



AFFILIATED WITH THE UNIVERSITY OF WATERLOO

Renison University College
Affiliated with the University of Waterloo
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Renison University College Land Acknowledgement

With gratitude, we acknowledge that Renison University College is located on the traditional territory of the Anishinaabeg, Hodinohsyó:ni, and Attawandaran (Neutral) Peoples, which is situated on the Haldimand Tract, the land granted to the Six Nations that includes ten kilometres on each side of the Grand River from mouth to source. Our active work toward reconciliation takes place in all corners of our campus through research, learning, teaching, community building and outreach. We are guided by the work of our Reconciliation and Restoring Steering Committee and Anti-Racism and Decolonization Spokesouncil, as well as the [University of Waterloo's Office of Indigenous Relations](#).

Fall 2023

Course Code: SDS 251R 001, 002

Course Title: Social Research Methods

Class Times/Location: Section 001 Wed 2:30 – 5:30; Section 002 Thurs 6:30 – 9:30

Instructor: Sharon E. Roberts

Office Hours: By appointment

Email: sharon.roberts@uwaterloo.ca

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.

Course Objectives and Learning Outcomes - (Upon completion of this course, students should be able to)

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

- A. Understand all phases of the research process, including the formulation of the research questions and/or hypotheses, study design, and data collection.
- B. Identify the strengths and weakness of various qualitative and quantitative methodological approaches and become familiar with a number of practical concerns with social research.
- C. Use a critical perspective when examining the application of the various methodological approaches in the research and popular literature.
- D. Understand ethical issues in research conduct.
- E. Write a literature review and develop a research question.
- F. Gain experience in developing survey instruments and interview

Required Text

Bell, E., Bryman, A., and Kleinknecht, S. (2023). *Social Research Methods* (6th ed.). Don Mills, Ontario, Canada: Oxford University Press.

Course Requirements and Assessment

Assessment

TCPS2 (2%) – Optional Bonus

Assignment 1 (35%) – Literature Review

Assignment 2 (20%) – Quantitative Survey

Assignment 3 (15%)– Qualitative Interview/Focus

Final Test (30%)

Course Outline

Week	Date	Topic	Readings Due	Things Due
1	Sept 6/7	Course Orientation		
Fundamental Issues in Social Research				
2	Sept 13/14	General Research Orientations	Chapter 1	Last day to make your own group for Assignment 1&2
3	Sept 20/21	Research Designs	Chapter 2	TCPS2 (Optional/Bonus 2%) Due <u>Friday</u> Sept 22, 11:55PM
4	Sept 27/28	Research Ethics	Chapter 3	
5	Oct 4/5	Group Work		Assignment 1 Draft Suggested <u>Friday</u> October 6, 11:55PM (Optional/Bonus 2%)
-	Oct 11/12	Reading Week – No Class		
Quantitative Research Methods				
6	Oct 18-19	Quantitative Research/ Survey Research	Chapter 4 Chapter 5	Assignment 1 Due <u>Tuesday</u> October 17, 11:55PM
7	Oct 25-26	Structured Observation/ Quantitative Sampling	Chapter 6 Chapter 7	Post a draft of your informed consent and survey instrument on learn and check out your peers' work, too! <u>Monday, October 30th!</u>
8	Nov 1/2	Group Work/Check out online surveys		Assignment 2 Due <u>Monday</u> November 6, 11:55PM
Qualitative Research Methods				
9	Nov 8/9	Qualitative Research/ Ethnography	Chapter 9 Chapter 10	
10	Nov 15/16	Interviewing/ Content Analysis	Chapter 11 Chapter 12	
11	Nov 22/23	Test	C1-7, 9-12	Sec 001 <u>Wed</u> Nov 22 2:30 Sec 002 <u>Thurs</u> Nov 23 6:30
12	Nov 29/30	Group Work		Assignment 3 Due <u>Friday</u> December 1 11:55PM

Time Expectations:

The course is three hours of class time a week. A good rule for your education is that you should **spend an additional three hours reading and studying content for every hour of class.** That means, in essence, that you should expect that a full course load is the equivalent of a fulltime job. It might take you much longer to get through reading the textbook each week. That's OK! It's about the quality of your processing and not necessarily the amount of time it takes you to get through it. You will want to stay on top of the schedule.

This term is going to fly by, and you will HAVE to keep up with your readings and assignments if you intend to be successful in the course.

Late or Incomplete Work

Late work is penalized 2% per day, including weekends. Extensions must be processed through official channels/documented (e.g., Accessibility, obituary). Please see policy on accommodations for illness and unforeseen circumstances.

Coursework Submission Policy

Course work shall be submitted through Learn.

Policy on Plagiarism

“Policy 71’s glossary defines plagiarism, in part, as “presenting, whether intentionally or not, the ideas, expression of ideas or work of others (whether attributed or anonymous) as one’s own in any work submitted whether or not for grading purposes”...

