COURSE INFORMATION

• Course: BAAS 3020, Section: 501 3 Credit Hours
• Format: This is a HYBRID course delivered half asynchronously with no set meeting weekly meeting times (assignments are still due on select dates), but with three REQUIRED CLASS MEETING TIMES. This is not an online-only class with optional meetings, so if that is what you are desiring, you should seek out a different section of BAAS 3020, as much required work will occur in our in-person class meetings and will be dependent on working collaboratively with team, which makes it virtually impossible to make up.

INSTRUCTOR INFORMATION

• Name: Dr. Susan (Suz) Tyrrell
• Email: susan.tyrrell@unt.edu (please be sure to type this with double Rs and double Ls). It is better to email me directly than through Canvas, though I will receive both.
• Office: FRLD 353
• Office Phone: 972-668-7452 (You can leave a voicemail here, but note that email is the best way to reach me).
Office Hours: The break after class I have set aside for you, or by video appointment

SPECIFIC HYBRID CLASS INFORMATION FOR THIS CLASS

As noted above, this section of BAAS 3020 is a hybrid with only three in-person meetings, but these are mandatory meetings. Failure to come on time, attend fully, and participate completely will likely hurt your grade because 1) There is a lot of information in this course. I think I do a good job at simplifying it for you but many students feel quite lost when they miss. 2) MOST IMPORTANT because this is about one of the CACS core concepts: **COLLABORATION**. In order to earn a BAAS degree, you must demonstrate competence in several important skills that you will need for the rest of your life, including critical thinking, communication, and collaboration. Therefore, since much of the collaboration and instruction for the teamwork technical aspect of the project occur in this hybrid section occurs in our in-person meetings, this is a vital portion of your work for this class.

You have an ongoing group research project in here, and you absolutely will hurt your classmates if your group does not attend. You must sign a team contract, and also be peer-reviewed on how much and well you contributed; the peer-review results in a significant portion of your overall grade, and is a value our department has held as important to your education and training (in fact, in this course, it's the one grade we assess department-wide and submit for our “core assessment” for every student.).

If you cannot be at all the classes, please note that we offer multiple sections of BAAS 3020 and many are online or have hybrids with more frequent meetings. **I strongly advise you to switch to one of those. I am unable to make special exceptions.** The CACS and the Department of Multidisciplinary Innovation recognize we all have busy, complex lives, which is why you have so many opportunities and modalities in which to take this course. **Please consider this carefully.** We work together on these three dates for a good deal of the class period, and it will almost certainly affect your grade via natural consequences, as well as a points deduction if you choose not to attend. **It is impossible to “make up” teamwork that occurs in a room; therefore, if this is an issue, your team will have to work with you, and this may result in a more arduous task or lowered peer-review grade. I am completely unable to predict what may happen. Be aware that many students find it problematic when one or two don’t show up and make more work for the rest of the team, and it is usually reflected in the peer-review grading. Your peer-review grade happens at the end, and is up to your team, and absolutely will be impacted by your attendance and participation. Please do realize I am telling you this up front.**
REQUIRED CLASS MEETINGS 9 AM-11:50 AM

20 January 2024
24 February 2024
23 March 2024

That’s all, but that’s also a lot—approximately nine hours. I try to use it well, and divide some between team work, and the rest and most with teaching the concepts students often do poorly with by just reading the modules. If you come to class and take notes and immediately work ion your team to apply that material, you will likely earn an A on that part, though I cannot promise anyone a grade, obviously.

REQUIRED TEXTBOOK/READINGS

While there is no required textbook for this section of the course, there will be online content (i.e., articles, readings, tutorials, videos) that serve as your required readings for the course (all posted on Canvas). You really will have to read all of this to grasp some of what we cover, but since it is online, it is all readily available, accessible (both in a convenient way and in a way that applies to any appropriate accommodations you may have), and printable/watchable over and over if needed.

COURSE DESCRIPTION

The main purpose of this course is to focus on good questions and how to answer them as this is essential to making considered decisions as a leader in any organization or in your life overall. The goals of the course are 1) to introduce the concepts and techniques used to develop good questions, and 2) to structure an appropriate information gathering and analysis to answer the questions. This process is sometimes called research. Topics will include the connection between questions and information gathering design, variable measurement, sampling, the differences between experimental and non-experimental designs, data analysis, reporting and the social context of research. Emphasis will be placed on approaches used in the social sciences (i.e., sociology, psychology, anthropology), but we will also discuss how others (i.e., natural scientists, business analysts) might approach the process. No prior knowledge of statistics is required for this course.

