

Course Schedule

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

Week	Weekly Topics	Activities and Assessments	Due Dates	Weight (%)
Week 1: General Research Orientations	1A. Course Introduction 1B. General Research Orientations	Introduce Yourself	Sunday, September 10, 2023 at 11:55 PM	Ungraded
Week 2: Introductory Readings	2A. Research Designs 2B. Research Ethics	TCPS 2: CORE Tutorial Assignment 1: Literature Review <ul style="list-style-type: none"> Step 1: Choose whether to work alone or in a group 	Sunday, September 17, 2023 at 11:55 PM Assignment Group category locks after Sunday, September 17, 2023	Bonus 2%
Week 3: The Literature Review Process - Part 1	Weeks 3-6: The Literature Review Process Part 1: Overview, How to Start, and Planning and Research	Assignment 1: Literature Review <ul style="list-style-type: none"> Step 2: Create a Group Contract (if working in a group) Step 3: Select a topic 	Sunday, September 24, 2023 at 11:55 PM	
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 Ask the Librarian discussion topic. Assignment 1: Literature Review <ul style="list-style-type: none"> Step 4: Post three references to the Literature Review 	Sunday, October 1, 2023 at 11:55 PM	2%

References discussion topic

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 5:** Submit your first draft and revise

Monday, October 16, 2023 at 11:55 PM

Bonus 2%

**Week 5:
The Literature Review Process - Part 3**

[Part 3: Drafting Your Literature Review](#)

Reading Week (Saturday, October 7, 2023 to Sunday, October 15, 2023)

[Assignment 1: Literature Review](#)

- **Step 6:** Submit your final assignment
- **Step 7:** Submit your peer evaluation (if working in a group)

Sunday, October 22, 2023 at 11:55 PM

33%

**Week 6:
The Literature Review Process - Part 4**

[Part 4: Revising Your Literature Review](#)

[7A. The Nature of Quantitative Research](#)

**Week 7:
Quantitative Research Methods I**

[7B. Survey Research: Structured Interviewing and Questionnaires](#)

[Assignment 2: Survey Research Tool](#)

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

Sunday, October 29, 2023 at 11:55 PM

**Week 8:
Quantitative Research Methods II**

[8A. Structured Observation](#)
[8B. Quantitative Sampling](#)

**Week 9:
Work Week**

[Work Week](#)

[Assignment 2: Survey Research Tool](#)

Sunday, November 12, 2023 at 11:55 PM

20%

[10A. The Nature of Qualitative](#)

Week 10:	Research		
Qualitative			
Research	10B. Ethnography		
Methods I	and Participant		
	Observation		
	11A. Interviewing in		
Week 11:	Qualitative		
Qualitative	Research	Assignment 3: Interview Guide	Sunday, November 26, 2023 at 11:55 15%
Research			PM
Methods II	11B. Content		
	Analysis		
		Reflection Assignment	Sunday, December 3, 2023 at 11:55 PM 5%
Week 12:			
Study and	Study and Reflect		Opens: Friday, December 8, 2023 at 12:01 AM
Reflect		Final Test	25%
			Ends: Sunday, December 10, 2023 at 11:55 PM

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. Your instructor may drop in at this discussion topic.

Contact Us

Who and Why

Contact Details

Instructor

- 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: Katie Cook
k7cook@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

Technical Support, Centre for Extended Learning

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

- Technical problems

Technical support is available during regular business hours, Monday to

with Waterloo
LEARN

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

[IST Knowledge Base: For Students](#)

Learner Support

Services,

Centre for Extended

Learning

[Student Resources](#)

extendedlearning@uwaterloo.ca

- General inquiries
- Examination information

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

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.

About the Course Author

Please note that the Course Author is not involved in the Fall 2023 Section 081 online offer of SDS 251R/SWREN 251R. All communication should be directed to your [Course Instructor](#).

Course Author — Sharon Roberts


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


Materials and Resources

Textbook


Required

1. Bell, E., Bryman, A., and Kleinknecht, S. (2022). *Social Research Methods* (6th 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 Assessments	Weight
Introduce Yourself	Ungraded
TCPS 2: CORE Tutorial (optional)	Bonus 2%
Assignment 1: Literature Review <ul style="list-style-type: none">Literature Review ReferencesDraft SubmissionFinal Submission	35% <ul style="list-style-type: none">2%Bonus 2%33%
Assignment 2: Survey Research Tool	20%
Assignment 3: Interview Guide	15%
Reflection Assignment	5%
Final Test	25%

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 Academic Integrity Module](#) 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 their 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 they have a ground for an appeal should refer to [Policy 72 - Student Appeals](#) .

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 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 [Accessibility at D2L](#) .

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>).

University of Waterloo

Credits and Copyright (/d2l/common/dialogs/quickLink/quickLink.d2l?

ou=930150&type=content&rcode=uWaterloo-2725863).