Course section number: ___________________ Instructor: ____________________________

Instructor’s e-mail address __________________________ Office __________________________

Course code and title: HUS 3610 Research Methods in Human Services
2 cl hrs, 2 lab hrs, 3 credits

Course description: An introduction to the vocabulary of social research, the logic of social inquiry and the analysis and use of research methods for human services practice. The application of social research methods to problem-solving in the human services, and the application of research findings to social welfare policy and human services practice

Prerequisites: HUS 2305, MAT 1272

Required textbook (print or e-book)


Students may use any earlier edition of the textbook but should check for updated content in the most recent edition available at the reference desk of the CityTech library.

Required supplies, software, and resources

- SPSS – available in the computer labs assigned to for this course and in the computers in the Human Services student lab N423. Limited SPSS availability in the Open Lab G600
- Microsoft office – available in all college computers
- Reliable computer and high speed Internet access - available throughout the college
- Flash/thumb drive or online storage
- APA Style handbook – print or digital
- CityTech Library Research Guide for Human Services http://libguides.citytech.cuny.edu/humanservices

Final grade distribution: 70 (C) or better must be achieved to pass this course

Original research project 40%
Participation 30%
Final exam 30%

Format: Lectures, discussions, library research, small group exercises, readings, videos, hands-on lab activities, field assignments, web-based assignments, original research study

Course calendar: The professor will provide students with a course calendar showing due dates for each component of the research project and all required and supplemental work.
HUS3610 Course policies

1. **CITI Human Subjects Protection Course** – Complete all required and supplemental modules. Refer to Assignment #1. **Students who do not submit verification of completion by the second class meeting you must withdraw from the course.** This is a CUNY policy for students, faculty, and staff who might be involved in research with human subjects.

2. **CUNY Policy on Academic Integrity** – Read and comply with this policy. [http://www.citytech.cuny.edu/files/aboutus/pubinfo/rights/integrity.pdf](http://www.citytech.cuny.edu/files/aboutus/pubinfo/rights/integrity.pdf)

3. **Productivity** - Complete all the required and supplemental work as assigned. Always prepare to participate in class. All assignments must be submitted to the professor as instructed by your professor, either electronically in Blackboard or in person.

4. **Electronic devices** – Unapproved technology/cell during class or when using other campus facilities such as labs, learning centers, and libraries.

5. **Participation**: Student participation is evaluated by instructor, when computing the final course grade. Students are expected to participate in discussion and in-class activities regularly administrated by the instructor. To ensure a learning environment that supports quality student participation, unapproved technology/cell during class is not permitted.

6. **Attendance**: Instructors are required to submit student attendance to Financial Aid and Registrar.

7. **Class presentations** – Present your work as scheduled. Show support for your classmates by listening attentively to your classmates’ presentations and asking questions.

8. **Original research** – Design and implement an original study. Each part of the research project must be completed on or before its due date. Assignments submitted **up to one week late** will be downgraded by one point. Example: An assignment that would have received an “A” if submitted on time will be downgraded to “B”. Work that is late more than one week will be read at the professor’s discretion and will be downgraded to “C” or lower grade. **The project must be completed by Week 13. No incompletes!**

9. **Writing** – Follow the rules for academic writing. Carefully proofread for appropriate and accurate spelling, grammar, and APA formatting. Help is available at the Learning Center.

10. **APA editorial style** is required. **Warning!** Electronic citation tools, including EasyBib, might generate citations that are not properly formatted. It is your responsibility to ensure that all your work is formatted in its correct APA style. You do not have to memorize the rules but you should refer to the most current APA Style Handbook to confirm that headings, margins, spacing, title page, reference list and reference page, tables and figures, and in-text citations are in their correct APA formatting.

11. **Final examination** – All students are required to take the final exam on the date set by the professor. Students whose exam is proctored by the Center for Student Accessibility must submit the appropriate documentation to the professor three weeks prior to exam date and must complete the examination on the date/time the final exam is scheduled for the class.
Mid-semester evaluation criteria
- Satisfactory compliance with all course requirements and policies
- Satisfactory completion of assignments 1 - 2: human subjects protection course, hypothesis, literature review and reference list

Final grade distribution: 70 (C) or better must be achieved to pass this course

A. Research project (40% of the final grade) - includes library research, written assignments in appropriate APA Style, class participation, lab work, and compliance with course, HUS Department, and CUNY policies.

