

# Course Schedule

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

Week	Weekly Topics	Activities and Assignments	Due Dates	Weight (%)
<b>Week 1:</b> General Research Orientations	<a href="#">1A. Course Introduction</a>  <a href="#">1B. General Research Orientations</a>	<a href="#">Introduce Yourself</a>	Sunday, May 16, 2021 at 11:55 PM	<b>Ungraded</b>
<b>Week 2:</b> Introductory Readings	<a href="#">2A. Research Designs</a>  <a href="#">2B. Research Ethics</a>	<a href="#">TCPS 2: CORE Tutorial</a>	Sunday, May 23, 2021 at 11:55 PM	<b>Bonus 2%</b>
		<a href="#">Assignment 1: Literature Review</a>  <ul style="list-style-type: none"> <li><b>Step 1:</b> Choose whether to work alone or in a group</li> </ul>	Assignment Group category locks on Sunday, May 23, 2021 at 12:00 AM	
<b>Week 3:</b> The Literature Review Process - Part 1	<a href="#">Weeks 3-6: The Literature Review Process</a>  <a href="#">Part 1: Overview, How to Start, and Planning and Research</a> 	Post any questions or challenges you may have related to the Literature Review to the <b>Literature Review Process</b> discussion topic.		

		<a href="#">Assignment 1: Literature Review</a> <ul style="list-style-type: none"> <li>• <b>Step 2:</b> Create a Group Contract (if working in a group)</li> <li>• <b>Step 3:</b> Select a topic</li> </ul>	Sunday, May 30, 2021 at 11:55 PM	
<b>Week 4: The Literature Review Process - Part 2</b>	<a href="#">Part 2: Overview of the Research Process</a> 	Post any questions or challenges you may have related to the Literature Review to the <b>Literature Review Process</b> discussion topic.		
		<a href="#">Assignment 1: Literature Review</a> <ul style="list-style-type: none"> <li>• <b>Step 4:</b> Post three references to the Literature Review References discussion topic</li> </ul>	Sunday, June 6, 2021 at 11:55 PM	<b>2%</b>
<b>Week 5: The Literature Review Process - Part 3</b>	<a href="#">Part 3: Drafting Your Literature Review</a> 	Post any questions or challenges you may have related to the Literature Review to the <b>Literature Review Process</b> discussion topic.		
		<a href="#">Assignment 1: Literature Review</a> <ul style="list-style-type: none"> <li>• <b>Step 5:</b> Submit your first draft and revise</li> </ul>	Sunday, June 13, 2021 at 11:55 PM	<b>Bonus 2%</b>
<b>Week 6:</b>	<a href="#">Part 4: Revising</a>	<a href="#">Assignment 1: Literature</a>	Sunday, June	<b>33%</b>

<p>Spring 21 The Literature Review Process - Part 4</p>	<p><a href="#">Your Literature Review</a> </p>	<p>SDS 251R Online <a href="#">Review</a></p> <ul style="list-style-type: none"> <li>• <b>Step 6:</b> Submit your final assignment</li> <li>• <b>Step 7:</b> Submit your peer evaluation (if working in a group)</li> </ul>	<p>20, 2021 at 11:55 PM</p>	<p>University of Waterloo <b>Note:</b> If you are working in a group, 5% of this grade will be based on the peer evaluation.</p>
<p><b>Week 7: Quantitative Research Methods I</b></p>	<p><a href="#">7A. The Nature of Quantitative Research</a></p> <p><a href="#">7B. Survey Research: Structured Interviewing and Questionnaires</a></p>			
<p><b>Week 8: Quantitative Research Methods II</b></p>	<p><a href="#">8A. Structured Observation</a></p> <p><a href="#">8B. Quantitative Sampling</a></p>	<p><a href="#">Assignment 2: Survey Research Tool</a></p> <ul style="list-style-type: none"> <li>• Post your survey to the Survey Review and Feedback discussion topic for feedback</li> </ul>	<p>Sunday, July 4, 2021 at 11:55 PM</p>	
<p><b>Week 9: Work Week</b></p>	<p><a href="#">Work Week</a></p>	<p><a href="#">Assignment 2: Survey Research Tool</a></p>	<p>Sunday, July 11, 2021 at 11:55 PM</p>	<p><b>20%</b></p>
<p><b>Week 10: Qualitative Research Methods I</b></p>	<p><a href="#">10A. The Nature of Qualitative Research</a></p> <p><a href="#">10B. Ethnography and Participant Observation</a></p>			

Spring 21		SDS 251R Online		University of Waterloo
<b>Week 11:</b> <b>Qualitative Research Methods II</b>	<a href="#">11A. Interviewing in Qualitative Research</a>  <a href="#">11B. Content Analysis</a>	<a href="#">Assignment 3: Interview Guide</a>	Sunday, July 25, 2021 at 11:55 PM	<b>15%</b>
<b>Week 12:</b> <b>Study and Reflect</b>	<a href="#">Work Week Close-up</a>	<a href="#">Reflection Assignment</a>	Sunday, August 1, 2021 at 11:55 PM	<b>5%</b>
		<a href="#">Final Test</a>	<b>Opens:</b> Saturday, August 7, 2021 at 12:01 AM  <b>Ends:</b> Monday, August 9, 2021 at 11:55 PM	<b>25%</b>

## Final Examination Arrangements and Schedule

Information about final exams can be found on the [Final examination schedule](#) page on the Registrar's website, and their [Important dates](#) page outlines the final examination periods for this term and the following two terms.

