Instructor: Dr. Melissa Sloan  
E-Mail: melissasloan@sar.usf.edu  
Office: C246  
Office Telephone: 359-4286  
Office Hours: Tuesdays 10:00am-12:00pm or by appointment

COURSE DESCRIPTION:  
This course is designed to expose students to academic research methods of scholars in multiple disciplines. The course will feature guest lectures in which USFSM faculty members discuss their current research projects. With faculty guidance and grounding in the current literature on a selected topic, students will formulate their own research questions and hypotheses and design an appropriate data collection strategy to be executed over the summer.

COURSE TOPICS: This course will cover the following content areas:  
1. The academic research process  
2. Research design  
3. Data collection strategies  
4. Writing an academic research proposal

COURSE OBJECTIVES: The objectives of the course are to:  
1. Develop academic research skills  
2. Discuss the academic research process within multiple disciplines  
3. Synthesize theory and research in an examination of a topic  
4. Review the collection and analysis of data  
5. Develop feasible data collection strategies to answer a selected research question  
6. Gain the skills necessary for conducting independent research

COURSE STUDENT LEARNING OUTCOMES: Upon completion of this course, students will be able to:  
1. Demonstrate conversance with the important facts, principles, and theories relevant to the study of a selected topic  
2. Design a research project that utilizes appropriate data collection and analysis techniques  
3. Demonstrate an awareness of the ethical issues involved in academic research and follow ethical principles in the development of research ideas  
4. Complete components of an APA style research proposal for an Honors thesis

TEXT AND MATERIALS:  
Text:  

Materials: Computer/Canvas access is required. Additional reading materials will be posted in Canvas and acquired online from the USF library.

CANVAS USE:  
The class syllabus is posted in CANVAS, an online course management system. In this class CANVAS will be used for course scheduling, announcements, reading assignments, assignment instructions, and submission of assignments. Information on how to use CANVAS is available at: http://www.usfsm.edu/infocommons/students.php

Canvas Support is available through USFSM E-Learning staff from 9am to 5pm Monday through Friday.

The USF Tampa IT Helpdesk provides 24 hour support for CANVAS. Please call 813-974-1222 or email: help@usf.edu if you need assistance outside of USFSM’s E-Learning hours.
Additionally, CANVAS tutorials can be found in the Student Quickstart Guide at http://guides.instructure.com/m/8470.

**COMPUTER LAPTOP USE**
USFSM requires all students to have laptops that can be brought with them to class. On certain days, I will require you to bring your laptop to class. I will notify you in advance of this requirement. In addition, you may bring your laptop to class whenever you wish; however, laptops may be used for note taking, assignments, and library research only. If you are found to be using your laptop for purposes other than those listed, you will be asked to leave class and will be considered absent for the day. Cell phone use during class is not permitted.

**PLAGIARISM SOFTWARE**
The University of South Florida has an account with an automated plagiarism detection service which allows student assignments be checked for plagiarism. I reserve the right to ask students to submit their assignments to Turnitin through Canvas. Assignments are compared automatically with a database of journal articles, web articles, and previously submitted papers. The instructor receives a report showing exactly how a student’s paper was plagiarized.

PLEASE REMOVE YOUR NAME FROM THE BODY OF YOUR PAPER AND REPLACE IT WITH YOUR USF ID#. ALSO REMOVE YOUR NAME FROM THE FILE NAME AND REPLACE IT WITH YOUR USF ID# (e.g., “U12345678 Essay 1.docx”) BEFORE SUBMITTING IT TO TURNITIN.

Pursuant to the provisions of the Family Educational Rights and Privacy Act (FERPA), students are requested to maintain confidentiality as a way to keep their personal contact information (i.e. name, address, telephone) from being disclosed to vendors or other outside agencies. By your submission, you are also agreeing to release your original work for review for academic purposes to Turnitin.

**GRADING, EVALUATION AND ATTENDANCE POLICIES:**

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation/Reading Discussion (10%)</td>
<td>25 points</td>
</tr>
<tr>
<td>Research Journal (50%, 6 submissions)</td>
<td>125 points</td>
</tr>
<tr>
<td>IRB Training Course (0%, but required)</td>
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<tr>
<td>Research proposal (40% total)</td>
<td></td>
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<tr>
<td>Topic Proposal &amp; Data Ideas (0%, but required)</td>
<td></td>
</tr>
<tr>
<td>Reading List &amp; Annotated Bibliography (20%)</td>
<td>50 points</td>
</tr>
<tr>
<td>Methodology Draft (10%)</td>
<td>25 points</td>
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<tr>
<td>Final draft of research proposal (5%)</td>
<td>12.5 points</td>
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<tr>
<td>Presentation (5%)</td>
<td>12.5 points</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>250 points</strong></td>
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</tbody>
</table>

*note- Assignments worth 0 points but required must be completed in order to progress to the next assignment.

