HIED 5305-115, CRN 60043, RESEARCH METHODS IN HIGHER EDUCATION
Summer 2020
Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION
Dates: June 1 – July 24, 2020; this is an 8-week course.
Mode of instruction and course access: This is an accelerated, online class. Course activities will occur within Canvas. This is our Learning Management System (LMS), which is accessed via https://tamuct.instructure.com/

INSTRUCTOR AND CONTACT INFORMATION
Instructor: Lisa M. Bunkowski, PhD & EdD
Office: Warrior Hall, 322-K (This summer I am working from my home office in Austin, TX)
Phone: 254-501-5866 (leave a message, this will forward to my email and I will return your call)
Email: lisa.bunkowski@tamuct.edu, or use the Canvas Inbox

Office Hours:
My office hours have to be flexible. I have to schedule office hours around multiple meetings and my responsibilities as the director of the Faculty Center for Teaching and Learning. This summer, all office hours and student meeting will be done via phone or web-conferencing. If you want to meet please call or send a message through Canvas Inbox or email me, and we will set up a time that works for you.

Student-instructor interaction:
I monitor my university email and Canvas Inbox throughout the day. Because my workday begins around 6 am, I will seldom respond in the evenings after 8 pm. You will find it easier to reach me in the early morning rather than late at night. If you send an email, be sure to indicate the course number (HIED 5305) in the subject line.

Warrior Shield:
Emergency Warning System for Texas A&M University-Central Texas
Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account.

Connect to Warrior Shield by 911Cellular [https://portal.publicsafetycloud.net/Account/Login] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION
Course Overview and description:
This course provides a general overview of research in the field through an introduction to research methodologies and basic statistics.
Course Student Learning Outcomes (CLOs):

1. Identify and reference historical documents that state the philosophical foundations of the profession
2. Articulate the differences between quantitative and qualitative approaches
3. Demonstrate an understanding of basic descriptive and inferential statistics
4. Develop a mock research project.

Required Reading and Textbook(s):

We will be using materials shared through our course site in Canvas and accessed through E-Reserves. There are no required textbooks to purchase.

Suggested Textbook Information:


  During the coronavirus pandemic, we have free online access via the APA website to the Style and Grammar Guidelines [https://apastyle.apa.org/style-grammar-guidelines] including examples of reference citations.

- Educational Research - in our E-Reserve readings we will cover a Chapter from Creswell's Educational Research: Planning, Conducting, and Evaluating Quantitative and Qualitative Research, 5th ed. I strongly encourage you to pick up a copy of this textbook. It can be any of the more recent editions from the past 10 years. It is an excellent reference work for educational research. The most recent edition (6th) came out in 2019, you might be able to find a used copy.

COURSE REQUIREMENTS (more details and grading rubrics in Canvas)

1. Discussions. Students will participate in the three (3) graded unit discussions through online forums in Canvas. Discussion is assessed on participation contributions and engagement with the instructor, fellow students, and the course materials, as well as writing mechanics which includes proper APA formatting of any citations. More details about expectations are included in Canvas.

2. Quizzes. Students will complete two (2) short quizzes in Week 2 and Week 5. These are low-stakes quizzes that emphasize learning for mastery of the content. More details about expectations are included in Canvas.

3. Annotated bibliography. Students will submit an annotated bibliography of at least three (3) scholarly articles. Annotations will include a concise summary of the purpose and methods of inquiry, major conclusions, as well as APA formatted citation for each article. More details about expectations are included in Canvas.

4. Critical Review Essay. Students will select one of the articles from their annotated bibliographies to read more closely. Students will submit a critical review essay about the article. Essays should be approximately four-five pages in length. The assignment must utilize APA formatting. More details about expectations are included in Canvas.
5. **Mock Research Project Proposal (“Project”).** Students will submit a completed worksheet, with narrative sections that address components of a research project proposal in the research method they select. The assignment must follow the appropriate framework template (addressed in Canvas) and adhere to APA formatting. You will not conduct the research; this is an exercise in thinking through the different steps.

