

Evaluation

1) Unit tests (17.5% per test x 4 tests = 70%). Each test will be based upon that unit's readings and in-class material including lectures and exercises. Tests are not strictly cumulative, but you will need to remember earlier concepts in order to learn and be tested on later ones. Test format will include multiple choice questions as well as open-ended questions. Please note that during tests, a basic calculator is permitted; no other electronic devices (e.g. programmable calculators, Palm Pilots, or cell phones) are permitted. Chapters 8 and 15 (listed below) will not be covered in class, but should be read nonetheless.

Test #1 (Chapters 1, 2, 3, 4, 5, 6): **July 13**

Test #2 (Chapters 9, 10, 11, 12, 14): **July 26**

Test #3 (Chapters 8, including ethics section, 15 and 16 pp. 410- 439) **August 10**

Test #4 (Chapters 7, and 16, pp. 439-459) **August 24**

2) There are two assignments in the course, designed to demonstrate your ability to apply what you have learned. Students should familiarize themselves with the referencing style of the *Canadian Review of Sociology and Anthropology*.

Assignment #1: Methodology and Content Analysis (15%). This assignment will involve collecting and processing original data during the class periods of **July 18 and 19**, and writing up a brief report related to these data. **Due August 2 (during class)**

Assignment #2: Statistical Analysis of Secondary Data (15%). This assignment will involve the analysis of an existing data set, and writing up a report related to your results. **Due August 24 (during class)**

Grade Distribution

90-100%	A+
80-89%	A
75-79%	B+
70-74%	B
65-69%	C+
60-64%	C
50-59%	D
<50%	F

Please note that the *University of Manitoba Senate Policy #1307* requires a "post-examination review of final grades in multi-sectioned courses that will ensure an equitable correspondence between grades and level of performance in all sections." Accordingly, the final grade distribution in this course may be raised or lowered to achieve this equity and, therefore, your final grade may be changed.

Missed Tests, Late Assignments, and Missed Classes

Although I hear these often, I know of no instructor who considers excuses such as “I have 3 other tests that day” to be legitimate reasons for make-up tests or assignment extensions. It would be highly unfair to the other students in the class to grant such requests, so please use common sense when considering a request for an extension or a make-up test. Accommodations for missed tests, late assignments, or missed data collection days will be permitted only for students who have a **legitimate emergency** – such as serious illness or bereavement, and excluding things like routine medical appointments or vacations - **if written documentation is provided within one week** after the missed exam/assignment. Documentation must cover the date missed. (Examples include a death certificate, or a physician’s note.) As per the University of Manitoba's FIPPA policy, it will be kept strictly confidential. Due to class size, all students requiring make-up tests must write them at the same time and date.

Late assignments will be subject to a penalty of 7.5% per day, up until the date that final grades are submitted. Students are strongly advised to begin working on their assignments as early as possible. In addition, preparing for “technical glitches” (such as computer problems) is the responsibility of the student. Students are encouraged to keep **back-up copies** of their work in order to avoid losing marks for assignments not completed on time due to computer problems.

If you **miss a class**, it is your responsibility to acquire lecture material, updates to our schedule, or other material, from others in the class. I will make myself widely available for help outside of class time, but will not provide a review of lectures or personal lecture notes for students who miss class.

Academic Integrity and Student Conduct

Students should acquaint themselves with the University's policy on "Examinations: Personations" (p. 25) and "Plagiarism and Cheating" (p. 26) found in the *Undergraduate Calendar*. While consulting one another about your assignments is acceptable conduct, please bear in mind that you must submit original work. On the other hand, students are strongly encouraged to study together for tests; it makes all of this more enjoyable! The Faculty of Arts also reserves the right to submit student work that is suspected of being plagiarized to Internet sites designed to detect plagiarism.

Disruptions due to excessive talking or early departures from the classroom are especially distracting to large classes, including ringing/talking on cell phones. Please be considerate and respectful of the needs and rights of others in the class. Students should be aware that persistent disruption may result in disbarment from the course. Any student who has a legitimate reason for leaving class early should inform the instructor at the start of class.