## Official Grades and Course Access

Official Grades and Academic Standings are available through [Quest](#) .

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.

## Contact Us

Who and Why	Contact Details
<b>Instructor</b> <ul style="list-style-type: none"> <li>Course-related questions (e.g., course content, deadlines, assignments, etc.)</li> <li>Questions of a personal nature</li> </ul>	<p><b>Post your course-related questions</b> to the <a href="#">Ask the Instructor</a> discussion topic*. This allows other students to benefit from your question as well.</p> <p><b>Questions of a personal nature</b> can be directed to your instructor.</p> <p><b>Instructor:</b> Sharon Roberts  <a href="mailto:serobert@uwaterloo.ca">serobert@uwaterloo.ca</a></p> <p>Your instructor checks email and the <a href="#">Ask the Instructor</a> discussion topic* frequently and will make every effort to reply to your questions within 24 hours, Monday to Friday. When emailing the instructor, please indicate the course code in the subject line.</p>
<b>Technical Support, Centre for Extended Learning</b> <ul style="list-style-type: none"> <li>Technical problems with Waterloo LEARN</li> </ul>	<p><a href="mailto:learnhelp@uwaterloo.ca">learnhelp@uwaterloo.ca</a></p> <p>Include your full name, WatIAM user ID, student number, and course name and number.</p> <p>Technical support is available during regular business hours, Monday to</p>

Friday, 8:30 AM to 4:30 PM (Eastern Time).

[LEARN Help Student Documentation](#) 

**Learner Support Services,**  
Centre for Extended Learning

- General inquiries
- WatCards (Student ID Cards)
- Examination information

[Student Resources](#) [extendedlearning@uwaterloo.ca](mailto: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 by clicking **Connect** and then **Discussions** on the course navigation bar above.

# Course Description and Learning Outcomes

## Course Description

This course will provide students with a fundamental grounding in social research methods. It is designed to introduce students to various conceptual and practical approaches to the design and execution of social research. Special emphasis will be placed on cultivating skills that are practical for research, as well as useful in the critical analysis of existing research. At its conclusion, the student should possess the tools to thoughtfully examine their own world through a research lens.

## Learning Outcomes

By the end of this course, students will be able to:

- Understand all phases of the research process, including the formulation of the research questions and/or hypotheses, study design, and data collection.
- Identify the strengths and weakness of various qualitative and quantitative methodological approaches and become familiar with a number of practical concerns with social research.

Use a critical perspective when examining the application of the various methodological approaches in the research and popular literature.

- Understand ethical issues in research conduct.
- Write a literature review and develop a research question.
- Gain experience in developing survey instruments and interview guides.

*This online course was developed by Sharon Roberts, with instructional design and multimedia development support provided by the Centre for Extended Learning. Further media production was provided by Instructional Technologies and Multimedia Services. Content writing support was provided by the Writing and Communication Centre and the Library.*

## About the Course Author

### Course Author — Sharon Roberts

Go to [Sharon Roberts'](#)  profile page for more information about the course author.

## Materials and Resources

# Textbook

## Required

1. Bryman, A., and Bell, E.A. (2019). *Social Research Methods* (5th ed.). Don Mills, Ontario, Canada: Oxford University Press.

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.

## Resources

- Library services for [Co-op students on work term and students taking online courses](#) .

# Grade Breakdown

The following table represents the grade breakdown of this course.

Activities and Assignments	Weight (%)
Introduce Yourself	Ungraded
TCPS 2: CORE Tutorial (optional)	Bonus 2%
Assignment 1: Literature Review <ul style="list-style-type: none"> <li>• Literature Review References</li> <li>• Draft Submission</li> <li>• Final Submission</li> </ul>	35% <ul style="list-style-type: none"> <li>• 2%</li> <li>• Bonus 2%</li> <li>• 33%</li> </ul>
Assignment 2: Survey Research Tool	20%
Assignment 3: Interview Guide	15%
Reflection Assignment	5%

# Course Policies

## Course Policies

### Late Assignments

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Late assignments will be deducted 2% per day including weekends.

# University Policies

## 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

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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

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Information about final exams can be found on the [Final examination schedule](#) page on the Registrar's website, and their [Important dates](#) page outlines the final examination periods for this term and the following two terms.

## 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

[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](mailto:extendedlearning@uwaterloo.ca).