



## **Research Methods IN200**

**TR, Fall 2019**

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**Office Hours:** MWF 1100 – 1600 and by appointment

### **Course Description**

This course provides a foundational understanding of the concepts and methods for researching and writing in the social sciences. Combining techniques from similar areas allows students to develop a greater ability to analyze problems and propose well-reasoned and researched solutions. By the end of the course, students will be able to conduct research and analysis on topics related to the social sciences.

### **Course Texts, Readings, and Materials**

- Stephen Morillo, *What is Military History?*, 3<sup>rd</sup> Edition, Cambridge: Polity Press, 2018.
- Anthony Brundage, *Going to the Sources: A Guide to Historical Research and Writing*, 6<sup>th</sup> Edition, Malden, MA: Wiley-Blackwell, 2013.
- Turabian, Kate L. et. al., *A Manual for Writers of Research Papers, Theses, and Dissertations, Ninth Edition: Chicago Style for Students and Researchers (Chicago Guides to Writing, Editing, and Publishing)*, 9<sup>th</sup> Edition, Chicago: University of Chicago Press, 2018.

**Prerequisites:** English 101; Political Science 101 or Political Science 102.

### **Course Objectives**

- Identify, define, and examine the key concepts and methods used in social science research
- Explore the components of a logically organized, thesis-driven research paper
- Gather, compile, analyze, evaluate and summarize information from multiple sources
- Apply the basic methodologies of scholarly inquiry to make clear, concise, and cohesive arguments

### Schedule of Class Readings and Activities

<b>Week</b>	<b>Theme</b>	<b>Readings</b>	<b>Tuesday</b>	<b>Thursday</b>
<b>1</b> Aug 22	Intro	----	----	Syllabus Course Overview
<b>2</b> Aug 27 & 29	<u>Introduction to Military History</u> -- <u>Military Historiography</u>	Morillo, Ch. 1-2	Class Discussion	Class Discussion
<b>3</b> Sep 3 & 5	<u>Conceptual Frameworks &amp; Current Controversies</u>	Morillo, Ch. 3-4	Class Discussion	Class Discussion
<b>4</b> Sep 10 & 12	<u>Doing Military History &amp; The Future of Military History</u>	Morillo, Ch. 5-6	Class Discussion	Class Discussion
<b>5</b> Sep 17 & 19	<u>Sources &amp; Library Literacy</u>	Brundage, Ch. 2-3	VFMC Library Seminar	Class Discussion
<b>6</b> Sep 24 & 26	<u>Strategic Reading</u>	Brundage, Ch. 4	<b>Assignment #1 Due</b>	Class Discussion
<b>7</b> Oct 1 & 3	<u>Book Reviews</u>	----	Class Discussion	Writing Day
<b>8</b> Oct 8 & 10	<u>Historiographical Essay</u>	Brundage, Ch. 5	<b>Assignment # 2 Due</b>	Class Discussion
<b>9</b> Oct 15 & 17	<u>Doing Research: Topic</u>	----	Class Discussion	Research Day
<b>10</b> Oct 22 & 24	<u>Doing Research: Sources</u>	----	<b>Assignment # 3 Due</b>	Research Day
<b>11</b> Oct 29 & 31	<u>The Research Paper Organization Citation</u>	Brundage, Ch. 7	Class Discussion	Research Day
<b>12</b> Nov 5 & 7	<u>Writing</u>	----	One-on-One Meetings	Writing Day
<b>13</b> Nov 12 & 13	<u>Writing</u>	----	One-on-One Meetings	Writing Day
<b>14</b> Nov 19 & 21	<u>Writing</u>	----	<b>First Draft Due</b>	Thanksgiving Break No Class

Nov 26 & 28	<b>Thanksgiving Break – No Class</b>			
<b>15</b> Dec 3 & 5	<u>Presentations</u>	----	Paper Presentations	Paper Presentations
<b>16</b>	<b>Final Draft Due</b>			

### Student Course Grade Assessment

***Classroom Attendance & Participation (10%):*** Students are expected to be on time and attend each and every class, on a consistent basis having read the assigned textbook selections, taking notes and reading the assigned course material and participating in the class discussion. Students are also expected to be in class to participate in the various in-class examinations, research projects, and essay writing sessions.

***Research Skills Assignments (45%):*** A total of three (3) research-related assignments will be administered during the semester:

1. **Library Literacy Assignment (10%)**
2. **Book Review (15%)**
3. **Annotated Bibliography (20%)**

***Research Paper (45% – First Draft 15% + Final Draft 30%):*** Students are required submit a final historical research paper on a topic of their choice. The paper serves as the culminating work for this course. It will challenge students to apply the fundamental theories and practices of historical investigation as covered in this class. These final essay will be written in 12 pt, Times New Roman font with 1” margins, and will be approximately 10-12 pages in length. Footnotes and bibliographies will be required and must comport with the Chicago Manual of Style. Students are required to submit two drafts of this paper. The first draft is due Tuesday November 19 (Week 14). I will review the first draft and return it to you with suggestions for revision by Thursday, December 7. The revised final draft is due the week of final exams (date and time to be announced). Also, students are required to submit both drafts for review by a writing tutor. This can be done by visiting the Learning Center and meeting a writing tutor in person. Students must also submit this assignment through turnitin.com. Instructions on how to do both will follow.

