# Course Schedule

[contensis.uwaterloo.ca/sites/courses/1195/SDS-251R-SWREN-251R/toc/syllabus/course-schedule.aspx](contensis.uwaterloo.ca/sites/courses/1195/SDS-251R-SWREN-251R/toc/syllabus/course-schedule.aspx)

Important: **ALL TIMES EASTERN** - Please see the [University Policies](#) section of your Syllabus for details

<table>
<thead>
<tr>
<th>Week</th>
<th>Module</th>
<th>Readings and Other Assigned Material</th>
<th>Activities and Assignments</th>
<th>Begin Date</th>
<th>End/Due Date</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 2</td>
<td>Module 02: Using the University of Waterloo Library for Research</td>
<td><em>No required readings for this module</em></td>
<td>Begin Workshop 1</td>
<td>Monday, May 13, 2019</td>
<td>Friday, May 17, 2019 at 11:55 PM</td>
<td>2.5%</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Workshop 2: Qualitative or Quantitative?</td>
<td></td>
<td>Check after Friday, May 10, 2019 at 4:30 PM</td>
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<td></td>
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<td>Groups for Assignment 2 will be created by Technical Support</td>
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<tr>
<td>Week 5</td>
<td>Module 05: Understanding Quantitative Research</td>
<td>No required readings for this module</td>
<td>Feedback Survey (optional)</td>
<td>Monday, June 3, 2019 at 12:00 PM</td>
<td>Friday, June 7, 2019 at 11:55 PM</td>
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<tr>
<td>Week 8</td>
<td>Module 08: Unobtrusive Methods (Secondary Data Analysis)</td>
<td>Babbie, E. and Roberts, L. W. Fundamentals of Social Research, (4th Canadian edition) - Chapter 9</td>
<td>Workshop 3: Survey Analysis Quiz</td>
<td>Friday, June 28, 2019 at 11:55 PM</td>
<td>2.5%</td>
<td></td>
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<tr>
<td>Week 10</td>
<td>Module 10: Focus Groups in Qualitative Research</td>
<td>Babbie, E. and Roberts, L. W. Fundamentals of Social Research, (4th Canadian edition) - Chapter 11</td>
<td>Workshop 4: Coded Interview Transcript</td>
<td>Friday, July 19, 2019 at 11:55 PM</td>
<td>5%</td>
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<tr>
<td>Week 12</td>
<td><strong>Module 12:</strong> Community-Based and Participatory Action Research (PAR)</td>
<td><strong>Assignment 2 Part C:</strong> Survey Design</td>
<td><strong>Friday, July 26, 2019 at 11:55 PM</strong></td>
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</table>

| Final Examination | 35% |

### A Note on Course Readings

If you have the 2nd edition of *Fundamentals of Social Research*, please use the alternate reading schedule. (PDF)

Please carefully review the information about writing exams for online courses, including dates, locations, how to make examination arrangements, writing with a proctor, and deadlines.

If you are taking any on-campus courses, you will automatically be scheduled to write your exam on campus. No action is required.

- If your address in QUEST is within 100 km of an examination centre, you must choose an exam centre in Quest by **Sunday, May 19, 2019**. This must be done each term.
• If your address in Quest is more than 100 km from an exam centre, you must arrange for a proctor. Please review the guidelines and deadlines for writing with a proctor. This must be done each term.

Your online course exam schedule will be available in Quest approximately four weeks before your exam date(s). Instructions on how to find your schedule are posted on the Quest Help page.

Your access to this course will continue for the duration of the current term. You will not have access to this course once the next term begins.
Contact Information

Announcements

Your instructor uses the **Announcements** widget on the **Course Home** page during the term to communicate new or changing information regarding due dates, instructor absence, etc., as needed.

You are expected to read the announcements on a regular basis.

To ensure you are viewing the complete list of announcements, you may need to click **Show All Announcements**.

Discussions

A **General Discussion** topic* has also been made available to allow students to communicate with peers in the course. Your instructor may drop in at this discussion topic.

A Note About Group Work

It is normal to experience challenges in group work and interpersonal skills are necessary to effectively manage these situations. Students are welcome to discuss concerns about group work with the instructor via email; however, it is encouraged they attempt to resolve the issue with group members prior to contacting the instructor for assistance. Please note the instructor will not act as a "problem solver"--rather a "facilitator" who offers constructive ideas and ultimately refers the student back to the group to discuss resolutions. The team contract will commonly be used to resolve disagreements between group members; therefore, it should be carefully crafted at the onset of group work.

Contact Us

<table>
<thead>
<tr>
<th>Who and Why</th>
<th>Contact Details</th>
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### Instructor and TA
- Course-related questions (e.g., course content, deadlines, assignments, etc.)
- Questions of a personal nature

**Post your course-related questions** to the *Ask the Instructor* discussion topic*. This allows other students to benefit from your question as well.

