

HIED 5305 Research Methods in Higher Education

Section 115; CRN 60419,
Summer 2021 (8-weeks)
Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

Dates: June 7 – July 30, 2021; 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 will continue to work primarily from my office in Austin, TX. However, I am happy to arrange a meeting on campus.

Phone: 254-501-5866 (leave a message, this will forward to my email)

Email: lisa.bunkowski@tamuct.edu, or use the Canvas Inbox

Office Hours:

Tuesday and Thursday mornings from 8:00 am to noon, online via web conference. Please note that as the Faculty Center for Teaching and Learning Director, there may be times when I will need to cancel office hours due to conflicting meetings. However, I am always happy to arrange a meeting with you on campus or via phone/web conferencing.

Student-instructor interaction:

I monitor my university email and Canvas Inbox throughout the day. Because my workday begins very early, I am much more responsive in the morning than later in the evenings (I will seldom respond after 8:00 pm). 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://www.tamuct.edu/police/911cellular.html) [<https://www.tamuct.edu/police/911cellular.html>] 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 Identify and reference historical documents that state the philosophical foundations of the profession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):

- Coe, R. J., Waring, M., Hedges, L. V., & Arthur, J. (Eds.). (2017). *Research methods and methodologies in education* (2nd ed.). Sage Publications.

A 3rd edition of the text was just released this month however, we will use the 2nd edition which is more widely available – and used copies can be found at a reasonable price. In addition, there is an electronic version of the book available, as well.

Print ISBN: 9781473969803,
eText ISBN: 9781526412645

Suggested Supplemental Textbook Information:

- APA Style - throughout the program, you will use the *Publication Manual of the American Psychological Association, 7th ed.* (2020). Washington, DC: American Psychological Association.

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

COURSE REQUIREMENTS (more details and grading rubrics in Canvas)

1. **Discussions.** Students will participate in three (3) graded unit discussions through online forums in Canvas. Discussion is assessed on participation contributions and engagement with fellow students, the course materials, and the instructor, as well as writing mechanics which includes proper APA formatting of citations. More details about expectations are included in Canvas.
2. **Quizzes.** Students will complete three (3) short quizzes. The quizzes emphasize the basic concepts associated with Course Learning Outcomes 1, 2, and 3. More details about expectations are included in Canvas.
3. **Annotated bibliography.** Students will complete an annotated bibliography of five sources related to the topic they have selected for their research proposal. Two (2) of the sources must be research study articles, and three (3) must be from a higher education online news publication (such as *Educause*, *Inside Higher Ed*, or *The Chronicle of Higher Education*). For the research articles, the annotations will include a concise summary of the purpose and methods of inquiry, major conclusions, brief evaluation as well as an APA formatted citation. For the news articles, annotations will include a

concise summary of the article, brief evaluation, and proper APA formatted citation. More details about expectations are included in Canvas.

4. **Critical Review Essay.** Students will select one of the research articles from their annotated bibliographies to read more closely. Students will write a critical review essay about the article. Essays should be approximately four-to-five pages in length. More details about expectations are included in Canvas.
5. **Leadership Interview/Reflection Essay.** Students will conduct one 30 to 60-minute recorded interview with a pre-approved individual currently employed at an institution of higher education and submit a reflective essay of at least five pages. Interview questions should emphasize the individual's leadership philosophy and specific questions about their educational research. Students must also submit a copy of their digital recordings of the interviews for verification purposes. More details about expectations are included in Canvas.
6. **Mock Research Project Proposal ("Project").** Students will submit a mock research proposal, following the guidelines provided in Canvas. You will **not** conduct the research; this is an exercise in the process. The proposed project can be an empirical research study, or a proposal for a grant or new program (academic or administrative) that includes a research component. More details are provided in Canvas.

Grading Criteria Rubric and Conversion

- Discussions (3 @ 5-points each; **15-points total**)
- Quizzes (3 @ 10-points each; **30-points total**)
- Annotated Bibliography (**10-points**)
- Critical Review (**10-points**)
- Leadership Interview/Essay (**15-points**)
- Final Project - Mock Research Proposal (**20-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).
- Feedback on brief assignments such as discussion participation and quizzes will be returned no later than the following Wednesday morning. Longer assignments, such as

the Leadership Interview Essay will be returned no later than the following Sunday. Students will be notified of any delays due to unforeseen circumstances.

- **10% penalty for late work unless approval for late submission was given by faculty member prior to the assignment deadline.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar for HIED 5305

Unit 1: Introduction to Educational Research Methods & Methodologies (Learning Outcome 1)

Week 1 (June 7 - 13): Getting Started & Introduction

Read: Chapter 1 in Coe, et al.

Assignments: ungraded introduction discussion

Week 2 (June 14 – 20): Nature of Educational Research/Finding Your Theoretical Position

Read: Chapters 2 & 3 in Coe, et al.

Assignments due: Discussion 1; Quiz 1

Unit 2: Basic Principles and Practice in Conducting Research (Learning Outcomes 1, 2, 3, & 4)

Week 3 (June 21 – 27): Empirical Research/Planning your Research

Read: Chapters 4 & 5 in Coe, et al.

Assignments due: Submit name of higher ed leader you plan to interview; submit topic you plan to use for your mock research proposal

Week 4 (June 28 – July 4): Inference & Interpretation/Ethics

Read: Chapters 6 & 7 in Coe, et al.

Assignments due: Discussion 2; Annotated Bibliography (due July 5)

Week 5 (July 5 – 11): Secondary Data/Statistics

Read: Chapter 14 in Coe, et al.; review additional materials provided in Canvas

Assignments due: Quiz 2; Critical Review Essay

Unit 3: Projects (Learning Outcomes 1, 2, 3 & 4)

Week 6 (July 12 – 18) Leadership & Research

Read: Coe, et al. as needed for your project; and additional materials provided in Canvas

Assignments due: Discussion 3; Leadership Interview Essay

Week 7 (July 19 – 25) Proposals

Read: Coe, et al. as needed for your project; and additional materials provided in Canvas

Assignments due: Mock Project Proposal

Week 8 (July 26- 30) Bring it all together (Remember, this week concludes on Friday)

Read: additional materials provided in Canvas

Assignments due: Quiz 3

Important University Dates: SUMMER 2021 (relevant to our program, but be sure to monitor the [Academic Calendar](#) online for additional dates, information, and updates.

[https://www.tamuct.edu/registrar/docs/2020-2021_updated_AcademicCalendar_3.3.21.pdf]

- June 7. Add, Drop, and Late Registration Begins for 10-, 8- and First 5-Week Classes.
- June 7. Classes Begin for First 5-, 10-, and 8-Week Summer Session
- June 14. Deadline to Drop 8-Week Classes with No Record
- July 2. Deadline for Summer Graduation Application
- July 5. Independence Day (University Closed)

- July 30. Classes End for 8-Week Session
- July 30, 2021 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): [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. 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), [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), [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](https://tamuct.instructure.com/courses/717) 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/pregnant-and-parenting-students.html) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) 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. 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

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 2021 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 Monday thru Thursday from 6:00-9:00 p.m. The UWC is also offering hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. 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. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. 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 [WCOonline](https://tamuct.mywconline.com/) [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 400,000 eBooks and 82,000 journals, in addition to the 96,000 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 virtually through WebEx, Microsoft Teams 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) [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 Wellness and 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) [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, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/student-affairs/bat.html) 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 ongoing COVID-19 situation).

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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