

Welcome to BAAS 3020 – Fundamentals of Inquiry and Discovery!



This is an **online** course. All coursework is delivered [asynchronously](#) in Canvas.

Instructor



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Connecting with each other in large classes, especially online, can be challenging. Please always feel free to reach out to me, even if it's just to say hi! 😊

Office Hours are posted in Canvas. The purpose of office hours is to get help -- that can be with things from class you don't understand or are struggling with, topics you want to pursue in greater detail, or to talk about grad school/internships/research/etc.

Communication Expectations

Important: Only send email from your official UNT email address or using Canvas messages. Messages from other platforms are likely to go to the spam folder and may not be answered. **Please allow up to 48 hours for a response (excluding weekends).**

1. For **general questions** about the course or assignments, post to the Class Q & A discussion forum on Canvas so that it's beneficial to the whole class.
2. For questions about grades, contact your TA.
3. For **questions about anything else**, contact your professor.

It's completely okay to have questions - in fact, I expect you to have some! This is a college class, meaning **you're expected to learn new knowledge and how to do new things**. Some aspects of this course are challenging for many students. You are not alone in this learning process, and **we're all here to help support each other**.

Communication Resources

- [Online Communication Tips](#)
- [Advice for Emailing Professors](#)

I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication and mutual respect. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please let me know. **We are all learning together.**

Managing Life Crisis and Finding Support

I am not just your instructor, but also a fellow human being. I care about your well-being and want to support you outside this class if needed. Should you encounter an unexpected crisis during the semester (i.e., securing food or housing, addressing mental health concerns, managing a financial crisis, and/or dealing with a family emergency, etc.), I strongly encourage you to contact the Dean of Students by submitting a [CARE referral](#) for yourself or a peer in need of support. If you are uncomfortable doing so on your own, please know that I can submit a referral on your behalf – just email me or schedule a meeting with me. To learn more about the Dean of Students, please find their website [here](#).

Chosen Names and Pronouns

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in this class, please let me know. Below is a list of resources for updating your chosen name at UNT. Please note that UNT EUIDs cannot be changed at this time.

- [UNT Records](#)
- [UNT ID Card](#)
- [Legal Name](#)

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns. You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc. Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

Course Description

Focuses on how to evaluate information and apply some of the methods commonly used by social scientists from a variety of disciplines to answer questions about social life. Topics include measuring concepts, determining the most appropriate method of data collection, constructing a survey instrument, selecting a sample, conducting basic data analysis, presenting findings and addressing the ethical and political issues associated with formal research.

Prerequisite: Declaration of the Applied Arts and Sciences major (B.A.A.S. degree) as the program of study at UNT.

Course Objectives

Having successfully completed this course, students will be able to:

1. Investigate and evaluate the knowledge claims of both themselves and others with evidence and examples (*Critical Thinking and Reasoning*).
2. Communicate inquiry methods and approaches appropriate to specific problems (*Written and Oral Communication*).
3. Collaborate with others to formulate questions and develop strategies to address questions (*Teamwork/Collaboration*).

Course Materials

While there is no textbook required for this course, there will be online content (i.e., articles, readings, tutorials, videos) that serve as your required readings (all posted on Canvas).

Being Successful in this Course

- Pay close attention to due dates, **deadlines are firm.**
- Cite sources, giving credit to where you obtain information.
- Collaborate respectfully with others.
- Commitment to spend at least 9 hours a week on the course. Some students may need more time than that to do well in the course.

Teaching Philosophy for BAAS 3020

This course will take a highly interactive and facilitative approach to teaching and learning in which learning opportunities are created, and students are expected to be actively engaged. The goals of utilizing these approaches include developing student competencies in the areas of collaboration, communication, and problem-solving, as well as gaining a deeper understanding of research techniques. Students will be expected to actively participate in small group dialogues, group learning projects, and large class discussions. If you're reading this sentence before the end of the first week of class, send me an email with the subject line "Water Bear, Don't Care"; in the body of the message include the name of this course and an image of a tardigrade. I will award you ten points extra credit as a thank you for reading the syllabus.