**Questions of a personal nature** can be directed to your instructor.

Instructor: Peter Hymmen  
pbhymmen@uwaterloo.ca

Your instructor checks email and the *Ask the Instructor* discussion topic* frequently and will make every effort to reply to your questions within 24–48 hours, Monday to Friday.

### Technical Support, Centre for Extended Learning
- Technical problems with Waterloo LEARN

*learnhelp@uwaterloo.ca*

Include your full name, WatIAM user ID, student number, and course name and number.

Technical support is available during regular business hours, Monday to Friday, 8:30 AM to 4:30 PM (Eastern Time).

### Learner Support Services, Centre for Extended Learning
- General inquiries
- WatCards (Student ID Cards)
- Examination information

*Student Resources*

extendedlearning@uwaterloo.ca  
+1 519-888-4002

Include your full name, WatIAM user ID, student number, and course name and number.

*Discussions can be accessed from the Course Home page by clicking Connect and then Discussions on the course navigation bar.*
Course Description

Within sociology and other disciplines within the social sciences, there is no agreed-upon one “right” way of going about studying human social behaviour. What is agreed upon is the fact that different methodological approaches result in different kinds of information, and thus provide different insights about the topic being researched. One way to think about the variety of methods used is through the qualitative/quantitative divide, within which lie very different assumptions grounding research which then guide the research process from beginning to end.

This course is designed to introduce students to a selection of approaches to social research ranging from qualitative methods such as ethnography and interview techniques to quantitative probability surveys, as well as introduce research methods grounded in social change/social action. Throughout the term, all phases of the research process are examined including the formulation of the research problem/argument, research design, data collection, and elementary analysis of results. In exploring each broad methodological approach and specific research technique, emphasis is placed upon identifying both the strengths and limitations associated with a particular strategy – this will serve to demonstrate that no single research method or technique is valid or appropriate for all research questions or problems.

Learning Outcomes

- Distinguish between qualitative and quantitative research methodologies in terms of:
  - the kinds of information being produced
  - the kinds of insights each brings to bear on a topic
  - the assumptions that underlie each
- Undertake social research using a range of approaches, from qualitative methods (for example, ethnography and interview techniques) to quantitative probability surveys
- Design a research project grounded in social change/social action in an area of interest
- Develop instruments to conduct the research
- Critically evaluate research and methodological approaches in the social sciences

*This online course was developed by Elin Moorlag, with instructional design and multimedia development support provided by the Centre for Extended Learning.*
Course Instructor — Peter Hymmen

**Education**

Doctor of Philosophy (Candidate), Social Work, Wilfrid Laurier University  
Bachelor of Arts (Honours), Social Development Studies, Renison University College (2002)

**Field of study**

Peter's primary research interest concerns the development and implementation of effective treatment programs for youth involved with the justice system. His doctoral research focuses on understanding the systemic factors contributing to young people not completing mandated community-based treatment programs. He has recently written a critical review of the empirical evidence supporting single session therapy and walk-in counselling programs which has been accepted for publication with the *Journal of Mental Health*.

**Clinical experience**

Peter's clinical experience has spanned a variety of settings including family counselling and mental health agencies, child and adolescent residential treatment and adult in-patient psychiatric treatment. He has practiced extensively with youth involved with the criminal justice system both in custodial and community-based settings. His clinical background has also involved work with child and adolescent boys who have acted out in sexually inappropriate ways, adult males who have perpetrated intimate partner violence, and parents involved with post-divorce conflict.

**Teaching**

He is a part-time lecturer at Renison University College in Waterloo, Ontario. Peter has taught undergraduate courses in Social Research Methods, Social Work Practice and Lifespan Development Processes. He also has experience as a teaching assistant in graduate courses in Human Development Theory and Statistical Methods for Social Work Research.

**Publications**

Course Author — Elin Moorlag

**Educational Background**

Ph.D. (c) Sociology, University of Waterloo  
MA Sociology, University of Waterloo  
BA Social Development Studies, Renison University College

**Research and Other Interests**

As a graduate of Social Development Studies myself, my research interests include the sociology of community, policy analysis, Canadian multiculturalism, immigrant integration and settlement, mental health and diversity, and community-based and participatory action research.

As a mixed-methods sociologist, I have expertise in the application of both qualitative and quantitative methods within research projects and program evaluation, and have over the past six years, taught *Social Statistics, Research Methods, Introductory Sociology*, and *Classical Sociological Theory* at the undergraduate level.

