I. TITLE:
Methods of Research

II. COURSE DESCRIPTION AND PREREQUISITE(S):
A study of procedures used to locate sources of information, organize and interpret collected data, and apply results of published research. Various research methods are studied and used.
Prerequisite(s): Admission to Graduate Program

III. COURSE OBJECTIVES:
This course is designed to give students a comprehensive understanding of the research and evaluation process through the application of research and evaluation principles in the classroom and/or school. Assessment principles and the use of descriptive and inferential statistics will be applied. Each student will complete a school/classroom –based evaluation/research project.
Principles, dispositions and skills consistent with the Interstate School Leader Licensure Standards (ISLLC), the 2009 Council for Accreditation of Counseling and Related Educational Programs (CACREP) standards, and the professional Code of Ethics for Kentucky School Certified Staff are incorporated into this course in ways consistent with the purpose of the course and individual student readiness. The unit’s theme of the reflective decision-maker is emphasized, as students are required to reflect upon course experiences as part of the learning process and the unit’s conceptual framework of teacher as leader is addressed as course experiences and the program as a whole are focused upon the development of leaders. NCATE expectations with regard to KERA Initiatives and EPSB themes are incorporated through courses as consistent with the scope of each course. KERA Initiatives: N/A
EPSB Themes: Diversity and Assessment are addressed through action research project. Technology is used in the course to support data analysis. Dispositions toward the consumption and creation of research as a professional activity is emphasized.

The student will be able to:
A. Identify an appropriate research question relevant to their classrooms, schools or workplaces. (ISLLC I, II; ETS 4, 5; CACREP Section II, G8.a)
B. Evaluate and synthesize research applicable to their classrooms, schools or workplaces. (ISLLC II; ETS 5; CACREP Section II, G8.e)
C. Design a research/evaluation project for their classrooms, schools or workplaces. (ISLLC II; ETS 5; CACREP Section II, G8.b)
D. Interpret and evaluate formative and summative assessment results for their classrooms, schools or workplaces. (ISLLC I, II; ETS 4, 5; CACREP Section II, G8.c)
E. Collect and analyze school/classroom or workplace data as part of conducting the research/evaluation process. (ISLLC I, II; ETS 4,5; CACREP Section II, G8.d)
F. Present the results of the research/evaluation project as a formalized report and as a presentation in accordance with standards of the profession. (ISLLC I, II; ETS 4; CACREP Section II, G8.f)

IV. CONTENT OUTLINE:
This course is designed around the following units of study
a. Research as Inquiry in Learning Communities.
b. Writing a research/evaluation proposal.
c. Identifying and interpreting formative and summative assessment results.
d. Data collection and analysis processes.
e. Reporting research/evaluation findings.

V. INSTRUCTIONAL ACTIVITIES:
This course utilizes the Blackboard course management system. (http://blackboard.murraystate.edu/). You need your Murray State University ID and Password to log in. The course instructor will communicate with students via a variety of interactive tools including discussions, announcements, and email. Students in this course are required to log in Blackboard regularly (at least once a week) to access the course content, to participate in class discussions or chats, and to complete course assignments.
Student learning requirements:
Email Account: An email account is mandatory for this course. Throughout the semester, course-related information may be distributed to the student’s Murray State University email address (RacerMail). Students are expected to check their RacerMail regularly (at least once a week for course updates). Please note: Email is used primarily as a tool of communication in this course. All assignments in this course must be submitted to Blackboard (Detailed “How to submit” instructions will be provided for each assignment).

Internet Access: Students in this course are required to have access to high-speed internet and a computer in order to have a successful experience in this online course. This course is not appropriate for a student who has no or limited (such as dial-up) internet access.

File storage: Students in the course are required to have a file storage/retrieval media (such as a computer hard disk, USB flash drive, memory card, or CD-RW) for the purpose of saving students’ own work completed in this course. Students in this course are required to make backups regularly to safeguard their own data.

Digital camera: Students in the course are required to have access to a digital camera. Students may be required to take photos of the artifacts they created for this course and to upload photos (in jpg file format) to Blackboard.

Software: Students in this course are required to have access to the following software in order to complete this course: Web browser and Plugins (such as Firefox®, Internet Explorer®, Adobe Reader®, Microsoft Word®, Microsoft Excel®, and Microsoft PowerPoint® software. Please note: To test if your web browser is compatible with the latest version of Blackboard, you may visit http://campus.murraystate.edu/blackboard/help/sniff/. To download Plugins for your web browser, you may visit http://campus.murraystate.edu/blackboard/help/plugins.htm

LiveText: Students enrolled in the Human Development and Leadership (HDL) program are required to have access to LiveText (a server program available for purchase at Murray State University bookstore). From each of the HDL core courses there will be a common assignment with a common grading rubric. The common assignment of the HDL program will be placed on LiveText server and will be used as part of HDL students’ comprehensive exam in the end. The Major Research Project (MRP) of ADM630 is part of the common assignment for the HDL program.