### IN200 Grading Scale Guide for Writing Assignments

100	Student demonstrates a thorough, clear understanding of the material. Student also demonstrates engagement of the course text through examples and citations, with no evidence of academic dishonesty.
90	Student demonstrates a good, relatively clear understanding of the. Student also demonstrates engagement of the course text through examples and citations, with no evidence of academic dishonesty.

80	Student demonstrates a good yet somewhat unclear understanding of the material. Student also demonstrates engagement of the course text through examples and citations, with no evidence of academic dishonesty.
70	Student demonstrates some understanding of the material. Student also demonstrates engagement of the material, probably not the text, with no evidence of academic dishonesty.
60	Student demonstrates very limited understanding of the material, writing extremely minimal answers. Student demonstrates little or no engagement of the course text, but no evidence of academic dishonesty.
50	Student demonstrates little or no understanding of the material, writing extremely brief or erroneous answers, but no evidence of academic dishonesty.
0	Student fails to turn in the assignment, or shows evidence of academic dishonesty.

### VFMC Grading Scale

Transcript entry/ Numerical grade	Corresponding letter grade	Percent equivalent
4.0	A	93-100
3.67	A-	90-92
3.33	B+	87-89
3.0	B	83-86
2.67	B-	80-82
2.33	C+	77-79
2.0	C	73-76
1.67	C-	70-72
1.33	D+	67-69
0.67	D	63-66
0.0	F	0-62

### Statement of Classroom Civility and Respect

Vital to the conduct of a classroom with a successful learning environment is the need to embrace and value the diversity of its members. Acknowledging the uniqueness of each individual, we seek to cultivate an environment that encourages freedom of expression. Because higher education is where inquiry is nurtured and theories are tested, every individual has the right to feel safe to express ideas that differ from those held by other members of the community, including the instructor or classmates. All persons who aspire to be part of our community must accept the responsibility to demonstrate civility and respect for the dignity of others. Recognizing that the proper balance between freedom of expression and respect for others is not always apparent or easy to achieve, we must continually challenge ourselves and each other in an atmosphere of mutual concern, good will and respect. Therefore, expressions or actions in the classroom within the conduct of this course that disparage an individual's or group's ethnicity,

gender, religion, sexual orientation, marital status, age disability, or personal dignity are contrary to the goals of this course and will be subject to reporting.

### **Electronics Policy**

Cell phone and the use of other electronics, including laptop computers, is strictly prohibited unless you require a special accommodation (with proper documentation) or unless you receive permission from the instructor. All electronics, including cell phones must be stowed beneath the student's desk. This policy will be strictly enforced.

### **Academic and Physical Accommodations for Students with Special Needs**

In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008, Valley Forge Military College seeks to provide students with disabilities equal access to its programs and services. Students with disabilities who believe they may need accommodations are strongly encouraged to contact the appropriate office prior to the start of the semester or as early in the semester as possible in order to allow for reasonable prior notice to determine eligibility and to make arrangements for accommodations as warranted. Because of the highly condensed timeframe for online courses, it is recommended that online students seeking academic accommodations apply as soon as they have registered for an online class. A student may, however, apply for reasonable accommodations at *any* time during the academic year, and all discussions will remain confidential.

VFMC is committed to working with students with diagnosed and documented disabilities and to providing academic and physical services and reasonable accommodations to those students who require accommodations in order to have equal access to the institution.

### **Academic Accommodations**

Students who have a learning disability for which they may require academic accommodations should contact the Director of the Learning Assessment & Support Center (LASC), located on the ground floor of Baker Library, at (610) 989-1211 or via e-mail at [cnosal@vfmac.edu](mailto:cnosal@vfmac.edu).

Physical Accommodations: Students who have a physical disability, either temporary or permanent, for which they may require accommodations, should contact the Dean of Student Services, located in Sorley House, at (610) 989-1257 or via e-mail at [tmzachary@vfmac.edu](mailto:tmzachary@vfmac.edu). Further information about eligibility determination and services is available online, via telephone or e-mail, or in person at the LASC or Sorely House.

