*Please note that this syllabus should be regarded only as a general guide to the course and is subject to change at the instructor’s discretion.

**Course Number:** ADGR770301  
**Course Title:** Research Methods and Data Analysis  
**Credits:** 3  
**Woods College of Advancing Studies**  
**Summer 2016 Semester, May 17 – June 24, 2016**  
**Monday and Wednesday, 6:30pm-9:45pm**  
**Instructor Name:** Kwasi Sarkodie-Mensah  
**BC E-mail:** sarkodik@bc.edu  
**Phone Number:** Woods College 617-552-3900  
**Office:** (617) 552-4465  
**Office Hours:** Mondays and Wednesdays, 3:30pm-6:30pm

**Boston College Mission Statement**  
Strengthened by more than a century and a half of dedication to academic excellence, Boston College commits itself to the highest standards of teaching and research in undergraduate, graduate and professional programs and to the pursuit of a just society through its own accomplishments, the work of its faculty and staff, and the achievements of its graduates. It seeks both to advance its place among the nation's finest universities and to bring to the company of its distinguished peers and to contemporary society the richness of the Catholic intellectual ideal of a mutually illuminating relationship between religious faith and free intellectual inquiry.

Boston College draws inspiration for its academic societal mission from its distinctive religious tradition. As a Catholic and Jesuit university, it is rooted in a world view that encounters God in all creation and through all human activity, especially in the search for truth in every discipline, in the desire to learn, and in the call to live justly together. In this spirit, the University regards the contribution of different religious traditions and value systems as essential to the fullness of its intellectual life and to the continuous development of its distinctive intellectual heritage.

**Course Description**

This course introduces students to basic social science research methods. The primary objective is for students to learn to read and evaluate research as well as create contributions to their chosen profession or field of research. By the end of the course, students will be more knowledgeable of basic research design and statistical methods. Additionally, students will better understand how to use research findings to improve and enhance their professional roles.
Textbooks & Readings:


Canvas

Canvas is the Learning Management System (LMS) at Boston College, designed to help faculty and students share ideas, collaborate on assignments, discuss course readings and materials, submit assignments, and much more - all online. As a Boston College student, you should familiarize yourself with this important tool. For more information and training resources for using Canvas, click here.

Course Objectives

1. Students will gain a basic understanding of research as it relates to the fields of social science. Through class discussions, written assignments, and practical projects, students will learn skills required to 1) consume research, 2) apply research, and 3) create contributions to the chosen profession or field of research. To accomplish this objective, we will study various research methodologies in the social sciences.

2. By the end of the course, students will be more knowledgeable of basic research design and statistical methods. Additionally, students will better understand how to use research findings to improve and enhance their professional roles.

3. This is a writing and reading intensive course. An important competency for individuals obtaining a graduate degree is the ability to express ideas and knowledge in writing. This course will focus on mastery of the American Psychological Association’s Publication Manual (i.e., APA Style).

4. Students will demonstrate knowledge and skill across cultural settings and will learn the impact of culture, gender, and age in research as demonstrated by class participation, analysis of existing research, and considerate contributions of novel research.

5. Students will demonstrate ethical knowledge and skill pertaining to research as demonstrated by class participation, analysis of existing research, considerate contributions of novel research, and completion of CITI Training.

Grading

Final grades will be determined as follows:

Annotations

Ten in total, each worth 7% of final grade

In preparation for your research proposal that is due at the end of the semester, you will prepare an annotated bibliography. An annotated bibliography helps a researcher become familiar with literature related to their topic of interest. Your annotated bibliography is to contain a total of five annotations.
An annotation is a summary and evaluation of the content of a book, journal article, or other media material. For this assignment, you will read TEN peer reviewed journal articles and write a 150 - 175 word paragraph that includes a summary of the content and an evaluation of the article’s usefulness / relevance to your topic. Each annotation should end with at least one question you have after reading the article.

**Research Proposal**

(35% of final grade)

Students will identify an area of research relevant to their professional interests and design a research proposal. You will develop a research question, conduct a literature review, and propose a research design to test your hypotheses. The project does not need to be feasible in terms of funding or time, but use some of BC’s grant resources to identify possible grant opportunities if this was a real research proposal. Please be considerate of ethical and cultural issues that often arise in research.

This is an opportunity for you to become familiar with applying research findings to professional practice.

The body of your final proposal should be 10-12 pages. Adherence to APA Style and proper grammar and mechanics are integral to this assignment.

**Presentation**

(20% of final grade)

A key aspect of the research process is presentation of findings. In order to improve oral presentation skills, each student will present the rationale, hypotheses, and proposed methods included in their research proposal. Presentations should last approximately 10 minutes and be accompanied by a handout that includes your abstract, full annotated bibliography, and complete references.

