

COMMUNICATION DEPARTMENT
COMM 4372 Methods of Research in Communication
COURSE SYLLABUS – Fall 2020

I. COURSE INFORMATION

- COMM 4372 Methods of Research in Communication CRN: 11455
- Class meets online with asynchronous learning pedagogy.
- Class instructions: This is an online course facilitated on Blackboard. Students will need to schedule a minimum of 6 to 8 hours of computer access each week for fifteen consecutive weeks to be successful and complete this course.
- Required texts: 2016 Course reading package by Sage Publications, Incorporated. Author: Flores ISBN: 9781506368252 All materials used in this course are protected by copyright law. The course academic materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They may not be further disseminated.
- Materials:
 - i. Smart cell phone
 - ii. USB memory stick - 1 gigabyte - available in the UTEP bookstore
 - iii. Dictionary, Webster's, American Heritage, etc. (Electronic version OK)

II. INSTRUCTOR INFORMATION

- Dr. María de los Ángeles Flores
- Assistant Professor of Communication
- Office: Kelly Hall 223A
- Office Hours: MW from 8:30 am to 10:00 am, and by appointment.
- Phone: 915/747-8798
- Email: mdelosangelesflores@utep.edu
- Class email policy: On weekdays, please allow 24 hours for a response. On weekends, please allow 48 hours for a response.

III. COURSE CONTENT

A. COURSE DESCRIPTION:

- An overview of the various social science methodologies used in conducting research in the communication discipline. Includes problems formulation, measurement of concepts, design, collecting, and analyzing data.

B. COURSE OBJECTIVES:

- Students will be able to understand and identify academic research.
- Students will be able to differentiate between qualitative, quantitative, and critical methodologies.
- Students will demonstrate proficiency in analyzing research methods used in journal articles and a variety of communication products.

C. LEARNING OUTCOMES:

- Ability to recognize and appreciate academic research.
- Ability to apply research in a group project using one of those methodological approaches.
- Ability to comprehend the advances of using research methods to develop a research project/paper and/or a communication product.

D. ASSIGNMENTS:

- Class discussions 24%
- Chapter assessments 56%
- Final project 20%

E. GRADING SCALE:

- Final grades are based on a total of 100 percentage points earned in the course.
- A= 90-100 %, B= 80-89 %, C= 70-79%, D= 60-69%, F= below 60%.

IV. RULES, CLASSROOM POLICIES/ ETC:

A. CLASS OPERATION: This online course is designed following the asynchronous learning pedagogy without lectures. This learning mode requires that junior and senior communication students conduct their academic activities on their own. Each student must set aside between 6 to 8 hours to work on this class. Students are encouraged to do their weekly readings, discussion, activities, and assessments because this class is cumulative. This means that students will need the previous weeks' knowledge to understand the upcoming week's content. If students are not consistent with their coursework, this class will become very challenging to them.

B. LEARNING MODULES: This course is designed using a modular format—that is, each week is “packaged” as a single module so that all of the materials, lecture notes, submission areas, and discussion posts are in one area for a given week. For 15 consecutive weeks, every Monday morning a reminder message for each module will be posted as a Blackboard announcement and an email will be sent out by Dr. Flores to let students know about each week's tasks. Students will have until Saturday at 11:30 pm to complete their week's work, with the exception of the final project which is due on the last class day, which is a Wednesday, not a Saturday like on the previous weeks.

C. LATE WORK: All assignments and exams must be turned in/taken on time. Late work will not be accepted after the due date without written consent from Dr. Flores. If a student fails to submit coursework for two consecutive weeks, Dr. Flores will immediately withdraw that student from the class.

- On rare occasions, make-up work will be given *only* in the case of a *documented* emergency. Note that make-up work may be in a different format than the original work, may require more intensive preparation, and may be graded with penalty points. If you miss an assignment and the reason is not considered excusable, you will receive a zero. It is therefore important to reach out to Dr. Flores—in advance if at all possible—and explain with proper documentation why you missed a given

course requirement. Once a deadline has been established for the make-up work, no further extensions or exceptions will be granted.

- Dr. Flores strongly suggests that you submit your work with plenty of time to spare in the event that you have a technical issue with the course website, network, and/or your computer. I also suggest that you save all of your work (answers to discussion, quizzes, exams, and essays) in a separate Word document as a back-up. This way, you will have evidence that you completed the work and will not lose credit. If you are experiencing difficulties submitting your work through the course website, please contact the UTEP Help Desk. You can email me your back-up document as a last resort before the deadline. No late work will be accepted.