As well as being part-time faculty at Renison University College I am also a Senior Researcher at the *Centre for Community Based Research* (CCBR), which is an independent not-for-profit research centre in Kitchener, Ontario (www.communitybasedresearch.ca). The mandate of CCBR is focused on strengthening communities through social research toward social change, and many of our ongoing projects at CCBR are community-driven and community-relevant collaborative research projects and program evaluations. My position at CCBR allows me to put social research skills into practice every day. As a Senior Researcher, my responsibilities include research and evaluation project planning, tool development, data collection, data analysis, report writing, community consultation and collaboration, delivering research results to planners, policy makers and practitioners, and working towards strategies for social change through action research.

Outside of academic pursuits, I am a classical musician, a sewing enthusiast and I am currently in the process of honing some formidable arts and crafts skills under the tutelage of my two little boys.

**Selected Publications and Conference Presentations**
Materials and Resources

Textbook

Required:


Note about previous editions of the textbooks:

- The 3rd edition of the textbook can be used according to the current course schedule.
- The 2nd edition of the textbook will still work with this course, however you will need to follow the alternate reading schedule. (PDF)

For textbook ordering information, please contact the W Store | Course Materials + Supplies.

For your convenience, you can compile a list of required and optional course materials through BookLook using your Quest userID and password. If you are having difficulties ordering online and wish to call the Waterloo Bookstore, their phone number is +1 519-888-4673 or toll-free at +1 866-330-7933. Please be aware that textbook orders CANNOT be taken over the phone.

Course Reserves

Course Reserves can be accessed using the Library Resources widget on the Course Home page.

Required:

Resources

Library services for co-op students on work term and distance education students

Writing and Communication Centre

The Writing and Communication Centre (WCC) works with students as they develop their ideas, draft, and revise. Writing and communication specialists offer one-on-one support in planning assignments, synthesizing and citing research, organizing papers and reports, designing presentations and e-portfolios, and revising for clarity and coherence.

You can make multiple appointments throughout the term, or you can drop in at the Library for quick questions or feedback. To book a 25- or 50-minute appointment and to see drop-in hours, visit uwaterloo.ca/wcc. Group appointments for team-based projects, presentations, and papers are also available.

Please note that communication specialists guide you to see your work as readers would. They can teach you revising skills and strategies, but will not change or correct your work for you.

For online courses and courses offered at satellite campuses

Online appointments (using video, audio, and a shared text field) are available to students who are online learners, away on a co-op work term, or registered at one of Waterloo's satellite campuses. Simply request an online appointment when you book an appointment.

On-campus appointments at satellite campuses are also available. Please see the WCC website for dates and times.

Additionally, these slides for LEARN provide information on the Writing Centre services available to students.
The following table represents the grade breakdown of this course.

<table>
<thead>
<tr>
<th>Activities and Assignments</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce Yourself</td>
<td>Ungraded</td>
</tr>
<tr>
<td>Workshops</td>
<td>10%</td>
</tr>
<tr>
<td>Assignment 1</td>
<td>10%</td>
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<tr>
<td>Assignment 2 Part A</td>
<td>15%</td>
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<tr>
<td>Assignment 2 Part B</td>
<td>15%</td>
</tr>
<tr>
<td>Assignment 2 Part C</td>
<td>15%</td>
</tr>
<tr>
<td>Final Examination</td>
<td>35%</td>
</tr>
</tbody>
</table>
Late Policy

In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote **honesty, trust, fairness, respect, and responsibility**. These expectations relate specifically to your involvement in SDS 251R/SWREN 251R when completing workshops, assignments, group work and examinations.

Please take some time to carefully review the and the University Policies.

The following website may also be helpful:

Academic Integrity Office

**Assignments** will be penalized at 10% per day, with the exception of documented medical illness. If an assignment is more than 7 days late, including weekends, it will not be graded.

**Workshops** are due on the dates specified in the Course Schedule. With the exception of documented medical illness, late submissions will NOT be accepted.
Submission Times

Please be aware that the University of Waterloo is located in the Eastern Time Zone (GMT or UTC-5 during standard time and UTC-4 during daylight saving time) and, as such, the time that your activities and/or assignments are due is based on this zone. If you are outside the Eastern Time Zone and require assistance with converting your time, please try the Ontario, Canada Time Converter.

Accommodation Due to Illness

If your instructor has provided specific procedures for you to follow if you miss assignment due dates, term tests, or a final examination, adhere to those instructions. Otherwise:

Missed Assignments/Tests/Quizzes

Contact the instructor as soon as you realize there will be a problem, and preferably within 48 hours, but no more than 72 hours, have a medical practitioner complete a Verification of Illness Form.

Email a scanned copy of the Verification of Illness Form to your instructor. In your email to the instructor, provide your name, student ID number, and exactly what course activity you missed.

Further information regarding Management of Requests for Accommodation Due to Illness can be found on the Accommodation due to illness page.

