



## **OLT 595, 01W, Research Methodology**

COURSE SYLLABUS: SUMMER II 2026

### **INSTRUCTOR INFORMATION**

Instructor: Professor Michael K. Ponton  
Office Hours: Please email me to schedule an e-appointment  
University Email Address: Michael.Ponton@etamu.edu  
Preferred Form of Communication: Email  
Communication Response Time: 24–36 hours

### **COURSE INFORMATION**

#### **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(3), 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 Affairs Research and Practice*, 57(2), 119–131. <https://doi.org/10.1080/19496591.2019.1614939>

### **Course Description**

This course provides an overview of research methodology to include core concepts and common procedures employed in quantitative and qualitative research methods.

*The syllabus/schedule are subject to change.*

## 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.
4. Develop autonomy in learning.

## COURSE REQUIREMENTS

### Minimal Technical Skills Needed

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

### Instructional Methods

This is an entirely online course.

### Student Responsibilities

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 ETAMU email daily to ensure timely receipt of messages from the instructor and University.

Submitted assignments should not have been submitted for any previous courses. The use of AI in completing assignments is prohibited; however, it is permissible to use a search engine (e.g., [google.com/scholar](https://www.google.com/scholar)) that uses AI.

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

## 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

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

Quiz 1	40%
Quiz 2	40%
<u>Research Report PPT</u>	<u>20%</u>
TOTAL	100%

### Assessments

1. Students should work approximately 34 hours per week in completing course assignments.
2. The course calendar (which includes due dates for assignments) is included in this syllabus.
3. Discussion forums will be provided to post any comments or questions, and I encourage you to post questions regarding any difficulties in understanding concepts 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.
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 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 1 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 3 will be posted to D2L in this period's content section.
6. In the Period 3 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. **The PPT report must be emailed to the instructor by the due date/time in Period 4.** 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. Alignment of student learning outcomes with assessments:

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

**COURSE CALENDAR**

Period	Dates <sup>1</sup>	Assignments
1	7/6 – 7/12	Read Creswell & Creswell (C&C) Chapters 1–5; Complete Quiz 1 (due 7/12 <sup>2</sup> )
2	7/13 – 7/19	Read C&C Chapters 6–10; Complete Quiz 2 (due 7/19 <sup>2</sup> ) Quiz 1 resubmission (due 7/19 <sup>2</sup> )
3	7/20 – 7/26	Read Assigned Journal Articles; Think About the Research Scenario Quiz 2 resubmission (due 7/26 <sup>2</sup> )
4	7/27 – 8/1 <sup>1</sup>	Prepare and Submit the Research Report (PPT) (due 8/1 <sup>2</sup> )

<sup>1</sup>Dates are Monday to Sunday for Periods 1–3; Period 4 ends on Saturday

<sup>2</sup>End of the day, ETAMU time

**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)

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)

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## **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 ETAMU 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.

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## **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. Ponton)
- 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.

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## **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.

## **ETAMU Attendance**

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

## **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

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## **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**

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.

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## **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 to download the app and explore the resources available to you for guidance and support whenever you need it.

