BACHELOR OF SOCIAL WORK PROGRAM

SOCW 402
RESEARCH METHODS FOR SOCIAL CHANGE IN COMMUNITY SOCIAL WORK

COURSE OUTLINE

<table>
<thead>
<tr>
<th>Section: F18W70</th>
<th>Semester: Fall 2018</th>
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<tbody>
<tr>
<td>Instructor: Dr. Louise Stern MSW PhD</td>
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<tr>
<td>Online Office Hours: Please email me to make an appointment</td>
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<tr>
<td>Office Phone: 250-740-6268</td>
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<tr>
<td>e-mail: <a href="mailto:louise.stern@viu.ca">louise.stern@viu.ca</a></td>
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<tr>
<td>Zoom Room Link: <a href="https://zoom.us/s/9246427967">https://zoom.us/s/9246427967</a></td>
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Hay ch qa’ sii’em siye’yu mukw mustimuxw.

In keeping with regional protocol, Vancouver Island University students, staff, faculty and administration would like to acknowledge and thank the Snuneymuxw First Nation, Tla’amin First Nation, Snaw-naw-as First Nation and the Cowichan Tribes for allowing students, staff, faculty and administration to teach, learn, live and share educational experiences on the traditional territories of these nations.
COURSE DESCRIPTION

This course is an exploration of methods and methodology for community based research with a focus on exploring and changing social situations and issues. Grounded in critical social work, this course will allow students the opportunity to integrate the concepts and skills they have developed in the creation of a research proposal. Topics include participation methods, ethnically sensitive research, the impact of power and oppression on the research process, and the differences between qualitative and quantitative research methods.

LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

1. Demonstrate the ways in which research can inform social work practice specific to social change and social justice.
2. Critically evaluate research methodologies, analysis and interpretations.
3. Define and appropriately apply to practice the basic terms, concepts and processes of qualitative and quantitative research.
4. Have a basic understanding of different research paradigms and methodologies.
5. Critically explore and understand ethical issues and its potential impacts on the research process, including research with marginalized and oppressed groups (such as First Nations, women, LGBTQ, youth, and racialized and minority groups).
6. Be familiar with the steps involved in developing and conducting a research project and proposal
7. Students will be expected to understand, apply and adhere to the Canadian Association of Social Workers Code of Ethics and Ethical Practice Guidelines in the context of this course.

REQUIRED TEXTS:

This is the mandatory text for this course:

All other readings and resources will be supplied to students on the VIU Learn course site as required.

CLASS FORMAT AND ASSIGNMENTS

This is a fully online course.

1. Students should ensure that they have read the course core information, course outline, assignments and rubrics before they start the Learning Activities of Week 1.
2. Students will move through the course week by week. Each week starts (opens) on Monday morning at 12:00 am and ends (closes) on Sunday pm at 11:59

3. Students will do all the learning activities for the week and that includes the readings and any assignments. Some assignments may not be for marks (discussions/worksheets), but they are considered part of the learning (like in a face-to-face class) and will help students to understand and apply the content and will help with marked assignments.

4. Students will be responsible for keeping up with the content, the assignments, and due dates. Good organization is linked to success in online learning! Use the "My Task", "Calendar", and "My Bookmark" components of the course site to help you.

5. All assignments due on an assigned week will be due on that Sunday at 11:59 pm (unless otherwise identified) It is a student's responsibility to organize their schedules to complete them. Students will have access to the past week’s content. For information on Late Assignments, please reference the Course Outline. Late submissions will be docked marks.

6. Instructors are able to keep track of student progress. If the instructor feels the student is falling behind and is struggling, they will contact the student and work together to ensure that they are understanding the content and that they are moving towards success. A lack of participation can result in failing the course.

SOCIAL WORK CODE OF ETHICS

Students enrolled in the Bachelor of Social Work program at Vancouver Island University are expected to comply with the social work Code of Ethics within the jurisdiction in which they are residing. In Canada, students are expected to have read and comply with the Canadian Association of Social Workers Code of Ethics located here: https://casw-acts.ca/sites/casw-acts.ca/files/documents/casw_code_of_ethics.pdf

Non-compliance with the Code of Ethics can result in discontinuation from the Bachelor of Social Work program.

