



University of North Texas  
NEW COLLEGE  
BAAS 3020.501 -FOUNDATIONS OF INQUIRY  
Spring 2023- Begins Jan. 17 end May 12

## Welcome to –Foundations of Inquiry (a Hybrid course)

### COURSE CATALOG 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(s): None. SEE SKILLS NECESSARY FOR SUCCESS*

### Instructor Contact Information

- Dr. Tina Mims
- Office is Virtual
- 469-951-3200, text or phone calls, text is preferred method of communication
- Office hours – available 4 to 6 Mon, Tues, Wed., at UNT Frisco Campus – by appointment

### Course Pre-requisites and Skills Students Need for this Course

No pre-requisite course requirements, however, here are skills students need before beginning this course:

- ✓ The ability to read, write, communicate at 10th (sophomore high-school) grade level or higher with correct punctuation, spelling, grammar and capitalization.
- ✓ The ability to add, subtract, multiply and divide.
- ✓ The ability to use MSWord, MSPowerPoint, MSEXcel and a PDF application. ( By the way all free through UNT VMWare)
- ✓ Commitment to use all videos, audio recordings, all required reading, investigate URL's provided in this course to learn this subject matter.
- ✓ The ability to use the UNT Library resources or contact librarian for help.
- ✓ The ability to conduct secondary research without relying on search engines alone.
- ✓ Self-discipline to complete work before or by the due date and time.
- ✓ Time management skills to meet personal needs and course requirements during this short course.
- ✓ Professional interaction skills with classmates and instructor.
- ✓ The ability to recognize that plagiarism is a most likely a copyright infringement.

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- ✓ The ability to avoid simply quoting material – it is essential to demonstrate critical thinking and interpretation of credible sources.

Students need to know how to correctly use American Psychological Association (APA) citation style for both in-text citations and reference lists.

- This course grades APA citation use - therefore it is a skill needed for success.

## Learning Objectives/Outcomes/Goals:

Upon successful completion of this course, our goal is for you to

- 1) Clearly determine and communicate the purpose of a research study.
- 2) Decide upon the overall questions addressed by the research study.
- 3) Conduct secondary research to communicate the background for the purpose of the study.
- 4) Define the concepts and constructs to study.
- 5) Define the population to be studied.
- 6) Decide upon the sampling method to obtain participant and estimate the number of people in the sample size.
- 7) Describe the variables that are used to measure the concepts and constructs.
- 8) Create a survey instrument for a quantitative study – also known as a questionnaire.
- 9) Experience using the survey instrument to gather real data.
- 10) Practice analyzing data in an MSEXcel spread sheet to determine if data is normal or non-normal for the purpose of generalizing the study to the population.
- 11) Reporting findings along with ethical/political considerations- if any.

*How this course and Learning Objectives will benefit you:*

1. You will be prepared for discussing research needs in most industry or academic settings.
2. You will practice start to finish creating a research plan, collecting data, analyzing and reporting.
3. You will earn certifications you can place on your resume and link to your LinkedIN account.

## Materials: TEXTBOOK, SOFTWARE, APPS REQUIREMENTS

NO TEXTBOOK TO BUY

STUDENTS MUST HAVE:

PDF READER (available via UNT's VMWare for free)

MS OFFICE WORD, PPT, EXCEL (available via UNT's VMWare for free)

PACKBACK APPLICATION (On 1<sup>st</sup> Packback Assignment Student's purchase price ~\$15usd)

*Strongly recommend having a -free- LinkedIN account!*

These material requirements must be met by Wed., Jan 25<sup>th</sup> by 11:59:00pm

## Where to get HELP:

### Technical Expectations, Software Requirements-Tech Support

This course does not teach how to use: CANVAS, Respondus, ZOOM, UNT Library Sources, ***APA citation style***, write at a professional communication level, use PDF, MSWord, MSPPT, or MSEXcel. UNT provides help for all of these expectations=).

