L course multiple times during the week to access updated announcements or posted resources.
8. Check your university email daily. This is the official method of communication by the university, department, and instructor.
9. Be open and focused on the “process” and not the “product” as earning this degree requires time, effort, work and ultimately growth in knowledge, skills, abilities along with personal and professional attributes.

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## **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

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

## **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**

## **Course Outline/Calendar**

<b>Weeks/Dates</b>	<b>Zoom Meetings</b>	<b>Topics &amp; Instructional Materials</b>	<b>Activities, Assignments &amp; Examinations</b>
Week 1 06/01/2026	Zoom: Biweekly Tues., June 2 @ 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

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			Assignments 1-5 Due; Sat., June 27 <sup>th</sup>
Week 2 06/8/2026		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; Sat., June 27 <sup>th</sup>
Week 3 06/15/2026	Zoom: Tues., Jun. 16 @ 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; Sat., June 27 <sup>th</sup>
Week 4 06/22/2026		Descriptive Statistics Cont'd	Continue to Work on Assignments 3 & 4  Begin to Work on Assignment 5  Assignments 1-5 Due; Sat., June 27 <sup>th</sup>
Week 5 06/29/2026  Midterm Exam	Zoom: Tues., Jun 29 <sup>th</sup> @ 5:00 pm CST  Holiday: July 4 <sup>th</sup> (Independence Day)	Correlation  Midterm Exam will cover descriptive statistics: mean, median, mode, standard deviation	Complete the Midterm Exam by Tues., July 7 <sup>th</sup>  Continue to Work on Assignment 5  Begin to Work on Assignment 6  Assignments 6-10 Due; Sat., August 1st
Week 6 07/06/2026  Midterm Exam		Correlation Cont'd	Continue to Work on Assignment 6  Complete the Midterm Exam by Tues., July 7 <sup>th</sup>  Begin to Work on Assignment 7

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			Assignments 6-10 Due; Sat., August 1st
Week 7 07/13/2026	Zoom: Tues., July 14 <sup>th</sup> @ 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: Sat., August 1st
Week 8 07/20/2026		ANOVA	Continue to Work on Assignment 8  Begin to Work on Assignments 9  Assignments 6-10 Due; Sat., August 1st
Week 9 07/27/2026  Final Exam		Chi-Square	Continue to Work on Assignment 9  Begin to Work on Final Exam  Complete the Final Exam by, August 3 <sup>rd</sup>  Assignments 6-10 Due; Sat., August 1st
Week 10 08/03/2026  Final Exam Week (Last Day Aug. 6 <sup>th</sup> )	Classes End  Graduate Commencement August 7th	Final Exam Week	Complete the Final Exam by, August 3 <sup>rd</sup>  Submit Assignments 6-10 Sat., August 1 <sup>st</sup>

## TECHNOLOGY REQUIREMENTS

### LMS

All course sections offered by East Texas A&M University 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)

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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@etamu.edu](mailto:helpdesk@etamu.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>

## **STUDENT RESPONSIBILITIES FOR COURSE**

### **CWID AND PASSWORD**

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@etamu.edu](mailto:helpdesk@etamu.edu).

### **TECHNOLOGY-RELATED ISSUES**

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 ETAMU campus open computer lab, etc.

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## **TECHNOLOGY REQUIREMENTS AND SUPPORT**

### **MINIMAL TECHNICAL SKILLS NEEDED**

Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

### **LEARNING MANAGEMENT SYSTEM (LMS) – D2L**

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

- View the [Learning Management System Requirements Webpage](#).
- Learn more on the [LMS Browser Support Webpage](#).

### **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 on the [Brightspace Support Webpage](#).

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## **COMMUNICATION AND SUPPORT**

### **INTERACTION WITH INSTRUCTOR STATEMENT**

If you have any questions or are having difficulties with the course material, please contact your instructor. Correspondence will always be through university email (your “myLeo” mail) and announcements in myLeo online (D2L). You will not RECEIVE email through D2L, so be sure to check your ETAMU email for communication. Students are encouraged to check university email daily.

### **INCLUDE THE FOLLOWING IN EMAILS WITH INSTRUCTOR:**

- Course name and subject in the subject line
  - Salutation (Good afternoon, Dr. Jackson)
  - Proper email etiquette (no “text” emails – use proper grammar and punctuation)
  - Student name and CWID after the body of the email (possibly add to student signature on email)
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## **COURSE AND UNIVERSITY PROCEDURES/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.

### **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 online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

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](#)

### **ETAMU ATTENDANCE**

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

Online, Web-Enhanced or Blended Classes: Just as students are required to attend face-to-face classes, students are required to log in and participate in online components. To receive credit for attendance online via D2L, students must log in and complete assignments in a timely manner. Not logging in to D2L to review the instructional material and completing assignments online during the appropriate time is the equivalent of an absence for each week this occurs.

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Final evaluation and grades depend on both presence and participation. Students' grades will be significantly impacted by inadequate participation or lack of required time commitment each week established by each Instructor. Students are expected to spend a comparable amount of time in the online learning environment as they would in class (3 hours a week in the classroom). In addition, as in traditional F2F classrooms, students are expected to invest time in reading and studying class materials.

### **ACADEMIC INTEGRITY**

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

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

[Undergraduate Student Academic Dishonesty Form](#)

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

[Graduate Student Academic Dishonesty Form](#)

### **USE OF ARTIFICIAL INTELLIGENCE**

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, 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**

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East Texas A&M University  
Velma K. Waters Library Rm 162  
Phone (903) 886-5150 or (903) 886-5835  
Fax (903) 468-8148  
Email: [studentdisabilityservices@etamu.edu](mailto:studentdisabilityservices@etamu.edu)  
Website: [Office of Student Disability Services](#)

### **NONDISCRIMINATION NOTICE**

East Texas A&M University 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 East Texas A&M University 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 ETAMU 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.

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M University campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

### **EAST TEXAS A&M SUPPORTS STUDENTS' MENTAL HEALTH – COUNSELING SERVICES**

The Counseling Center at East Texas A&M University, 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](http://www.tamuc.edu/counsel)

### **MENTAL HEALTH AND WELL-BEING**

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code or go to [https://studentsupport.telushealth.com/us/about#download\\_app](https://studentsupport.telushealth.com/us/about#download_app) to download the app and explore the resources available to you for guidance and support whenever you need it.

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As an Institutional Member of the National Association of Schools of Music, East Texas State A&M University supports the Association's commitment to student health and wellness. The following web address provides links to information for resources related to physical and mental well-being, as well as assists in offering preventative measures that students can take to avoid serious and/or chronic conditions: [Musician Health and Safety - East Texas A&M University](#)

**DEPARTMENT AND ACCREDITING AGENCY STATEMENT:**

The School of Social Work Master’s Program at East Texas A&M University mission is to prepare competent Advanced Generalist Practitioners to lead, innovate and transform which is consistent with the purpose of the social work profession by preparing social work professionals to engage in leadership, innovative initiatives and transformative processes in promoting human and community well-being.

The Council on Social Work Education’s mission is to advance excellence and innovation in social work education, by providing leadership and scholarship, to ensure quality in teaching and learning, supporting critical thinking, empathy, and advocacy to strengthen the capacity of our membership. [About CSWE | CSWE](#)

**Appendix A  
Grading Rubric: Weekly Assignments,  
Mid-Term and Final Exam**

	<b>Does Not Meet Expectations 0-69% of pts available</b>	<b>Meets Expectations 70-89% of pts available</b>	<b>Exceed Expectations 90% or greater of pts available</b>
<b>Calculations</b>	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
<b>Writing Results</b>	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

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