The University of Oklahoma  
College of Continuing Education  
Advanced Programs – Course Syllabus

Course Title:  
Research Methods

Course Number:  
LSTD 5043-490

Course Description:  
Theories and techniques of research designed to prepare graduate students to carry out individual research on a topic within an interdisciplinary program of study.

Course Dates:  
January 2 – April 30, 2014  
Last day to enroll or drop without penalty: December 4, 2013

Site Director:  
This is a three-credit hour online course. Please see your local Site Director or e-mail our online site coordinator at aponline@ou.edu

Professor Contact Information:  
Course Professor: Jeffrey Maiden, Ph.D  
Mailing Address: The Jeanine Rainbolt College of Education  
Department of Educational Leadership and Policy Studies  
820 Van Vleet Oval  
University of Oklahoma  
Norman, OK 73019-0260  
Telephone Number: 405-325-1524  
Fax Number: 405-325-2403  
E-mail Address: maiden@ou.edu  
Virtual Office Hours: Monday – Friday 9 am to 5 pm CST  
Professor availability: The professor will be available via e-mail to students during the above listed Virtual Office Hours and other methods by arrangement.

Textbook(s) and Instructional Materials:  
Student materials are available at the OU Follett Bookstore located at 1185 Asp Avenue; Norman, OK. Orders can be placed online at www.oklahoma.bkstr.com. Faxed orders may be placed 24 hours a day at (405) 325-7770. Representatives are available by phone at (405) 325-3511 or (800) 522-0772 (toll-free) or E-mail at 0831mgr@fheg.follett.com from 8 a.m. to 6 p.m. Monday through Thursday; 8 a.m. to 5 p.m. on Friday; and 10 a.m. to 4 p.m. on Saturday (CST). Summer hours: 9 a.m. to 5 p.m. Monday through Friday (CST). (Text prices are available online.)


3. Materials posted on the OU Desire to Learn (D2L) system: Access D2L at http://learn.ou.edu; enter your OU NetID (4+4) and password, and select course to access material. Please contact your local Site Director if you require assistance.
Note: Follett is the Advanced Programs contractual textbook provider. Should text changes become necessary after publication of the course syllabus, Advanced Programs will facilitate text returns/refunds only for texts purchased through Follett.

OU E-Mail:
All official correspondence from distance learning instructors will be sent only to students’ ou.edu address.

Online Learning Resource Center:
The Online Learning Resource Center of the University of Oklahoma’s College of Arts and Sciences Online Program is here to serve you and assist you with any questions, problems, or concerns you may have. For assistance go to http://casweb.ou.edu/olr/ or contact us by telephone at: (405) 325-5854 or Email: casonline@ou.edu

Course Objectives:
The course focuses on understanding and applying fundamental concepts of research design, including statistical analysis. The course is intended fundamentally as an introductory conceptual overview of research coupled with an introduction to rudimentary statistics. The research element will include understanding research philosophies, the importance of theory and literature in research, ethical issues and basic research design. The statistical element will include an introduction to descriptive and inferential statistics and probability. These two elements will be examined as parallel tracks across the four units of the course for two reasons: 1) Students will likely more readily understand each component given a full semester to absorb. It would be much more difficult to learn the material in half the time; and, 2) these are not necessarily sequential knowledge bases. It is not necessary to develop an understanding of one prior to the other. The course focuses primarily on quantitative research.

Course Web Site:
Detailed information about the objectives and goals of the course, as well as the course requirements and resources for completing them, are available through the course web site: http://www.ou.edu/cls/online/LSTD5043/. Additionally, the course includes resources through learn.ou.edu.

Assignments, Grading, and Due Dates:
The course includes four units plus four components of a Course Spanning Project (CSP). A detailed description of each assignment is included in the course web site (http://www.ou.edu/cls/online/LSTD5043/). The final day for submitting each assignment for full credit is as follows:

- Unit 1 and CSP Component 1               February 10, 2014
- Unit 2 and CSP Component 2               March 10, 2014
- Unit 3 and CSP Component 3               April 7, 2014
- Unit 4 and CSP Component 4               May 2, 2014

Note that most of the due dates are different from those listed on the CLS course site; please adhere to the due dates listed in this syllabus. For each business day that an assignment is submitted after the deadline, 2 percentage points will be deducted from the final score unless the student has made arrangements for late submission with the instructor.

Submit assignments in the online Dropbox. Specific feedback for each assignment will provided either through the dropbox or via email message to each student’s OU email address.

Grading: This is a letter-graded course: A, B, C, D, or F.
Each assignment will be graded based on a percent scale. The unit assignments collectively will constitute 50 percent of the course grade, while the collective Course Spanning Project assignments will constitute the other 50 percent. The Course Spanning Project components will increase in point value, reflecting increasing content of the assignments. Unit 4 assignment includes no percent points, but must be completed to avoid earning an incomplete grade in the course. The grading formula is as follows:

\[ G = (0.15 \times U1) + (0.05 \times CSP1) + (0.15 \times U2) + (0.10 \times CSP2) + (0.15 \times U3) + (0.15 \times CSP3) + (0.05 \times U4) + (0.20 \times CSP4) \]

