SOC 400-900 Senior Seminar (Online)
University of Northern Colorado
Summer 2019 (May 13-August 2)

Instructor: Sandra Harmon
Phone: 970-351-2307
Email: Sandra.harmon@unco.edu

Office: 2285D Candelaria
Office Hours: By appointment

COURSE PURPOSE: In this course, students will complete a research project to demonstrate a comprehensive understanding of sociology. The senior seminar includes completing an original research project with data collected from a population or sample approved by the instructor and poster presentation, and a 20-page executive report (including report, reference page, and appendices). This research project will include an opening statement, methods, results, recommendations, reference page, and appendices. Students will demonstrate their scholarly voice development throughout the research process.

SUGGESTED TEXT:
Sociology Student Writer's Manual
AUTHOR: Johnson
EDITION: 6th COPYRIGHT
YEAR: 2010
PUBLISHER: PEARSON EDUCATION ISBN: 9780205723454

LEARNING OBJECTIVES
At the End of the Semester, students will be able to:
• Define and apply core sociological concepts to a research question.
• Examine, discuss, and critique human behavior and social structure from sociological perspective.
• Apply sociological theoretical perspectives to a research question.
• Collect and analyze scholarly literature relevant to a research question.
• Apply sociological theoretical perspectives to scholarly literature and research methods pertinent to a research project
• Apply rigorous research techniques in a project with real world implications
• Use the appropriate analytic and statistical tools to test hypotheses
• Demonstrate effective communications of sociology through several communication forms and critical thinking and writing skills

SETTING UP YOUR PROJECT
Before students begin the course work for their Senior Project Spring 2017 they must be prepared to start their projects. Request a meeting on the phone or email the instructor. While not mandatory, this process should begin before the start of the spring semester. Once the class begins, review previous projects online in the SOC 400 Canvas course.

LIST OF TOPICS- Here are some topics from previous students:
Maternal Work and Children’s Outcomes
Military Families and Effects of Deployment
Food Deserts in Colorado Rural Towns
Adolescent Drug Use and Academic Outcomes
Adolescent Parental Loss and Career Choices
Option one: Use public secondary data to test a strong sociological research question. This choice is good for those who plan to go to grad school that focuses on quantitative methods, enjoy quantitative data analysis, or who do not feel comfortable with collecting their own data.

Option Two: Collect your own data. If you have a research question that has a strong sociological foundation and approval from me, you can collect data through quantitative surveys, qualitative interviews, content analysis, etc. This option needs careful and early planning since you have to write the instrument, survey questions, and find a sample.

COURSE EXPECTATIONS

The expectations and requirements specified in SOC 400 are included below. By the end of the semester, students should:

- Students must complete a log of your hours completed that week and a short description of your activities. At the end of the semester, this should be submitted online.
- Students should complete a 20-page executive summary paper, poster presentation on an instructor approved topic.
- Students are expected to adhere to, and exemplify, the five components of the UNC HonorCode: Honesty, Trust, Respect, Fairness, and Responsibility.

MANDATORY MEETINGS WITH INSTRUCTOR

You meet with me individually 4 times about their project progress—at these meetings, I will help with research design or analysis, approval of your research materials, reviewing drafts of your paper for help thinking through problems with agency politics or any difficulties you might have working with study respondents or interviewing subjects. I am here for YOU! Some students meet regularly, and others meet only when necessary (for approval of research materials and design). The requirements are minimum-- you can make this just a course you maneuver through or you can create a professional experience beyond compare-- by creating a meaningful project of much practical benefit, establishing relationships with people in your field, acquiring an important "real world" experience for yourself, preparing for graduate school, and adding a professional in your field of choice who can speak directly about your employability to your list of references offered in your job search.

COURSE ASSIGNMENTS

This class is separated into modules, which contain resources and examples needed to complete each section of your senior project. There are suggested topics listed on page 1 of the syllabus, but I provide a lot of other reading materials to support your success. Before completing each step of the research process, read through the corresponding module material. You can also ask questions during mandatory meetings, but you might find the answer to your question in the modules.

Senior Project Proposal: (Worth 50 points): In the first 2 weeks, students will complete a 3-page proposal that includes an introduction to the problem, theoretical framework, preliminary literature review, proposed research methods and hypotheses, and reference page.

Executive Summary Rough Drafts (worth 150 points total): Every 2 to 3 weeks, students will turn in a rough draft of the executive summary, which will be worth a varying amount of points. Each time you turn in a draft, you are to turn in the last draft with suggested changes and the additional sections at the end. See Canvas Course Schedule for the list of due dates.