UIT Help Desk: <http://www.unt.edu/helpdesk/index.htm> UNT Writing Center <https://writingcenter.unt.edu/>

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The University of North Texas provides student technical support in the use of CANVAS and supported resources. The student help desk may be reached at:

Email: [helpdesk@unt.edu](mailto:helpdesk@unt.edu)  
Phone: 940.565-2324

UNT Librarian Ms. Yvonne Dooley, (940)565-3980, [Yvonne.Dooley@unt.edu](mailto:Yvonne.Dooley@unt.edu)  
Or UNT Library Main Services desk (940) 565-2413

- Other related hardware or software necessary for the course: such as headset/microphone for synchronous chats, webcam, etc.
- Canvas technical requirements that students are expected to check and insure their hardware works: <https://clear.unt.edu/supported-technologies/canvas/requirements>

## Minimum Technical Skills Needed

UNT Technology Service desk is your first stop for technical help. Technology Skills you must have (*by the way, I borrowed many of these from employer job posting expectations*): Today's 'employer expectations' and our minimum technology skills for successful completion of this course include:

- ✓ Basic familiarity with MS Office in a PC environment
- ✓ Opening, creating, sending, and receiving Microsoft documents and PDF documents
- ✓ Using a web-camera - MAY be required for Exams.
- ✓ Recognizing and opening 'hot links'
- ✓ Navigating Canvas, using Canvas
- ✓ Identifying the strength/availability of your Internet
- ✓ Know what "browser" you are using
- ✓ Know what "operating" system you are using
- ✓ Ability to access YouTube and or Canvas Videos (ODA accommodations included where videos appear)
- ✓ Have a UNT ZOOM account with the ability to use Zoom if asked.

## Success in this Online Course

- ✓ Do not miss **due dates**.
- ✓ Login to Canvas **one or two times each day**.
- ✓ Always **read announcements in Canvas and on GroupMe**.
- ✓ **Move through the course in sequential order**.
- ✓ **Read, watch, research everything provided to you**.
- ✓ **Only use the LINKS to graded requirements under "COMPLETE" section each week**.
- ✓ Other information on taking an asynchronous online course may be helpful at: ["How to Succeed as an Online Student."](#)

### Technology Agreement with Students

Here is the technology expectation from the instructor with every student:

You, the student, are responsible for obtaining and maintaining any equipment and ancillary services needed to connect to or access the CANVAS. You, the student, are responsible for obtaining and maintaining any equipment and ancillary services needed to connect to or access any materials provided in the course by the instructor.

You, the student, are responsible for your access, including without limitation, working hardware, software, internet service, cable, modems, or telecommunication capacity necessary to attend the course online or face-to-face. You shall be solely responsible for ensuring that the equipment you choose to use, and ancillary services, are compatible with the CANVAS, the UNT website, UNT library site, any course materials provided, and software required.

This instructor has a zero-tolerance policy for technology excuses. Reasons that support this zero-tolerance policy is: 1) sufficient resources are available to check the system the student chooses to use, 2) it is the student's decision when, where, and how they desire to access course materials, 3) the student agrees before beginning any test or exam in CANVAS they understand there are no resets, and 4) the student has an obligation to fix any technical issues before making additional test attempts at any time – this requires time management skills on the part of the student.

### Student Academic Support Services

- [Code of Student Conduct](#): provides Code of Student Conduct along with other useful links
- [Office of Disability Access](#): 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](#)
- [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, undergraduate and graduate, including online tutoring
- [Succeed at UNT](#): information regarding how to be a successful student at UNT

### COMMUNICATING WITH YOUR INSTRUCTOR

**Primary method to communicate with your Instructor is via TEXT at 469-951-3200:** Dr. Mims asks everyone to communicate with her via text message. Students that text before 10pm can likely expect a reply same day. After 10pm, students can expect reply next day.

**Students that do not want the instructor to have their personal cell number are asked to use this protocol:** send an email to [4699513200@tmomail.net](mailto:4699513200@tmomail.net) REASON: this converts to an SMS text message!

**Secondary method is GroupMe.** The instructor has created a GroupMe for this course and encourages students to join, communicate with the instructor and or each other. GroupMe messages to the instructor may take one to two days for reply.

