**The University of Texas at Arlington**

**College of Education**

**Department of Educational Leadership and Policy Studies**

**EDAD 6392 | Surveys in Educational Research | Summer 2018**

**Trimble Hall 120 | Wednesday 5:30 – 8:20 pm**

**Instructor Information**

Instructor: Yi Leaf Zhang, Ph.D. Phone: 817-272-9221

Office: Trimble Hall 103D Email: lyzhang@uta.edu

Office Hours: by appointment

**Textbook Information**

Required:

* Dillman, D. A., Smyth, J. D., & Christian, L. M. (2009 or 2014). *Internet, mail, and mixed-mode surveys: The tailored design method*. Hoboken, NJ: John Wiley & Sons.

<https://www.amazon.com/Internet-Mail-Mixed-Mode-Surveys-Tailored/dp/0471698687> or

https://www.amazon.com/gp/product/1118456149/ref=crt\_ewc\_img\_dp\_1?ie=UTF8&psc=1&smid=A3TJVJMBQL014A

* Supplemental readings are provided by the instructor via Blackboard

Suggested:

* Groves, R. M., Fowler Jr, F. J., Couper, M. P., Lepkowski, J. M., Singer, E., & Tourangeau, R. (2004). *Survey methodology*. Hoboken, NJ: John Wiley & Sons.

[https://www.amazon.com/Survey-Methodology Wiley/dp/0471483486/ref=sr\_1\_7?s= books&ie=UTF8&qid=1495906822&sr=1-7&keywords=Survey+methodology](https://www.amazon.com/Survey-Methodology%20Wiley/dp/0471483486/ref%3Dsr_1_7?s=%20books&ie=UTF8&qid=1495906822&sr=1-7&keywords=Survey+methodology)

**Course Description**

The course focuses on understanding how to design and administer a survey in either K-12, higher education, or other educational settings. Students are expected to develop survey instrumentation used in educational survey research, to engage in design of a survey research study, and to critique educational survey studies and findings.

**Learning Objectives:**

By the end of the course, students will be able to:

* Understand, discuss and apply the concept of survey research
* Create a sampling frame and sample for a survey
* Conduct web and mail surveys
* Decrease survey nonresponses
* Develop, evaluate, and ask survey questions
* Access survey reliability and validity
* Conduct post-collection survey data processing
* Conduct survey research with integrity

**Attendance**

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator of student success. Each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance.

Class attendance is very important to the successful completion of the course. You are expected to be in class except when you are ill or when something occurs that, in your judgment, requires you to miss class. Students’ attendance and class participation will count for about 16.7% (50 out of 300 points) of the final grade. If you do miss a class, you are responsible for:

* All content covered
* Letting the instructor know prior to the class meeting
* Contacting a classmate and arranging for them to pick up an extra copy of any handouts that were distributed
* Completing all work assigned
* Arranging to turn any work in that day

However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

**Late Assignment Policy**

The unauthorized late assignment will be graded 20% lower when it is turned in within a week past its due date and will be graded 50% lower if it is turned in within two weeks past the due date. No points will be awarded for late assignment if it is not turned in within two weeks past the due date.

**Blackboard**

The classroom management system, Blackboard, will be an important medium used to structure and facilitate learning in this course. Blackboard serves as a common space where class information, learning materials, and assignments can be shared between the instructor and students. For most class assignments, students will be asked to post their work to Blackboard in a format that is accessible to their classmates, as peer-to-peer learning will be an important aspect of this graduate course. If you have any technical difficulties or questions regarding Blackboard, help is available 24/7 by contacting cdesupport@uta.edu.

**Written Communication and Assignment Submission**

**All written assignments must conform to the style and reference formats specified in the *Publications Manual of the APA* and must be word processed or typed. Assignments will be graded on content as well as on the technical quality of the writing and presentation. All written assignments should be carefully proofread for spelling, grammar, and syntax. Assignments containing multiple errors may be returned, ungraded, for revision and resubmission at a lower grade. It is expected that all written work will conform to accepted graduate level standards.**

All written assignments need to be presented as attachments through the Blackboard system and NOT as attachments through an email. When submitted, they need to be saved in an MS Word document format (either .doc or .docx).

All of the assignments are graduate papers. Please follow APA style (6th edition) for formatting, citing, and reference guidelines.

**Drop Policy**

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

**Disability Accommodations**

UTArlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD).Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

Counseling and Psychological Services, (CAPS) [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy**

*The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit*[*uta.edu/eos*](http://www.uta.edu/hr/eos/index.php)*.*

**Title IX Policy**

The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated.*For information regarding Title IX, visit* [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](file:///C%3A%5CUsers%5Cingrams%5CDownloads%5Cjmhood%40uta.edu).

