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COURSE INFORMATION

Faculty Contact Information

- Michelle T. Violanti, Ph.D.
- Email: violanti@utk.edu
- Office: 287 Communications Building (Communication Studies suite)
- Phone: 865-974-7072
- On-Campus Meetings: 9:00 to 9:30 and 10:30 to 11 Monday and Wednesday in Circle Park; 9:30 to 11:30 Thursdays on HSS Plaza
- Virtual Office Hours: Mondays, Wednesdays, and Thursdays via Zoom or Canvas by appointment

Graduate Teaching Associate Information

- Dennis N. McCarty, M.S.
- Email: dmccar11@vols.utk.edu
- Virtual Office Hours: Monday and Tuesday by emailed appointment.

COURSE DESCRIPTION

Communication Studies 356 is designed to provide students with 1) an overview of the methods used to collect and analyze data in communication studies and 2) the knowledge to be a literate consumer of data. All students must have successfully completed Communication Theory (CMST 352); It is highly beneficial to have also completed Public Speaking (CMST 210), Business and Professional Communication (CMST 240), Survey of Interpersonal Communication (CMST 312), Survey of Organizational Communication (CMST 342) prior to enrolling in the course. By the end of the semester, you will have completed the following:

- to understand and critique the methods, findings, discussion, and conclusions components of qualitative and quantitative research reports
- to understand how to develop the methods (including the use of human subjects) and analysis procedures necessary to answer research questions or test hypotheses
- to analyze data, interpret qualitative and quantitative research findings, and complete the methods, discussion, and conclusions sections of a research paper
- to utilize available resources for collecting and analyzing data
- to practice the principles of effective written communication
- to practice the principles of relationship building and group interaction

LEARNING ENVIRONMENT

You have two responsibilities in this course: You must participate and you must think. Learning is an active process. It is not merely remembering information, but **experiencing** ideas as they pertain to our personal lives. This implies that it is important for us to connect

information in readings, assignments, and class discussion to our personal lives. To really learn—experience, not just remember information—about communication, each of us must be willing to read assignments in advance, reflect on our ideas, and take risks by asking questions or expressing our thoughts. We should also be open to listening and trying to understand ideas that may be different from our own. Because learning is an interactive process and students have access to both in-person and synchronous sessions online, no more than four (4) absences will be allowed (this includes any meetings called by your teams as well as online and in-class meetings). **Five or more absences will result in a failing grade.**

You will participate in this course synchronously (Zoom online and classroom offline) and asynchronously (using Canvas), the University of Tennessee's Learning Management System. Additional [Canvas](#) and [Zoom](#) resources are available for students unfamiliar with these online environments.

CCI recognizes and values diversity. Exposing students to diverse people, ideas and cultures increases opportunities for intellectual inquiry, encourages critical thinking, and enhances communication and information competence. When all viewpoints are heard, thoughtfully considered, and respectfully responded to, everyone benefits. Diversity and fairness unite us with the wider professional and global community.

HOW TO BE SUCCESSFUL IN THIS COURSE

For the portions of the class that are conducted online, you may want to look at the following resource: [How to be Successful in an Online Course](#).

Learner Expectations

- Be prepared for all classes
- Be respectful of others
- Actively contribute to the class and learning activities
- Commit to setting and meeting high expectations for yourself
- Abide by the UT Honor Code

Instructor Expectations

- Be prepared for all classes
- Evaluate all fairly and equitably
- Be respectful of all students
- Create and facilitate meaningful learning activities
- Behave according to University codes of conduct

Policies and Procedures

1. All papers must use proper APA Style for formatting, in-text citations, and references. They must be double-spaced using 1" margins and 12-point Times New Roman font.

Your name should not be used as a header on any paper and all papers should contain a title page. Signing your paper indicates that you received “No Unauthorized Assistance.” No emailed electronic versions of papers or assignments will be accepted.