Official emails may be sent by the instructor to the student on UNT Policy related matters.

## ASSESSMENT & GRADING

Read everything in our CANVAS SYLLABUS, especially pay close attention under these titles :

- “How you are Evaluated-When grades are Posted”
- “Policies Critical to Student Success in this Course”
- “How to Earn Grade Points”

**Total Points Possible for Semester/Grading Scale = 1115 maximum graded points**

#Activities	Source:	Poss. Pts.
8	TESTs	240
9	Project	700
7	Assignments	175
		1115

Grade Scale by total Points		
1004	-1055	A
892	-1003	B
781	-891	C
669	-780	D
	<669	F

**USE SYLLABUS IN CANVAS FOR OFFICIAL DETAILED COURSE SCHEDULE.**


**COURSE POLICIES-STUDENT MUST READ ALL OF THE FOLLOWING IN CANVAS:**

 [ABSENCE POLICY - UNT POLICY and SPECIFIC NOTICE](#)

 [ACADEMIC INTEGRITY - UNT POLICY](#)

 [LATE POLICY](#)

 [COVID POLICIES as of August, 2021](#)

 [COPYRIGHT NOTICE - FEDERAL LAW & UNT POLICY \(PLAGARISM!\)](#)

THE FOLLOWING ARE REQUIRED ON ALL SYLLABI BY THE UNIVERSITY

## UNT POLICIES



### Academic Integrity Policy

**As per UNT policy, a syllabus for a course MUST include the following statement:**

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. This professor will email the Dean of Students especially when students make a low grade on any quiz/test/exam on their 1<sup>st</sup> attempts, and, if students plagiarize, and finally, if their group complains about a lack of participation in group projects or group competitions.

### ADA Policy

**As per UNT policy, a syllabus for a course MUST include the following statement:**

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 at [disability.unt.edu](http://disability.unt.edu).

### Emergency Notification & Procedures

**As per UNT policy, a syllabus for a course MUST include the following statement:**

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.

### **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 [deanofstudents.unt.edu/conduct](http://deanofstudents.unt.edu/conduct).

### **Access to Information - Eagle Connect**

Students' access point for business and academic services at UNT is located at: [my.unt.edu](http://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: [eagleconnect.unt.edu/](http://eagleconnect.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](mailto: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](mailto:oeo@unt.edu) or at (940) 565 2759.

### **Important Notice for F-1 Students taking Distance Education Courses**

**The following is not a required syllabus component, but an important element for online course syllabi.**

#### **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 at <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.

### **FINAL COMMENTS: Changes to Syllabus, Course Policies, Schedule or Objectives**

UNT Requires that Faculty must give reasonable notice to students when changes are made to a course syllabus and any changes must be reflected in the corresponding online syllabus.



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I'm human **an** often make mistakes or typos. All mistakes or typos are UN-intentional and please know this: that I'm grateful if you text to me regarding anything that does not look right, or does not add-up correctly, etc. These kind, courteous heads-up to me benefit everyone.

Expect if any changes are made, I will post an Announcement in Canvas, and - if you have texted me, I will also reach out via text to check the announcement. I will also post short announcements to GroupMe if the syllabus, a policy or the official course schedule changes.

Until an announcement is made saying our schedule has changed, we use the latest version of the 'official course schedule' as our scheduling guide. The latest version date is indicated in CANVAS.

-----end requirements from UNT-----

**100% Accuracy Required on Syllabus/Policy test before students can enter the course material.**

**STUDENTS REQUIRED TO COMPLETE EACH REQUIREMENT IN ORDER – REASON, THE CONTENT AND REQUIREMENTS IN THE COURSE BUILD UPON EACH OTHER.**

**STUDENTS MUST USE THE LINKS INSIDE EACH WEEK UNDER THE 'COMPLETE' SECTION or RISK EARNING A ZERO.**

**Posting of Final Course Grades, only the Registrar can provide students with their 'official course grade'.**

**Students encouraged to calculate their own status each time a grade is posted!  
#point earned/#points possible**