**CITI Training**

10% of final grade

Students are required to become certified in human subjects’ research through the Collaborative Institutional Training Initiative (CITI). This training will provide an overview of 1) History and Ethical Principles, 2) Basic Institutional Review Board (IRB) Regulations and Review Process, 3) HIPPA and Human Subjects, 4) Assessing Risk in Social and Behavioral Sciences, and 5) Informed Consent.

Go to:

[www.citiprogram.org](http://www.citiprogram.org) and register as a new user at Boston College. Take the Social Science course. Note that you can take each quiz multiple times if you do not pass. Once you have passed the training, a certificate of completion will be generated.
The graduate grading system for Woods College is as follows:

A (4.00), A- (3.67)
B+ (3.33), B (3.00)
B- (2.67), passing but does not count toward degree
C (2.00), passing but not for degree credit
F (.00)

All students can access final grades through Agora after the grading deadline each semester. Students who complete course evaluations can access grades earlier, as they are posted.

Deadlines and Late Work:
Assignments are due at the beginning of the class period on the specified dates. Late assignments will be graded accordingly.

Course Schedule

May 18  Introductions. Review of Syllabus
Course Requirements
Library Resources Needed for Literature Review and Final Project
Projects and Deadline
May 20  Online Class. Completion of Library Resources Exercise
May 23  Getting Started in Social Science Research
Reading Due: Foundations of Empirical Research
May 25  Research Approaches and Methods of Data Collection
Readings Due: Chapter 2 of Textbook
May 30  Memorial Day – no class today
June 1   Problem Identification and Hypothesis Formation
Readings Due: Chapter 3 of Textbook
June 6   Ethics in Research
Readings Due: Chapter 4 of Textbook
Take CITI Training Online and Submit Certificate
June 8   Measuring Variables and Sampling
Reading Due: Chapter 5 of Textbook
June 13  Procedures for Conducting an Experiment; Survey
Readings Due: Chapters 9 and 12 of Textbook
June 15  Qualitative, and Mixed Methods Research
Readings Due: Chapter 13 of Textbook
June 20  Descriptive Statistics
Readings Due: Chapter 14 of Textbook
June 22  Final Examination
Final Project Due Today
Written Work
Woods College students are expected to prepare professional, polished written work. Written materials must be typed and submitted in the format required by your instructor. Strive for a thorough yet concise style. Cite literature appropriately, using APA, MLA or CLA style per your instructor’s requirements. Develop your thoughts fully, clearly, logically and specifically. Proofread all materials to ensure the use of proper grammar, punctuation and spelling. For writing support, please contact the Connors Family Learning Center.

Attendance
Attending class is an important component of learning. Students are expected to attend all class sessions. When circumstances prevent a student from attending class, the student is responsible for contacting the instructor before the class meets. Students who miss class are still expected to complete all assignments and meet all deadlines. Many instructors grade for participation; if you miss class, you cannot make up participation points associated with that class. Makeup work may be assigned at the discretion of the instructor. If circumstances necessitate excessive absence from class, the student should consider withdrawing from the class.

Consistent with BC’s commitment to creating a learning environment that is respectful of persons of differing backgrounds, we believe that every reasonable effort should be made to allow members of the university community to observe their religious holidays without jeopardizing their academic status. Students are responsible for reviewing course syllabi as soon as possible, and for communicating with the instructor promptly regarding any possible conflicts with observed religious holidays. Students are responsible for completing all class requirements for days missed due to conflicts with religious holidays.

Accommodation and Accessibility
Boston College is committed to providing accommodations to students, faculty, staff and visitors with disabilities. Specific documentation from the appropriate office is required for students seeking accommodation in Woods College courses. Advanced notice and formal registration with the appropriate office is required to facilitate this process. There are two separate offices at BC that coordinate services for students with disabilities:

- The Connors Family Learning Center (CFLC) coordinates services for students with LD and ADHD.
- The Disabilities Services Office (DSO) coordinates services for all other disabilities.

Find out more about BC’s commitment to accessibility at www.bc.edu/sites/accessibility.

Scholarship and Academic Integrity
Students in Woods College courses must produce original work and cite references appropriately. Failure to cite references is plagiarism. Academic dishonesty includes, but is not necessarily limited to, plagiarism, fabrication, facilitating academic dishonesty, cheating on exams or assignments, or submitting the same material or substantially similar material to meet the requirements of more than one course without seeking permission of all instructors concerned. Scholastic misconduct may also involve, but is not necessarily limited to, acts that violate the rights of other students, such as depriving another student of course materials or interfering with another student’s work. Please see the Boston College policy on academic integrity for more information.

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