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Understanding basic research methods and learning to evaluate evidence presented to you are important professional and life skills! Your own research can support change and provide information about how a program or intervention is working. Evaluating others' research can help you make informed decisions, both in your personal and professional life. As we are faced with more and more information via the web and other media, we must develop the skills to decide whether information is useful and accurate. As professionals we want to provide the best possible services to our clients. In our personal lives, we are increasingly asked to make important decisions such as choosing healthcare plans, where to send a child to school, and how to plan for retirement. Although choice is always welcome, it requires us to become better at critical thinking and the evaluation of information. This is a hands-on hybrid course where you will spend time each week engaged in research design, field observations, reading, computer lab work, writing and/or problem solving with a research team. By the time you complete HSP 385, you will have the basic skills needed to engage in the research process and prepare basic reports within your workplace.

HSP 385 also satisfies WWU's **writing proficiency requirement** that must be met prior to graduation. You will have many opportunities to improve you writing and critical analysis skills during the quarter. During this course, you will write and revise a research proposal, receiving feedback from multiple sources including myself, your peers, and the WWU Writing Center. HSP 385 serves as a pre-requisite for HSP 485 (Program Planning and Evaluation).

READINGS

Required Readings:
All weekly readings are accessible through the Blackboard site. They include both links to web readings and articles (PDFs) you can download. Please be prepared to discuss the readings during class. Many weeks will have multiple-choice quizzes regarding the reading on Blackboard.

Other useful websites for this quarter:
1. Evaluating web sites:
   http://www.library.wwu.edu/ref/howtoguides/evaluatingwebsites.html
2. Library Information Tutorial—A Great Tutorial!: http://www.library.wwu.edu/ref/inst/lit/
3. Preparing an annotated bibliography:
   http://www.library.cornell.edu/olinuris/ref/research/skill28.htm
4. WWU Writing Center: http://www.acadweb.wwu.edu/writingcenter/index.htm

COURSE OUTLINE – subject to change

Date	Subject	Assignments Due	Points
Various	**ATTENTION!!**	• Assignments are due on Monday unless noted. • There will be several short quizzes on the readings on Blackboard throughout the quarter worth 10% of your grade. You are responsible for checking Blackboard re: quizzes. Read, please!!	10
Mar. 31	• Introduction to Social Research • Introduction to Evaluating Evidence		
Apr. 5 **Apr. 7**	• Annotated Bibliographies • The Research Process		
Apr. 12 **Apr. 14**	• Research Ethics • Evaluating Web-based Evidence • Developing Hypotheses	• Annotated Bibliography	10
Apr. 19 **Apr. 21**	• The Literature Review • Key Concepts in Data Collection • Data Collection Instruments	• Complete NIH human subjects review training http://phrp.nihtraining.com/users/login.php • Evaluating Evidence #1	5 10
Apr. 26 **Apr. 28**	• Surveys	• Literature Review – draft, due Apr. 26 • Literature review critiques, due Apr. 28	5
May 3 **May 5**	• Concepts in Data Collection and Analysis		
May 10 **May 12**	• Qualitative Analysis • Observation	• Group development and administration of survey	
May 17 **May 19**	• Quantitative Analysis • Interpreting Data	• Literature review-final	25
May 24 **May 26**	• Quantitative Analysis	• Evaluating evidence assignment #2	10
May 31	**NO SCHOOL**	• Memorial Day Holiday	
Jun. 2.	• Group presentations of survey findings	• Group presentation of survey findings • Final draft of research proposal due including statement of problem, lit review and proposed data and methods, **due Wed, June 2**	10 15

COURSE DETAILS
Participation, Assignments, Lab Assignments, and Blackboard:
- All take-home assignments will be discussed in class and posted on Blackboard. If you missed class, it is your responsibility to check Blackboard for assignments and contact me if you have questions. In HSP 385, participation involves group discussions and presenting related to course projects, readings, and assignments. This course is fast-paced, so it's important to attend and participate as fully as possible. Expect to spend approximately 8-10 hours per week outside of class time participating, reading, and completing course assignments. Participation is very important to succeeding in this course. **Students missing more than two weeks of class participation will not pass the course**.
- PLEASE come see me or email me right away if you are having trouble or don't understand something. Also, I am happy to hold small group tutorials outside of class if students think they could benefit from this. Let me know!

Weekly assignments:
This course is a lab course—we do a lot of hands-on work in the computer lab and in the field during class-time. In addition, there are take-home assignments and sometimes difficult readings. It is vital that you come to class if you want to learn the material. In addition, plan on the assignments and readings taking a *significant amount of time each week* to complete.

Submitting Assignments
<u>All</u> assignments should be typed (APA style, if applicable) and submitted at the BEGINNING of class on the assigned due date. I only accept assignments that are attached under "Assignments" on the Blackboard site (unless there are extenuating circumstances). Your "proof" that you submitted your paper on time is the confirmation you receive from Blackboard once you upload your assignment. Please save this confirmation in case there is a problem later on. This is the ONLY proof I will accept that you turned your assignments in on time.

Research Proposal – (Capstone Portfolio Contribution):
In HSP 385 you will develop a research proposal regarding a social problem that most interests you. You will be working on this project in a series of steps from question formulation to literature review, to proposed research methods.You will have the opportunity to gain feedback from your peers and from me and revise your work throughout the quarter. The final submission should incorporate revisions derived from critiques by your peers and me. This assignment and its process of revision meets Western's Writing Proficiency requirement and also demonstrates mastery of CSHSE Standard #15. The final research proposal should be included in your capstone portfolio.