Final Executive Summary (200 points): Each graduating Sociology major will design a research project. At the end of the project, student will have produced an executive research report (discussed in more detail on pages 4-5). Students will be responsible for summarizing literature, creating a survey
questionnaire or other data collection tools (if necessary), gathering data, summarizing and analyzing the data, and producing a 20-page executive report of their findings.

**Poster Presentation (100 points):** Each SOC 400 student will present the findings of their research project to their classmates and instructor through an online poster presentation*. Students will first turn in a rough draft (20 points) of the poster and then a final draft (80 points).

<table>
<thead>
<tr>
<th>GRADING POLICY</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Project Proposal</td>
<td>50</td>
</tr>
<tr>
<td>Assignments</td>
<td>150</td>
</tr>
<tr>
<td>Final Executive Summary</td>
<td>200</td>
</tr>
<tr>
<td>Poster Presentation</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>500</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100% = A</td>
</tr>
<tr>
<td>80-89% = B</td>
</tr>
<tr>
<td>70-79% = C</td>
</tr>
<tr>
<td>60-69% = D</td>
</tr>
<tr>
<td>59% and lower = F</td>
</tr>
</tbody>
</table>

*During the fall and spring semesters, students present a poster online in the discussion forum, but because this class has fewer than 5 students, students will complete a poster presentation Power Point slide, but will not present their research in a discussion forum.

**CLASS POLICIES**

This course is conducted entirely online; because of the nature of the course, it seems a lot like an independent study, but you will have firm deadlines on discussions and assignments. Please adhere to the due dates in the Course Schedule. For face-to-face 3 credit courses, typically you would be expected to spend 3 hours in class and an additional 6 hours each week outside of class for readings and assignments (for a total of 9 hours per week). Please consider this when planning your course load. Just as in a face-to-face class, schedule a time for yourself when you will “attend” the online course reading module material and participating on discussion boards. Because this course is similar to an independent study, you are expected to keep a log of time spent on your senior projects, discussions, and meetings with the instructor. In the end, you are more likely to be successful and not have an overload towards the end if you set up and follow a routine.

**Attendance and Participation:** Since this is an online class, it is not possible to take attendance. Therefore, you will be graded on your participation in group discussions and mandatory meeting attendance. If you do not participate in discussions by the due dates, you will earn a 0 on the assignment.

**Late Assignments:** I do not accept late assignments, discussions or projects for full credit in this course. If your assignments, then I will deduct 30% off the final grade for only one week after original due date, no exceptions. In this case, the highest grade that you can earn is 70% on late assignments.

**Professional Conduct:** For most of students in this course, this is the final step before graduating with a BA degree and perhaps moving onto another professional career or earning a promotion. As you prepare to complete your degree, please keep the following professional expectations in mind as you complete your project. Chances are the following criteria is crucial for your current or future career.

**Time Management:** I expect students to integrate good time management skills, which includes promptness for meetings and responsibility for turning in your assignments on time. This means that planning ahead is crucial for your success in this course.

**Respect:** Please be respectful towards peers and the professor during one-on-one meetings and E-mail communication.
Preparedness: Please be prepared for scheduled meetings. The professor will provide feedback on assignments about 24 hours before scheduled meetings. Please be prepared to discuss the feedback provided.

Quality of Work: Please provide work of the highest quality that reflects your best effort; make a strong effort to improve work; show positive, proactive behavior; always adhere to class, college, and university academic dishonesty policies.

University Student Code of Conduct: The University has a clear code of student conduct. Please go to: http://www.unco.edu/dos/communityStandards/student_code_conduct/index.html for more details.

Email and Canvas Announcements: Please check your UNCO Bearmail and Canvas announcements frequently in this class. I regularly communicate by email and announcements each week about upcoming material, assignments, and course procedures. Furthermore, I check my email throughout the day during the weekdays (Monday – Friday). If you need to discuss any questions or concerns about the class, please email me if you cannot visit me during office hours. I will return your email within 24 hours, unless it is the weekend. Please allow for a 48-hour response on the weekend.

**Please make sure that your email communication with the instructor or other students includes a subject line and states your purpose and/or question(s) clearly. Keep in mind proper netiquette rules: proofread your email, stay concise, and watch your tone.**

Canvas: This online class will utilize the university provided online learning management, Canvas. The syllabus, rubrics, course assignments’ guidelines, supplemental readings, grades and class calendar can be accessed at this site. You can access Canvas by typing http://www.unco.edu/Canvas into your web browser. Then type in your Bear username and password and choose the course, SOC-400 (900) Summer 2018, to access this course’s Canvas Page.