**Extra Credit**
You may choose to Participate in Research being conducted at USFSM. Participation in research is completely voluntary, and you will not be penalized in any way should you choose not to participate in research. Opportunities to participate in research can be found on the Sona website (https://usfsm.sona-systems.com/) and instructions for accessing and using the Sona website can be found in the getting started module on Canvas. Per Sona Guidelines you can earn 1 point for every 30 minutes of participation in a "live" research study (i.e., a study requiring in-person participation) and 0.5 points for every 15 minutes of participation. For studies administered solely online studies you can earn 0.5 points for every 30 minutes of participation. The time allocated for a research study is established by the researcher and is based on the estimated time needed to participate. One Sona extra credit point is worth 2.5 course points, which will be added into your overall course total.

I will evaluate your work on a +/- grading system where A=excellent performance, B=good performance, C=average performance, D=poor performance, and F=failure.
You may use the following point scoring system to calculate your final grade.

**Final Grade Point Scoring**

- 250-243 = A+
- 224-217 = B+
- 200-193 = C+
- 174-167 = D+
- 149-0 = F
- 242-234 = A
- 216-209 = B
- 192-184 = C
- 166-159 = D
- 141-133 = D

Because this is an advanced Honors course, I expect above average performance. If an emergency situation delays your work on an assignment, you must notify me and provide appropriate documentation before the assignment is due. If prior arrangements for the submission of a late assignment have not been made with me, late work will be penalized by a 50% grade reduction.

**Continuation in the Honors Program**

In order gain instructor approval for registration in the Honors Project (IDH 4950), you must satisfactorily complete each of the major course requirements of IDH 4000 with an overall course grade of a B or higher.

**Attendance**

I expect you to attend each class. If you miss more than 1 class (unexcused), you will lose 20 points from your overall grade total for each class missed. Excessive tardiness will also result in point deductions.

If you anticipate missing a class due to a major religious observation, please notify me in writing by the first two weeks of class.

**Assignments**

Class Participation: Honors students are expected to participate actively in class discussion. Students should be prepared to discuss the development of their research projects each class session. You will be responsible for leading a discussion of the assigned readings during one class session. Details are posted in Canvas and discussion leading assignments will be made during the first week of classes.

Research Journal: Students are required to keep a journal of their research progress throughout the semester. Each journal submission will include a writing assignment and a series of questions to consider. Each journal assignment will be posted in Canvas at least one week in advance of the due date.

IRB Training Course: Students will be required to complete the CITI Human Subjects Training course available online through USF. Detailed instructions for accessing the course will be provided in class.

Research proposal: A goal of the course is for you to develop a project to be executed over the summer semester under the supervision of a faculty member. Because designing a research proposal is a substantial undertaking, I ask students to complete the proposal in a series of steps, though journal assignments, a reading list, an annotated bibliography, and a methodology outline. Detailed instructions for each part of the proposal will be provided in class. You will present your final proposal in class.

Note: Dr. Sloan is willing to serve as the faulty mentor for the research projects that will be developed in IDH 4000. However, students also have the option of conducting their research under the guidance of a USFSM faculty member within their academic major. The faculty member must agree to serve as the student’s mentor through the completion of the Honors Thesis (at least the summer 2015 and fall 2015 semesters). In order to pursue this option, a mentor agreement form, signed by the faculty mentor, must be completed and submitted by February 25.

**CONTACTING ME**

I hold regular office hours on Tuesdays from 10:00am-12:00pm. I would also be happy to schedule meetings by appointment. The best way to contact me is by email (melissasloan@sar.usf.edu). If you send me an email during the weekend, please do not expect to hear back right away. I cannot guarantee that I will read my email on a Saturday or Sunday.
A. **Academic Dishonesty:** The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the **USFSM Catalog**, the USF System Academic Integrity of Students, and the **USF System Student Code of Conduct**.

B. **Academic Disruption:** The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the **USFSM Catalog**, USF System Academic Integrity of Students, and the **USF System Student Code of Conduct**.

C. **Contingency Plans:** In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Elluminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USFSM and College websites, emails, and **MoBull** messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the **Campus Police Website** for further information.

D. **Disabilities Accommodation:** Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Disability Coordinator, 941-359-4714, disabilityservices@sar.usf.edu, [http://usfsm.edu/disability-services/](http://usfsm.edu/disability-services/)

E. **Fire Alarm Instructions:** At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See **Emergency Evacuation Procedures**.

