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Proposal #
(Academic Affairs use only)

S20hes11 Proposal #
(College use only)

REQUEST FOR A NEW COURSE

University of Central Oklahoma

Course Subject (Prefix), Number, and Title:

Course Subject	Recommended Number	Course Title (maximum of 30 characters) *Remember when abbreviating names, this is how they will appear on student's transcripts.
FMCD	5xx3	Research in Prof. Studies

Course Title: (full title of course if longer than 30 characters)
Research in Professional Studies

For information regarding CIP codes contact your department chair or visit: http://www.uco.edu/academic-affairs/ir/program_inventory.asp
CIP Code: 19.0701

For graduate courses, please attach a syllabus for this course. (See syllabus requirement policy 2.2.)

Course description as it will appear in the appropriate catalog.

Course description only Do not include prerequisites or enrollment restrictions, these should be added under questions 6-12.
(Please use standard American English including full sentences.)

The course covers basic research principles, both methods used in general research, as well as methods used to understand processes within the human sciences. This course concentrates on both research methods and research writing. Instruction is provided in developing skills in reading, evaluating, and synthesizing material from professional journals and other resources dealing with human science research. The course also involves students in active participation in the research process.

Human Environmental Sciences
Department submitting the proposal

<u>Kaye Sears</u> Person to contact with questions	<u>ksears@uco.edu</u> email address	<u>5786</u> Ext. number
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Approved by:

Kaye Sears 7-22-20
Department Chairperson Date

Donna Whit-Kelley 8-18-20
College Curriculum Committee Chair Date
(Please notify department chair when proposal is forwarded to dean.)

Donna Cobb 8/18/20
College Dean Date
(Please notify the department chair when proposal is forwarded to AA.)

Academic Affairs Curriculum or Graduate Council Date

Office of Academic Affairs Date

Effective term for this new course
(Assigned by the Office of Academic Affairs.)

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1. Does this course have an undergraduate / graduate counterpart?

Yes No

2. Is this proposal part of a larger submission package including a program change?

Yes No

3. Does this new course affect a teacher preparation program? (All courses required for any teacher preparation program must have approval from the Council on Teacher Education (CTE) before approval from AACCC or Graduate Council.)

Yes No If yes, send copy of proposal to the Director of Teacher Education, Dr. Bryan Duke.

CTE Approval (Stamp or initial) _____

4. Has this course been previously taught as a common course (4910 seminar, 4960 institute, etc.)?

Yes No If yes, when was the most recent offering? Fall 2019 - FMCD 5960

5. Does this course affect majors or minors outside the department?

Yes No If yes, provide name(s) of department chair(s) contacted, dates, and results of discussion.

6. Prerequisite courses:

Example 1: MATH 1213 and (MATH 2165 or MATH 2185) and CHEM 1213 Example 3: 8 hours of biology including BIO 1404

Example 2: (ACCT 2113 and 2213) and (MGMT 3013 or ISOM 3613)

N/A

7. Co-requisite(s): Which of the above prerequisite courses, if any, may be taken in the same semester as the proposed new course?

N/A

8. Concurrent enrollment: Courses that must be taken the same semester. Example: lab courses.

N/A

9. Will this course have enrollment restrictions?

Yes No If No, go to question 13.

10. Specify which major(s) may or may not take this course. Specifying a major, excludes all other majors from enrolling.

Check one: May May not

Major Code:

3650	3651	3653																	
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11. Which of the following student classification(s) may enroll in this course?

Check all that apply:

Graduate	(2) 19 + hours	<input checked="" type="checkbox"/>
Graduate	(1) 0-18 hours	<input checked="" type="checkbox"/>
Post Baccalaureate *		<input type="checkbox"/>
Senior		<input type="checkbox"/>
Junior		<input type="checkbox"/>
Sophomore		<input type="checkbox"/>
Freshman		<input type="checkbox"/>

* Graduate level courses are not open to Post Baccalaureate students.