**Academic Integrity**

Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

**Electronic Communication**

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Campus Carry**

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**Student Feedback Survey**

At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week**

For semester-long courses**,** a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures**

Should we experience an emergency event that requires us to evacuate the building, students should exit the room and move toward the nearest exit, which is located at the end of the hall way. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

**Student Support Services**

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/index.php), [major-based learning centers](http://www.uta.edu/universitycollege/resources/college-based-clinics-labs.php), developmental education, [advising and mentoring](http://www.uta.edu/universitycollege/resources/advising.php), personal counseling, and [federally funded programs](http://www.uta.edu/universitycollege/current/academic-support/mcnair/index.php). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at [http://www.uta.edu/universitycollege/resources/ index.php](http://www.uta.edu/universitycollege/resources/%20index.php).

**The IDEAS Center (**2nd Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

**The English Writing Center (411LIBR):** The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at http://uta.mywconline.com. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information on all our programs and services.

The Library’s 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. <http://library.uta.edu/academic-plaza>

**Librarian to Contact**: Andy Herzog, Amherzog@uta.edu, 817-272-7517

**Professional Dispositions Statement**

Each student/candidate in the College of Education of UT Arlington will be evaluated on Professional Dispositions by faculty and staff. These dispositions have been identified as essential for a highly-qualified professional. Instructors and program directors will work with students/candidates rated as “unacceptable” in one or more stated criteria. The student/candidate will have an opportunity to develop a plan to remediate any digressions.

The University of Texas at Arlington College of Education Professional Dispositions is located at <https://www.uta.edu/coed/_downloads/COEd_PROFESSIONAL_DISPOSITIONS_2016.pdf>.

The Code of Ethics and Standard Practices for Texas Educators is located at [https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p\_dir=&p\_rloc=&p\_tloc=&p\_ploc=&pg=1&p\_tac=&ti=19&pt=7&ch=247&rl=2](https://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=7&ch=247&rl=2)

**University of Texas at Arlington College of Education Conceptual Framework**

The conceptual framework of the UT-Arlington College of Education was developed collaboratively and has evolved over time. Following the identification of a set of core values held by all involved in the preparation of candidates enrolled in the College, members of the university, PK-12 districts and area business and foundation communities worked together to develop a shared vision for education.

All activities in the College are guided by the belief that we are Partners for the Future, committed to fostering critical, creative thinkers prepared to engage meaningfully in a dynamic society. This belief is characterized and distinguished by three core values: Professionalism, Knowledge, and Leadership. Research, Diversity, and Technology are themes woven throughout each core value. The College mission, core values and themes serve as the coherent thread running through all professional programs, guiding the systematic design and delivery of clinical/field experiences, course curricula, assessments, and evaluation. The Conceptual Model consists of six interrelated and interacting components, which are viewed as essential contexts for the shaping of informed, skilled, and responsible partners.

* The first core value, Professionalism, represents the assumption that candidates develop an expertise and specialized knowledge of their field. A high quality of work, standard of professional ethics and behaviors, as well as work morale and motivation are all necessary factors of a developed interest and desire to do a job well.
* The second core value, Knowledge, represents candidate theoretical or practical understanding of a subject. In today’s world, candidate knowledge includes not only academic content mastery, but also skills such as critical thinking, communication, technology literacy, and collaboration, each required for success in college, life, and career.
* The third core value, Leadership, represents candidate ability to organize, assist, and support others in the achievement of a common task. Candidates develop and refine their leadership skills within the context of their interactions with curricula, faculty, and other professionals.

The next three components of the model, Research, Diversity, and Technology, represent themes woven into the core values:

* Research encompasses the investigation of ideas and theories with the purpose of discovering, interpreting, and developing new systems, methods, and support for knowledge, behaviors, and attitudes.
* Diversity is an indispensable component of academic excellence. A commitment to diversity means a dedication to the inclusion, welcome, and support of individuals from all groups, encompassing the various characteristics of persons in our community such as race, ethnicity, national origin, gender, age, socioeconomic background, religion, sexual orientation, and disability.
* Technology is emphasized throughout all programs and is used to support and improve student learning.

All components lead to the achievement of one goal – the development of informed and responsible Partners for the Future – who are committed to fostering analytical, innovative thinkers prepared to engage meaningfully in a dynamic society.

**Grading**

Grading in the course will be based on a 300-point scale, with the maximum point value for each grading component indicated above. The instructor will assign grades based on the following distribution: 100-90%= A; 89-80%= B; 79-70%= C; 69-60%= D; and 59% and below is an F.

