PACS 3020 – Inquiry and Discovery
(Summer 2018)

Instructor: Scott Hamilton
Office Hours:
Thursday 5:00 pm-6:00 pm
Monday 5:00 pm-6:00 pm (via phone only)
If you would like to schedule a phone conference, please email me first and we will schedule a
time during these hours that works for you.
Office Suite:
Email: scott.hamilton@unt.edu

Required Textbook
9781305503076

Course Overview
The main purposes of this course are to provide an introduction to the concepts and techniques
used to define research questions and to structure an appropriate research design to answer these
questions. Topics will include the connection between research questions and research design,
variable measurement, sampling, the differences between experimental and non-experimental
designs, data analysis, reporting and the social context of scientific research. Social research
methods are used to develop and organize data before the application of statistical techniques;
therefore, no prior knowledge of statistics is required for this course.

Course Outcomes
Having successfully completed the course, students will be able to:

1. Explain how to investigate and evaluate the knowledge claims of others.

2. Illustrate the scientific method and its role in critical thinking.

3. Test their own knowledge claims with evidence and examples.

4. Demonstrate analytical reasoning and summarize that information clearly to others.

Course Requirements
Quizzes: Eight quizzes will be administered throughout the semester. Each quiz will be worth 10 points. Some quizzes will be made available on Black Board. You may take the quizzes on Black Board an unlimited number of times before the due date. Please note that Black Board will record the BEST ATTEMPT. Quizzes will be timed at 10 minutes and you will not be able to “go backward” to return to a question. Students who fail to complete the quizzes by the due date and time will receive a zero. Please note that all quizzes are open for a minimum of 7 days and therefore no make-up/retake quizzes will be given, regardless of the circumstances. Please plan ahead.

Exercises: Students are required to complete 8 exercises throughout the semester. Each exercise is worth 10 points. Exercises are assignments to assist students in applying what they have learned. Students who fail to complete the exercises by the due date and time will receive a zero. See the instructions provided for each exercise for more details about timing, content and other requirements.

Exams: There will be two exams worth 75 points each. Exams will cover material from the assigned readings, lectures, quizzes, exercises, PowerPoint slides, posted videos and posted articles and will consist of multiple choice and/or essay questions. All exams will be administered online via Black Board. No make-up exams will be given unless a university-approved excuse has been provided prior to the exam or officially documented lack of ability to complete the exam is provided within one week of the students 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. Exams are to be taken without assistance from anyone else. All online class materials will be hidden the moment that the exam opens.

Survey Research Project: The survey research project will involve defining social research questions and creating a research design that will allow students to answer these questions. This project will be completed in groups as assigned by the instructor. At the end of the semester, students will have an opportunity to rate the contributions of their fellow group members. That feedback will be taken into consideration by the instructor and individual grades will be assigned accordingly. Specific instructions for the group project and the peer rating system will be posted on Black Board. The project will be assigned in stages throughout the semester and is worth 100 total points. It is critical to the grade on this project that all students in a group participate during each stage of the project. Please note that no make-ups will be given for any missed parts of the survey research project. Additionally, no late work will be accepted.

Reflection Paper: All students are required to write a reflection paper describing the five stages of the research process, using the semester long survey project as an example. It should not be a regurgitation of the survey research project, but rather a way to critically and clearly communicate your overall knowledge of the research process. It is a reflection of your overall knowledge of the entire course. All papers must be 2-3 pages in length, 12-point font, Times New Roman, double-spaced, and 1-inch margins. More information on the requirements of this paper will be posted on Black Board. The paper is worth 75 points.
Participation: Regular and punctual participation is an expectation of the course. More than 3 missed assignments in a row is considered excessive and will result in significant loss of participation points and possibly being dropped from the course. Certain types of absences are considered excused. Examples include, but are not limited to, those necessitated by university-sponsored activities, illness that results in some form of visit to a medical doctor, required military duty, death of an immediate family member, or a participation in a recognized religious holiday. Such absences require written documentation that must be provided within one week of the student’s return to class.