12. Check or list other restrictions for this course.

Admission to Graduate Programs
Admission to Nursing Program
Admission to Teacher Education

Other

13. **Course objectives:** Objectives should be observable, measurable and include scholarly or creative activities to meet the course level characteristics. Course objectives should also be in line with the course description. (Please refer to instructional objectives documents at: <http://www.uco.edu/academic-affairs/faculty-staff/aacc.asp#FAQ/Helpful%20Hints>.)

Issues specifically addressed include: Searching for identifying, and evaluating scholarly sources, proper use of APA style, developing productive writing habits, and gaining knowledge and information in research methods and strategies to engage effectively in the research process and create a sound research proposal.

- The student will develop an understanding of the processes of research methodology, epistemology, and human sciences research methods in general.
- The student will become aware of how data is collected, analyzed, and presented in a journal/research document.
- Each student should develop the ability to read and critically evaluate the current findings in research.
- Each student will develop the ability to use theory to enhance the research and writing process.
- Each student will actively participate in the research process by the completion of a research project that will include a brief review of the literature, hypotheses/research question development, measurement, coding and analysis of data, interpretation of results, and discussion of results.

Course Detail Information:

14. Contact Hours (per week)

 3 Lecture hours (in class)

 Lab hours (also studios)

 Other (outside activities)

15. Repeatable course.

 1 Number of times this course can be taken for credit.

16. Schedule type: (select one only)

 Activity P.E. (A)

 Lab only (B)

 Lecture/Lab (C)

 1 Lecture only (L)

 Recitation/Lab (R)

 Student Teaching (STU)

 Studio Art/Design (XSU)

17. List existing course(s) for which this course will be a prerequisite. Adding a "new course" as a prerequisite to an existing course will likely cause enrollment problems. (Please submit a prerequisite change form for each course for which this course will serve as a prerequisite.)

 N/A

18. What resources, technology or equipment must be acquired to teach this course? List items, which must be purchased and estimated cost. (Be specific, e.g., technology software, equipment, computer lab; etc.)

 N/A

19. The UCO Library has the required library resources available for this new course?

Yes No If yes, provide names of Librarian/Faculty Liaisons contacted, dates, and results of discussion.
HES Faculty liaison – Dr. Kanika Bhargava was contacted 3/2/2020 and the library resources are adequate for the new course.

If no, what additional library resources must be acquired for this new course? List items which must be purchased and estimated cost. (Be specific, e.g., books, magazines, journals, etc.)

20. Names of current faculty qualified to teach this course.

Dr. Brandon Burr

21. Additional faculty (adjunct or full-time) required and specific competencies required to teach this course:

No other faculty are needed at this time. Competencies needed include: experience in research and publication in the field.

22. How will this course be staffed and equipped? Identify the additional costs associated with this new course. If no costs, explain why not.

Dr. Burr has added it to his teaching load and it does not create an overload situation (previously taught as FMCD 5960).

23. Identify the source(s) of funds for any additional costs for the new course. i.e. internal reallocations, special fees from students, etc. If you plan to propose special fees be assessed for this course, be aware there is a separate approval process for special fees.

N/A

24. Projected enrollment for two academic years following approval of new course:

Semester	2020	2020
Fall	12-15	
Spring		
Summer	12-15	

25. Using State Regents' definition of liberal arts and sciences (quoted below), characterize the course as follows:

Non-liberal arts and sciences
 Liberal arts and sciences

"The liberal arts and sciences are defined as those traditional fields of study in the humanities; social and behavioral sciences; communications; natural and life sciences, mathematics; and the history, literature, and theory of fine arts (music, art, drama, dance). Courses in these fields whose primary purpose is directed toward specific occupational or professional objectives, or courses in the arts which rely substantially on studio or performance work are not considered to be liberal arts and sciences for the purpose of this policy. Courses required for the General Educational Program are not necessarily synonymous or mutually exclusive with the liberal arts and sciences." State Regents Policy and Procedures. Chapter 2, Section 5, "Degree Requirements" part 1, (2). P. II-2-86

26. Please provide a concise, yet comprehensive, statement that explains the reasons for requesting the new course. Include documentation or assessment information supporting the specific request (if possible). Indicate the expected source of student enrollment (majors, minors, programs etc.)