D. ATTENDANCE: According to UTEP Curriculum and Classroom Policies, “When, in the judgment of the instructor, a student has been absent to such a degree as to impair his or her status relative to credit for the course, the instructor may drop the student from the class with a grade of “W” before the course drop deadline and with a grade of “F” after the course drop deadline.” See academic regulations in the UTEP Undergraduate Catalog for a list of excused absences. Therefore, if Dr. Flores finds that, due to non-performance in the course, you are at risk of failing, Dr. Flores will drop you from the course. Dr. Flores will provide 24-hour advance notice via email.

- If you feel that you are unable to complete the course successfully, please let Dr. Flores know and then contact the Registrar’s Office to initiate the drop process. If you do not, you are at risk of receiving an “F” for the course.

E. TECHNOLOGY REQUIREMENTS: Course content is delivered via the internet through the Blackboard Learning Management System. Ensure that your UTEP e-mail account is working and that you have access to the web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

- You will need to have access to a computer/laptop, scanner, a webcam, and a microphone. You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.
- If you do not have a word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP’s Microsoft Office Portal. Click the following link for more information about Microsoft Office 365 and follow the instructions.
- **IMPORTANT:** If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP Help Desk as they are trained specifically in assisting with technological needs of students. Please do not contact Dr. Flores for this type of assistance. The Help Desk is much better equipped than Dr. Flores to assist you!

F. NETIQUETTE: As we know, sometimes communication online can be challenging. It is possible to miscommunicate what we mean or to misunderstand what our classmates

mean given the lack of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

- Always consider your audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- Respect and courtesy must be provided to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted in these online spaces is intended for your classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

G. TEST PROCTORING SOFTWARE: ALL course assessments will make use of Respondus LockDown Browser and Respondus Monitor within Blackboard to promote academic integrity. You are encouraged to learn more about how to use these programs prior to the first test. Please review the following guidelines:

- The assessments will only be available at the times identified on the course calendar.
- You may take the test at any time during a 24-hour window.
- A reliable internet connection is essential to completing the exam. If you must go to a location to take the exam (such as the library), be sure to follow their health and safety requirements.
- You have 2 attempts to take the test. Once the window closes, your answers will be saved, and no changes can be made. The higher score will be recorded.
- Respondus LockDown Browser will require that all internet tabs are closed prior to the start of the test.
- Respondus Monitor requires a webcam and microphone.
- You will be required to show the webcam your student ID prior to the start of the test.
- Your face should be completely visible during the test. Blocking the camera will disable the test.
- No notes or textbook materials are permitted during the test. Respondus Monitor requires you to take a video of your surrounding area (desk, chair, walls, etc.)
- You should not have conversations with other people and/or leave and return to the area during the test.

H. PLAGIARISM AND CHEATING: You are expected to write all of your own work and to know how to cite sources and quote people accurately. Please read the university's Code of Conduct: <http://admin.utep.edu/LinkClick.aspx?link=HOOPSection+II.pdf&tabid=30181&mid=>

63285 Plagiarism will result in dismissal from the class and an automatic grade of F. Academic dishonesty will be reported to the Chair of the Department of Communication and to the Dean of Student Affairs.

- Some of your coursework and assessments may be submitted to SafeAssign, a plagiarism detecting software. SafeAssign is used to review assignment submissions for originality and will help you learn how to properly attribute sources rather than paraphrase.

I. ONLINE COURSE RESOURCES: WHERE YOU CAN GO FOR ASSISTANCE.

UTEP provides a variety of student services, academic services and support:

- Help Desk: Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.
- UTEP Library: Access a wide range of resources including online, full-text access to thousands of journals and eBooks, plus reference service and librarian assistance for enrolled students.
- University Writing Center (UWC): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- Math Tutoring Center (MaRCS): Ask a tutor for help and explore other available math resources.
- History Tutoring Center (HTC): Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- RefWorks: A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.
- Military Student Success Center: Assists personnel in any branch of service to reach their educational goals.
- Center for Accommodations and Support Services: Assists students with ADA-related accommodations for coursework, housing, and internships.
- Counseling and Psychological Services: Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.

J. COURSE ASSIGNMENTS: All written work submitted for grading should be on a Word document, neatly typed, double-spaced (Times New Roman font, size 12, 1-inch margins on all sides), well-organized, free from spelling & grammatical errors, and must be submitted electronically via Blackboard. If students have any questions about these standards, please ask Dr. Flores. After completing your writing assignments, always email a copy to your own email address to have a backup.

