

Instructor Information

Name:	Dr. Richard Braunstein
Department	Political Science and Criminal Justice University of South Dakota 414 E. Clark Street Vermillion, SD 57069
Email:	Please use the D2L Course E-mail for all correspondence. If you are unable to access D2L, temporary use of instructor's USD e-mail (rbraunst@usd.edu) can be used. D2L e-mail is the most reliable form of communication for this course.
Phone:	605-677-5244
Office location:	Farber House, Room 104
Office hours:	Contact anytime via D2L e-mail to arrange a time to talk on the phone or in my office.

Course Description

This class employs a variety of methods to teach students basic research skills, including the framing of research questions, selection of appropriate methods, elementary statistics, as well as research writing and presentation skills.

The course requires participation in a variety of class activities. There are a series of modules to complete, each with their own quiz or assignment. There is also a literature review and final exam required to complete the course. The quizzes are each worth 5 percent of your final grade – there are six scheduled for this semester (total of 30% of final grade). The literature review assignment is worth 20 percent and the final exam is worth 30 percent. The final 20 percent of your grade is based on discussion thread participation. There is a brief discussion of participation presented below, and a more detailed discussion of the expectations for participation, including a rubric for how I grade participation, in our D2L course homepage. Please consult both of these so you can be sure to earn the full 20 percent offered for participation in this class.

Your final grade is based on a normal 10 point grade scale, with an “A” valued at 100-90 point, a “B” is secured between 89 and 80 point, “C” between 79 and 70, “D” between 69 and 60 and a failing grade results when students have earned less than 60 points.

Learning Objectives

The learning objectives for this class are relatively straight forward. The Table One below presents each objective, along with how that objective will be measured.

Table One: Learning Objectives

Objective Name	Measurement Tools
1. Build awareness of how society develops knowledge and how that knowledge is best communicated.	Discussion thread entries, quiz and exam performance.
2. Assess the appropriateness of information acquired when researching the topics we study. This includes being able to distinguish between fact and opinion, as well as being able to identify the bias or potential for bias in primary and secondary information sources.	Discussion thread entries, quiz and exam performance, preliminary research paper.
3. Become proficient in basic qualitative and quantitative methods.	Quiz and exam performance.
4. Develop a research question and appropriate research design for a contemporary criminal justice issue.	Preliminary research paper

Table Two below presents the expectations for each party involved in the course. It details what is expected of students by the instructor, but also what students should expect of the instructor. The final row of the table considers what we expect of the University of South Dakota in support of our combined efforts to learn this material.

Table Two: Course Expectations

Responsible Party	Expectations
1. Students	<ul style="list-style-type: none"> • Familiarize yourself with all course procedures, assignments and web etiquette. • Participate in each discussion thread. Through this, it is expected that you will help each other succeed in this class -- and beyond where possible. • Follow course calendar to remain current with the rest of class. • Check D2L e-mail three times each week to remain current with rest of class. • Complete assignments and quizzes on time and contact the instructor prior to scheduling conflicts to seek alternative approach if schedules cannot be kept.

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<p>2. Instructor</p>	<ul style="list-style-type: none"> • Be accessible to students any weekday and most weekends through D2L e-mail and discussion threads. • Give feedback on class and individual performance on quizzes and assignments. • Return grades on quizzes within 24 hours of the completion of the quiz period. • Help students identify topics for their literature review assignment and its connection to essential research questions. • Give advice about how to present the most successful written assignments and, more generally, how to succeed in the course. 														
<p>3. University of South Dakota</p>	<ul style="list-style-type: none"> • Provide technical, academic and student support services, as well as information on how to take advantages of these services, which is available through the CE Online Student Orientation. • Answer all technical D2L questions through the USD helpdesk, which can be accessed at helpdesk@usd.edu or via telephone at 605-677-5028 or 877-225-0027. Help desk hours are as follows: <table border="1" data-bbox="808 913 1396 1228"> <tr> <td colspan="2">Fall/Spring Hours</td> </tr> <tr> <td>Monday - Thursday</td> <td>8:00 a.m. - 7:00 p.m.</td> </tr> <tr> <td>Friday</td> <td>8:00 a.m. - 5:00 p.m.</td> </tr> <tr> <td colspan="2">Holiday Hours</td> </tr> <tr> <td>Monday - Friday</td> <td>8:00 a.m. - 5:00 p.m.</td> </tr> <tr> <td colspan="2">Summer Hours</td> </tr> <tr> <td>Monday - Friday</td> <td>7:30 a.m. - 5:00 p.m.</td> </tr> </table>	Fall/Spring Hours		Monday - Thursday	8:00 a.m. - 7:00 p.m.	Friday	8:00 a.m. - 5:00 p.m.	Holiday Hours		Monday - Friday	8:00 a.m. - 5:00 p.m.	Summer Hours		Monday - Friday	7:30 a.m. - 5:00 p.m.
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Tips for Success Here are a few tips that may help your learning this semester, and your comfort as you make your way through the course:

- Don't fall behind. It may be tempting to procrastinate, but you don't want to be cramming an entire chapter into one or two nights. Procrastinating also allows less time before exams to ask me questions.
- Contact me immediately if you need help. Concepts in this class build on previously learned concepts. It is very important to let me know if you feel as though you are lost in the forest so I can help you find your way out.
- Use your textbook. And not just for homework problems. Read the examples in the book. Try to follow the thought process of the author.
- "Chat" with other students in class. Read questions and responses posted by other students. Many times if you are having difficulties, it probably means that someone else in the class is also.

Required Readings

1. *Experiencing Research*, Neil J. Salkind, Prentice Hall, 7th Edition.
2. *On Bullshit*, Harry G. Frankfurt, Princeton University Press, 2005.

Policies

First and foremost, it is your responsibility to know, in advance, when your quizzes, assignments and exams are due. This includes what hours the quizzes and exams are available and how long you have to take them. These dates are presented in the course schedule at the top of the D2L content area, and are also available in the course calendar. The course calendar is a D2L feature, linked at the top navigation item and is also presented in the events pod on the course homepage. With these three resources there should be no confusion or reason for missing assignments. There is, however, a single make-up quiz for any student who misses any one of the quizzes. This make-up quiz will be available at the end of the semester and is a way for you to add points to your final average in the event that a personal, professional or family emergency occurs that forces you to miss a regularly schedule quiz. As such, there are no individual make-up quizzes offered – just this one make-up for the entire semester.

Quizzes are available for two entire days (that is 48 hours), but once you begin the quiz you only have 45 minutes to complete it. The 48 hour access period is designed to provide flexibility for your work and family schedules. The time limit is designed to compel you to focus on the quiz alone, so be sure to secure a place in your home or office that you can focus on the quizzes without interruption. The final exam is delivered in a similar way, though you have three hours to complete

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this assignment. Both quizzes and the final are given through D2L and are not proctored. You should not, however, walk away from a quiz or exam once you begin. You should secure enough time to complete these assignments in one sitting and should not let time expire for the, as you may not get credit for some or all of your work if you do.

Any student who feels they need academic accommodations or access accommodations should register with Disability Services. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. You can contact the Director of Disability Services, Ernetta L. Fox, at 605-677-6389 or via e-mail at dservices@usd.edu. Registration with Disability Services may give you extra time on the quizzes or exam, as well as other resources this office provides. Do not hesitate to contact them if you feel you have a need for this support from the University of this class.

Your participation grade is earned through regular participation in class discussion threads. Participation in these forums serves to benefit more than your final average. More important in my mind is the collaboration they foster for new researchers. It is uncommon for researchers to work alone. If they are not getting the assistance of those who came before (in the form of previous research published in the literature), they are working with colleagues, employees/students, practitioners, assistants and mentors. This collaboration serves to inform our research and improve final products.

This is the type of interaction I hope to foster through the discussion threads. As such, when you have questions, try not to submit them via e-mail or individual communication with your instructor or fellow students. Instead, post them in the relevant discussion thread topic and engaged all of your fellow classmates, including your instructor, in their discussion. Try your best to answer other student questions, but only when you are sure that you have a correct response for them. Do not wait to hear from the instructor in these discussions. Help each other find the right answer.

More specific information of how discussion participation is evaluated can be found in the D2L welcome pod. There, you will find a link to a 'Discussion Thread Participation' file that contains a complete description of expectations and how points are given for this part of the class. If you have questions about discussion participation, or any other element of the course, you can post them in the D2L discussion on 'D2L and Class Mechanics.'

A final policy for this class, which is more advice than policy, is to contact your instructor to arrange for phone or office meetings if you feel you are having difficulty with the course material. Often a conversation about the thing that is frustrating you can help shed light on the program and identify a solution in ways that internet communication cannot.

In addition to the specific policies for this class, the University of South Dakota offers policies that apply to all classes at the University. Those are:

1. Freedom in learning. Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about

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matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the dean of the college or school that offers the class to initiate a review of the evaluation.

2. Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.

Ernetta L. Fox, Director
Disability Services, Room 119 Service Center
(605)677-6389
Web Site: www.usd.edu/ds
E-mail: dservices@usd.edu

3. No credit can be given for a dishonest assignment. At the discretion of the instructor, a student caught engaging in any form of academic dishonesty may be:
 - a. Given a zero for that assignment.
 - b. Allowed to rewrite and resubmit the assignment for credit.
 - c. Assigned a reduced grade for the course.
 - d. Dropped from the course.
 - e. Failed in the course.