This research class provides a context for Family Life students to study and incorporate research ideas more effectively. The expected sources of student enrollment will come from Family & Child Studies graduate students (majors).

27 Which of the six transformative learning tenets does this course incorporate? (check all that apply or only those that apply) This question was a directive from the Provost and is used for informational purposes.

- | | |
|---|-------------------|
| Discipline Knowledge | <u> x </u> |
| Leadership | <u> </u> |
| Research, Scholarly and Creative Activities | <u> x </u> |
| Service Learning and Civic Engagement | <u> </u> |
| Global and Cultural Competencies | <u> </u> |
| Health and Wellness | <u> </u> |

28. Clearly explain how the characteristics of this course meet or exceed those outlined in Course Level Characteristics. (Copy and paste table from "Course Level Characteristics" document for the appropriate course level of proposed course. Document may be found on: <http://www.uco.edu/academic-affairs/files/aacc/forms/CLCtable4-07.doc> .

5000 LEVEL COURSES

Course Level Characteristics	Please describe how this course meets this requirement.
1. It is assumed that students in these courses have acquired the ability to use verbal and written communication effectively, to engage in analytical thought and creative processes, and to use information and bibliographic sources with skill.	The course is designed to increase the student's ability to use view and evaluate information and use base-level research skills to create a scholarly product.
2. It is assumed that students in these courses have achieved a significant level of maturity in the discipline, evidenced by a considerable background of knowledge.	They will have the knowledge brought from their undergraduate degree, with experience and maturity in the educational venue, as well as, the requirements to be admitted to the Graduate College.
3. These courses should be more than a mere extension of undergraduate courses. Rather, they should be qualitatively different. At a minimum: <ul style="list-style-type: none"> a. Students should be required to undertake original scholarly/creative activity, or research b. Students should assume greater responsibility for independently mastering more of the subject matter. c. Close working relationships should exist between instructors and students to analyze and synthesize course material. 	Students are required to plan for (create a writing schedule) and write and research over an in-depth topic of their choosing relating to the field. Students are required to incorporate important base-level, graduate research skills in connection to their topic. Students work with the instructor to refine, clarify, and focus their writing and research skills as key elements of the course.

Research in Professional Studies

Days: Tuesday

Place: HES 106

Time: 6:00 – 7:15 PM + Online

Family & Child Development • Human Environmental Sciences • College of Education & Professional Studies

Instructor & Contact Information

Instructor: Brandon K. Burr, Ph.D., CFLE

Office: 202 C Human Environmental Science

Phone: (405) 974-5793

E-mail: bburr1@uco.edu

Office Hours:

MWTh 9:00-11:00 AM

Course Format: Blended

This course is presented in a hybrid/blended format, meaning that we meet for some of the time in class and some of the time online. You will be responsible for completing a number of assignments and exams outside of class using D2L. Please do not think just because this class meets less in class during the semester, that it will be easier. You will have to be very responsible in working on your own to complete the course. This course will be made available through D2L. Students may access D2L through <http://learn.uco.edu> or UConnect.

Instructor Availability/Response time

I will generally be available from 9:00 to 5:00 Monday – Friday, unless I am in meetings or away at a conference or otherwise unavailable. In most cases, I will respond within 24 hours of the receipt of student communication/email during the work week. On weekends I will periodically check in with the course, but may not respond until Monday morning. For the purposes of this course, use the mail tool in D2L to contact me.

General Course Expectations

It is expected that students will spend 3 hours in class or online each week in class and 6 additional hours each week reading, studying, and writing for this class for a total of 9 hours each week.