Assessment and Grading

Assessment Overview

This course provides various ways for students to learn, including discussions, quizzes, group projects, reflective writing, readings, and videos. **Students who fail to complete any assessment by the due date will receive a "0" – no late work is accepted.**

Discussion is essential to the course. You will be asked to share your ideas, opinions, and experiences with others in the class. While no one is forced to talk about issues that create discomfort, all students are expected to participate in the discussions by sharing ideas and comments that help the class consider the topics deeply.

Use of Canvas

Copies of all course documents can be found on the course Canvas site. Assignments will be submitted via Canvas. Written work may be submitted using a plagiarism detection software program. Look for details on how to submit all assignments on the Canvas class site.

Use of Artificial Intelligence (AI)

You may use AI programs (e.g., ChatGPT) to help generate ideas, brainstorm, and better understand course content. However, you should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. Beware that use of AI tools may also stifle your own independent thinking and creativity.

You may not submit any work generated by an AI program as your own. If you include material generated by an AI program, it should be cited like any other reference material (with due consideration for the quality of the reference, which may be poor), otherwise, it will be considered cheating and dealt with according to UNT policy.

If any part of this is confusing or you're uncertain whether you can use a source, please reach out to me for a conversation before submitting your work.

Course Requirements

- 1. In an online class such as this, students are expected to keep up with the weekly readings and additional course information posted on Canvas.** In addition to the readings listed on the course calendar, there may be supplemental readings or videos posted on Canvas within the learning modules to help you with assignments and/or exams. Additional readings, activities, videos/lectures, and complementary resources will be assigned throughout the course to help students gain hands-on experience in various methods and analysis techniques.
- 2. Discussion Board Assignments**
An introduction post and five discussion board topics will be assigned throughout the semester; specific directions for each discussion board assignment will be posted on Canvas. For each discussion board assignment, you will first post your response to the specific assignment questions and then respond to at least **two** classmates. In order to allow your classmates ample time to read and reply to discussion board posts, initial responses must be posted by **Wednesday at 11:59 pm CT** (please be aware of time differences if you are not in the area) and replies must be posted by **Sunday at 11:59 pm CT**. The discussion climate must be civil, sensitive, and mutually respectful of the rights of each person to freely and openly express ideas.
- 3. Module Quizzes:** The ten module quizzes will be **timed and open-notes**. You are expected to take each quiz with no outside help *other than your readings and accompanying module materials*. It is highly recommended that you study all materials and be prepared beforehand since you will not have time to look up each item during the quiz.

You may NOT copy any test items or look at any copied test items from this course; doing so is an honor code violation. Quizzes may include a variety of question types including all or some of the following: multiple choice, true/false, matching, and fill-in-the-blanks. **Each quiz can be taken twice before the Sunday 11:59 pm CT deadline;** only the highest grade will be recorded. After the deadline, the quizzes will become unavailable on Canvas and you will be unable to make them up without legitimate documentation (i.e., medical, judicial, or serious personal events). **Each quiz must be completed by the deadline (not just started by then).** To avoid experiencing technical difficulties, I recommend that you take quizzes in a location with reliable Internet service.
- 4. Inquiry Project (IP):** The Inquiry Project will involve creating a research-based project design that will allow you to conceptualize and design the initial parts of a research project **collaboratively**. **This project will be completed in teams** as assigned by the instructor. Each small group will select a research topic and develop an inquiry project that includes conceptualization, a purpose statement, research questions, background literature, and methods. More information for each section will be posted on Canvas. A group submission of each part is due **Sunday at 11:59 pm CT** of the given week.

Success in this course is your choice! If you choose to be successful, I will be happy to help you. If you do not choose to be successful, I will honor your choice and not micromanage you. Every student has the potential to succeed in this class.