### **Academic Honesty**

Academic Honesty is directly linked to the Cadet Honor Code: "I will not lie, cheat, steal nor tolerate those who do." Academic dishonesty will not be tolerated. Examples of academic dishonesty include, but are not limited to, the following:

- Cheating
- Plagiarism
- Fabrication
- Unauthorized assistance on assignments
- Multiple submissions of work
- Unsanctioned collaboration
- Misrepresentation of oneself or another's actions to an instructor
- Forging a signature or making alterations to official paperwork from any VFMAC source
- Taking credit for group work in which a student did very little
- Pirating computer software
- Stealing or damaging library books
- Making arrangements to carry out a form of academic dishonesty, regardless of whether or not the plans are actually carried out
- Soliciting another student to help carry out an act of academic dishonesty

Penalties for committing any of the aforementioned acts of academic dishonesty will result in the following:

- On the first documented offense, the instructor may impose a penalty to include a grade of zero for the assessment.
- On the second documented offense, a grade of "F" may be awarded for the course.

Violations of the Academic Honesty policy will be referred initially to the College Academic Standards Committee for review. All confirmed violations will be forwarded to the Cadet Honor Council. Students who knowingly allow others to copy their work, either in or outside of class, will be subject to the same penalties for cheating and plagiarism as those committing the act.

### **Class Attendance Policy**

- Class attendance is mandatory and is counted as part of your class participation grade. The instructor will deduct 5 points from your final grade for all unexcused absences. Students who accrue 5 or more unexcused absences will fail the class.
- Official documentation must be provided for ALL absences or they will be considered unexcused.
- Beginning in Week 3, the doors to the classroom will be locked once class roster is taken. If you cannot make it within this window, you will not be admitted. Students who cannot enter class because they have exceeded the allotted grace period will be charged with an unexcused absence.
- Please consult the section titled "VFMC Attendance Policy" found below.

## **VFMC Attendance Policy**

It is the policy of Valley Forge Military College (VFMC) that attendance in scheduled classes is mandatory. The following policy details the ramification of absences beyond those deemed “authorized absences” as a result of participation in an official VFMC sanctioned function.

Regular classroom attendance has a cumulative effect of creating life-long positive traits – responsibility, determination, respect for rules of society – that are critical for developing career readiness skills, success in college and in life. It is required that all VFMC students attend every class. Failure to do so will result in actions both academically and disciplinarily.

Each individual faculty member will have an attendance policy that governs their individual courses and considers attendance as part of the overall final grade. The instructor’s attendance policy will be posted in the course syllabus and presented to students during the first week of class.

Authorized Absences include the following:

- Medical Emergencies – scheduled appointments are not considered a medical emergency and should not be made in conflict with scheduled examinations.
- Emergency Leave – as approved by the Office of the Dean and the Commandant’s Department or their representatives.
- Special Leave – as approved by the Office of the Dean, to include college visitation leave, etc.
- Approved VFMA&C Functions – such as sports competitions, performing group commitment, or an academic trip as at of an instructor requirement.
- Unique Situations – approved in advance by the Office of the Dean.
- Early departures and late returns to accommodate travel in conjunction with scheduled leaves will not be approved as authorized class absences.

It is the responsibility of the student to inform their instructor(s) of their impending absence, prior to the authorized absence, and to seek the necessary approvals as detailed above.

The following disciplinary and remedial action will be administered in support of this policy as follows:

- When a student accumulates absences accounting for 5% or more of the semester contact hours the tactical department will be notified by the Coordinator of Student services to discuss the ramifications of repeated absences.
- When a student accumulates absences accounting for 10% or more of the semester contact hours he/she will be assigned a Student Success Council (Phase 1). The student will meet with the Coordinator of Student Services and their Academic advisor. Additionally, students who accumulate absences accounting for 10% or more of the

semester contact hours are removed from all extracurricular/athletic trips involving absence from scheduled classes. Students in this status may continue to practice and compete in events not involving absence from scheduled classes.

- When students accumulate absences accounting for 15% or more of the semester contact hours he/she will appear before a Regimental Board for violation of a Class B Offense. Additionally, students who accumulate absences accounting for 15% or more of the semester contact hours are removed from all extracurricular/athletic activities and rosters. Students in this category may not participate in any extracurricular or athletic activities.
- When a student accumulates absences accounting for 20% or more of the semester contact hours he/she will appear before a Commandant's Board for violation of a Class B Offense and subject to dismissal from the College. In the even the student is not dismissed, he/she will be subject to the same extracurricular/athletic restrictions as those accumulating absences accounting for 15% or more of the semester contact hours.

#### **Class Attendance and Title IV Financial Liability (Repayment)**

Federal regulations require that students receiving Title IV aid, which includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Subsidized and Unsubsidized Federal Direct Student Loans, and Federal PLUS Loans must attend all classes and have verified attendance in order to receive financial aid funds. Attendance is taken throughout the term and students must be in continuous attendance for all class sessions. Students will only receive financial aid based on their enrollment status as determined by their documented class attendance. Students who decide they are not going to attend class must officially withdraw from the College.

It is strongly recommended that before withdrawing from classes, students who receive any type of financial aid funds talk with Financial Aid staff to determine if there will be a financial liability upon withdrawal from classes.

Students who owe a Title IV Repayment may be ineligible for additional Title IV Federal financial aid from any college.

***The syllabus and schedule is subject to change by the instructor at any time and without notice.***