VI. Field, Clinical, and/or Laboratory Experiences:
The teacher’s classroom acts as the laboratory to explore course issues.

VII. Text(s) and Resources:
Other course reading materials will be provided by the instructor.

VIII. Evaluation and Grading Procedures:
Students are expected to submit their work no later than the due date. **Assignments turned in after the due date will result in a deduction of 5 points per day the assignment is late.** Even though an assignment turned in two days after the due date will result in a grade of zero, students are still required to complete the assignment. Failure to complete all the assignments and learning tasks before the last day of class will result in a letter grade of “incomplete.” A student seeking to have an “incomplete” course grade changed must follow the established university regulation and policy. The grading system is as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Research Project (10 points each × 6 steps)</td>
<td>60 points</td>
</tr>
<tr>
<td>Oral (poster) Presentation</td>
<td>10 points</td>
</tr>
<tr>
<td>Homework/Discussion assignments (10 points each × 7)</td>
<td>70 points</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>140 Possible Points</td>
</tr>
</tbody>
</table>

A = 126 - 140 points 90 – 100%
B = 112 - 125 points 80 – 89%
C = 98 - 111 points 70 – 79%
D = 84 - 97 points 60 – 69%
E = 83 or less below 60%

Notice to all HDL students beginning the HDL program during Fall 2011 or subsequent semesters: A grade of incomplete (“I”) will be given until the common assignment is posted on LiveText for each core class taken during a semester. Common
assignments are listed on the syllabi and designated as the common assignment for each HDL core course (ADM630, HDL625, HDL655, HDL660, HDL670, HDL692 and the research project from CNS635). The common assignments posted on LiveText will be utilized for the HDL comprehensive exam.

IX. ATTENDANCE POLICY:

Students are expected to adhere to the MSU Attendance Policy outlined in the current MSU Bulletins.

Regular attendance is required and expected. Any unexcused absence during the semester will result in a lowered letter grade. Each additional unexcused absence will result in a further lowering of the letter grade.

According to the MSU Graduate Bulletin, excused absences fall into two broad categories: 1. Absence due to personal illness or death in the immediate family or other extraordinary personal circumstance. Students are required to provide appropriate authentication or documentation so that the absences can be excused. 2. Absence due to student participation in a University Sanctioned Event in which the student serves as a representative of the institution. Students missing class(es) as a result of activities covered above shall notify the instructor in writing at the beginning of the semester and, in the case of scheduled events, this notification shall not be less than one week prior to the absence.

Students with excused absences are excused from class attendance but are not excused from work assigned or expected as a part of that class period. Students are required to develop a plan for the make-up of all work missed and must complete this work within a time frame mutually agreed upon with the instructor. (See 2010-2012 Graduate Bulletin, page 8)

X. ACADEMIC HONESTY POLICY:

Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students’ academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

Violations of Academic Honesty include:

- **Cheating** - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.

- **Fabrication and Falsification** - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

- **Multiple Submission** - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

- **Plagiarism** - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one’s own in any academic exercise, without due and proper acknowledgement.

Instructors should outline their expectations that may go beyond the scope of this policy at the beginning of each course and identify such expectations and restrictions in the course syllabus. When an instructor receives evidence, either directly or indirectly, of academic dishonesty, he or she should investigate the instance. The faculty member should then take appropriate disciplinary action.

Disciplinary action may include, but is not limited to the following:

1. Requiring the student(s) to repeat the exercise or do additional related exercise(s).
2. Lowering the grade or failing the student(s) on the particular exercise(s) involved.
3. Lowering the grade or failing the student(s) in the course.

If the disciplinary action results in the awarding of a grade of E in the course, the student(s) may not drop the course.

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised. Faculty also reserve the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Equal Opportunity. Any appeal will be forwarded to the appropriate university committee as determined by the Provost.

XI. NON-DISCRIMINATION POLICY STATEMENT:

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable
accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities. For more information, contact the Director of Equal Opportunity, 103 Wells Hall. 270-809-3155 (voice), 270-809-3361 (TDD).

XII. Other required departmental or collegiate committee information

DISPOSITIONS OF A MURRAY STATE UNIVERSITY COLLEGE OF EDUCATION GRADUATE
1. Inclusive – Is an advocate for an inclusive community of people with varied characteristics, ideas, and worldviews.
2. Responsible – Considers consequences and makes decisions in a rational and thoughtful manner for the welfare of others; acts with integrity to pursue an objective with thoroughness and consistency.
3. Enthusiastic – Is eager and passionately interested in tasks that relate to beliefs about education.
5. Confident – Exhibits certainty about possessing the ability, judgment, and internal resources needed to succeed as a teacher.
6. Ethical – Conforms to accepted professional standards of conduct by making decisions based on standards and principles established by the education profession.
7. Leadership – Is an ethical change agent who acts to inspire classrooms, schools, districts, and communities

The instructor reserves the right to modify the format of this course as circumstances demand.