2. Any paper that contains more than one error per page (grammatical, mechanical, style, spelling, failure to proofread, etc.) will be returned. Students have up to one week to revise a returned final paper with each new version of the paper earning a full letter-grade deduction. If you have concerns about your writing, please contact me or the [UT Writing Center](#) at least one week prior to turning in the assignment to allow adequate time for help.
3. Students utilizing technology for their presentations should have all files loaded on to the computer and tested prior to the beginning of class on the day they present.
4. All electronic devices (cell phones, iPads, laptop computers, etc.) should be used only for classroom purposes. If you have the need to use mediated communication (including textbooks, *The Daily Beacon*, iPods, laptops, smartphones, etc.), please do not come to class. No electronic devices will be allowed during presentations because they serve no educational purpose when you are an active audience member.
5. For your own protection, keep a photocopy or electronic copy of all assignments submitted.
6. All grade change requests must be made in writing **at least 48 hours after** the assignment has been returned. Your written request should include a persuasive argument with claims and evidence for why the grade you earned is inappropriate with respect to the assignment’s requirements.

COURSE REQUIREMENTS

Texts/Resources/Materials

Keyton, J. (2019). *Asking questions, finding answers*. McGraw Hill.
McGraw Hill Connect

The print version of the textbook is available in the bookstore for \$25. Please purchase it here as you will pay significantly more purchasing it online.

Opt out deadline for fall 2020 is August 28. Students who drop (2 weeks after the opt out deadline) will also receive a refund. **NOTE: If you choose to opt out of Connect, you will be unable to earn the points associated with those assignments as they will only be available on the Connect site!**

TECHNOLOGY REQUIREMENTS

Students are expected to bring a device to in-class meetings to access the internet and Canvas using a web browser. Outside of class, students are responsible for securing access to the technology necessary to utilize Canvas and Zoom. If you do not have Zoom loaded on your device, please visit [UT Available Software](#) to download it. [System requirements for using Zoom](#), general [campus computing information](#), and [computing support](#) are available.

Course Resources

The following resources are helpful in completing this course.

- Technical Support: For technical issues, contact the OIT HelpDesk by phone at (865) 974-9900 or at the [Walk-in HelpDesk](#). For IT and Computing issues, use the online [Contact Form](#).
- Zoom: [Getting Started with Zoom](#)
- Library: [UTK Library](#)
- Learning online: [Information for Distance Education](#)
- [Research Guides](#) and [Subject Librarians](#)

COURSE COMMUNICATION POLICY

Communication

The easiest and quickest way to reach me is via email. I check and respond to email messages at least once a day, usually in the late afternoon. It may take up to 24-72 hours for you to receive a response depending upon when your message is received. **Email communication is appropriate** for clarifying assignment requirements, setting up online or face-to-face appointments, and receiving feedback about pieces of assignments you have completed. **Email communication is NOT appropriate** for discussing grades, turning in completed assignments, or typing anything you would not be willing to say face to face.

Etiquette and Netiquette

All online and offline communication should adhere to [UT's Principles of Civility and Community](#).

Announcements

All students are responsible for logging into Canvas on a daily basis to check for course updates, answers to student questions, and tips/tricks for completing assignments. All accounts should be set to provide a daily digest of information posted to the course site—you can check your settings at [Canvas notification settings](#) to make sure you are receiving all important instructor announcements.

Virtual Office Hours

Virtual office hours are available using the chat feature in Canvas or Zoom as well as the audio or audio-video features in Zoom ([Getting Started with Zoom](#)). These office hours are by appointment. You can set up virtual office hours via email.

GRADING CRITERIA

Grading

Grading is done on a ten-point scale. There are no provisions for rescheduling exams/presentations and late papers are not accepted. **MAKE YOUR PLANS ACCORDINGLY.**

Expect to be graded on spelling, punctuation, grammar, style, as well as the content and organization of your work. You are required to complete your own work and to accept "no unauthorized assistance." Your signature on each assignment indicates you have followed the University Honor Code. You are welcome to talk with me about any assignment or draft before the due date. Finally, you cannot pass the course without completing **ALL** of the assignments. Any student earning below a C- (70% of the possible points) will be assigned the grade of F for the class.

ASSIGNMENT	PERCENTAGE
Exam	10
In-Class and Out-of-Class Learning Activities	20
Online Quizzes	20
Qualitative Group Project	25
Quantitative Group Project	25
Total:	100

Students can access information about [UT Grades and GPA](#) and other policies related to academic standing at [OneStop](#).