PARTICIPATION

Presence, engagement and participation in this class is mandatory. Students are expected to follow the course outline and keep current with their weekly readings and assignments. Instructors are able to keep track of student progress in the course, and will connect with students who appear to be struggling to ensure that they can complete the course successfully.

This course relies on students systematically participating in the weekly learning activities in order to complete the final assignment. There are also mandatory seminars that students need
to participate in for this course which will help with your learning. Remember - there is a direct correlation between engagement and presence in the course work and success (ie: good grades).

You will need to set aside **at least** 3 hours per week to complete the learning activities.

**METHOD OF STUDENT EVALUATION**

The objectives of this course are for you to complete a research proposal based on a topic of interest to you that is informed by your practice and/or professional queries. You will not be doing the research proposal, just creating it.

Therefore, the assignments are created to work students towards this goal. It is incremental and builds on the knowledge you have gained from week to week.

Due dates for the assignments are listed on the course and on the course calendar.

***You are required to attend the tutorials. If you do not attend the tutorials, you will be deducted marks for the corresponding assignments (please see assignment outlines and rubrics). They are designed to help you understand some of the more complex concepts and to ensure that you are on the right track with your proposal***

**TUTORIALS**

- **Week 2 (Ethics):** Students will complete this tutorial on their own and submit the documentation to the instructor showing they completed it.

- **Week 4 (Research Paradigms):** This will be an overview of the learning over Week 3 and 4 – including research paradigms and the differences between qualitative and quantitative research.

- **Week 6 (Lit Review with the Librarian):** Students will attend a tutorial on what a Literature Review with the instructor and the Librarian. Students will also meet with the Librarian online over the week in individual appointments and she will assist with your literature search.

- **Week 12 (Pulling It All Together):** This tutorial will be an overview of the poster assignment. Further more detailed outlines for all assignments and marking rubrics will be provided to students online and it is strongly recommended that students read and understand the expectations for the assignments.
WORKSHEETS (40%)

Students will complete worksheets based on the week’s learning and applied to their research topic. The ultimate goal of these assignments is to help the students develop their research proposals and create their own research posters.

- Week 3 Ways of Knowing (5%)
- Week 4 Research Paradigms (5%)
- Week 5 Research Purpose and Question (5%)
- Week 6 Article Search and Critique (10%)
- Week 7 Choosing a Method (5%)
- Week 8 Sampling (5%)
- Week 9 Data Collection (5%)

METHODS QUIZ (10%)
Due Week 11

Students will write a short 10 question quiz on research methods based on the content of Week 7 to 10. A study guide will be provided.

LITERATURE REVIEW (20%)
Due Week 10

Students will write a 5-page literature review that will inform their research proposal. It will focus on the current research informing the topic they have focused on. A more specific outline and marking rubric is available on the D2L course site.

RESEARCH POSTER (25%) + (5%) Peer Evaluation
Due Week 13

Students will present a research poster based on their research proposals. They will be put into small groups and will have to provide peer evaluations of one another’s posters. Students will be marked on the poster and the peer evaluations. No late assignments will be accepted due to the nature of this assignment. A more specific outline and marking rubric is available on the D2L course site.

Students are expected to review the following policy with respect to grade appeals:
http://www.viu.ca/calendar/GeneralInformation/generalregulations.asp

HANDLING OF STUDENT WORK

1. Students are responsible for retaining a copy of all submitted work and for submitting all assignments by their due date.
2. Every effort will be made to return assignments to students within two weeks.

3. Students can email the instructor to review and discuss their exams, assignments or course grade.

4. Final grades will be posted for each student to view on the course VIU Learn site and on their VIU Student Account.

DISABILITIES ACCOMMODATION

Students with diverse learning styles and needs are welcome in this course. In particular, if you have a disability/health consideration that may require accommodation, please feel free to approach me and/or Disability Access Services (DAS) as soon as possible. The DAS staff is available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. The sooner you let us know your needs the quicker we can assist you in achieving your learning goals in this course.

Students who already have disability accommodations MUST submit them to me at the beginning of the course, and must talk with me what this will look like in the context of your course work and participation.

LATE SUBMISSION OF ASSIGNMENTS/MISSED EXAMS: CONSEQUENCES

All assignments must be submitted on the date and time specified, and all tests are to be written on the date specified. The only time an assignment can be handed in late is if there is a medical or family emergency and it must be communicated to the instructor as soon as possible. A doctor’s note will be required for illness and must include the dates of the student’s incapacity.

A student is responsible for communicating any late submissions to the instructor, regardless of the reason. If a student does not communicate this, an automatic 5% deduction will occur on top of the 2% per day.

If a student hands in an assignment late, a late deduction of 2% per day will occur up to 7 days.

Papers or assignments will not be accepted after 7 days.

Extension requests for assignments will only be considered under exceptional circumstances. These include: death of a family member, prolonged illness, hospitalization or what would be deemed an emergency situation. Extension requests need to be submitted at least 24 hours ahead of time. For illness or hospitalization, the student will be required to produce a doctor’s note that are specific to the dates of their incapacity.

There are no rewrites and therefore, no rewrite will be granted for papers with a low mark or failing grade. It is the student’s responsibility to understand the content and expectations of the
assignments that are due. The instructor will provide outlines, marking rubrics, and overviews for the assignments. Meetings with the instructor are recommended and encouraged if a student is struggling with the content.

Requests for “make-up assignments”, “additional work” or “alternate assignments” for the purposes of increasing grades will not be granted. It is the student’s responsibility to monitor their progress and access assistance/resources early on in the event of low marks or if it appears there may be a risk of not achieving the necessary grade required to fulfill program requirements.

**Students are expected to keep a copy of all their work.** Therefore, losing assignments as a result of not having saved a paper will not be accepted as a reason for an extension. Computers/laptops crashing or breaking down as well as theft of computers from vehicles or homes will no longer be considered valid reasons for an extension request. It is suggested that students e-mail themselves drafts of their work at regular intervals or save draft copies of assignments on a disc or memory stick.

**GENERAL REGULATIONS AND STUDENT CONDUCT**

Students are expected to review and adhere to the General Regulations and Student Conduct Code (Policy 32.05): [http://www.viu.ca/calendar/GeneralInformation/generalregulations.asp](http://www.viu.ca/calendar/GeneralInformation/generalregulations.asp)

Students are expected to review and adhere to the Faculty of Health and Human Services Policies and Procedures listed here: [https://hhs.viu.ca/faculty-health-and-human-services-policies-and-procedures](https://hhs.viu.ca/faculty-health-and-human-services-policies-and-procedures)

It is an expectation that students will have read the BSW Student Handbook in its entirety and understand its contents. The student handbook can be located here: [https://hhs.viu.ca/bachelor-social-work/bsw-student-handbook](https://hhs.viu.ca/bachelor-social-work/bsw-student-handbook)

**Academic Integrity**

**Academic integrity is expected of all students.** There are five values that underpin academic integrity (these are also consistent with professional social work standards): honesty, trust, fairness, respect, and responsibility. Please read through the Student Academic Code of Conduct policy ([www.viu.ca/policies](http://www.viu.ca/policies)) to ensure that you are aware of VIU’s expectations. Violations of the academic code of conduct will be taken seriously and acted upon according to this policy.
Plagiarism on papers is considered a breach of academic conduct and will be dealt with accordingly. A link to the VIU Academic Code of Conduct is included in the course outline. Please read it. If students have additional concerns or questions that come up for them throughout the duration of the course, they are encouraged to consult the instructor for clarification.

Submitting papers that are at an unacceptable level in terms of writing and organization are the student’s responsibility, and is expected at a 4th year level. If in the past, assistance was required with writing, it is strongly recommended that you be proactive early on to access assistance for this course. Links are provided for the Writing Centre at VIU and to the digital resource of Learning Matters. Learning Matters has excellent links to a variety of resources that can assist with studying, writing and researching.

Students will use APA referencing and formatting for all their academic papers. Not doing this correctly may result in deductions of marks (please see the rubrics for your assignments).

Respectful Behaviour and Communication

Students will exhibit professionalism and respect in their communication with both the instructor and their classmates. The online setting is easily misinterpreted, so be aware of how you write emails, post discussions and interact with one another in small groups or in online seminars.

Constructive feedback should not be taken personally, and if you are feeling upset or unsafe by something said or written or done online, please contact the instructor to discuss it further. This is especially true in this course, where feedback is absolutely required in developing a piece of research and research proposal. It is not indictment of your skills, abilities or you personally.

