## Course Schedule

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Weekly Topics</th>
<th>Activities and Assessments</th>
<th>Due Dates</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1:</strong> General Research Orientations</td>
<td>1A. Course Introduction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Week 2:</strong> Introductory Readings</td>
<td>2A. Research Designs</td>
<td>TCPS 2: CORE Tutorial</td>
<td>Sunday, September 19, 2021 at 11:55 PM</td>
<td>Bonus 2%</td>
</tr>
<tr>
<td></td>
<td>2B. Research Ethics</td>
<td>Assignment 1: Literature Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Step 1:</strong> Choose whether to work alone or in a group</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Week 3:</strong> The Literature Review Process - Part 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Weeks 3-6: The Literature Review Process</td>
<td>Assignment 1: Literature Review</td>
<td>Post any questions or challenges you may have related to the Literature Review to the Literature Review Process discussion topic.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Part 1: Overview, How to Start, and Planning and Research</td>
<td>Assignment 1: Literature Review</td>
<td>Sunday, September 26, 2021 at 11:55 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Step 2:</strong> Create a Group Contract (if working in a group)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Step 3:</strong> Select a topic</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Week 4: The Literature Review Process - Part 2

**Part 2: Overview of the Research Process**

Post any questions or challenges you may have related to the Literature Review to the Literature Review Process discussion topic.

**Assignment 1: Literature Review**

- **Step 4**: Post three references to the Literature Review References discussion topic

Sunday, October 3, 2021 at 11:55 PM 2%

Week 5: The Literature Review Process - Part 3

**Part 3: Drafting Your Literature Review**

Post any questions or challenges you may have related to the Literature Review to the Literature Review Process discussion topic.

**Assignment 1: Literature Review**

- **Step 5**: Submit your first draft and revise

Monday, October 18, 2021 at 11:55 PM  Bonus 2%

Reading Week (Saturday, October 9, 2021 to Sunday, October 17, 2021)

**Assignment 1: Literature Review**

- **Step 6**: Submit your final assignment
- **Step 7**: Submit your peer evaluation (if working in a group). If you work in a group and do not submit a group evaluation, you will have grades deducted from your final project.

Wednesday, October 27, 2021 at 11:55 PM 33%

7A. The Nature of Quantitative

Generated by Centre for Extended Learning  9/22/2021
<table>
<thead>
<tr>
<th>Week 7: Quantitative Research Methods I</th>
<th>Assignment 2: Survey Research Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td>7B. Survey Research: Structured Interviewing and Questionnaires</td>
<td></td>
</tr>
<tr>
<td>8A. Structured Observation</td>
<td></td>
</tr>
<tr>
<td>8B. Quantitative Sampling</td>
<td></td>
</tr>
<tr>
<td><strong>Assignment 2: Survey Research Tool</strong></td>
<td></td>
</tr>
<tr>
<td>● Post your survey to the Survey Review and Feedback discussion topic for feedback</td>
<td></td>
</tr>
<tr>
<td>Sunday, November 7, 2021 at 11:55 PM</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 8: Quantitative Research Methods II</th>
</tr>
</thead>
<tbody>
<tr>
<td>10A. The Nature of Qualitative Research</td>
</tr>
<tr>
<td>10B. Ethnography and Participant Observation</td>
</tr>
<tr>
<td><strong>Assignment 2: Survey Research Tool</strong></td>
</tr>
<tr>
<td>Sunday, November 14, 2021 at 11:55 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 9: Work Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Week</td>
</tr>
<tr>
<td><strong>Assignment 2: Survey Research Tool</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 10: Qualitative Research Methods I</th>
</tr>
</thead>
<tbody>
<tr>
<td>11A. Interviewing in Qualitative Research</td>
</tr>
<tr>
<td>11B. Content Analysis</td>
</tr>
<tr>
<td><strong>Assignment 3: Interview Guide</strong></td>
</tr>
<tr>
<td>Sunday, November 28, 2021 at 11:55 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 11: Qualitative Research Methods II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reflection Assignment</strong></td>
</tr>
<tr>
<td>Sunday, December 5, 2021 at 11:55 PM</td>
</tr>
</tbody>
</table>
Week 12: Study and Reflect

Final Test

Opens: Thursday, December 9, 2021 at 12:01 AM

Ends: Saturday, December 11, 2021 at 11:55 PM

25%
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

Instructor

- Course-related questions (e.g., course content, deadlines, assignments, etc.)
- Questions of a personal nature

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

Instructor: Sharon Roberts
serobert@uwaterloo.ca

Technical Support,

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: Sharon Roberts
serobert@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 hours, Monday to Friday. When emailing the instructor, please indicate the course code in the subject line.

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).

**IST Knowledge Base: For Students**

**Student Resources**

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

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

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.
Course Author — Sharon Roberts

Go to Sharon Roberts' profile page for more information about the course author.
Materials and Resources

Textbook

Required


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.
The following table represents the grade breakdown of this course.

<table>
<thead>
<tr>
<th>Activities and Assessments</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce Yourself</td>
<td>Ungraded</td>
</tr>
<tr>
<td>TCPS 2: CORE Tutorial (optional)</td>
<td>Bonus 2%</td>
</tr>
<tr>
<td>Assignment 1: Literature Review</td>
<td>35%</td>
</tr>
<tr>
<td>• Literature Review References</td>
<td>2%</td>
</tr>
<tr>
<td>• Draft Submission</td>
<td>Bonus 2%</td>
</tr>
<tr>
<td>• Final Submission</td>
<td>33%</td>
</tr>
<tr>
<td>Assignment 2: Survey Research Tool</td>
<td>20%</td>
</tr>
<tr>
<td>Assignment 3: Interview Guide</td>
<td>15%</td>
</tr>
<tr>
<td>Reflection Assignment</td>
<td>5%</td>
</tr>
<tr>
<td>Final Test</td>
<td>25%</td>
</tr>
</tbody>
</table>

Official Grades

Official Grades and Academic Standings are available through [Quest](https://quest.uwaterloo.ca).
Late Assignments

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

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

Your faculty determines academic accommodation; therefore we advise you to speak with your professor if you anticipate being unable to fulfill academic requirements due to illness or other extenuating circumstances.

Further information about Examination Accommodations 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.
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.