**COURSE DESCRIPTION**

The focus of this lab is on skill development related to information literacy, ethnographic interviewing techniques, qualitative data coding practices and applied statistical analysis and interpretation. This course **must** be taken concurrently with SOCI 301: Social Research Methods.

**REQUIRED TEXTS**


Reading due dates are listed is the syllabus for SOCI 301

**INSTRUCTOR POLICIES**

**Attendance:** Your consistent, on-time attendance and participation are required. You have **two** “free” absences this semester. Additional absences will result in a lower final grade. It is not possible to pass this class with several absences. Latecomers disrupt the class. Be on time. 3 late arrivals = 1 absence. Please talk to me beforehand if you anticipate missing a class. It is your responsibility to obtain notes from your classmates if you miss a class.

**Classroom Behavior:** It is disruptive and unprofessional for a cell phone/pager to go off in class. Turn them off (not on vibrate) before class starts. If your cell phone goes off in class, I reserve the right to lower your grade. Please do not engage in outside activities during class (e.g., cellphones, knitting).
Use of a Laptop: Please ask permission if you prefer to take notes on your laptop. If I notice you navigating away from course material, I will ask that you put it away. I will also request that you send your notes to me via email so that I can verify that you are staying on task.

Participation: I expect frequent, active participation from students. We will have class discussions about the readings every week, and therefore I expect you to have completed the readings before we meet each class period. Regular attendance and participation will work to your advantage and will be taken into account when determining final grades.

Assignments: Assignments are due at the beginning of class the day they are due. After this, 1/3 of a letter grade (e.g. an A would be reduced to an A-) will be deducted for each day of lateness, unless you have previously made arrangements with the instructor because of illness or emergency. NO credit will be given for assignments more than 1 week late.

Assignments are to be handed in on paper (double sided is fine). Please retain a copy of this work for yourself. Use 12pt Times New Roman font, double spaced (unless specifically instructed to use another format) and NUMBERED pages. Staple multiple pages before turning them in. Points will be deducted for failure to comply with these standards.

You may discuss assignments with fellow students but the work handed in must be uniquely yours. Students may NOT hand in identical assignments. Doing so is potentially a violation of the honor code.

Meeting with Me: Office Hours are listed at the top of this syllabus. Upon special request, I will meet with students at times outside of my office hours. Please see me IN PERSON to set up such an appointment.

Email Policy: Email is the best way to reach me, although please allow 24 hours for responses. I receive up to 30 or more e-mails per day. Please do not expect me to reply immediately to an e-mail question or request. If something is urgent, signify in the e-mail header that it is urgent. For substantial discussions, please see me during office hours.

Oberlin Honor Code: This course will follow the policies described in the Oberlin College Honor Code and Honor System. Please include the statement “I affirm that I have adhered to the Honor Code in this assignment” and your signature in all written work. Please contact me if you have any questions about citation/referencing, or the relationship of the Honor Code to your work in this course. For more information on the Honor Code, see http://www.oberlin.edu/students/student_pages/honor_code.html.

Accommodating Disabilities: If you have or acquire any sort of condition that may require special accommodation(s), please inform me AS SOON AS POSSIBLE (i.e., not the day an assignment is due) so that we may make the appropriate arrangements. If you need disability-related accommodations for your work in this course, please let me know. Support is available through Student Academic Services. Please contact Jane Boomer, Coordinator Office of
Disability Services, (Room G27/28 Peters Hall, ext. 55588, [http://www.oberlin.edu/disability](http://www.oberlin.edu/disability)) for assistance in developing a plan to address your academic needs.

**Other Issues:** If you are encountering difficulties, academic or otherwise, that are negatively impacting your performance in this class, please speak with me as soon as possible. I can only help you if I know there is a problem, and the earlier I know this, the better.

**********************************************************************************************************************************************
I reserve the right to modify the syllabus as needed. I will announce any changes in class, but if you are absent, it is your responsibility to find out about any changes and to be prepared accordingly.
**********************************************************************************************************************************************

This course is graded P/NP

**Grading Criteria**

<table>
<thead>
<tr>
<th>Item</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>40%</td>
</tr>
<tr>
<td>Lab Assignments</td>
<td>60%</td>
</tr>
</tbody>
</table>

*You must earn a total of 75 points to receive a passing grade in this course.*

**Attendance: 40%**

- 12 labs = 40 pts
- 11 labs = 36 pts
- 10 labs = 33 pts
- 9 labs = 30 pts
- 8 labs = 27 pts
- 7 labs = 24 pts
- 6 labs = 21 pts
- 5 labs = 18 pts
- 4 labs = 15 pts
- 3 labs = 12 pts
- 2 labs = 9 pts
- 1 lab = 6 pts

**Lab Assignments: 60%**

- 6 satisfactory lab assignments = 60 pts
- 5 satisfactory lab assignments = 50 pts
- 4 satisfactory lab assignments = 40 pts
- 3 satisfactory lab assignments = 30 pts
- 2 satisfactory lab assignments = 20 pts
- 1 satisfactory lab assignments = 10 pts

A satisfactory lab assignment is one where you follow all directions and answer all questions fully.
LAB TOPICS AND ASSIGNMENT DUE DATES

8/31  Information Research Techniques I
      LAB ASSIGNMENT # 1 due 9/4

9/7   Labor Day – No Class

9/14  Information Research Techniques II
      LAB ASSIGNMENT # 2 due 9/18

9/21  Writing an Annotated Bibliography and Literature Review
      SOCI 301 Individual Annotated Bibliography 9/25

9/28  Accessing and Using Secondary Survey Data
      LAB ASSIGNMENT # 3 due 10/9

10/5  Univariate Statistics
      LAB ASSIGNMENT # 4 due 10/16
      SOCI 301 Statistical Exercise 1 due 10/30

10/12 Bivariate Statistics
      LAB ASSIGNMENT #5 due 11/6
      SOCI 301 Statistical Exercise 2 due 11/16

10/19 Fall Break – NO CLASS!

10/26 Hypothesis Construction and Testing
      SOCI 301 Quantitative Hypothesis Testing due 12/4

11/2  Statistics, Continued

11/9  Developing an in-depth Interview Guide
      LAB ASSIGNMENT # 6 due 11/13

11/16 Transcribing and Coding In-Depth Interview Data
      SOCI 301 Interview Transcript due by 11/30

11/23 Analyzing Idiographic Interview Data
      SOCI 301 Interview Coding due by 12/16

11/30 Preparing a Research Presentation with MS PowerPoint
      SOCI 301 Group Presentations due 12/7 – 12/11

12/7  Presentations