Course Grading Scale

A	95-100	C	74-76
A-	90-94	C-	70-73
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	D-	60-63
C+	77-79	F	Below 60

NOTE: Grading is not based on effort or improvement; it is based on the quality of output. Grading standards are described in the WWU bulletin. Students will be given the opportunity to evaluate both the course and the instructor at the end of the quarter. Informal feedback is welcome anytime throughout the quarter.

POLICIES

Academic Dishonesty Policy: <u>Plagiarism</u>- Instances of academic dishonesty, including plagiarism, will receive a failing grade and will be reported to the Provost's office. A student may be dismissed from the Program if a major violation of academic dishonesty is identified.   Western Washington University students are responsible for reading, understanding, and upholding the standards of academic honesty as set forth in the *WWU Academic Dishonesty Policy and Procedure* (see Appendix D of the University Bulletin). Here is some useful information about plagiarism: http://www.library.wwu.edu/ref/plagiarismtext.htm . <u>Note: Please pay careful attention to this policy in HSP 385. In the past, a number of students in the Program have received failing grades in HSP 385 due to plagiarism.</u>

Etiquette: Cell phones should be turned off. Use of I-Pods, texting, and laptops for non-course related activities are not allowed during class time.

Late Assignment Policy: Assignments are due on or before the assigned due dates. Due dates for the reading, written and/or presentation assignments are given in the Course Outline. Late assignments will receive a 10% deduction for each day the assignment is late; you will not be able to submit them via Blackboard and must email them directly to me.

Written Work Policy: All written work must be typed, double-spaced, and grammatically correct.   All assignments should conform to APA Publication guidelines. Please proofread work before submitting. Poor writing skills and submission of work that does not address assignment criteria will influence the final grade. The Writing Center at WWU is also available to provide writing support and assistance. Please contact them for details at: http://www.acadweb.wwu.edu/writingcenter/index.htm

"K" Grade Policy: Students who request a "K" (incomplete) grade must be doing acceptable work up until the 7th week in order to be eligible to receive an incomplete. "The grade of **K (Incomplete)** is given only to a student…when extenuating circumstances make it impossible to complete course requirements on schedule." (Extenuating circumstances do not include mere lateness in completing work.) Students must **ask** for the "K" grade and a contract must be completed stating what must be accomplished to satisfy the incomplete. A date of completion must be specified on the contract. Students will be given the grade earned at the time of the incomplete contract minus any points associated with incomplete assignments if course work is not completed as agreed when the contract expires. Please review the statement regarding the assignment of incomplete grades in the Western Washington University Bulletin.

Students with Disabilities: I wish to fully include students with disabilities in this course. Please let me know as soon as possible if you need any DRS approved accommodations in the curriculum, instruction, or assessments of this course to enable you to fully participate. All information will remain confidential to the extent possible. Western's Reasonable Accommodation Policy: It is the policy of Western Washington University to provide reasonable accommodations to the known physical, sensory, and/or mental limitations of qualified individuals except where such accommodation would impose undue hardship on the institution. To request accommodation, students must contact WWU disAbility Resource Center for Students at (360) 650-3844 or www.wwu.edu/depts/drs/.

ADDITIONAL RESOURCES
In the interest of a greener syllabus, see Blackboard under "Documents"

HSP 385 - National Standards Aligned with Outcomes, Learning Activities, and Assessments

Standard #15: The curriculum shall provide knowledge and skills in information management.			
Indicators	**Outcomes**	**Learning Activities**	**Assessment**
• Knowledge and skills to obtain information	• Demonstrate knowledge of how to observe systems • Identify major steps in the research process • Assess and critically review HS relevant scholarly and professional literature. • Describe and demonstrate understanding of various methodological approaches to research	• In-class activities • Web readings • Evaluating evidence exercises • Web literacy activities	• Research proposal • Evaluating evidence assignments • Annotated bibliography • Survey design, implementation, and evaluation • Research design proposal in research paper
• Knowledge and skills to categorize, synthesize, and analyze information.	• Utilize technology to create and manage spreadsheets and databases • Demonstrate understanding of elementary quantitative and qualitative analytic approaches involved in HS research	• Introduction to Excel, and web-based databases • In-class lab assignments • Observation and data coding activities • Peer reviews	• In-class lab assignments • Survey instrument activities • Evaluating evidence assignments
• Skills to present research findings in written or verbal form	• Articulate results of a research study • Use APA style in the formatting of academic papers	• In-class activities re: evaluating evidence • Lab assignments and summaries • Peer reviews	• Annotated bibliography • Research proposal • Group presentation of research findings

Standard #19: The curriculum shall incorporate human services values and attitudes and promote understanding of human services ethics and their application in practice.			
Indicators	**Outcomes**	**Learning Activities**	**Assessment**
• Confidentiality of information • Integration of ethical standards	• Demonstrate ability to follow institutional requirements for human subjects participation in research	• Ethics readings including • WWU IRB policies • In-Class exercises and discussion • Tuskegee film	• Completion of NIH online Human Subjects training tutorial

In addition to addressing CSHSE National Standards, HSP 385 also addresses select information literacy standards as identified by the American Library Association. For additional information see:
http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm