Self-Paced Degree Program
Paper-Based Course Packet
PSY 373-WB Research Methods

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Welcome, and thank you for choosing Upper Iowa University

Whether you are taking one course or pursuing your degree, your satisfaction is important to us. We look forward to working with you to successfully complete this course.

There are several **KEY** points you need to know for this experience to be a good one.

Please review the **entire** syllabus before beginning the course. Each Unit covers four chapters. Refer to the syllabus throughout the enrollment period for important policies.

1. Please address specific questions about course content to your instructor. If the information is not clear, contact your instructor for additional guidance. If your units are not returned within a reasonable period of time please contact our office.
2. As a best practice, you are encouraged to **ALWAYS** keep a copy of your units before submitting them for grading.
3. Upper Iowa University staff and faculty are dedicated to providing you a rewarding learning experience. We would like to hear from you with any comments, questions or concerns.

Best wishes and enjoy!

Creating success in your Self-Paced course

If you are planning to complete this course within a particular time frame, the chart shown below will assist with your planning. Students who develop a regular time schedule and set goals for unit completion are most successful in completing courses within a specific time frame.

Please review the "COURSE SCHEDULE" in the "SYLLABUS" for planning unit submission deadlines that are consistent with your course completion goals. ***(Optional Planning Chart)***

Goal time frame for course completion	**Number of activities to submit to your instructor by the week indicated.**					
*	Total Activities = 4	Total Activities = 5	Total Activities = 6	Total Activities = 7	Total Activities = 8	Total Activities = 9
Two Months						
End of week two	1	1.25	1.5	1.75	2	2.25
End of week four	2	2.5	3	3.75	4	4.5
End of week six	3	3.75	4.5	5.5	6	6.75
End of week eight	4	5	6	7	8	9
Four months						
End of week four	1	1.25	1.5	1.75	2	2.25
End of week eight	2	2.5	3	3.75	4	4.5
End of week twelve	3	3.75	4.5	5.5	6	6.75
End of week sixteen	4	5	6	7	8	9
Six months						
End of week six	1	1.25	1.5	1.75	2	2.25
End of week twelve	2	2.5	3	3.75	4	4.5
End of week eighteen	3	3.75	4.5	5.5	6	6.75
End of week twenty four	4	5	6	7	8	9

Course Description

Credits: 3 semester credits

Catalog Course Description: This course explores the development of skills essential to critical evaluation of behavioral research. The emphasis is on understanding scientific method, research, methodologies and statistical analysis. Prerequisites: SOC 110 or PSY 190 and MATH 220.

Term Information: Refer to myUIU or the cover page attached to this course packet for your official term enrollment period.

You have six months from the beginning date of your enrollment to complete this course. You should start working on your course immediately upon enrollment and be prepared to submit unit one (1) within the first 60 days of the enrollment period to avoid a potential administrative withdrawal.

Credit Hours:

As a requirement of HLC Accreditation, all UIU courses, regardless of meeting schedule or instructional mode, follow the Federal Credit Hour Definition. As such, each credit hour earned at UIU is equivalent to a minimum of 45 hours of student engagement.

For more information on how specific instructional modes meet this requirement, please see *UIU's Policy Guidelines for Instructional Time Expectations:* UIU Policies.

Course Objectives

1. Critically evaluate existing psychological research.
2. Conduct a review of psychological literature.
3. Demonstrate an understanding of ethical issues of research.
4. Distinguish testable hypotheses, reliable and valid measurement procedures.
5. Design, conduct, and report on a simple research study.

Required Textbooks

Gravetter, Frederick J. & Forzano, Lori-Ann B Forzano (2018) Research Methoids for the Behavioral Sciences 6e. Cengage [ISBN:
978-1-337-61331-6)

APA Manual 6th Edition

Questions & FEEDBACK

You will receive your graded units within approximately three weeks from the date you submit them. If there is a delay, please call Upper Iowa University. After receiving the graded unit, review and contact me immediately with any questions.

COURSE REQUIREMENTS AND Grading Criteria

The course consists of 4 units. All course materials will be available and all work should be turned in for grading. You should not go onto another Unit without completion of the prior unit.

Even though you do not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it is important to maintain a regular schedule, if possible, to complete all course work. It is too easy to set work aside and decide to do it later.

Midterm and Final Examination (Open Book):

The Midterm and the Final Exams are open book examinations composed of 50 multiple-choice questions worth 1 point each. The questions will come from Chapters 1-8 that means from Units 1 and 2 and the final will be based on Chapters 9-16. You have one attempt with 60 minutes.

Grading Criteria

The course letter grade will be based on the following grading criteria.

Activity	Points
Student Autobiography	50
1 Reflection per Unit = 4 Reflections (50 pts. each)	200
1 Key Term Assignment per Unit for total of 4 @ 25 pts each and = to a total of 100 pts.	100
1 Exercise Assignment per Unit for a total of 4 Exercise Assignments (50 points each)	200
Midterm Exam (50 multiple choice/Chap. 1-8/1 pt. each=100)	100
Final Exam (50 multiple choice/Chap. 9-16/1pt. = 100)	100
Research Topic – 10 pts.	10
Research Outline – 20 pts	20
Research Abstract – 20 pts.	20
Research Paper - 200	200
Total Points	**1000**

NOTE: In order to pass this course, you must get a passing grade (“D” or better), on the exam and have enough cumulative points to earn a passing grade.

Grade Scale

Letter Grade	Percent	Points
A	90-100%	1350 - 1500
B	80-89.9%	1200 – 1349
C	70-79.9%	1050 – 1119
D	60-66.9%	900 – 1049
F	0-59%	< 899

Course Schedule: You are strongly encouraged to complete the units and exams in the order they are shown below. Completing units/exams out of sequence could result in a loss of points and a reduced grade.

The appropriate unit cover sheet must be included with your assignment.

Unit	Topics of Study	Activities	Assessments
Unit 1	**Chapter 1** Introduction, Acquiring Knowledge, and the Scientific Method **Chapter 2** Research Ideas and Hypotheses **Chapter 3** Defining and Measuring Variables **Chapter 4** Ethics in Research	**Review your packet** **Read:** About Your Instructor Chapter 1, 2, 3, and 4 Formulate a timeline for the course	**Student Autobiography** **Unit 1:** Exercise Reflection Key Terms 1-10 Submit Research Topic

Unit	Topics of Study	Activities	Assessments
Unit 2	**Chapter 5** Selecting Research Participants **Chapter 6** Research Strategies and Validity **Chapter 7** The Experimental Research Strategy **Chapter 8** Experimental Designs: Between Subjects Design	**Read** Chapters 5, 6, 7, & 8 Review your timeline, confirm you are on schedule	**Unit 2** Exercise Reflection Key Terms 1-10 Research Outline
MIDTERM	**Request Midterm** **Chapters 1-8**	**50 Multiple Choice** **Questions 1 pt. each**	
Unit 3	**Chapter 9** Experimental Designs: Within Subjects Design **Chapter 10** The Nonexperimental and Quasi-Experimental Strategies: Nonequivalent Group, Pre-Post, and Developmental Strategies **Chapter 11** Factorial Designs **Chapter 12** The Correlational Research Strategy	**Read** **Chapter 9, 10, 11, & 12** Review your timeline, confirm you are on schedule	**Unit 3** Exercise Reflection Key Terms 1-10 Research Abstract

Unit	Topics of Study	Activities	Assessments
Unit 4 **FINAL EXAM**	**Chapter 13** The Descriptive Research Strategy **Chapter 14** Single-Case Experimental Research Design **Chapter 15** Statistical Evaluation of Data **Chapter 16** Writing an APA-Style Research Report **REQUEST FINAL EXAM**	**Read** **Chapter 13, 14, 15, & 16** Review your timeline, confirm you are on schedule **50 Multiple Choice Questions 1 pt. each**	**Unit 4** Exercise Reflection Key Terms 1-10 Final Research Paper

Course Expectations

Email

Upper Iowa University employees and students are issued a UIU email account. University email communications will only be sent to UIU email addresses. Faculty and staff are not obligated to respond to students using non-UIU email accounts.

Professional Writing and Speaking Guidelines

Communications should follow Student Conduct and Discipline,
Respect for the University Environment, and Code of Student Responsibly in the Student Handbook (pg. 20 and 21). Respect the opinions of others using appropriate language and communication.

University Policies

Library Resources

As a student of Upper Iowa University, library resources (online journal databases, e-books, newspaper access, citation help, etc.) are available. If travel to the campus is not feasible, you can access the library through the University's website. Go to: www.uiu.edu/library. If you need assistance locating information or using the library's resources, please contact the library at library@uiu.edu, Phone: 563-425-5270.

To use any of the materials listed on the site, you can log in using your myUIU username and password. If you need help with your myUIU login credentials, please contact the UIU Help Center Desk at helpdesk@uiu.edu, Phone: 563-425-5876.

Withdrawal (W)

If a student decides to withdraw from a course before the end of an enrollment period, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. All students should consult with the Business Office and Financial Aid Office to understand the financial impact of withdrawing prior to initiating the withdrawal process.

Tuition adjustments are independent from academic and financial aid deadlines. Upon receiving a request for withdrawal, using the number of lessons submitted as compared to the total due, a refund of tuition is made according to the following guideline.

On or before the first day of the enrollment period* 100%

After the first lesson through 10% of the enrollment period 90%

After the first 10% through the first 25% of the enrollment period 50%

After the first 25% of the enrollment period 0%

*Enrollment is measured by the number of assignments to be submitted during a six-month period of time, as determined by the University, during which semester credits are earned toward graduation. The refund/repayments shall be calculated using the percentages noted above as determined using the number of assignments completed and the number of assignments yet to be submitted.

For example, if a student submitted 2 of 17 assignments, they completed 11.76% of the class assignments. The student would be refunded 50% of the tuition cost.

For students from Wisconsin, Maryland, Georgia, Oregon, or Arizona, state laws apply. For students enrolled through the cpacredits.com program, no refund is allowed after the first two weeks.

Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of $99.

Course withdrawal may impact financial aid eligibility. A financial aid counselor is available to discuss this decision.

Upper Iowa University is required to use a pro rata schedule to determine the amount of Title IV aid the student has earned at the time of withdrawal. If financial aid funds have been released to the student because of a credit balance on the student's account at Upper Iowa University, the student may be required to repay some or all of the amount released to the student. This policy is subject to federal regulations. Contact the Financial Aid Office for details.

EXTENSION

Students will be allowed to request an extension and receive an 'X' (extension grade) at the end of their original six-month enrollment period if:

- A minimum of one assignment has been received for grading per guidelines **AND**
- All course units and exams are not completed and submitted **OR**
- A course withdrawal has not been initiated.

Note: The fee for a self-paced extension is $99 per course. The request for an extension must be submitted no earlier than one month before the end of the course and no later than a week before the end of the course.

Extension grade details

- When the extension is granted, and an "X" grade is issued, the student will receive a four-month enrollment period to complete the course.
- Students do not have the option to withdraw from a course after the initial six-month enrollment period.
- An 'X' grade posted to the student's official record will be replaced with a final letter grade; however, the extension will remain on the official transcript as a notation.
- If the course is not completed by the end of the extension period, the instructor will assign a final grade (A-F) based on work completed in relation to the total course requirements.
- If credit is not earned by the end of the extension period, students can reenroll and repeat the entire course for credit.

Note: Students are not reported as enrolled during the extension period and are not eligible for student loan deferment. At most, one extension will be granted.

Note: Students are not reported as enrolled during the incomplete/extension period and are not eligible for student loan deferment.

The fee for a self-paced extension is $99 per course. To request an extension, the "Self-Paced Course Extension Request" form must be completed and returned to the Self-Paced department. The form can be found at https://my.uiu.edu (Academics Tab under Student Forms). The request for an extension and payment must be submitted no earlier than one

month before the end of the course and no later than a week before the end of the course. Please see page 40 of the Academic Catalog for more information regarding the Incomplete/Extension guidelines. **If you do not request and pay for an extension, a final grade will be issued for the course based on coursework received by the original course end date.**

If you do not wish to use the extension option and will not be able to finish your Self-Paced class by the original six-month end date, you can submit a course withdrawal form before the course end date if you wish to withdraw from the course. The number of lessons submitted as compared to the total due determines the amount of the course refund. Please see page 38 of the Academic Catalog for more information on the refund policy.

Academic Accommodations

It is the policy of Upper Iowa University to ensure equal access to educational and cocurricular activities to students with disabilities as mandated by the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973. A student seeking accommodations should contact the Director of Disability Services (DDS) as early in the term as possible. In order to receive accommodations, students must disclose their disability to the DDS by completing a *Voluntary Disclosure Form*, as well as providing appropriate documentation. The *Voluntary Disclosure Form*is available in the DDS' office or online at www.uiu.edu/disability services. Students will be given a *Request for Accommodations Contract* during their initial appointment with the DDS. **This appointment will be in person for Fayette campus students and over the phone for Online, and Self-Paced students**. It is the student's responsibility to provide the instructors with a copy of the *Request for Accommodations Contract*. (For Online students, these contracts are emailed out to instructors by the DDS for the student). Additionally, students should work cooperatively with their instructors throughout the term to make sure that appropriate accommodations are being made. You can contact the DDS at (563) 425-5949, disabilityservices@uiu.edu, or stop by the office in the Student Center, Office of Student Development, Room 229.

Use of encyclopedia in Writing

Encyclopedias of any kind, including the very popular Wikipedia and/or dictionaries can be useful to help gather background information and to point the way to more reliable sources. However, they are not considered appropriate sources for papers at the graduate or undergraduate level.

Writing proficiency

All sources used in your papers must be cited where appropriate in the text of your work and in a reference list at the end of your work.

CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM

Because cheating, academic dishonesty and plagiarism constitute a denial of the University's and the offender's own integrity, they will not be tolerated.

Cheating includes, but is not limited to:

- The use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments.
- The copying of other students' work or allowing others to copy your work. The submission of work that is not your own or allowing others to submit your work as theirs,
- The submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- Sharing academic materials knowing they will be used inappropriately,
- Accessing another person's work without permission,
- Providing false or incomplete information on an academic document,
- Changing student records without approval,
- Obtaining and using texts or other materials intended for instructor use only **Plagiarism** includes, but is not limited to:
- The presentation of another's published or unpublished work as one's own,
- Taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- Using charts, graphs, statistics or tables without proper citation.

Detected cheating or plagiarism will result in consequences that may, at the professor's discretion, include course failure. In addition, an offender can be reported to the Faculty/Student Conduct Board for possible further disciplinary action.

Copyright Protection

In recognition of the Copyright Law of the United States (Title 17, United States Code), Upper Iowa University reminds both faculty members and learners that a willful infringement of the law may result in disciplinary action. The University library has available materials discussing the "fair use" concept, along with criteria and guidelines for reproduction and use of copyrighted materials.

THIS SYLLABUS IS TENTATIVE AND SUBJECT TO CHANGE.