Where

- \( G \) = the final numerical grade in the course;
- \( U1 \) = the grade for Unit 1 assignment;
- \( CSP1 \) = the grade for Course Spanning Project Component 1 assignment;
- \( U2 \) = the grade for Unit 2 assignment;
- \( CSP2 \) = the grade for Course Spanning Project Component 2 assignment;
- \( U3 \) = the grade for Unit 3 assignment;
- \( CSP3 \) = the grade for Course Spanning Project Component 3 assignment;
- \( U4 \) = the grade for Unit 4 assignment; and,
- \( CSP4 \) = the grade for Course Spanning Project Component 4 assignment;

The following represents the scale used to convert final numerical grades into final letter grades:

- 90% - 100%  A
- 80% - 89%  B
- 70% - 79%  C
- 60% - 69%  D

**Notice:** Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.

**Instructor Notes and Grading Criteria:**

Each unit presentation and the grading criteria for each unit and Course Spanning Project assignment are posted in the Content Area of the learn.ou.edu site. The purpose of the presentations is to supplement the course readings and resources rather than to repeat them.

**Policy for Late Work:**

Please contact the professor regarding his/her policy for late work

**Attendance Policy:**

In addition to interaction via Desire2Learn and E-mail contact, students are required to contact the instructor via E-mail or telephone BEFORE the beginning of the course term for an initial briefing. Although physical class meetings are not part of this course, participation in all interactive, learning activities is required.

Student assignments and student/instructor communications will be conducted via Desire2Learn, although students may contact the instructor via telephone, postal mail, e-mail, or fax as needed

**Incomplete Grade Policy:**

A grade of “I” is not automatically assigned, but rather must be requested by the student by submitting to the instructor a “Petition for and Work to Remove an Incompleted Grade” form. An “I” can never be used in lieu of an “F” nor can an “I” be assigned because of excessive failure to participate in class activities.

**Technical Support Information:**

If you experience technical problems, contact Information Technology by visiting their website at: [http://webapps.ou.edu/it/](http://webapps.ou.edu/it/) or contacting them by telephone at: (405) 325-HELP (4357).
Procedures for Completion of Course Evaluation:
Upon completion of the course students should go to the Advanced Programs Distance Learning webpage and click on the applicable semester link under “Course Evaluations” which will direct them to the evaluation. The evaluation will take approximately five minutes to complete. Completion of the online evaluation is an important tool allowing Advanced Programs to gain information and student feedback for improvement of courses.

Your responses will be kept confidential. They will be reviewed by the department and only supplied to the professor once grades for the course have been submitted.

Important information you should know about online courses:

- To sign on to Desire2Learn (D2L), log in using your 4+4 and your OU network password (note that this is the same 4+4 and password that you use to access your OU email). Once you are logged in, please look for “My Courses,” locate your course and click on it. Remember to check your course site on D2L every day.

- Students enrolled in online courses may be required to take the CAS student orientation in Desire 2 Learn. To take the orientation, sign-on to D2L and then click on “Self Registration” at the top left corner of the page. Information about and instructions for the orientation can be found at http://casweb.ou.edu/olr/public/students/orientation.htm
POLICIES AND NOTICES

Attendance/Grade Policy

Note: Attendance/absences do not apply to online courses. However, participation in all course activities is extremely important to student success in online courses.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution’s policy regarding “I” (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy. Students who receive Financial Aid must resolve/complete any “I” (Incomplete) grades by the end of the term or he/she may be placed on “financial aid probation.” If the “I” grade is not resolved/completed by the end of the following term, the student’s Financial Aid may be suspended make the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Honesty

Honesty is a fundamental precept in all academic activities and … [you] have a special obligation to observe the highest standards of honesty. Academic misconduct in any form is inimical to the purposes and functions of the University and is therefore unacceptable and is rigorously proscribed. Academic misconduct includes:

- cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement;
- assisting others in any such act; or attempting to engage in such acts.

All acts of academic misconduct will be reported and adjudicated as prescribed by the student code of the University of Oklahoma. All students should review the Student’s Guide to Academic Integrity

Accommodation Statement

The University of Oklahoma is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your local OU Site Director.

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course.

Copyright

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: http://www.goou.ou.edu/
INSTRUCTOR VITA

Jeffrey Maiden

Education
- 1994 Ph.D. University of Florida August 1994
- 1990 M.Ed. University of Florida, Major: Educational leadership

Current Positions
- Professor, Educational Administration, Curriculum and Supervision
- Department of Educational Leadership and Policy Studies
- The Jeanine Rainbolt College of Education, University of Oklahoma
- Adjunct Professor, College of Liberal Studies

Frequently Taught Advanced Programs Courses
- LSTD 5043 Research Methods in Interdisciplinary Studies

Major Areas of Teaching and Research Interest
- Education finance;
- The fiscal implications of education reform;
- The implications of fiscal reform in education.

Representative Publications and Presentations
- Woods, Michael, Jeffrey Maiden and Joyce Brandes, “An Exploration of the Representation of Students with Disabilities in Distance Education,” Online Journal of Distance Learning Administration, vol 14 no. 4 (Winter 2011).

Representative Honors and Awards Received
- Distinguished Fellowship Award, 2012: Awarded at the National Education Finance Conference in recognition of exceptional contributions to education through resource allocation, distribution, and policy by awarding the Distinguished Fellow awards to exemplary professionals in our education finance research and practitioner community
- Jack A. Culbertson Award, 2000: Awarded by the University Council on Educational Administration to a professor in the first six years of his or her career in recognition of outstanding accomplishments.

Major Professional Affiliations
- National Education Finance Academy
- American Educational Research Association