6. **Leadership Interview Reflection Essay. This section has been modified.** Students will collaborate on a brief interview protocol by submitting two questions leadership and research. Details are provided in Canvas (due at the end of Week 3). The instructor will conduct short interviews with several different higher education leaders from different universities using the class-created interview guide. Students will review the interview recordings and submit a reflective essay of at least five pages in length. The essay must demonstrate APA formatting (due at the end of Week 7). More details about expectations are included in Canvas.

7. **Final Exam.** Students will complete a cumulative exam that addresses major questions associated with educational research methods. It consists three (3) brief essay questions and nine (9) multiple choice questions. The essays will be evaluated based on Content, which means responses need to be well-constructed and substantive responses that clearly and fully answer the assigned questions. They are also graded for Support, which means the essays need to make good use of specific examples from or references to the assigned reading materials to support the response. Students will have 2-hours to complete the exam, so effective time management is part of the exam. **You must complete the final exam to pass the course.**

**Grading Criteria Rubric and Conversion**
- Discussions (3 @ 5-points each; **15-points total**)
- Quizzes (2 @ 10-points each; **20-points total**)
- Annotated Bibliography **(10-points)**
- Critical Review **(10-points)**
- Project **(15-points)**
- Leadership Interview Questions **(2-points)**
- Leadership Interview Essay **(13-points)**
- Final Exam **(15-points)**

**Total: 100 points**

**Final Grades** will be computer according to the following scale:
- A = 90-100%  (90-100 points)
- B = 80-89.9%  (80-89 points)
- C = 70-79.9%  (70-79 points)
- D = 60-69.9%  (60-69 points)
- F = 59-0%     (0-59 points)

**Remember, you must complete the final exam to pass the course.**
Posting of Grades

- Students will submit their work through the assignment submission pages in Canvas. The instructor will review and return student work through the Canvas grade book. Students can monitor their status in the course through the Canvas grade book, as well.
- Assignments are due by midnight (Killeen, Texas time).
- Brief assignments such as discussion participation and quiz feedback will be returned no later than the following Wednesday morning. Longer assignments, such as the Leadership Interview Reflection will be returned no later than the following Sunday. Students will be notified of any delays due to unforeseen circumstances.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar for HIED 5301

Unit 1: Introduction to Educational Research Methods (Course Learning Outcomes 1 & 2)

Week 1 (June 1 - June 7): The Nature of Educational Research
Read: Materials linked in Canvas/E-Reserve (Norwich)
Assignments: ungraded introduction discussion

Week 2 (June 8 – June 14): The Research Process
Read: Materials linked in Canvas/E-Reserve (Creswell)
Assignments due: Quiz 1

Week 3 (June 15 – June 21): Ethics & Quality
Read: Materials linked in Canvas/E-Reserve (Tangen)
Assignments due: Interview Questions; Discussion 1

Unit 2: Educational Research Issues (Course Learning Outcomes 2, 3 & 4)

Week 4 (June 22 – June 28): Ethical Issues
Read: Materials linked in Canvas/E-Reserve (Head)
Assignments due: Annotated Bibliography

Week 5 (June 29- July 5): Policy-Makers
Read: Materials linked in Canvas/E-Reserve (Ion, et al.)
Assignments due: Quiz 2; Critical Review Essay

Week 6 (July 6 – July 12) Big Data and data science
Read: Materials linked in Canvas/E-Reserve (Daniel)
Assignments due: Project; Discussion 2

Unit 3: Wrapping Up (Course Learning Outcomes 1, 2, 3 & 4)

Week 7 (July 13 – July 19) Further reflection
Read: Materials linked in Canvas
Assignments due: Leadership Interview Essay; Discussion 3

Week 8 (July 20- July 24): Final Exam
Read: Materials linked in Canvas
Assignments due: Final Exam (Remember, the week ends on Friday)

Important University Dates: SUMMER 2020

Monitor the Academic Calendar [https://www.tamuct.edu/registrar/academic-calendar.html]