F. **Religious Observances:** USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. Instructors canceling class for a religious observance should have this stated in the syllabus with an appropriate alternative assignment.

G. **Sexual Misconduct/Sexual Harassment Reporting:** USFSM is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence ([USF System Policy 0-004](http://usfsm.edu/)). The Counseling and Wellness Center is a **confidential** resource where you can talk about incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. This confidential resource can help you without having to report your situation to either the Office of Student Rights and Responsibilities (OSSR) or the Office of Diversity, Inclusion, and Equal Opportunity (DIEO), unless you request that they make a report. Please be aware that in compliance with Title IX and under the USF System Policy, educators **must** report incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. If you disclose any of these situations in class, in papers, or to me personally, I am required to report it to OSSR or DIEO for investigation. The Deputy Coordinator for USFSM is Mary Beth Wallace, AVP for Student Enrollment, Engagement and Success, 941-359-4330 or marybeth@sar.usf.edu.

   **Campus Resources:**
   - Counseling Center and Wellness Center 941-487-4254
   - Victim Advocate (24/7) 941-504-8599
   - List of off-campus resources:
     - Hope of Manatee: 941-755-6805
     - Safe Place & Rape Crisis Center (SPARCC) – Sarasota: 941-365-1976
     - First Call for Help- Manatee: 941-708-6488
     - Sarasota & North Port 941-366-5025
   - Manatee Glens: 941-782-4800

H. **Web Portal Information:** Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address.
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic/Reading</th>
<th>Due</th>
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<tbody>
<tr>
<td>Week 1, January 7</td>
<td>Introduction</td>
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<tr>
<td>Week 2, January 14</td>
<td>The Research Process &amp; Identifying a Topic Read: Creswell Chapters 1 &amp; 3</td>
<td>Student-Led Discussion</td>
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<tr>
<td></td>
<td>Article 1</td>
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<tr>
<td>Week 3, January 21</td>
<td>Topics, Continued &amp; The Use of Theory Read: Articles 2, 3, 4, &amp; 5</td>
<td>Student-Led Discussion Research Journal 1</td>
</tr>
<tr>
<td>Week 4, January 28</td>
<td>Qualitative Research Read: Creswell Ch. 9 Graff &amp; Birkenstein Preface, Introduction, &amp; Chapter 1 Article 6</td>
<td>Research Journal 2</td>
</tr>
<tr>
<td>Week 5, February 4</td>
<td>Quantitative Research Read: Creswell Chapter 8 Gragg &amp; Birkenstein Chs. 12, 2, 3 &amp; 14 Article 7</td>
<td>Student-Led Discussion Research Journal 3</td>
</tr>
<tr>
<td>Week 6, February 11</td>
<td>Reviewing Literature Read: Creswell Ch. 2 Graff &amp; Birkenstein Chapters 15, 16, &amp; 17 Article 8</td>
<td>Student-Led Discussion Draft Topic Proposal Research Journal 4</td>
</tr>
<tr>
<td>Week 7, February 18</td>
<td>Introducing Your Topic Read: Creswell Chapter 5 Gragg &amp; Birkenstein Chapter 7 Article 9</td>
<td>Research Journal 5</td>
</tr>
<tr>
<td>Week 8, February 25</td>
<td>Working Session Read: Creswell Chapter 4 Gragg &amp; Birkenstein Chapters 4, 5, &amp; 6</td>
<td>Revised Topic &amp; Data Ideas IRB Training Course Mentor Agreement Form Due</td>
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<td>Week 9, March 4</td>
<td>Spring Break</td>
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<tr>
<td>Week 10, March 11</td>
<td>Purpose Statements &amp; Measurement Read: Creswell Chapters 6 &amp; 7 Article 10</td>
<td>Student-Led Discussion Reading list</td>
</tr>
<tr>
<td>Week 11, March 18</td>
<td>Data Sources &amp; Access Read: Articles 11 &amp; 12</td>
<td>Research Journal 6</td>
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<td>Note: March 21st is the last day to drop with a “W”; no refund; no academic penalty.</td>
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<tr>
<td>Week 12, March 25</td>
<td>No Class Meeting—work on annotated bibliographies</td>
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<tr>
<td>Week 13, April 1</td>
<td>Project Discussions</td>
<td>Annotated Bibliography</td>
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<tr>
<td>Week 14, April 8</td>
<td>Preparing for Data Collection</td>
<td>Methodology Draft</td>
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<tr>
<td>Week 15, April 15</td>
<td>Summer Research Goals</td>
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<tr>
<td>Week 16, April 22</td>
<td>Presentations</td>
<td>Final Proposal Presentation</td>
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<tr>
<td>Finals Week, April 29</td>
<td>Presentations, if needed</td>
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