Any form of discrimination or harassment of your classmates or instructor will not be accepted.

Engagement with other students outside of the course itself, should also be respectful and professional. This includes discussion in student Facebook groups or on social media. Confidentiality is a key social work ethical principle and should be adhered to at all times in either online or face-to-face interactions.

INSTRUCTOR RESPONSIBILITIES

1. I will be present and accessible to you. I am always available to students via email. I welcome and encourage your questions and feedback. I will get back to you within 24 hours but please note that I do not answer my emails on the weekend, so plan accordingly if you are struggling with content or an assignment.
2. I will create an online classroom that is safe, confidential, strength-based and that focuses on learning and mastering the content.

3. I will give feedback in a timely and constructive manner. I will attempt to have small assignments (worksheets) marked within the week and upload them so that you can get my feedback. The feedback is meant to be constructive rather than personal (this is part of the research process as well), so that you can improve your work. Use them to help guide your next assignment.

4. I will review your work with you. I am happy to meet with students and go through their assignments to help them improve and address any challenges they may have had. Remember that marks are not reflective of who you are as people – they are merely a way to evaluate learning.

5. I will set up individual meetings with you to ensure that you are on the right track and to check in about your progress.

6. I will teach you and support your use of the technology required for the final assignment.

7. I will review all assignments with you the beginning of the course, and before they are due so that students are aware of what is required.

8. I will hold student’s responsible for their own learning. This is a challenging course but I believe in the innate abilities of all of you to get it and succeed! Exemplars have been provided to you to show you the great work that other students have done in this course.

STUDENT SUPPORTS

1. Vancouver Island University Calendar: http://www.viu.ca/calendar/

2. VIU Learning Matters: https://learningmatters.viu.ca/

3. VIU Writing Center: https://learningmatters.viu.ca/support-area/writing-centre

4. Student Affairs Department: https://www2.viu.ca/studentservices/

5. Vancouver Island University student information: https://www.viu.ca/students

6. Online APA style referencing sites provided under the APA style referencing link located here: https://learningmatters.viu.ca/topic/using-style-guides and https://owl.english.purdue.edu/owl/resource/560/01/

7. Online access to Instructor through email
BSW GRADUATION REQUIREMENTS

1. Students must have completed at least 120 university-level credits and have completed all the required core and elective courses to be eligible for the Bachelor of Social Work degree.
2. A minimum "C+" average on all required courses with no grade lower than "C".
3. It is the student's responsibility to ensure that all requirements for the degree are met. Students are encouraged to consult the social work program Advisor for information and guidance.

Grades will be assigned according to the Vancouver Island University GRADE SCALE.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage (%)</th>
<th>Grade Value</th>
<th>Point Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100</td>
<td>4.33</td>
<td>Excellent</td>
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<tr>
<td>A</td>
<td>85-89</td>
<td>4.00</td>
<td></td>
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<tr>
<td>A-</td>
<td>80-84</td>
<td>3.67</td>
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<tr>
<td>B+</td>
<td>76-79</td>
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<tr>
<td>B</td>
<td>72-75</td>
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<tr>
<td>C+</td>
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<tr>
<td>C</td>
<td>60-63</td>
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<td>D</td>
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<td>0-49</td>
<td>0.00</td>
<td>Failing work</td>
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<tr>
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<td>Unsatisfactory performance or failure to meet course requirements.</td>
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<tr>
<td>UW</td>
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<td>0.00</td>
<td>Unofficial Withdrawal</td>
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<td>Course not completed due to unofficial withdrawal. Calculated as a &quot;0&quot; in the GPA.</td>
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<td>CR</td>
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<td>Requirements completed, but not calculated in GPA.</td>
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<td>INC</td>
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<td>Status</td>
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<tr>
<td>CS</td>
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<td>If course requirements are not completed after 90 days from the course end date, the “INC” grade will automatically become an “F” grade.</td>
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<tr>
<td>AUD</td>
<td>N/A</td>
<td>Continuing Status</td>
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<td>In good standing. Course is delivered over 2 terms, separated by a break. Final mark to be issued at end of 2nd term.</td>
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<td>In good standing. Student must re-enroll within one year.</td>
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