The Vice-President Academic and Dean has the authority to assess instances of plagiarism and the resultant penalties that are raised by an instructor. An instructor can propose a grade penalty to the Vice-President Academic and Dean, who will decide whether to accept the penalty or initiate a formal inquiry.”

For additional information on how plagiarism is dealt with at Renison, review the policy from where the above text is copied: [Policy 71 - Student Discipline](#).

Students should also be aware that copyright laws in Canada prohibit reproducing more than 10% of any work without permission from its author, publisher, or other copyright holder. See Waterloo’s policy on [Fair Dealing](#). Violation of Canada’s Copyright Act is a punishable academic offence under [Policy 71 – Student Discipline](#).

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, in the first week of term or at the time assignment details are provided if they wish to submit an alternate assignment.

In this course: Turnitin is a text matching tool that works by comparing your written assignment with a database of millions of web pages, academic books, and articles, as well as other students' papers. In this course you will have the opportunity to use Turnitin yourself, in order to assess your draft versions of the Assignment 1 so that you can identify and then correct any problems before you submit your final versions for grading. Turnitin will also be used to assess the final version of Assignment 1 and can be used for any portion of this course. It now comes with an AI feature that detects AI percentages. Please note that using AI to complete work related to this course is an academic offense. 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 \(Student Discipline\)](#).

More on AI: This course includes the independent development and practice of specific skills, such as learning how to write! Therefore, the use of generative artificial intelligence (GenAI) trained using large language models (LLM) or other methods to produce text, images, music, or code, like Chat GPT, DALL-E, or GitHub CoPilot, is not permitted in this class. Unauthorized use in this course, such as running course materials through GenAI or using GenAI to complete a course assessment is considered a violation of [Policy 71](#) (plagiarism or unauthorized aids or assistance). Work produced with the assistance of AI tools does not represent the author's original work and is therefore in violation of the fundamental values of academic integrity including honesty, trust, respect, fairness, responsibility and courage ([ICA](#), n.d.).

You should be prepared to show your work. To demonstrate your learning, you should keep your rough notes, including research notes, brainstorming, and drafting notes, and dated copies of drafts. You may be asked to submit these notes along with earlier drafts of their work, either through saved drafts or saved versions of a document. If the use of GenAI is suspected where not permitted, you may be asked to meet with your instructor or TA to provide explanations to support the submitted material as being your original work. Through this process, if you have not sufficiently supported your work, academic misconduct allegations may be brought to the Associate Dean.

In addition, you should be aware that the legal/copyright status of generative AI inputs and outputs is unclear. More information is available from the Copyright Advisory Committee: <https://uwaterloo.ca/copyright-at-waterloo/teaching/generative-artificial-intelligence>

Students are encouraged to reach out to campus supports if they need help with their coursework including:

- [Student Success Office](#) for help with skills like notetaking and time management
- [Writing and Communication Centre](#) for assignments with writing or presentations
- [AccessAbility Services](#) for documented accommodations
- [Library](#) for research-based assignments

Electronic Device Policy

Students who choose to use electronic devices to support their learning may do so provided that the individuals in the class are not disturbed or prohibited from their own learning. Electronic devices should be used for the purposes of supplementing the learning experience and focus on topics being discussed in class. Phones should be kept on silent during the class.

You are prohibited from recording or capturing with visual/audio equipment any part of class in any capacity without the expressed permission of the professor. Accessibility exemptions to this policy can be processed through official channels.

Communication Policy

Email, using the uWaterloo provided email address, is the approved method of communication for Renison. The Office 365 email that you use to login using your WatIAM login and password is secure and confidential. Take caution when forwarding your WatIAM email to an external email service as confidential information forwarded to a third-party provider could be a data security breach and violation of FIPPA (Freedom of Information and Protection of Privacy Act) under which all students, staff, and faculty are bound by law.

Email is appropriate for short, factual questions and for requesting appointments. Longer questions will require an appointment. **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: Brief Question

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. Please do not expect emails to be returned over the weekend.

Final Examination Policy

For **Fall 2023**, the established examination period is **December 8 - 21**. The schedule will be available early October. Students should be aware that student travel plans are not acceptable grounds for granting an alternative final examination time. See the [Final Examination Schedule](#).

Accommodation for Illness or Unforeseen Circumstances

The instructor follows the practices of the University of Waterloo in accommodating students who have documented reasons for missing quizzes or exams. See [Accommodation due to illness](#).

Accommodation Due to Religious Observances

The University acknowledges that, due to the pluralistic nature of the University community, some students may seek accommodations on religious grounds. Accordingly, students must consult with their instructor(s) within two weeks of the announcement of the due date for which accommodation is being sought. Failure to provide a timely request will decrease the likelihood of providing an accommodation. [See Request for accommodation on religious grounds](#).