Collaboration Policy

Let's be honest: despite our best efforts, sometimes teamwork *doesn't* make the dream work. If a member of your team is not contributing sufficiently to the work of the team, the other members have the right to:

- Notify the team member by writing a formal email to that person documenting the specific problems, **copying the professor and all other teammates on that email message (using UNT email addresses or Canvas)**.
 - The email must document the exact efforts the team has made to communicate the problems to the affected team members and what has been done to attempt to solve the problems.
- Give the team member 7 days to improve and update the professor on the status.
- If the contribution has not improved sufficiently, the team may choose to remove the member from the team which will result in a score of zero on all team assignments moving forward for the removed member. The team must notify the professor if they want a team member removed.

Grading

Final grades will be determined using a point system. Students are expected to keep up with their grades and point totals by regularly reviewing them on Canvas. You can use [Canvas's What-If feature](#) to calculate your potential total grade by entering hypothetical grades for ungraded assignments.

Final grades are based on the following:

Introduction Post	5%
Discussion Board Posts (5)	35%
Module Quizzes	12%
Inquiry Project (total)	48%
Total	100%

****A grade of C or higher in BAAS 3000, BAAS 3020, and BAAS 4100 is needed for credit within the Applied Arts and Sciences degree program.****

Appendix 1: Course Policies

Assignment Policy

Copies of the syllabus, assignments, instructor contact information, the course calendar, other important documents, and grades can be found on Canvas. **Assignments will be submitted via Canvas unless otherwise noted.** Written work will be submitted using a plagiarism detection software program called *Turnitin*.

Official due dates can be found on the course schedule, Canvas calendar, and Canvas modules. Assignments and assignment instructions can be found in Canvas. **Assignments should be submitted as .doc or .docx files unless otherwise noted.** For assignments in which *Turnitin* plagiarism software is used, you can check your Turnitin report ahead of time and resubmit if indicated to do so.

The university is committed to providing a reliable online course system to all users. However, in the event of any unexpected **university** server outage, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Any problems should be reported to the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324.

Individual technical issues are the responsibility of the student. Students are responsible for all devices (i.e., computers, printers, iPads, cell phones, scanners) and reliable internet connection during all required work in this class. **Late assignments, retakes, and/or make-ups will not be granted due to electronic malfunctions.** Plan ahead to ensure you have reliable internet service and addressed any Canvas compatibility issues.

Canvas Calendar

While the Canvas calendar with alerts is an additional organizational tool, it is not always accurate. **In other words, students should not rely solely on the Canvas calendar and/or alerts to complete assignments.** Rather, students are expected to meet deadlines according to the provided course schedule.

Extra Credit

If an opportunity for extra credit presents itself, it will be announced and available to the entire class at the discretion of the instructor. There will be no individual opportunities for extra credit.

Examination Policy

All exams and quizzes are timed and administered online via Canvas. *No make-up exams* will be given unless a university-approved excuse has been provided before the exam or an officially documented

lack of ability to complete the exam is provided within one week of the student's return to class. Please note that computer and Internet functionality is the responsibility of the student. Computer and/or internet malfunction does not constitute a retake or make-up exam. Check all connectivity in advance and plan accordingly. All quizzes and exams are to be taken without assistance from anyone else.

Instructor Responsibilities and Feedback

The role of the instructor in this course is to provide opportunities for students to develop and use critical thinking and reasoning skills, improve written and oral communication, build collaboration skills both in class and in the community, and engage in creative problem-solving to address community problems. All assignment information, grading rubrics, quizzes, and exams are provided in Canvas. Written feedback on assignments will be provided through the grading rubrics in Canvas.

Late Work

I will not accept late work in this course. All work turned in after the deadline will receive a grade of “0” unless the student has a [university-excused absence](#) and provides documentation within 48 hours of the missed deadline.

Requests for an Incomplete

Students may request a grade of incomplete (“I”) only if he/she meets all of the following conditions:

- The request occurs on or after the date designated by the university for the given semester (see the “Important Dates” section of this syllabus);
- The student is passing the course;
- There is a justifiable and documented reason beyond the control of the student (i.e., serious illness or military service) for not completing the course on schedule; and
- The student has the approval of the instructor and the faculty director.

