**University of North Texas**

**Fall 2025**

**CACS 2020-501 Syllabus**

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| **CACS 2020-501: Research Design and Methods: 3 Hrs** | | | |
| **College of Applied and Collaborative Studies, UNT at Frisco** | | | |
| **Instructor Name:** | | | Sarvjeet Singh, PhD, MBA |
| **Office Location:** | | | UNT Inspire Park, Room 289 |
| **Email Address:** | | | Sarvjeet.singh@unt.edu |
| **Office Hours:** | | | Thursdays 1:30pm to 2:30pm, Or By Appointment |
| **Class Meeting Days & Times:** | | | Tuesdays, Thursdays 5:00pm to 6:20am at Frisco Landing (**FRLD 300**), UNT at Frisco |
| **Course Catalog Description:** | | | This course is designed to introduce students to the nature of human inquiry, and prepare them for the process of designing and conducting independent scholarly research in their fields of study. Students will enhance their ability to discover, analyze, and synthesize conceptual materials from a variety of sources into an appropriate research topic. Students will gain knowledge and skills related to research design, including developing cohesive research questions, conducting thorough literature reviews of their topic, and selecting appropriate research methods within their field of study. |
| **Prerequisites:** | |  | |
| **Co-requisites:** | |  | |
| **Required Text and Material:** | | *Research Design 6th Edition, Qualitative, Quantitative, and Mixed Methods Approaches* by John W. Creswell; J. David Creswell eText ISBN 9781071817964, 1071817965  <https://www.vitalsource.com/referral?term=9781071817964>  Instructor provided resources that will include power point presentations, research and technical articles, online videos. | |
| **Recommended Text** | | Booth, W. C, Colomb, G. G., Williams, J. M., Bizup, J., & Fitzgerald, W. T. (2016). *The craft of research (4th ed.).* Chicago, IL: University of Chicago Press. | |
| **Technical Requirements:** | | | * Computer * Reliable internet access * Speakers * Microphone * Plug-ins * Microsoft Office Suite * [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements) |
| **Course Goals:** | | | The overall objective of the course is to develop students’ understanding and knowledge of the process of designing and carrying out research in their given field. This course covers topics and themes related to knowledge production through systematic inquiry – a formalized process of questions, designs, and methods to conduct generative research. This course will help students to develop a range of scholarly skills, such as the ability to write concise prose and present academic content orally. |
| **Learning Objectives:** At the end of this course, students will be able to: | | | |
| 1 | Develop skills to engage in independent research, including the ability to design a study, collect, and analyze data. | | |
| 2 | Explain the relationship between variables, importance of bias and statistical significance. | | |
| 3 | Integrate data methods and approaches from diverse fields to investigate and communicate findings on a topic of inquiry. | | |
| 4 | Construct a literature review that analyzes, evaluates, and critiques data and information across different fields. | | |
| 5 | Apply appropriate ethical guidelines in every step of their data collection, analysis, and inferential activities. | | |
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| **Course Outline**  These schedules are subject to change by the instructor. Any changes to these schedules will be communicated by the instructor via email or by Canvas announcement. The power point presentations will be available every week in the Files Section in Canvas.  **Please turn in the assignment before the deadline, and do not finish at the last minute.**  **All the homework assignments will be available in Canvas and there is no penalty for early submission.**  **IMPORTANT: NO CELL PHONE USE IS ALLOWED DURING CLASS. ALL CELL PHONES MUST BE EITHER**  **SWITCHED OFF OR IN SILENT MODE AND SHOULD BE CONCEALED IN YOUR POCKET OR BAG FOR THE DURATION OF THE CLASS.**  **Class Schedule**   |  |  |  | | --- | --- | --- | | **WEEK OF** | **TOPIC** | **POINTS** | | Aug 18 | * Introduction * Syllabus * Chapter 1- Types of Research   *Homework Assignment from Chapter 1 due on Aug 24 at 11: 50pm* | **10** | | Aug 25 | * Chapter 2- Literature review |  | | Sep 1 | * Chapter 2- Literature review (continued)   *Homework Assignment from chapter 2 due on Sep 7 at 11: 50pm*  *Literature review assignment first draft due on Oct 27.*  *Final draft for grading due on Nov 9 at 11: 50pm* | **10**  **70** | | Sep 8 | * Chapter 3- Theory/Variables |  | | Sep 15 | * Chapter 4- Writing Strategies/Ethics/Plagiarism   *Homework Assignment from chapter 4 due on Sep 21 at 11: 50pm* | **10** | | Sep 22 | * Chapter 5- Introduction/Business Case   *Homework Assignment from chapter 5 due on Sep 28 at 11: 50pm* | **10** | | Sep 29 | * Chapter 6- Purpose Statement   *Homework Assignment from chapter 6 due on Oct 5 at 11: 50pm* | **10** | | Oct 6 | * Qualitative research tools (Ethnography, Interviews)   *Interview Assignment due on Nov 9 at 11: 50pm* | **50** | | Oct 13 | * Qualitative research tools (Focus groups)   **Midterm Exam due on Oct 16th (In Class)** | **100** | | Oct 20 | * Chapter 7-Research Questions and Hypotheses   *Purpose statement with specific aims/research question due on Oct 26 at 11: 50pm* | **30** | | Oct 27 | * Survey Design   *Survey Assignment due on Nov 30 at 11: 50pm* | **50** | | Nov 3 | * Chapter 9- Qualitative Experiment Design   *Homework Assignment from chapter 9 due on Nov 9 at 11: 50pm* | **10** | | Nov 10 | * Chapter 8- Quantitative Experiment Design   *Homework Assignment from chapter 8 due on Nov 16 at 11: 50pm* | **10** | | Nov 17 | * Thanksgiving week- No class |  | | Nov 24 | * In class activity (Journal club) | **20** | | Dec 1 | * Review   *Discretionary assignment* | **10** | | Dec 8 | * ***Final Research presentations*** | **100** | |  | Total points possible | **500** | |
| **Course Evaluation Methods** |
| This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course  **Midterm Exam (100 points):** There will be one midterm exam and one final research proposal submission each worth 100 points. Exam questions will be mostly multiple choice, with some short answers and fill in the blanks. The exam will be organized in Canvas and will be held in person and in class. ***See the above schedule for due dates.***  **Homework and Classwork Assignments (200 points):** There are several homework or classwork assignments. The assignments will either be required to be completed in Canvas or will be conducted during or after class. These assignments include individual interview and survey design assignments. ***See the above schedule for due dates.***  **Please follow the due by deadlines for submissions to receive credit.**  **Final Project/Proposal Presentation (100 points):** You will be required to make a presentation in the classroom on a research proposal that you will prepare during the semester. The choice of topics, details of the proposal will be provided in class during the first two to three weeks of the semester. ***See the above schedule for due date.***  **Literature review and purpose statement with specific aims (100 points):** You will be required to conduct a thorough literature review on a topic of your selection, prepare a research background document and based upon the review develop two specific aims for a research project. ***See the above schedule for due date.***  ***Note: The in-class presentations are formal presentations and require a smart casual or professional business attire and behavior.***  **Attendance**: Attendance at all classes is mandatory. You will need to attend class to perform well in this course and thereby build the understanding of the course material to excel in future academic roles. |
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| **Grading Matrix** |
| |  |  |  | | --- | --- | --- | | **Instrument**  **Grade Determination**  A = 90% or better  B = 80 – 89 %  C = 70 – 79 %  D = 60 – 69 %  F = less than 60% | **Value** | **Total points** | | Homework and other class assignments | 40 % | 200 | | Midterm Exam | 20% | 100 | | Final research presentation/proposal | 20% | 100 | | Literature review and specific aims assignment | 20% | 100 | | **Total** | **100 %** | **500** | |