- June 1 Add, Drop, and Late Registration Begins for 10-, 8- and First 5-Week Classes.
  $25 fee assessed for late registrants
June 1  Classes Begin for First 5-, 10-, and 8-Week Session
June 4  Deadline to Drop First 5-Week Classes with No Record
June 8  Deadline to Drop 8-week Classes with No Record
June 16 Deadline to Drop 10-Week Classes with No Record
June 19 Deadline to Drop First 5-Week Classes with a Quit (Q) or Withdraw (W)
July 3  Classes End for First 5-Week Session
July 3  Deadline for Graduation Application
July 3  Deadline to Withdraw from the University for First 5-Week Classes
July 6  Add, Drop, and Late Registration Begins for Second 5-Week Classes $25 fee assessed for late registrants
July 6  Classes Begin Second 5-Week Session
July 9  Deadline to Drop Second 5-Week Classes with No Record
July 10 Deadline to Drop 8-Week Classes with a Quit (Q) or Withdraw (W)
July 10 Deadline for Final Committee-Edited Thesis with Committee Approval Signatures to Graduate School for Summer Semester
July 17 Deadline to Drop 10-Week Classes with a Quit (Q) or Withdraw (W)
July 24 Classes End for 8-Week Session
July 24 Deadline to Drop Second 5-Week Classes with a Quit (Q) or Withdraw (W)
July 24 Deadline to Withdraw from the University for 8-Week Classes

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements
This course will use the A&M-Central Texas Instructure Canvas learning management system.
We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.
Logon to A&M-Central Texas Canvas [https://tamuct.instructure.com/] or access Canvas through the TAMUCT Online link in myCT [https://tamuct.onecampus.com/]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

Canvas Support
Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.
For issues related to course content and requirements, contact your instructor.

Other Technology Support
For log-in problems, students should contact Help Desk Central
24 hours a day, 7 days a week
Email: helpdesk@tamu.edu
Phone: (254) 519-5466
Web Chat: [http://hdc.tamu.edu]

Please let the support technician know you are an A&M-Central Texas student.
**Drop Policy**
If you discover that you need to drop this class, you must complete the Drop Request Dynamic Form through Warrior Web.

[https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FForm%2FStart%2F53b8369e-0502-4f36-be43-f02a4202f612].

Faculty cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

**Academic Integrity**
Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student’s academic performance and includes, but is not limited to, working with others in an unauthorized manner, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student’s work, collusion, and the abuse of resource materials. All academic misconduct concerns will be referred to the university’s Office of Student Conduct. Ignorance of the university’s standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more information regarding the Student Conduct process, [https://www.tamuct.edu/student-affairs/student-conduct.html]. If you know of potential honor violations by other students, you may submit a report, [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

**Academic Accommodations**
At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university’s programs, services and activities. If you believe you have a
disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our Access & Inclusion Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

**Important information for Pregnant and/or Parenting Students**

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education’s Office of Civil Rights, the Dean of Student Affairs’ Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit Student Affairs [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution’s Title IX Coordinator. If you would like to read more about these requirements and guidelines online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University’s Title IX Coordinator.

**Tutoring**

Tutoring is available to all A&M-Central Texas students, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors will return at the Tutoring Center in Warrior Hall, Suite 111 in the Fall 2020. Student success coaching is available online upon request.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing studentsuccess@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

**University Writing Center**
The University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free service open to all TAMUCT students. For the Summer 2020 semester, all services will be online as a result of the COVID-19 pandemic. The hours of operation are from 10:00 a.m.-4:00 p.m. Monday thru Thursday with satellite hours online Monday thru Thursday from 6:00-9:00 p.m. This summer, the UWC is also offering hours from 12:00-3:00 p.m. on Saturdays starting June 27th and ending July 18th.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students’ ideas and writing, our tutors highlight the ways in which they read and interpret students’ texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via WCOnline [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

University Library
The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our Library website [http://tamuct.libguides.com/index].
OPTIONAL POLICY STATEMENTS

A Note about Sexual Violence at A&M-Central Texas
Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don’t agree with their behaviors and tell survivors we will support them. Your actions matter. Don’t be a bystander; be an agent of change. For additional information on campus policy and resources visit the Title IX webpage [https://www.tamuct.edu/compliance/titleix.html].

Behavioral Intervention
Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, who are exhibiting concerning behaviors, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the referral online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the Behavioral Intervention Team website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person’s behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

INSTRUCTOR POLICIES

Syllabus Update Notice. The Instructor reserves the right to update this syllabus to correct any minor errors or make minor adjustment should the need arise (for example, due to constraints resulting from the current COVID-19 pandemic).

Copyright Notice. Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas’ Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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lisa.bunkowski@tamuct.edu)