- English or Spanish: You may write your assignments in English or Spanish or both, whichever languages you intend to work in professionally.
- Accuracy: You must always use correct spelling, grammar and punctuation in every assignment. Always use the spell check feature in Word.
- Storage: You are required to make an electronic copy of your work on a USB-memory stick. Memory sticks, or thumb drives, with at least one GB of memory.

- K. COURSE COMMUNICATION:** Students are expected to show respect for professors, guests, and each other regardless of opinions, values, cultural or other differences. Students should give each other equal opportunity to express opinions, experiences, and ideas. All students should be supportive of a cooperative learning environment in the classroom. Dr. Flores reserves the right to publicly address students whose behavior disrupts the learning environment. Be prepared to discuss current events in the news locally, regionally and beyond. This shows that you are observing coverage, technique and news judgment.
- L. CELL PHONES:** Personal and work cell phones must be placed in silent mode before class begins. If you need to keep the ringer on for emergency purposes, please let Dr. Flores know before the start of the class session.
- M. COURSE LAPTOPS AND TABLETS:** Students are encouraged to take class notes on their laptops and tablets. Please use Evernote (free software) to keep your class notes organized and neat. For more information, please visit: <https://evernote.com>
Evernote video overview: <https://www.youtube.com/watch?v=Pjn6YkCY2yA>
- N. ACADEMIC MISCONDUCT:** The University of Texas at El Paso prides itself on its standards of academic excellence and students are expected to uphold the highest standards of academic integrity. Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, submitting work for credit that is attributable in whole or in part to another person, taking an examination for another person, and any act that gives or attempts to give unfair advantage.
- O. COVID-19 PRECAUTIONS:** You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at screening.utep.edu. If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to COVIDaction@utep.edu.
- For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website (screening.utep.edu) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let Dr. Flores know as soon as possible, and alternative instruction will be provided. Students are advised to minimize the number of encounters with others to avoid infection.
 - Wear face coverings when in common areas of campus or when others are present. You must wear a face covering over your nose and mouth at all times when in class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action

according to Section 1.2.3 Health and Safety and Section 1.2.2.5 Disruptions in the UTEP Handbook of Operating Procedures.(**classes with on-campus meetings**) Please note that if COVID-19 conditions deteriorate in the City of El Paso, all course and lab activities may be transitioned to remote delivery.

P. **CASS POLICY:** If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu, or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.sa.utep.edu/cass. CASS Staff are the only individuals who can validate and, if need be, authorize accommodations for students with disabilities.

- COVID-19 Accommodations for CASS: Students are not permitted on campus when they have a positive COVID-19 test, exposure or symptoms. If you are not permitted on campus, you should contact Dr. Flores as soon as possible so we can arrange necessary and appropriate accommodations (**classes with on-campus meetings**). Students who are considered high risk according to CDC guidelines and/or those who live with individuals who are considered high risk may contact Center for Accommodations and Support Services (CASS) to discuss temporary accommodations for on-campus courses and activities.

WEEKLY CALENDAR-SUBJECT TO CHANGE: This calendar provides an overview of the course. More details and a weekly checklist are available in the weekly modules in Blackboard. The due date for weekly coursework is ALWAYS on Saturday at 11:00 PM (MST). No late work will be accepted. THE INSTRUCTOR RESERVES THE RIGHT TO MAKE NECESSARY CHANGES IN THE SCHEDULE/CALENDAR/ASSIGNMENTS DEPENDING ON THE NEEDS OF THE CLASS.

Week	Coursework
Week 1 August 24 to 29	Discussion: Introductions Review of syllabus Chapter —What is Research?
Week 2 August 31 to September 5	Discussion: Chapter —The Research Process
Week 3 September 7 to 12	Discussion: Chapter —Getting Started: Possibilities and Decisions
Week 4 September 14 to 19	Discussion: Chapter —First Decisions What? Why? How?
Week 5 September 21 to 26	Discussion: Chapter —19 Thinking Errors?
Week 6 September 28 to October 3	Discussion: Chapter —You can look it up!
Week 7 October 5 to 10	Discussion: Chapter —Participant Observation
Week 8 October 12 to 17	Discussion: Chapter —Content Analysis

Week 9 October 19 to 24	Discussion: Chapter —Research Ethics
Week 10 October 26 to 30	Discussion: Chapter-What? Where? And How? to Conduct Research
Week 11 November 2 to 7	Discussion: Journal article -Digital Inequality on the US-Mex Border
Week 12 November 9 to 14	Discussion: Journal article -Hip Hop
Week 13 November 16 to 21	Final Project: Brain Storm of Ideas for Research Proposal
Week 14 November 23 to 28	Thanksgiving Holiday-University Closed
Week 15 November 30 to December 3	Final Project: Research Proposal