RGS6035.01  Theory & Application of Research Methods  
Winter 2020  
Location: Garland

PROFESSOR INFORMATION:  
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Faculty Fax #:  972-686-5890  
Office Location: Garland #1  
Office Hours:   By Appointment  
Email Address:  JSchultz@Amberton.edu

COURSE INFORMATION:  
RGS6035.01  Theory & Application of Research Methods  
Level:  Graduate  
Beginning Date of Session:   Saturday, December 7, 2019  
Ending Date of Session:   Thursday, February 27, 2020  
The first class meeting is Tuesday, 12/17, in Room #18 (Garland)

All Monday-Thursday lecture classes begin promptly at 6:30 p.m.  
All Saturday lecture classes begin promptly at 8:30 a.m.

Winter Holiday Break:  
Friday, December 20, 2019 through Friday, January 3, 2020  
(Classes resume on Saturday, January 4, 2020)

COURSE PREREQUISITES:  
None

TEXTBOOK(S) AND REQUIRED MATERIALS:  
Title:  Research Methods for Behavioral Sciences  
Author:  Gravetter & Foranzo  
Publisher:  Cengage  
Year Published:  2019  
Edition:  6th  
Price:  Available at http://amberton.ecampus.com

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University’s website, www.Amberton.edu. There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student’s location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University’s Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.
**APA Requirement**
APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the *Publication Manual of the American Psychological Association*, (6th ed., 2nd printing). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

**COURSE COMPETENCIES:**
The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

The course presents the issues relevant to the understanding and application of research methods in the study of human behavior and organizational variables. Aspects of conducting research, methodologies for research, and studying and preparing a research project are covered.

**UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:**

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<tbody>
<tr>
<td>1.</td>
<td>Describing and discussing the research process and the scientific method.</td>
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<td>2.</td>
<td>Selecting procedures to locate unsolved research problems in given areas of interest.</td>
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<tr>
<td>3.</td>
<td>Listing and describing the components of a sound research plan.</td>
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<td>4.</td>
<td>Writing hypotheses and research questions that relate to a given research problem.</td>
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<td>5.</td>
<td>Identifying aspects of a research situation that involve ethical questions or principles.</td>
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<td>6.</td>
<td>Conducting a review of the research literature on a given topic.</td>
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<td>7.</td>
<td>Identifying sections of research reports and aspects of research design that indicate possible bias or contamination.</td>
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<td>8.</td>
<td>Describing, discussing, and using appropriate sampling procedures.</td>
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<td>9.</td>
<td>Defining and illustrating the types of validity and reliability and their influence on the research process.</td>
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<td>10.</td>
<td>Identifying and discussing the significant methods of research.</td>
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<td>11.</td>
<td>Applying procedures and guidelines for constructing questionnaires.</td>
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<td>12.</td>
<td>Critically evaluating possible threats to the internal and external validity of a research project.</td>
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<td>13.</td>
<td>Creating commonly used experimental designs, including specifications for random assignment, formulation of experimental and control groups, and use of pretests and posttests.</td>
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<td>14.</td>
<td>Writing a document that employs correct grammar, mechanics, and diction; follows APA format for research reports; and achieves the intended purpose of the document.</td>
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<td>15.</td>
<td>Understanding the available sources of data and where they can be located.</td>
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<td>16.</td>
<td>Demonstrating the ability to apply the critical evaluation competency in various contexts.</td>
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<tr>
<td>17.</td>
<td>Explaining the relevance of critical evaluation and applying concepts to key roles and duties.</td>
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**COURSE POLICIES:**
(State any policies related to the course i.e. make-up exams, late assignments, incompletes, etc.)

**Student’s Responsibilities**
This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.)
Attendance Policy:
Regular and punctual class attendance is expected at Amberton University. In case of absence, it is the student’s responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student’s responsibility to follow the university’s policy on formally withdrawing from a course. Ceasing to attend does not constitute official withdrawal.