Canvas has information about how to make sure your computer is compatible for the course, so go to the Canvas home page for this information (http://www.unco.edu/Canvas). If you have difficulties or questions about the technology, please call the helpline shown below. Students are responsible for making sure that their computers are compatible with the Canvas system. I recommend that each student who is not taking the course on UNC campus computers contact our helpline before class begins, to discuss compatibility with a technician. Please make sure yours is compatible, because computer crashes, etc. will not be an acceptable reason for late or missed work. The helpline number is (970) 351-4357.

UNCO Policies

Honor Code: All members of the University of Northern Colorado community are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These core elements foster an atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UNC community's academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, and trustees strengthens the integrity and value of our academic climate.

University Policies Regarding Student Conduct: In order to encourage and foster academic excellence, the University expects students to conduct themselves in accordance with certain generally accepted norms of scholarship and professional behaviors. Because of this expectation, the University does not condone any form of academic misconduct. Academic misconduct includes but is not limited to plagiarism, cheating, fabrication, and knowingly or recklessly encouraging or making possible any act of plagiarism, cheating, or fabrication. Academic misconduct is an unacceptable activity in scholarship and is in conflict with academic and professional ethics and morals.

Consequently, students who are judged to have engaged in some form of academic misconduct may be subject to (1) a zero or an “F” on the work in question, (2) an “F” in the course, (3) other academic penalties as outlined in the professor’s course requirements and expectations, (4) disciplinary action as
specified in the Sanctions for Misconduct section below, or (5) any combination thereof. Procedural due process, including the right to appeal, is to be followed in making a determination of whether academic misconduct has occurred.

Generally, a student’s intentions will not be the primary consideration in the determination of whether academic misconduct has occurred. A student’s intentions will usually be considered only during the process of deciding on the appropriate sanctions or penalties.

Plagiarism is the act of appropriating the written, artistic, or musical composition of another, or portions thereof; or the ideas, language, or symbols of same and passing them off as the product of one’s own mind. Plagiarism includes not only the exact duplication of another’s work, but also the lifting of a substantial or essential portion thereof.

Regarding written work in particular, direct quotations, statements which are the result of paraphrasing or summarizing the work of another, and other information which is not considered common knowledge must be cited or acknowledged, usually in the form of a footnote. Quotation marks or a proper form of indentation shall be used to indicate all direct quotations.

As long as a student adequately acknowledges his/her sources and as long as there is no reason to believe that the student has attempted to pose as the originator, the student will not be charged with plagiarism even though the form of the acknowledgment may be unacceptable. However, students should be aware that most professors require certain forms of acknowledgment and some may evaluate a project on the basis of form.

Cheating is the act of using or attempting to use, in examination or other academic work, material, information, or study aids which are not permitted by the instructor. Cheating includes, but is not limited to: Using books, notes, or calculators or copying from or conversing with others during an examination (unless such external aids are permitted by the instructor); having someone else do research, write papers, or take examinations; doing research, writing papers, or taking examinations for someone else; submitting large portions of the same work as part of the academic work for more than one course (unless such submission is permitted by the instructor).

Fabrication is the invention of material or its source and its use as an authority in academic work. Fabrication includes, but is not limited to: inventing the data for a scientific experiment; inventing the title and author of a publication in order to use the invented publication as a source; or knowingly attributing material to an incorrect source.

UNC’s policies and recommendations for academic misconduct will be followed. For additional information, please see the Dean of Student’s website, Student Handbook link http://www.unco.edu/dos/handbook/index.html

Students with Other Needs: If you have other academic, evaluation, or testing needs please discuss them with me ASAP. In addition, Disability Services for Students (DSS) provides assistance to currently enrolled students with documented disabilities including physical, psychological, and those with Attention Deficit Hyperactivity Disorders (ADHD), traumatic head injuries, learning disabilities (LD) and other health concerns. All contacts with DSS personnel are held in strictest confidence and information is released only with the student’s permission. Students with disabilities should contact the appropriate coordinator to initiate receipt of services. It is the responsibility of the student to provide updated documentation regarding his/her disability from the diagnosing professional before services can be provided.

Please check http://www.unco.edu/dss/aboutDSS.html for more details.
Library Services for Distance Education and Off-Campus Students: Obtaining Materials from UNC Libraries: Off-campus students residing within 50 miles of the UNC campus are required to come to the library and borrow materials in person. Students residing more than 50 miles from campus may request that materials be delivered to them. All requests must include complete citations. We will supply materials from the UNC Libraries, as well as materials from other libraries obtained via Interlibrary Loan. Articles will be delivered via email. Books will be mailed first class. Delivery time by U.S. postal service is approximately 1 week.