Missed Final Examinations

If this course has a final exam and if you are unable to write a final examination due to illness, seek medical treatment and have a medical practitioner complete a Verification of Illness Form. Email a scanned copy to the Centre for Extended Learning (CEL) at extendedlearning@uwaterloo.ca within 48 hours of your missed exam. Make sure you include your name, student ID number, and the exam(s) missed. You will be REQUIRED to hand in the original completed form before you write the make-up examination.
After your completed Verification of Illness Form has been received and processed, you will be emailed your alternate exam date and time. This can take up to 2 business days. If you are within 150 km of Waterloo you should be prepared to write in Waterloo on the additional CEL exam dates. If you live outside the 150 km radius, CEL will work with you to make suitable arrangements.

Further information about Examination Accommodation Due to Illness regulations is available in the Undergraduate Calendar.

**Academic Integrity**

In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect, and responsibility. **If you have not already completed the online tutorial regarding academic integrity you should do so as soon as possible.** Undergraduate students should see the Academic Integrity Tutorial and graduate students should see the Graduate Students and Academic Integrity website.

Proper citations are part of academic integrity. Citations in CEL course materials usually follow CEL style, which is based on APA style. Your course may follow a different style. If you are uncertain which style to use for an assignment, please confirm with your instructor or TA.

For further information on academic integrity, please visit the Office of Academic Integrity.

**Turnitin**

**Turnitin.com**: Text matching software (Turnitin®) may be used to screen assignments in this course. Turnitin® is used to verify that all materials and sources in assignments are documented. Students’ submissions are stored on a U.S. server, therefore students must be given an alternative (e.g., scaffolded assignment or annotated bibliography), if they are concerned about their privacy and/or security. Students will be given due notice, in the first week of the term and/or at the time assignment details are provided, about arrangements and alternatives for the use of Turnitin® in this course.

It is the responsibility of the student to notify the instructor if they, in the first week of term or at the time assignment details are provided, wish to submit the alternate assignment.

**Turnitin® at Waterloo**

**Discipline**
A student is expected to know what constitutes academic integrity to avoid committing an academic offence, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration, should seek guidance from the course instructor, academic advisor, or the undergraduate Associate Dean. For information on categories of offences and types of penalties, students should refer to Policy 71 - Student Discipline. For typical penalties, check Guidelines for the Assessment of Penalties.

Appeals

A decision made or penalty imposed under Policy 70 - Student Petitions and Grievances, (other than a petition) or Policy 71 - Student Discipline, may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72 - Student Appeals.

Grievance

A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70 - Student Petitions and Grievances, Section 4. When in doubt please be certain to contact the department’s administrative assistant who will provide further assistance.

Final Grades

In accordance with Policy 46 - Information Management, Appendix A - Access to and Release of Student Information, the Centre for Extended Learning does not release final examination grades or final course grades to students. Students must go to Quest to see all final grades. Any grades posted in Waterloo LEARN are unofficial.

AccessAbility Services

AccessAbility Services, located in Needles Hall, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodation to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term and for each course.

Accessibility Statement

The Centre for Extended Learning strives to meet the needs of all our online learners. Our ongoing efforts to become aligned with the Accessibility for Ontarians with Disabilities Act
(AODA) are guided by University of Waterloo accessibility Legislation and policy and the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.0. The majority of our online courses are currently delivered via the Desire2Learn Learning Environment. Learn more about Desire2Learn's Accessibility Standards Compliance.

Use of Computing and Network Resources

Please see the Guidelines on Use of Waterloo Computing and Network Resources.

Copyright Information

**UWaterloo’s Web Pages**

All rights, including copyright, images, slides, audio, and video components, of the content of this course are owned by the course author and the University of Waterloo, unless otherwise stated. By accessing this course, you agree that you may only download the content for your own personal, non-commercial use. You are not permitted to copy, broadcast, download, store (in any medium), transmit, show or play in public, adapt, or change in any way the content of these web pages for any other purpose whatsoever without the prior written permission of the course author and the University of Waterloo, Centre for Extended Learning.

**Other Sources**

Respect the copyright of others and abide by all copyright notices and regulations when using the computing facilities provided for your course of study by the University of Waterloo. No material on the Internet or World Wide Web may be reproduced or distributed in any material form or in any medium, without permission from copyright holders or their assignees. To support your course of study, the University of Waterloo has provided hypertext links to relevant websites, resources, and services on the web. These resources must be used in accordance with any registration requirements or conditions which may be specified. You must be aware that in providing such hypertext links, the University of Waterloo has not authorized any acts (including reproduction or distribution) which, if undertaken without permission of copyright owners or their assignees, may be infringement of copyright. Permission for such acts can only be granted by copyright owners or their assignees.

If there are any questions about this notice, please contact the University of Waterloo, Centre for Extended Learning, Waterloo, Ontario, Canada, N2L 3G1 or extendedlearning@uwaterloo.ca.