Students meeting these criteria must arrange with the instructor to finish the course at a later date (no longer than 12 months after the “I” grade was reported) by completing specific requirements outlined by the instructor. These requirements must be listed on a “Request for Grade of Incomplete” form signed by the instructor, student, and faculty director. More information on UNT’s incomplete grade policy is available at registrar.unt.edu/grades/incompletes.

Dropping the Class

I want you to succeed in this class and at UNT! If you are concerned about your progress in the course or believe you need to drop for other reasons, it is important that you contact me as soon as possible. I want to help you make sure that dropping the course is your best or only option. There are consequences to dropping classes that extend beyond losing your invested time, money, and effort. Dropping one or more classes may make you ineligible for financial aid. There are also limits on the number of courses you can drop. You can learn more about this at registrar.unt.edu/dropping-courses. If you absolutely must drop a course, you may do so through my.unt.edu.

Syllabus Change Policy

Due dates for assignments can be found in the course schedule and Canvas. In the rare case that a date is changed for an assignment or another syllabus change is made, the instructor will notify students through an announcement in Canvas.

Appendix 2: UNT Policies

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website](#).

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](#) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](#).

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](#) or email spot@unt.edu.

Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-5652648.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](#). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](#).

Use of Student Work

A student owns the copyright for all work (e.g., software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Appendix 3: Course Schedule

The course schedule is subject to change. Any changes will be posted on Canvas.

Key: [Inquiry Project](#) [Discussion Board](#)

DATES	TOPIC	DUE WED.	DUE SUN.
WEEK 1 Aug. 17-23	Getting Started & Course Orientation Mod 0: Introduction to the Course		➤ Course Intro Quiz ➤ Introduction Post
WEEK 2 Aug. 24-30	Mod 1: The Process of Inquiry		➤ Mod 1 Quiz
WEEK 3 Aug. 31-Sep. 6	Mod 2: Components of Inquiry Design	➤ Disc. Board #1 – initial	➤ Disc. Board #1 – replies
WEEK 4 Sep. 7-13	Mod 2 (cont.): Components of Inquiry Design		➤ Mod 2 Quiz ➤ IP – Part A
WEEK 5 Sep. 14-20	Mod 3: Conceptualizing & Operationalizing Research	➤ Disc. Board #2 – initial	➤ Mod 3 Quiz ➤ Disc. Board #2 - replies
WEEK 6 Sep. 21-27	Mod 4: Literature & Background Context		➤ IP – Part B
WEEK 7 Sep. 28-Oct. 4	Mod 4 (cont.): Literature & Background Context		➤ Mod 4 Quiz ➤ IP – Part C
WEEK 8 Oct. 5-11	Mod 5: Ethics in Research	➤ Disc. Board #3 – initial	➤ Disc. Board #3 - replies
WEEK 9 Oct. 12-18	Mod 5 (cont.): Ethics in Research		➤ Mod 5 Quiz ➤ IP – Part D
WEEK 10 Oct. 19-25	Mod 6: Measurement & Sampling		➤ Mod 6 Quiz ➤ IP – Part E
WEEK 11 Oct. 26-Nov. 1	Mod 7: Descriptive & Survey Research	➤ Disc. Board #4 – initial	➤ Mod 7 Quiz ➤ Disc. Board #4 - replies
WEEK 12 Nov. 2-8	Mod 8: Experimental Research Designs	➤ Disc. Board #5 – initial	➤ Mod 8 Quiz ➤ Disc. Board #5 - replies
WEEK 13 Nov. 9-15	Mod 9: Qualitative Research Designs		➤ Mod 9 Quiz ➤ IP – Part F
WEEK 14 Nov. 16-22	Mod 10: Mixed Methods & Secondary Data		➤ IP – Group Presentation
Nov. 23-29	 Fall Break – no classes 		
WEEK 15 Nov. 30-Dec. 6	Mod 10 (cont.): Mixed Methods & Secondary Data		➤ Mod 10 Quiz ➤ IP – Part G
WEEK 16 Finals Week	Congratulations – you made it! 		