Cancellation of Courses: The Office of Extended Studies reserves the right to cancel or reschedule courses based upon enrollment. Enrolled students will be contacted with information of any change.

Student Satisfaction Evaluation
Participants will be asked to evaluate the workshop for instructors’ knowledge, interest and enthusiasm as well as providing additional information on classes or topics which you would like to see developed as a future offering from UNC.

Senior Exit Survey: At the end of the course, students will complete the Senior Exit Survey before final grades are posted. On Week 14, the instructor will provide the link to a confidential senior exit survey.

Course Withdrawal Information In accordance with University and Colorado Department of Higher Education policy, if you drop this class after the course starts you will be assessed a drop fee. The drop fee is pro-rated up to the half-way point in the class. You are legally responsible for payment of full tuition once 50% of this course has been concluded. In order to be eligible to receive any refund of tuition, you must contact the Office of Extended Studies (1-800-232-1749) to formally withdraw from your class. Your refund, if applicable, will be based on the date of contact with our office. Withdrawals received via telephone during non-business hours will be processed and dated on the next working day. Failure to notify us will result in UNC tuition being owed even though you do not attend or complete the coursework.

Federal Policies: Throughout the course of the semester (and especially at the end of the semester), you may be wondering what your grade is, what you scored on an exam, or paper, etc. I cannot legally e-mail you your grade without written consent. Therefore, when you send me an e-mail at any time, I cannot respond with grade information unless you give me hand-written consent, with a signature, first. All spreadsheets that contain grade information will be posted outside my office and updated constantly with your “current grade” in the course up to that point. It is your job to look at that posting and find your grade information. As always, you are welcome to make an appointment with me to review your grades in person, but I cannot release information without written consent via e-mail, over the telephone, or especially to a third party (except those listed below). Please see the description of FERPA below for further details.

Family Educational Rights and Privacy Act (FERPA) The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
• Appropriate officials in cases of health and safety emergencies; and
• State and local authorities, within a juvenile justice system, pursuant to specific State law.

CLASSROOM TECHNOLOGY

You should have Microsoft Word, or Word-convertible WordPerfect, in order to upload projects that I can download and open. If you don't have MS Word, be sure to save anything you send with either an .rtf or .doc file extension, as some other programs will download this way. Please don't use Microsoft Works for word processing as it will not open on my computer (this program comes with new PCs as a free program), and don’t upload documents that have been saved in any of the Web formats either. Our UNC computers now have MS 2007 installed, so I can open Microsoft Word 2007, as well as earlier versions of Word.

PowerPoint is not required but will make some of the course material run better. If you have MS Office but are not sure about PowerPoint, check your program files, because it might be there! PowerPoint documents that I’ve uploaded to course units will mostly be in PDF format, which just about any browser can open (although it may take a minute or so). If you don’t already have Adobe PDF Acrobat reader on your computer, it is most likely that your computer will launch a download when you go to open your first presentation. If it does not, “Google” to find Acrobat Reader and it will give you the site for the free download.

Please Note: I am not responsible for making sure your computer is technologically compatible with Canvas. It is your responsibility to practice using Canvas, and submitting papers/assignments before the due date to make sure your technology is compatible. Should you encounter problems, DO NOT contact me. For help, contact technical.support@unco.edu or call 970-351-4357.

Course Schedule SOC 400

<table>
<thead>
<tr>
<th>Module</th>
<th>Assignments (Due 11:59 pm on scheduled due dates listed in the course schedule)</th>
</tr>
</thead>
</table>
| Module 1 (Weeks 1): Research Proposals | Print Hours Log to keep track of hours  
Senior Project Proposal  
Module 1 Readings |
| Module 2 (Week 2): Theoretical Perspective | First meeting with instructor to discuss proposals  
Theoretical Perspective Reflection Paper  
Module 2 Readings |
| Module 3:(Week 3) Literature Review | Literature Review Table  
Module 3 Readings |
| Module 4 (Weeks 4-5): Opening Statement | OPENING STATEMENT with HYPOTHESES  
Second Meeting with instructor to discuss opening statement  
Module 4 Readings |
| Module 5 (Week 6-7): Methods | METHODS  
Third Meeting with instructor to discuss methods and results for project  
Module 5 Readings |
| Module 6 (Weeks 8-10): Results | RESULTS  
Module 6 Readings |
| Module 7 (Week 11): Recommendations and Conclusion Poster Presentations | DISCUSSION, RECOMMENDATIONS & CONCLUSION  
Final Executive Summary  
Fourth meeting with instructor if needed  
Module 7 Readings |
| Module 8 (Week 12): Recommendations and Conclusion Poster Presentations | Poster Presentation: Rough and Draft  
Module 8 Readings |