**University Policies and Procedures**

**AI Use Policy**

Academic Integrity - Academic misconduct is present in an academic work wherever AI assistance has been used when unauthorized, or when authorized, has not been disclosed as required.

Expect changes - The developments around generative AI are in flux and the rules that are expressed in this syllabus may need to change on short notice. This may affect the contents of assignments, as well as their evaluation.

**Students with Disabilities (ADA Compliance):**

Chapter 7(7.004) Disability Accommodations for Students

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO 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/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of 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 Access website](http://www.unt.edu/oda) at http://www.unt.edu/oda. You may also contact ODA by phone at (940) 565-4323.

**Student Evaluation of Teaching Effectiveness Policy:**

Student’s evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught.  I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students’ evaluations to be an important part of your participation in this class.

**Assignment Policy:**

Assignments are intended to reinforce material covered in lecture. Discussion efforts on completing the assignments are encouraged so long as all member contribute equally. As with all other graded assessments, cheating will not be tolerated. While discussions are encouraged, each student must submit their own work, which cannot be identical to the work submitted by the other members of the collaboration. Assignments should be turned in on time. ***Late assignments will NOT be accepted, unless proper documentation is provided.***

**Exam Policy:**

Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook). A makeup exam must be taken within one week of the original exam. If students know in advance that they will miss an exam, they must take the exam prior to the exam date. There is no make-up for the second or subsequent missed exams. Any student caught cheating will automatically receive a 0 on the exam, and the instructor may pursue further disciplinary action*.*

**Academic Integrity:**

Academic integrity is a hallmark of higher education.  You are expected to abide by the University’s code of Academic Integrity policy.  Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University’s policies and procedures.  Refer to the Student Code of Academic Integrity at Visit UNT’s [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (https://deanofstudents.unt.edu/conduct) to learn more. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

**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 Blackboard 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 Blackboard 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.

**Diversity/Tolerance Policy:**

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

**Access to Information - Eagle Connect**

Students’ access point for business and academic services at UNT is located at: [my.unt.edu](https://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](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

**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](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\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](http://spot.unt.edu/) (http://spot.unt.edu/) or email [spot@unt.edu](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\spot@unt.edu).

**Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit 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. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\oeo@unt.edu) or at (940) 565 2759.

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](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). 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](mailto: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](https://policy.unt.edu/policy/07-002) (https://policy.unt.edu/policy/07-002).