# 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><strong>1A. Course Introduction</strong></td>
<td><strong>Introduce Yourself</strong></td>
<td>Friday, May 12, 2023 at 11:55 PM</td>
<td>Ungraded</td>
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<td></td>
<td><strong>1B. General Research Orientations</strong></td>
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<td><strong>Week 2:</strong> Introductory Readings</td>
<td><strong>2A. Research Designs</strong></td>
<td><strong>TCPS 2: CORE Tutorial</strong></td>
<td>Friday, May 19, 2023 at 11:55 PM</td>
<td>Bonus 2%</td>
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<td></td>
<td><strong>2B. Research Ethics</strong></td>
<td><strong>Assignment 1: Literature Review</strong></td>
<td>Assignment Group category locks after Thursday, May 18, 2023</td>
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<tr>
<td><strong>Week 3:</strong> The Literature Review Process - <strong>Part 1</strong></td>
<td><strong>Weeks 3-6: The Literature Review Process</strong></td>
<td><strong>Assignment 1: Literature Review</strong></td>
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<tr>
<td></td>
<td><strong>Part 1: Overview, How to Start, and Planning and Research</strong></td>
<td></td>
<td>Friday, May 26, 2023 at 11:55 PM</td>
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Post any questions or challenges you may have related to the Literature Review to the Ask the Librarian discussion topic.

**Assignment 1: Literature Review**

- **Step 2:** Create a Group Contract (if working in a group)
- **Step 3:** Select a topic

Post any questions or challenges you may have
Week 4: The Literature Review Process - Part 2

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

Assignment 1: Literature Review

- **Step 4**: Post three references to the Literature Review References discussion topic
  
  Friday, June 2, 2023 at 11:55 PM  
  2%

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

Week 5: The Literature Review Process - Part 3

**Part 3: Drafting Your Literature Review**

Assignment 1: Literature Review

- **Step 5**: Submit your first draft and revise
  
  Friday, June 9, 2023 at 11:55 PM  
  Bonus 2%

Week 6: The Literature Review Process - Part 4

**Part 4: Revising Your Literature Review**

Assignment 1: Literature Review

- **Step 6**: Submit your final assignment
- **Step 7**: Submit your peer evaluation (if working in a group)
  
  Friday, June 16, 2023 at 11:55 PM  
  33%

Week 7: Quantitative Research Methods I

- **7A. The Nature of Quantitative Research**
- **7B. Survey Research: Structured Interviewing and Questionnaires**

Created: 18/05/2023
**Week 8: Quantitative Research Methods II**

- **8A. Structured Observation**
- **8B. Quantitative Sampling**

**Assignment 2: Survey Research Tool**

- Post your survey to the Survey Review and Feedback discussion topic for feedback.

**Week 9: Work Week**

- **Work Week**

**Week 10: Qualitative Research Methods I**

- **10A. The Nature of Qualitative Research**
- **10B. Ethnography and Participant Observation**

**Week 11: Qualitative Research Methods II**

- **11A. Interviewing in Qualitative Research**
- **11B. Content Analysis**

**Assignment 3: Interview Guide**

- Friday, July 21, 2023 at 11:55 PM

**Week 12: Study and Reflect**

- **Study and Reflect**
- **Reflection Assignment**

**Final Test**

- The window of availability for the Final Test will be determined by the Registrar's Office. The scheduling information will be shared in LEARN once the official Spring 2023 Final Examination Schedule has been published.

**Opens:** TBA

**Ends:** TBA
Contact Information

Announcements

You are expected to check Announcements on the Course Home page on a regular basis. To ensure you are viewing the complete list of announcements, you may need to click Show All Announcements.

Discussions

Discussion topics can be accessed by clicking Connect and then Discussions on the course navigation bar above. A General Discussion topic has been made available to allow you to communicate with your peers in this course. Expect that this will be a peer-based group discussion, and questions for the professor should go to the Ask the Instructor discussion.

Contact Us

Who and Why

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

- Course-related questions (e.g., course content, deadlines, assignments,)

When you email me, you must indicate the course code and nature of email in the subject line so it can be filtered to the appropriate folder or be searched:

SDS 251R: Requesting appointment Thursday afternoon

or

SDS 251R: Requesting brief response
Questions of a personal nature

If you do not include the course code information, I might miss the email.

I plan to check these emails and the Ask the Instructor discussion on Monday and Thursdays, so emails/questions/requests for meetings should be completed by Monday or Thursday morning at 10AM (requests after 10AM might get answered on the next meeting/check-in day). It's possible that I will be able to answer the short emails sooner, but that would be the exception and not the rule. We should all prioritize our health, and I'm hoping that setting expectations of communications in this course will be beneficial to all of us in our ability to plan ahead, allocate precious resources (our time), and benefit from some predictability.

I hope that this will help to set everyone's expectations.

**Instructor:** Sharon Roberts

sharon.roberts@uwaterloo.ca

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**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).

IST Knowledge Base: For Students

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

- General inquiries

Student Resources

extendedlearning@uwaterloo.ca

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


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.

<table>
<thead>
<tr>
<th>Activities and Assessments</th>
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<tbody>
<tr>
<td>Introduce Yourself</td>
<td>Ungraded</td>
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<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>
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<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](#).
Course Policies

Late Assignments

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

ChatGPT and AI Tools

Using ChatGPT (or similar tools that generate text, code, or visual images) for content generation and submitting it as one’s own original work is a violation of the University of Waterloo’s Policy 71 (Student Discipline).

Group Participation

- If you choose to work in a group for Assignment 1 and 2, please document your contributions to assignments.
- In the event that there are non-responsive members in the group:
  - Please document attempts to contact unresponsive group members and their contributions of work.
  - Unresponsive group members may be removed from the group at the professor’s discretion. A case can be made for this action until one week before the due date. After that point, the group stays intact.
  - A non-responsive group member who has been removed from the group will lose access to the group discussions and dropboxes. They will be expected to complete the assignment individually. This will not become the foundation for an extension. All parties who have contributed materials will retain ownership over those materials.
- The instructor reserves the right to reconfigure or add to existing groups if the need arises.

If you are choosing to work in a group, then it is your responsibility to actively participate in group collaboration. It’s all a lot easier if everyone just does their part and works together!
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.

Short-Term Absences

Review the University of Waterloo’s Accommodations policy for more details.

Additionally, undergraduate students have the option to self-declare a short-term absence during the formal lecture period by following the Undergraduate student short-term absences process outlined by the Registrar’s Office.

Please follow the instructions above and contact your instructor for applicable accommodations.

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 Undergraduate Academic Integrity Module 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](http://www.turnitin.com)

**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](http://www.uwaterloo.ca/sds/71). For typical penalties, check [Guidelines for the Assessment of Penalties](http://www.uwaterloo.ca/sds/71).

**Appeals**

A decision made or penalty imposed under [Policy 70 - Student Petitions and Grievances](http://www.uwaterloo.ca/sds/70), (other than a petition) or [Policy 71 - Student Discipline](http://www.uwaterloo.ca/sds/71), 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](http://www.uwaterloo.ca/sds/72).
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).