Academic Integrity, Grievance, Discipline, Appeals and Note for Students with Disabilities

Academic Integrity: To maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect, and responsibility. See the [UWaterloo Academic Integrity](#) and the [Arts Academic Integrity](#) websites for more information.

Renison University College is committed to the view that when a problem or disagreement arises between a faculty member and a student every effort should be made to resolve the problem through mutual and respectful negotiation. Most issues are resolved by a student/faculty meeting to discuss differences of opinion. It is only after this stage, when a

common understanding or agreement is not obtained that further actions listed below could be taken.

Discipline: Every student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for their own actions. [Check the [Office of Academic Integrity](#) website for more information.] 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 professor or academic advisor. When misconduct has been found to have occurred, disciplinary penalties are imposed under the University of Waterloo [Policy 71 – Student Discipline](#). For information on categories of offences and types of penalties, students should refer to [Policy 71 - Student Discipline](#). For typical penalties check the [Guidelines for the Assessment of Penalties](#).

Grievance: A student who believes that a decision affecting some aspect of their 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, or Academic Advisor, who will provide further assistance.

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 they have a ground for an appeal should refer to [Policy 72, Student Appeals](#).

Academic Integrity Office (UWaterloo): The website can be found at uwaterloo.ca/academic-integrity/

Accommodation for Students with Disabilities

[AccessAbility Services](#) is located in Needles Hall, Room 1401, and 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 accommodations to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term.

Students are encouraged to register with AccessAbility Services (AAS) at the start of each term if they require accommodations due to a disability. However, some students not connected to

AAS may require accommodations later in the term. In that case, you should immediately consult with your instructor and/or your Academic Advisor.

Intellectual Property

Students should be aware that this course contains the intellectual property of the instructor, which can include:

- lecture handouts and presentations (e.g., PowerPoint slides)
- lecture content, both spoken and written (and any audio or video recording thereof)
- questions from various types of assessments (e.g., assignments, quizzes, tests, final exams)
- work protected by copyright (i.e., any work authored by the instructor)

Making available the intellectual property of instructors without their express written consent (e.g., uploading lecture notes or assignments to an online repository) is considered theft of intellectual property and subject to disciplinary sanctions as described in [Policy 71 – Student Discipline](#). Students who become aware of the availability of what may be their instructor's intellectual property in online repositories are encouraged to alert the instructor.

Mental Health Support

All of us need a support system. The faculty and staff in Arts encourage students to seek out mental health supports if they are needed.

On Campus

- [Counselling Services](#): counselling.services@uwaterloo.ca / 519-888-4096
- [MATES](#): one-to-one peer support program offered by the Waterloo Undergraduate Student Association (WUSA) and Counselling Services
- [Health Services](#) – Student Medical Clinic: located across the creek from Student Life Centre

Off Campus, 24/7

- [Good2Talk](#): Free confidential help line for post-secondary students. Phone: 1-866-925-5454
- [Empower Me](#): Confidential, multilingual, culturally sensitive, faith inclusive mental health and wellness service.

- Grand River Hospital: Emergency care for mental health crisis. Phone: 844-437-3247
- [Here 24/7](#): Mental Health and Crisis Service Team. Phone: 1-844-437-3247
- [OK2BME](#): set of support services for lesbian, gay, bisexual, transgender, or questioning teens in Waterloo. Email: ok2bme@kwcounselling.com Phone: 519-884-0000

Full details can be found online at the [Faculty of ARTS](#) website.

Download [UWaterloo and regional mental health resources \(PDF\)](#)

Download the [WatSafe](#) app to your phone to quickly access mental health support information.

A Respectful Living and Learning Environment for All

Everyone living, learning, and working at Renison University College is expected to contribute to creating a respectful environment free from harassment and discrimination.

Harassment is unwanted attention in the form of disrespectful comments, unwanted text messages or images, degrading jokes, rude gestures, unwanted touching, or other behaviours meant to intimidate.

According to the Ontario Human Rights Code, discrimination means unequal or different treatment causing harm, whether intentional or not, because of race, disability, citizenship, ethnic origin, colour, age, creed, marital status, sex, sexual orientation, gender identity, and gender expression, or other personal characteristic.

If you feel that you are experiencing the above from any member of the Renison community (students, staff, or faculty), you may contact Melissa Knox, Renison's external anti-harassment and anti-discrimination officer, by email (mnknox@uwaterloo.ca) or by phone or text (226-753-5669). Melissa is an employment and human rights lawyer and part-time Assistant Crown Attorney for the Ontario Ministry of the Attorney General. Melissa is experienced in case management, discipline and complaints processes, and works with organizations across Canada to foster safe, respectful, and inclusive work and learning environments through policy development, educational workshops, conflict mediation and dispute resolution, and organizational culture audits.

For additional information see Renison's [Harassment, Discrimination, and Abuse](#) policy.