Academic Honesty/Student Conduct

For this course, academic integrity includes, but is not limited to, not receiving unauthorized assistance to complete an assignment, selling/purchasing course assignments/exams or notes, and withholding information/not participating in class discussions in ways that place other students at a learning disadvantage. The full [University of Tennessee Honor Statement](#), is available. An essential feature of the University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. *'As a student of the university, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.'*

The instructor of this class owns the copyright to the syllabus, handouts, assignments, quizzes, and exams associated with the class. All presentations developed by the instructor, as well as the instructor's lectures, are also protected by copyright, whether these

presentations are delivered live in-class, shared through Zoom or other video conference platforms, or uploaded to Canvas or similar sites.

Sharing any of this material without the written permission of the instructor is a violation of copyright law, and is therefore also a violation of the University's policy on acceptable use of information technology resources (UT policy number IT0110). That policy states that students will not commit copyright infringement, "including file sharing of video, audio, or data without permission from the copyright owner" and that file sharing is a violation of the university's student code of conduct. I will report all such violations to the Office of Student Conduct and Community Standards.

UNIVERSITY POLICIES

University Civility Statement

"Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. Civility enhances academic freedom and integrity, and is a prerequisite to the free exchange of ideas and knowledge in the learning community. Our community consists of students, faculty, staff, alumni, and campus visitors. Community members affect each other's well-being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected. Affirming the value of each member of the university community, the campus asks that all its members adhere to the principles of civility and community adopted by the campus." See [UT Civility and Community Principles](#).

Accommodations

Any student who feels they may need an accommodation based on the impact of a disability should contact Student Disability Services in Dunford Hall, at 865-974-6087, or by video relay at, 865-622-6566, to coordinate reasonable academic accommodations.

Your Role in Improving Teaching and Learning (Course Assessment)

At UT, it is our collective responsibility to improve the state of teaching and learning. During the semester, you may be requested to assess aspects of this course either during class or at the completion of the class. You are encouraged to respond to these various forms of assessment as a means of continuing to improve the quality of the UT learning experience.

Key Campus Resources for Students

- [Center for Career Development](#) (Career counseling and resources; HIRE-A-VOL job search system)
- [Course Catalogs](#) (Listing of academic programs, courses, and policies)
- [Hilltopics](#) (Campus and academic policies, procedures and standards of conduct)

- [OIT HelpDesk](#) (865) 974-9900
- [Schedule of Classes/Timetable](#)
- [Student Health Center](#) (visit the site for a list of services)
- [Student Success Center](#) (Academic support resources)
- [Undergraduate Academic Advising](#) (Advising resources, course requirements, major guides)
- [University Libraries](#) (resources, databases, course reserves, and services)

COURSE SCHEDULE/OUTLINE/ASSIGNMENTS/UNITS OF INSTRUCTION

Specific instructions for all student activities other than reading/watching/listening to course materials are included on Canvas with the assignment. All materials will open approximately two weeks prior to the date on which the topic begins.

Unit/Module	Topic	Student Responsibilities
8/19-8/26	Introduction	Read Chapter 1
8/31-9/6	Getting Started	Read Chapter 2
9/7-9/13	Ethics	Read Chapter 3
9/14-9/20	Qualitative Basics	Read Chapter 14
9/21-9/27	Qualitative Reports	Read Chapter 18
9/28-10/4	Qualitative Design	Read Chapter 15
10/5-10/11	Qualitative Data	Read Chapter 16
10/12-10/18	Qualitative Analysis	Read Chapter 17
10/19-10/25	Quantitative Basics	Read Chapter 4
10/26-11/1	Quantitative Reporting	Read Chapter 13
11/2-11/8	Quantitative Design	Read Chapter 5
11/9-11/15	Quantitative Data	Read Chapter 7
11/16-11/22	Quantitative Analysis	Read Chapter 9 and specified parts of 10, 11, and 12
11/23	Preparing Posters	
12/3 at 8:00 for Section 1; 12/8 at 10:30 for Section 2		Poster Presentations
12/4 from 3:30 to 6		Exam