Grade Calculation

Final grades will be determined through the use of a point system. The maximum value of each assessment along with the range of points associated with each letter grade are listed in the tables below. Students are expected to keep up with their grades and point totals by regularly reviewing them on Black Board.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Point Value</th>
<th>Percent of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus Survey</td>
<td>15</td>
<td>3%</td>
</tr>
<tr>
<td>Exam (2 @ 75 points)</td>
<td>150</td>
<td>30%</td>
</tr>
<tr>
<td>Exercises (8 @ 10 points)</td>
<td>80</td>
<td>16%</td>
</tr>
<tr>
<td>Quizzes (8 @ 10 points)</td>
<td>80</td>
<td>16%</td>
</tr>
<tr>
<td>Survey Project</td>
<td>100</td>
<td>20%</td>
</tr>
<tr>
<td>Reflection Paper</td>
<td>75</td>
<td>15%</td>
</tr>
<tr>
<td>Total</td>
<td>500</td>
<td></td>
</tr>
</tbody>
</table>

Letter Grade Point Range
A (450-500)  B (400-449)  C (350-399)  D (300-349)  F (299 or below)

Additional Course Policies and Procedures

Black Board: Copies of the syllabus, assignments and grades can be found on Black Board. If you have any technical difficulty with Black Board, contact the Student Blackboard Helpline immediately at (940) 565-2324 or at helpdesk@unt.edu. Students will not be allowed to retake any assessment based on technical difficulties. Please check compatibility with Black Board in advance. Specification are posted in the getting started module.

Make-up policy/Late assignments: Students who miss an exam will be allowed to take a make-up only in cases of a university- approved absence in advance of the exam or officially
documented lack of ability to complete the exam is provided within one week of the students return to class. Students are given at least seven days to complete all other assessments (i.e. quizzes, exercises, survey project, reflection paper). Therefore, regardless of the circumstances, students who miss other assessments will not be allowed to make them up. Additionally, late assignments will not be accepted.

**Extra credit:** There are currently no opportunities for extra credit in this course.

**Problems, Questions, Concerns:** *The best way to reach me is by e-mail at Scott.Hamilton@unt.edu.*

**DEPARTMENTAL POLICIES**

**COMMUNICATION**

The primary tool for communication in this course outside the classroom is email. If you have questions or concerns, please send to scott.hamilton@unt.edu. **Do NOT send messages to me via Black Board.** You should expect a reply from me within 24 hours except on weekends and holidays. When possible, you should communicate with me using your UNT email account. Please note that I cannot respond to questions about grades, or other personal concerns or issues you might have to a non-UNT email address because it violates federal law on student privacy.

**CONTACTING THE INSTRUCTOR OUTSIDE OF CLASS**

The posted office hours for this class are Thursdays from 5 pm to 6 pm and by phone Mondays from 5 pm to 6 pm. To schedule an appointment outside of office hours, please email the instructor to set up an scheduled meeting time. The instructor will then meet with you in her office at that time or give you a number to call for a phone appointment. If you need to reach an instructor quickly, please call the B.A.A.S Unit office between 8 AM and 5 PM, Monday through Friday, at 940-369-8129. Let the person answering the phones know that you need a message relayed to a professor as quickly as possible, and leave your phone number and/or email for a return message.

**USE OF Black Board**

Copies of syllabus, assignments, grades on assignments, instructor contact information, the course calendar, and other important course documents can be found on the course Black Board site. Most assignments will be submitted via Black Board. Written work maybe submitted using a plagiarism detection software program. Look for details on how to submit those assignments in the Black Board class site. If you have any difficulties with use of Black Board, please contact the Student Helpline at (940) 565-2324 or at helpdesk@unt.edu.
LATE ASSIGNMENTS/MAKE-UP POLICY

Assignments are due via Black Board or by another means designated by the course instructor at the times listed in the syllabus. Students are responsible for all devices (i.e. computers, printers, iPads, cell phones, scanners) and reliable internet/WiFi connection during all required work in this class. Late assignments will not be accepted due to electronic malfunctions. Plan ahead and have a back-up plan in place. If a personal crisis arises such that you cannot complete an assignment by the deadline, please email the instructor ahead of time, or as soon as possible. Students who miss an exam will be allowed to take a make-up only in cases of university-approved absence in advance of the exam. Additional late assignment/make-up restrictions or opportunities at the discretion of the instructor.

CELL PHONE USAGE IN CLASS

Cell phone policy at the discretion of the instructor.

GRADE APPEALS

If you have a question about a grade on an assignment, please arrange to meet with the instructor during office hours or via phone or email. Grades for individuals will not be discussed before, during or after class in the classroom for privacy reasons. At the end of the term, if you believe an error was made in your grade, please ask for a copy of the B.A.A.S unit grade appeal policy, which you can obtain from the instructor or from the department’s administrative assistant (Diana.farris@unt.edu).