WebCT

This course will have a companion website which can be reached at the following link:

<http://www.umanitoba.ca/campus/ist/cms/webct>

This page shows you how to log into WebCT. If you do not have a home computer, you can access the site from one of the campus labs (e.g. Dafoe Library). For any technical questions re: WebCT, phone 474-9788 or use the email addresses on the above page. The website is designed to make accessing various things convenient.

Once you have successfully logged into WebCT and found the website for this course, you should see something similar to the following screen. Just click on the links to access your grades (the "My Grades" link). Grades cannot be released via telephone, email, on walls, or on doors (all being a violation of U of M's FIPPA policy). Only *you* will be able view your grades in WebCT; you cannot see those of other students, nor can they see yours. On this page you will also find links to various documents, such as the SPSS Lab Manual or class handouts that you may have missed, all in MS Word. They will be posted as they become available throughout the course.

The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "077.229 Introduction to Research Methods - WebCT 4.1.2 - Microsoft Internet Explorer". The address bar shows the URL "http://webct.cc.umanitoba.ca:8950/SCRIPT/077_229_KKA/scripts/serve_home". The page content includes a "Control Panel" with a "View" dropdown set to "Designer Options". A "Course Menu" is visible on the left, listing "Homepage" and "U of M homepage". The main area, titled "Homepage", contains several icons: "77.229 Course Outline", "course notes Lectures", "labs Lab Exercises", "tutorials Test Practice Questions", "assignments Assignments", "My Grades", "Test/Assignment Results", and "VW DEADLINE REMINDER". The Windows taskbar at the bottom shows the "start" button, several open applications, and the system tray with the time "10:24 AM".

TENTATIVE SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
July 2005				
4 Introduction to the course	5 Human Inquiry and Science (Chapter 1)	6 Paradigms, Theory, and Research (Chapter 2)	7 The Idea of Causation in Social Research (Chapter 3)	8 Research Design (Chapter 4)
11 Conceptualization, Operationalization, and Measurement (Chapter 5)	12 Indexes, Scales, and Typologies (Chapter 6)	13 TEST #1	14 Unobtrusive Research (Chapter 10); pre-test for Assignment #1	15 <i>Lab time (108 Machray Hall)*</i>
18 Data collection for Assignment #1	19 Data collection for Assignment #1	20 Survey Research (Chapter 9)	21 Survey Research, continued	22 Survey Research, cont'd (in Tier); optional Lab time (108 Machray Hall)*
25 Qualitative Research (Chapters 11, 12, 14)	26 TEST #2	27 NO CLASS	28 NO CLASS	29 Lab time (108 Machray Hall)*
August 2005				
1 NO CLASS	2 Introduction to Statistics (Ch. 16, pp. 410-13); Assignment #1 DUE	3 Measures of Central Tendency and Dispersion (Chapter 16, pp. 414-20)	4 Types of distributions/the Normal Curve	5 Z-scores
8 Bivariate relationships (Chapter 16, pp. 421-26)	9 Multivariate relationships: The Elaboration Model (Chapter 16, pp. 426-39)	10 TEST #3	11 Descriptive statistics: Lambda (Chapter 16, pp. 439-42)	12 Lab time (108 Machray Hall)*
15 Descriptive statistics: Gamma and Pearson's <i>r</i> (Chapter 16, pp. 442-449)	16 Introduction to Inference: Sampling and probability (Chapter 7)	17 Sampling and probability (continued)	18 Inferential statistics: Chi-square (Chapter 16, pp. 450-59) Last date for Voluntary Withdrawal	19 Lab time (108 Machray Hall)*
22 Review (time permitting)	23 Optional Lab time (108 Machray Hall)*	24 TEST #4; Assignment #2 DUE		

* Please bring something on which to save your work, as well as a valid INS userid and password. If you do not have these yet, you can get them at www.umanitoba.ca/claimid. Please test them out before the lab to ensure that they are in working order. You will not be able to access SPSS without them. Optional lab times will be held only if time permits.