Course Description

The course covers basic research principles, both methods used in general research, as well as methods used to understand processes within the human sciences. This course concentrates on both research methods and research writing. Instruction is provided in developing skills in reading, evaluating, and synthesizing material from professional journals and other resources dealing with human science research. The course also involves students in active participation in the research process.

General Objective

Upon completion of this course, students will understand the importance of basic research methods and the research process, as well as written and verbal communication in the Human Sciences.

Special Objectives

Issues specifically addressed include: Searching for identifying, and evaluating scholarly sources, proper use of APA style, developing productive writing habits, and gaining knowledge and information in research methods and strategies to engage effectively in the research process and create a sound research proposal.

- The student will develop an understanding of the processes of research methodology, epistemology, and human sciences research methods in general.
- The student will become aware of how data is collected, analyzed, and presented in a journal/research document.
- Each student should develop the ability to read and critically evaluate the current findings in research.
- Each student will develop the ability to use theory to enhance the research and writing process.
- Each student will actively participate in the research process by the completion of a research project that will include a brief review of the literature, hypotheses/research question development, measurement, coding and analysis of data, interpretation of results, and discussion of results.

Textbook

No textbook purchase is required for this class.

Students will access this page for access to many course readings:

<http://www.socialresearchmethods.net/kb/contents.php>

STRONGLY ENCOURAGED: American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th Ed.). Washington, DC: American Psychological Association.

*Other readings made available through the library or D2L.

Instructional Methods

This class will be taught in class and online, requiring students to access D2L.

College of Education: The College of Education and Professional Studies and the Department of HES is committed to helping students learn by providing a range of transformative learning experiences in discipline knowledge and in the five core areas: leadership; research, creative and scholarly activities; service learning and civic engagement; global and cultural competencies; and health and wellness.

Overall Grades

Grades for this class will be based on the total points earned:

Research process journals	50 Points
UCO IRB CITI training	50 Points
Attendance, Participation, and Quizzes	100 Points
Midterm Exam	75 Points
Research paper (steps/drafts)	50 Points
Research paper (final)	100 Points
Research presentation	50 Points
Total	475 Points

Course Points/Grade Scale

427 points and above = A

380-426 points = B

332-379 points = C

285-331 points = D

Below 285 points = F

Graded Work Descriptions of Major Assignments

Research Process Journals (50 points Total)

Students will reflectively track and journal their "personal research journey" for the class. Due dates will take place over the semester, and more information will be available in class and via D2L.

Research Paper Steps (50 points Total)

The major class paper will be turned into the instructor in various steps/drafts and feedback will be provided. Students will work in groups of about 3 to complete this project. More information about the criteria for these drafts will be available in class and via D2L.

Final Research Paper (100 points Total)

Students will work in groups of about 2-3 to complete this project. The final research paper should reflect a high level of polish and professional touch, and effective incorporation of feedback given in the steps (draft) process.

Research Paper Presentation (50 points Total)

Students will work in groups of about 2-3 to complete this project. The research paper presentation should provide to the class a sound overview of your research and writing process over the course of the class based on the following areas:

- Introduction—5 points
- Background Literature/Theory Review Overview—5 points
- Hypotheses/Research Question(s)—5 points

- Methods—5 points
- Results—10 points
- Discussion—10 points
- Implications and future directions—5 points
- Overall organization and polish of the presentation—5 points

Readings Quizzes

Multiple “pop” quizzes will be given over course readings and course content. It is the responsibility of the student to attend class prepared, having read the required readings for the particular class day.

Participation/Attendance

Attendance in this class does not just mean “showing up”! Attendance means you are prepared for each class session and that you are ready to participate. Various in-class assignments/activities will be given, and counted as a portion of the attendance/participation portion of the course points.

Late work

Each student should be aware of his/her/their obstacles to meeting any deadline for this or any other class. If a student has trouble meeting deadlines for medical, personal, or any other reason, it is the student's responsibility to adopt a pattern of behavior which will allow for the completion of the assignment by the required deadline. Extensions will not be given (unless in an emergency situation with proper documentation provided!!!). **As an overall rule, no late work will be accepted for this class!!!**

Attendance Policy: Class attendance and in-class participation will be graded by the instructor. Students will be asked to sign a roll each day in class. **Students who miss more than 1 class periods will have their grade reduced by one letter grade (and another letter grade for each subsequent absence).** The instructor will rate the in-class participation of each student based on the student's contributions to the class discussion.