ACADEMIC INTEGRITY STANDARDS AND SANCTIONS FOR VIOLATIONS

Academic integrity emanates from a culture that embraces the core values of trust and honesty necessary for full learning to occur. As a student-centered public research university, UNT promotes the integrity of the learning process by establishing and enforcing academic standards. Academic dishonesty breaches the mutual trust necessary in an academic environment and undermines all scholarship. 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 an academic penalty or sanction ranging from admonition to expulsion from the University.

ACCEPTABLE STUDENT BEHAVIOR

Student behavior that interferes with an instructor’s ability to conduct class or other students'
opportunity to learn is unacceptable and will not be tolerated in any instructional setting 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 expectation for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

**CAMPUS CARRY**

In accordance with state law and UNT policy, students who are licensed may carry a concealed handgun on campus premises except in locations and at any function, event, and program prohibited by law or by this policy. Students may learn more about UNT’s concealed handgun policy at [https://campuscarry.unt.edu](https://campuscarry.unt.edu).

**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 your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: eagleconnect.unt.edu/

**ADA STATEMENT**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Accommodation website at [http://www.utn.edu/oda](http://www.utn.edu/oda). You may also contact ODA by phone at (940) 565-4323.

**ATTENDANCE/PARTICIPATION POLICY**

Responsibility for class attendance rests with the student. Grading and/or criteria for being dropped from the course associated with attendance and participation at the discretion of the instructor.

An absence may be excused for the following reasons: a religious holy day, including travel
for that purpose; active military service, including travel for that purpose; participation in an
official university function; illness or other extenuating circumstances; pregnancy and
parenting under Title IX; and when the University is officially closed by the President. The
student is responsible for requesting an excused absence in writing as early in the semester as
possible, and personally delivering to the instructor satisfactory evidence to substantiate the
excused absence.

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 June 15, 2018;
- The student is passing the course;
- There is a justifiable and documented reason beyond the control of the student (e.g.,
  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 http://registrar.unt.edu/grades/incompletes.

REQUESTS TO DROP THE CLASS

We 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 the
instructor as soon as possible. We want to 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
http://registrar.unt.edu/registration/dropping-class.

If you absolutely have to drop the course, you must pick up a drop form from the Eagle Student
Services Center and take it to the instructor for her/his signature. Once the instructor signs the
form, you are responsible for taking it to the Registrar’s Office in the Eagle Student Services
Center to have it processed. Please be aware that when you choose to drop can affect your
grade:

<table>
<thead>
<tr>
<th>Date</th>
<th>Grade Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 5, 2018</td>
<td>Last day to drop a class with an automatic grade of “W” for courses that a student is not passing</td>
</tr>
<tr>
<td>June 14, 2018</td>
<td>Last day a student may elect to drop a class. The instructor will assign a grade of “W” or “WF” based on the student’s actual performance-to-date in the course.</td>
</tr>
</tbody>
</table>
EMERGENCY NOTIFICATIONS & PROCEDURES

UNT uses a system called Eagle Alert to quickly notify you 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 Black Board 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 Black Board 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 students’ records will not be divulged to other individuals without proper written consent Students are encouraged to review the Public Information Policy and the Family Education Rights and Privacy Act (FERPA) laws and the University’s policy.

STUDENT PERCEPTIONS OF TEACHING EFFECTIVENESS (SPOT)

Student feedback is important and an essential part of the overall development of this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during the latter part of the term 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. All responses, including written replies, are anonymous. 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 at www.spot.unt.edu or email spot@unt.edu. Incentives for completion of the SPOT survey may be provided.

IMPORTANT DATES

May 14  
First class day

May 21  
Last day a student-requested schedule changes may be made during add/drop. Last day for change of schedule other than a drop. (Last day to add a class.)

May 22  
Beginning this date a student who wishes to drop a course must first receive written consent of the instructor.
May 28  Memorial Day. No classes.

June 5  Last day for a student to receive automatic grade of W for nonattendance.
Last day for change in pass/no pass status.
Last day to drop a course or withdraw from the university with a grade of W for courses a student is not passing. After this date a grade of WF may be recorded.

June 6 - June 14  Instructors may drop students with a grade of WF for nonattendance.

June 14  Last day for a student to drop a course with either a W or WF by consent of instructor.

June 14  Last day to withdraw from the semester (drop all classes). Process must be completed by 5 p.m. in the Dean of Students Office.

June 15  Beginning this date, a student who qualifies may request a grade of I or “Incomplete.” (See REQUESTS FOR AN INCOMPLETE policy above.)

July 4  Independence Day. No classes.

July 5  Last regular class meeting day.

July 6  Final exams (see schedule for exact date/time.)