Attendance in a lecture course is defined as punctual arrival to, and engagement in, an entire lecture class session. A student in a lecture course missing more than 20% (two class periods) of the class meetings and not keeping up with course assignments may be dropped at the discretion of the professor and Amberton administration.

Plagiarism Policy
Plagiarism is using another person’s work as your own. Plagiarism is a violation of the University’s code of student ethical conduct and is one that is taken seriously. Amberton University operated on an honor system, and honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton University students are expected to abide by the honor system and maintain academic integrity in all of their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based anti-plagiarism services and applications at any time.

COURSE DELIVERY METHODOLOGY:
This course is offered as a Lecture/Classroom course. This course requires that students meet a designated time in the classroom.

(Describe the kinds of activities that will be used in the classroom: lecture, group presentations, oral reports, written reports, research papers, etc.)

COURSE OUTLINE AND CALENDAR:
(Provide a topical outline of the course based on the course competencies. Include learning activities required to gain knowledge of course competencies.

Also provide an outline of important due dates, activities scheduled for each meeting as well as examination dates.)

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Assignment</th>
<th>Competencies Covered</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction, Acquiring Knowledge, and the Scientific Method</td>
<td>Read Chapter 1; Class Introductions</td>
<td>1, 3, 4, 6</td>
<td>Saturday, 12/14</td>
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<tr>
<td>2</td>
<td>Research Ideas; and, Defining and Measuring Variables</td>
<td>Read Chapters 2-3; Journal Article Summary</td>
<td>3</td>
<td>Friday, 12/20</td>
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<td>3</td>
<td>Ethics in Research; and, Selecting Research Participants</td>
<td>Read Chapters 4-5; Discussion Board 1</td>
<td>2, 5, 8</td>
<td>Saturday, 1/11</td>
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<td>4</td>
<td>Research Strategies and Validity; and, The Experimental Research Strategy</td>
<td>Read Chapters 6-7; Exam 1: CH 1-7</td>
<td>2, 8-9, 12</td>
<td>Saturday, 1/18</td>
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<td>5</td>
<td>Experimental Designs</td>
<td>Read Chapters 8-9; Discussion Board 2</td>
<td>10, 13</td>
<td>Saturday, 1/25</td>
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<td>6</td>
<td>Non-Experimental and Quasi-</td>
<td>Read Chapters 10-11; Discussion</td>
<td>10, 13</td>
<td>Saturday, 2/1</td>
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<tr>
<td>Assignment</td>
<td>Grade Percentage</td>
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<td>------------</td>
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<tr>
<td>Journal Article Summary</td>
<td>10%</td>
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<tr>
<td>Exams (2)</td>
<td>50%</td>
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<td>Literature Review Project</td>
<td>25%</td>
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<tr>
<td>Discussion Boards (5)</td>
<td>15%</td>
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**GRADING CRITERIA:**
(Grading Scale – Provide the number and percent value of assignments, exams, papers, reports, group projects, etc. **along with** the appropriate University’s grading scale below. Be DETAILED to give your students the most information possible prior to the start of the session.)

Graduate
92 – 100      A  
82 – 91       B  
72 – 81       C  
62 – 71       D  
Below 62      F

**GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:**
Each assignment/exam submitted will be reviewed, graded and return to the student in a timely manner, along with appropriate commentary.

Final grades are mailed approximately one week after the last day of the session to the student’s address of record. Amberton University staff will not release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their email account and contact the instructor at the faculty email address as provided above in **Professor Information** area.

**Incomplete Grades**
An “I” (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an “I” be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An “I” which is not properly removed within 30 days following the session enrolled will become an “F” grade.
How to Withdraw From a Course
To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the “Schedule of Classes” (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

COURSE COMMUNICATIONS:

This course is offered as a lecture course; however, several technological options are available to faculty and students that can enhance communication both during the session and after the session has ended. The Student Portal is the gateway to email, Remote Research, General Tools and Electronic Instructor Folders (FTP). The Student Portal may be accessed through a link on the University’s website, http://www.Amberton.edu, or at http://apps.Amberton.edu.