Regent's Statement on Course Workload and Homework – QSRHE II-2-34

It is expected that a full-time college student will spend a minimum amount of time each week in class attendance and study out of class approaching a 40-hour workweek. A person employed on a full-time basis should not simultaneously expect to maintain a full-time academic schedule. At the undergraduate level, this means that for each hour in class, a student is expected to spend at least two hours doing homework. For a two credit-hour class, a student is expected to spend four (4) hours per week doing homework.

ADA Statement:

Students with disabilities who need special accommodations should make their request by contacting the coordinator of Disabilities Support Services, Kimberly Fields at 974-2549. The office is located in the Nigh University Center, Room 309. Students should also notify the instructor of special accommodation needs by the end of the first week of class.

For All FMCD Graduates:

All FMCD graduates will participate in an internship and symposium in their last semester on campus. Part of the requirements for this internship is to submit a portfolio of your academic and work experiences. Please save this syllabus for your portfolio and begin a file on each FMCD class you take. Create files to accumulate employment certification, meetings, conferences, certifications, student activities, volunteer activities, etc.

Academic Integrity: For the purpose of this class, the following has been defined.

Academic Dishonesty: Includes both the “giving” and “taking” of improper assistance in examination as well as any other form of attempting to gain credit for work that is not that of the students; not adhering to correct procedures for identification of sources in reports and essays, etc., and intentional misrepresentation or attempt to gain undeserved, intellectual advantages by cheating, plagiarism, and unauthorized possession of exams. The UCO student handbook has further details.

Academic integrity: includes student conduct. It is your responsibility to conduct yourself in a professional, ethical manner in and out of class. Conduct violations may be taken up with the professor, the chair of the department and the UCO student conduct officer (See UCO student handbook for guidelines).

The professor reserves the right to deduct points whenever flagrant or repeated violations of class expectations occur.

Other Imperative Information:

Emergency Policy for Finals' Week: If an emergency occurs that prevents the administration of final examination, the student's final course grade will be calculated based on the work in the course completed to that point in time and the faculty member's considered judgment. Final exams will not be rescheduled, and a grade of "I" will not be given as a result of the missed exam.

Punctuality: Class will begin and end promptly at the appointed times. Professionals are on time – so plan your life on class according (weather, traffic, parking, family responsibility, appointment, etc.) and do not be late. (Refer to attendance policy).

Grades: a passing grade is not guaranteed. All work must be completed and submitted to receive credit for the course. In order to advance as FCS major, a "C" or better must be obtained in this course. According to the Graduate College, Graduate students cannot make more than 2 "C's" during their Master's program.

Professionalism in Submitted Work: all assignments submitted in this course should be neat, legible, and reflect a student's best work. Points will be deducted for poor grammar, punctuation, spelling, etc. Remember: your submitted work reflects the professional image you want to project- to me and to others.

Classroom manners: Conduct yourself with honor and respect for the members of your class and the guest in the classroom. No pagers or cell phones should interrupt the class. Be attentive and awake in class. No whispering or private disruptive conversations with your peers.

Electronic Devices: Please turn off electronic equipment before class. No tape recorder allowed unless you have the permission of the professor and/or equity officer. Laptops may only be used to take notes, not surfing the web, emailing, or playing games.

HES Computer Lab: The lab is located in HES 206. The lab times are posted on the door. Please be responsible and use good judgment when using the computers (no food or drinks allowed, no inappropriate sites).

The provisions here in do not constitute a contract between the student and the College or professor. These provisions may be modified or changed as deemed necessary at the sole discretion of the instructor. When necessary, appropriate notice of changes will be given to the student.