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

In this required course within the Bachelor of Applied Arts and Sciences degree program, students will examine various ways questions are generated and that data are collected, analyzed, and used to address various questions. Teaching and learning strategies will include peer and collaborative learning and discussion, project-based learning, autonomous online reading and viewing of course materials, instructor mini-lectures, quizzes, practice activities, and a group project that applies your learning across the semester. This course will take a highly interactive and facilitative approach to teaching and learning in which learning opportunities are presented 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 the inquiry process.

COURSE REQUIREMENTS

1. In a hybrid class such as this, students are expected to keep up with the weekly readings and additional course information posted on Canvas at [https://unt.instructure.com/](https://unt.instructure.com/) or provided in class (most of the actual assignments appear on Canvas, then some are explained in class or you will work on together). 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 qualitative methods and analysis techniques.

2. **Discussion Board Assignments (A MAJOR PORTION OF YOUR GRADE)**

   This is a semester long project, and not a traditional discussion board where you say what you “like and agree with.” Rather, these are responses to what we learn about and are related to our group and team project-based learning assignments. Due to the fact you have significant timely notice on this semester-long project. And due to the fact that this requires responses and class engagement, you should plan ahead now and be aware that these deadlines, like the smaller group projects, cannot be extended since it would be terribly inequitable to ask the class to do work later than the due dates also.

   Overall, 40% of your grade is within your own control, which is excellent news for you, and often results in many students earning high grades in this class if they follow directions and adhere to deadlines well. **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 **Sunday at 11:59 pm** (central time; please be aware of time differences if you are not in the area) and replies must also be posted by **Sunday at 11:59 pm**. Keep in mind that since all posts are now due at the same day and time, if everyone decides to wait until Sunday, this may hurt your grade. However, in previous semesters, students overwhelmingly requested I change this from the initial post being due Wednesday. So we will try it. I suggest you post by Wednesday in order to help your grade.
LATE WORK POLICY: Since late submissions will not be accepted for credit, do not wait until the last minute to submit your postings in case you have any questions or potential problems. The discussion climate must be civil, sensitive, and mutually respectful of the rights of each person to freely and openly express ideas. The Introduction Post is worth 5% of your final grade and the Discussion Board Assignments are collectively worth 35% of your final grade.

3. **Inquiry Project (IP):** The Inquiry Project will involve creating a research-based project design that will allow you to brainstorm 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 and a group submission of each part is due **Sunday at 11:59 pm** of the given week. The Inquiry Project is collectively worth 48% of your final grade (each part is worth 6% individually); no late submissions will be accepted.

**Lack of Participation Policy:** If a member of a 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 team mates on that email message (using UNT email addresses).**
- 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 member may be removed from the team which will result in a score of zero on Social Issues Campaign assignments moving forward.

Any questions you have regarding the project assignments that pertain to your team, such as grading, a teammate not participating, you being left off an assignment and marked as not participating,
etc., should never be brought directly to me without first being discussed with your team. You may CC me, but you must talk with your team members and attempt to work this out with them first. You will agree to a team contract that says this, and are expected to abide by this. I do not intervene only on behalf of one member, as this would amount to choosing a “side.”

(Note: This is a great deal of the in-person time we use—in that I will teach you the most complex parts of the project, and then give you a portion of the class to work on your teams, but you are expected to do team work outside of class predominately. As you can see, a major portion of your grade is at stake here, so please make wise decisions).

4. **Module Quizzes:** The ten module quizzes will be **online and open-notes**; you are expected to take each quiz with **no outside help other than your readings and accompanying module materials.** Quizzes will be **untimed** (though generally they take about ten minutes each. Be aware that you are still responsible for ensuring your internet access is stable and connected, or you should go to campus, a local library, etc., to take these. I cannot be responsible for your access. **I have never had a student need even 30 minutes** to take a short module quiz, so BE CAREFUL to **not** leave the window open, and BE SURE you submit the quiz when you finish, or you will receive a zero. This is solely your responsibility.) It is highly recommended that you study and be prepared beforehand. **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 will be available from 6:00 am each Monday to 11:59 pm each Sunday of the week we have them and can be taken only once since they are not timed. The quizzes are collectively worth **12%** of your final grade, so each one is only worth a bit over 1% of your grade, AND you will have opportunity to make up one quiz grade at the end of the term!