After selecting the “Student Portal” link, you will be prompted for a Username and Password. Use your assigned username and password (AUID) as described below:

Username = your capitalized firstname initial+lastname+last 3 digits of your SSN.

* Use your name exactly as it is listed on the University’s records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

For example: James Jones, Jr. SSN: 123-45-6789
Username: JJonesJr789

Password = your Amberton University ID# (AUID) including the dashes

For example: 04-999-999

Once your login has been validated, you may select from a variety of menu options, including online course materials, email access, Remote Research, General Tools, all Syllabi, Research Tutorials and Electronic Instructor Folders (FTP).

Email Communication

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system (my.Amberton.edu). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

The student’s assigned email address would be Username@my.Amberton.edu

Example: LJones-Smith789@my.Amberton.edu

The student Username is determined by:

firstname initial+lastname+last 3 digits of student ssn.

For example: Linda Jones-Smith SSN: 123-45-6789
Email Address = LJones-Smith789@my.Amberton.edu

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: LJones-Smith789) and your Amberton ID# (including the dashes) as the password.
If you already have a Google gmail account, you might be prompted to add this account to your current settings. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal gmail account.

If you need assistance with your email account, please visit https://support.google.com/mail

(Lecture Faculty utilizing the Moodle system must use the below paragraph, otherwise delete this section entirely.)

The Amberton University Moodle Website
Students enrolled in this course will also be using the Moodle Learning Platform, with access available through the Student Portal or by going to: http://moodle.Amberton.edu

For those utilizing Moodle for the first time, the username and password for the Moodle Learning Platform will be emailed to the student’s email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link “Forgotten your username or password” available on the Moodle log in page (http://moodle.Amberton.edu). Otherwise use the same username and password as previous session.

Moodle Tutorial:
Upon successful log in and access to the Moodle learning platform, there is a Student Moodle Tutorials course available, to learn about the basics of Moodle. Simply click on the link for the Student Moodle Tutorials and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

COURSE EVALUATION:
Each session, all Amberton students are requested to evaluate their courses. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. Students’ identities are not disclosed.

Students will be notified through the Amberton email system of the Course Evaluation procedures. Usually, the evaluations take place in class during week 9 of the session. Please take advantage of this opportunity and participate in the evaluation process.

TEXAS EDUCATION AGENCY COMPETENCIES:
This course addresses the School Counselor Competencies set forth by the Texas Education Agency. These competencies are listed by course on the University’s ftp site (ftp://ftp.amberton.edu/cslinfo/AU_TEA).

ACADEMIC HONESTY/PLAGIARISM:
Plagiarism is the presentation of someone else’s information as though it were your own. If you use another person’s words, ideas, or information or if you use material from a source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge the source. Failure to do so violates Amberton University’s ethics policy.

RECOMMENDED ONLINE SOURCES:
Online research resources are available through “Research Tools Database”, accessible through the Student Portal, under “General Tools.”

RESEARCH TUTORIALS:
Online research resources are available through “Research Tools Database”, accessible through the Student Portal. (For additional assistance, students may access the “Research Tutorials” link located in the General Tools area on the Student Portal.) Access the Portal by clicking “Student Portal” from the University’s website. You must know your Amberton ID to access the Portal.
Library Live Chat Feature
The website allows for a live chat feature with librarians on the library pages. This service allows students to connect with librarians on questions regarding resource assistance, searching data bases and access to library services. www.amberton.edu/current-students/library/index.html

BIBLIOGRAPHY:
Research resources are available through the University’s physical library and the online virtual library. Students may search for books, periodicals, and online sources pertaining to subjects covered in this course.

The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at Amberton. Interlibrary loan and document delivery services are available. The TexShare Card offers borrowing privileges in libraries all across the state of Texas. Students with research questions or questions about Library services are encouraged to visit the University physical Library or email their questions to library@Amberton.edu.