**Course Assignments and Requirements (Total 300 points)**

1. ***Participation (10 points each class; 6 face-to-face classes; Total: 60 points)***

As a graduate level class, this course is designed to be highly interactive and dependent upon your level of preparation. Most class meetings will consist of discussions, instructor and student presentations, and individual and group SPSS exercises related to individual session objectives. It is expected that you be prepared, having read all course materials in advance of our class meetings, and that you participate regularly in class discussions. Each class has been designed to maximize the use of your time together, while blending a variety of learning activities that appeal to multiple learning styles. This is also intended to make the course interactive, purposeful and practical.

1. ***Chapter Presentation* (*Total: 30 points*)**

Students will choose one of the book chapters that are listed in the class schedule (page 9), provide an overview of the chapter, and briefly present what they have learned from the chapter. The presentation should be 15-20 minutes. The student should be prepared for questions during or after his/her presentation.

1. ***Research Project (Total: 180 points)***

During the class, students will develop a questionnaire and complete a mini research project. This project should include the following sections:

* 1. ***Section 1: Research proposal (2-3 pages, double-spaced; 20 points)***

In this section, you will delineate the research problem, describe the purpose of the survey study, and list the research questions you plan to address

* 1. ***Section 2: Method (5-6 pages, double-spaced; 40 points)***

In this section, you will discuss the research method in detail, including

1. The purpose of the survey and what you expect to measure
2. Target population-who are you studying?
3. Sampling frame-how will you identify the people who have a chance to be included in the survey?
4. Sample design-how will you select members of your sample?
5. Survey mode-how will you contact members of your sample, how will you ask your questions, collect your answers, and how much effort will you devote to collecting data from those who reluctant to respond?
6. How do you plan to evaluate your instrument prior to data collection?
	1. ***Section 3: Survey instrument (15-20 questions; 50 points)***

Develop a survey questionnaire for your proposed study.

1. Draft survey (15 points): share your draft survey on Blackboard and provide comments on at least three of your classmates’ surveys.
2. Final survey (20 points): upload your final survey to Blackboard as a MS word document with track changes.
3. Qualtrics survey (15 points): create a Qualtrics account and transfer your final survey to Qualtrics (Link to create an account: [*http://library.uta.edu/assessment/qualtrics-survey-tool*](http://library.uta.edu/assessment/qualtrics-survey-tool))
	1. ***Section 4: Cover letter/email (1 page, single-spaced; 10 points)***

Develop a cover letter/email that you will use to recruit participants.

* 1. ***Section 5:*** ***Post-collection processing of data and results (3-4 pages, double-spaced; 40 points)***

Explain how you enter, code, and check your data after collection and report the results from your analysis.

* 1. ***Presentation (20 points)***

In the final class, you will have 10-12 minutes to present your project, including the major sections listed above (sections 1 to 5). The presentation will be graded by your classmates and the instructor.

1. ***Reflection (2-3 pages, double-spaced; 30 points)***

Students will develop a 2-3 page paper (double-spaced) evaluating what they have learned from this course. In this self-reflection, students should address, but not limit to, the following questions:

* What knowledge/experiences have you gained from this course regarding conducting survey research? What are the most valuable things you have learned from this course?
* For your mini research project, what went well and what challenges did you encounter?
* If you could do the research project over again, what would you do differently?
* What’s your plan for future research/dissertation? And how would you apply the knowledge you’ve gained from this course to your future research?

**Tentative Schedule of Class Activities, Readings and Assignments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module** | **Week/Date** | **Topics & Activities** | **Reading** | **Assignment Due** **by 5:30pm** |
| 1 | 1 | 06/06 | Introduction | Ch. 1 |  |
| 2 | 06/13 | Literature review & proposal development  |  |   |
| 3 | 06/20 | Sample design, sampling error, survey modes, etc. | Ch. 2 & 3 | Section 1: Research proposal |
| 2 | 4 | 06/27 | Item writing & Questionnaire construction  | Ch. 4, 5 & 6 | Section 2: Survey method |
| 5 | 07/04 | Develop and evaluate survey questionnaires |  | Section 3a: ***Develop survey and evaluate classmates’ surveys*** |
| 3 | 6 | 07/11 | Survey delivery  | Ch. 7, 8 &13 | Section 3b: ***Revise and finalize the survey*** |
| 7 | 07/18 | Transfer the survey to *Qualtrics* and deliver it online |  | Section 4: Develop cover letter/email, and Section 3c: Deliver Qualtrics survey online |
| 4 | 8 | 07/25 | Data coding, editing, panel surveys | Ch. 9 |  |
| 9 | 08/01 | Analyze results & SPSS  |  | Section 5: ***Post-collection processing of data & findings*** |
|  | 10 | 08/08 | ***Project presentation & Self reflection***  |

*As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. –Yi Leaf Zhang.*

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911.