There may be times in which you experience technical difficulties while taking the quizzes (i.e., loss of Internet connection, the test does not submit correctly). You should attempt to take your quizzes during UNT business hours since I am unable
to offer technical support (I would love to, but that is not my skill set. However, to avoid most issues, since Canvas tends to work quite well, and to avoid experiencing technical difficulties, it is recommended that you take quizzes in a location with reliable Internet service.

**Success in this course on all the aforementioned requirements 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.**

**Course Evaluation** - In short, final grades are based on the following:

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<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Introduction Post</td>
<td>5%</td>
</tr>
<tr>
<td>Discussion Board Posts (5)</td>
<td>35%</td>
</tr>
<tr>
<td>Module Quizzes</td>
<td>12%</td>
</tr>
<tr>
<td>Inquiry Project (total)</td>
<td>48%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
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**Possible deduction:** 5 points per class absence from final grade, in addition to any losses that may occur from missed work and team participation.

**HONORS STUDENTS:** If you are a UNT Honor Student, we will discuss your assignment load that is in addition to the regular course load for this class. I believe you will find it exciting and helpful; it involves quite a bit of choice. Please contact me via email with documentation of your Honors status so we can get this process underway!

ALL students undertaking this project will enter into a project contract, which is simple but will outline expectations. This is a very exciting and FUN opportunity for you to get your foot in the door with independent research that you design, but it is important you take it seriously! I will do all I can to help you do this, in that case.

**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.**
Course policies related to late assignments, grade appeals, requests for an incomplete, and dropping the class (with relevant university deadlines) are provided on Canvas under the “Start Here” module.

**ACADEMIC INTEGRITY AND PROFESSIONAL CONDUCT**

It is expected that students will conform to the University of North Texas Code of Student Conduct and Discipline as outlined in the undergraduate catalog and online through the Center for Student Rights and Responsibilities. Students caught cheating or plagiarizing will receive a “0” for that particular assignment or exam and possible grade consequences for the class; a second offense may result in an automatic “F” for the course. Additionally, the incident will be reported to the Dean of Students, who may impose further penalty. According to the UNT catalog, the term “cheating” includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term “plagiarism” includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Students are also expected to conduct themselves as mature and responsible adults while enrolled in this course. This includes displaying respect for peers and faculty, accepting personal responsibility for coming to class, maintaining class notes, and completing given assignments.

**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. The Code of Student Conduct can be found at http://deanofstudents.unt.edu.

ACCESS TO INFORMATION – EAGLE CONNECT

Your access point for business and academic services at UNT occurs at http://www.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 your e-mail: http://eagleconnect.unt.edu/

ADA STATEMENT

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA 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, 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 Office of Disability Access website at http://disability.unt.edu. You may also contact them by phone at (940) 565-4323.

ADDITIONAL STUDENT SUPPORT SERVICES

- **Academic Resources**: where to buy textbooks and supplies, access academic catalogs and programs, register for classes, and more
- **Code of Student Conduct**: provides Code of Student Conduct along with other useful links
- **Office of Disability Accommodation**: exists to prevent discrimination based on disability and to help students reach a higher level of independence
- **Counseling and Testing Services**: provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
- **UNT Libraries**: library services
- **UNT Writing Center**: offers free writing tutoring to all UNT students
- **Succeed at UNT**: information regarding how to be a successful student at UNT
- **UNT Libraries**: library services
- **UNT Learning Center**: provides a variety of services, including tutoring, to enhance the student academic experience
- **UNT Writing Center**: offers free writing tutoring to all UNT students
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 Modules, and Canvas Calendar. Assignments and assignment instructions are found in Canvas. Assignments should be submitted as .doc or .docx files unless otherwise noted. For assignments which *Turnitin* plagiarism software is used, you can check your turn it in 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 have 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.

**TECHNOLOGY**

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 zero unless the student has a university-excused absence and provides documentation with 48 hours of the missed deadline.

**CELL PHONE USAGE IN CLASS**
Please be respectful in your use of cell phones. Do not verbally answer a phone in the classroom; instead, slip into the hallway for a minute. If you must give a quick text response, limit it to a few words and tell the individual you will get back to them after class. Please keep phones on vibrate during class, and do not use social media during class time. **If I see you using your cell phone in class, I may deduct points.**

**REQUESTS FOR AN INCOMPLETE**

Students my 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 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/registration/dropping-class. 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 (in this syllabus) and in Canvas. In the rare cases that there is a date change for an assignment, exam, or any other syllabus change, the instructor will notify students through an announcement in Canvas.