Students will complete the research project in five parts (assignments) as follows:

Part 1: Human Subjects Protection Course – Proof of completion of 16 modules, required and supplemental, due on or before Week 2 or on the date posted by the professor.

Part 2: Hypothesis, data base search, reference list, literature review – due on or before Week 5

Part 3: Research design - research methodology; participant/sample selection; research instrument and consent form; data collection procedures) – due by Week 8

Part 4: SPSS variable and data file, data entry, data analysis, interpretation, conclusions, and recommendations – due on or before Week 12

Part 5: Dissemination the research – class presentation on Week 13

Each part of the project must be completed on or before its due date. Assignments that are up to one week late will be downgraded by one point. For example, A downgraded to B. Work that is more than one week late will be accepted at the discretion of the professor and will be downgraded to C, D, of F. The project must be completed and submitted to the professor by Week 13. No incompletes!

B. Participation = 30% of the final grade
Refer to Course requirements and policies 2 – 9

C. Final Exam = 30% of the final grade
Take and pass a final exam on the date scheduled. There is no make up for this exam.
Students whose exams will be proctored by Student Support Services must submit the required documentation to the professor three (3) weeks prior to the final exam date.

Incomplete grade may be issued to a student who has completed 75% of the course requirements (all assignments, research project, class presentations, participation, and demeanor) with a C or better. Refer to course policies, particularly the policy on makeup exams. Always check with your professor for additional requirements for your course section.
### LEARNING OBJECTIVES

<table>
<thead>
<tr>
<th>Values</th>
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<tbody>
<tr>
<td>Demonstrate understanding of ethical issues related to human subject research</td>
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<tr>
<td>Demonstrate behavior that is respectful and supportive of the teaching/learning environment</td>
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<thead>
<tr>
<th>Knowledge</th>
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<tbody>
<tr>
<td>Describe the process of social research</td>
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<tr>
<td>Explain the function of social research in human service practice, program development, and social policy.</td>
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<tr>
<td>Compare and contrast methods of social research: survey, evaluation, unobtrusive, participatory research, experiments, and field research</td>
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### ASSESSMENT LEARNING OUTCOMES

<table>
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<th>Values</th>
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<tbody>
<tr>
<td>Students will score 80% or better in the CITI Human Subjects Protection course.</td>
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<td>Students will draft a consent form whose content demonstrates “respect for persons”, “beneficence”, and “justice”.</td>
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<tr>
<td>In final exam questions, students will be able to define the principles that guide ethical behavior in research and provide examples of compliance behaviors and activities.</td>
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<tr>
<td>In the classroom, students will conduct themselves professionally by following course and CUNY academic policies</td>
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<tr>
<th>Knowledge</th>
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<td>In a library assignment students will show proficiency (75% accuracy) in using the library’s data base, locating two peer-reviewed articles, one government or non-profit report, 1 newspaper article, and a book that are relevant to their research hypothesis.</td>
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<tr>
<td>In final exams questions and final written research project, students will demonstrate knowledge of different methods of research.</td>
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<tr>
<td>In written/oral reports and final exam questions students will describe the steps and methods of social research</td>
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### LEARNING RESOURCES

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<tr>
<th>Values</th>
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<tbody>
<tr>
<td>Human Subjects Protection Course (CITI)</td>
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<tr>
<td>Belmont Report</td>
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<tr>
<td>Tuskegee Experiment</td>
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<tr>
<td>Holocaust Medical Experiments</td>
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<td>La “Operacion” and the Pill – Mass sterilization of Puerto Rican women</td>
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<td>Mass sterilization in India</td>
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<td>NOHS Standards</td>
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<td>CUNY Academic integrity policy</td>
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<tr>
<td>Course Policies</td>
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<tr>
<td>Class discussions, group assignments</td>
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<tr>
<td>Dept of Health and Human Services website page on “Research”</td>
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<table>
<thead>
<tr>
<th>Knowledge</th>
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<tbody>
<tr>
<td>Internet resources – list provided</td>
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<tr>
<td>Assigned readings</td>
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<tr>
<td>Text companion website</td>
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<tr>
<td>Power Point chapter notes</td>
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<tr>
<td>Small-group discussions and hands-on activities</td>
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<table>
<thead>
<tr>
<th>Skills</th>
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<tbody>
<tr>
<td>Become a competent consumer of social science research</td>
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<tr>
<th>Skills</th>
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<tr>
<td>In group and individual assignments, students will demonstrate how to conduct a data base search by selecting peer reviewed journal articles, reports, books, and newspaper articles to write a literature review.</td>
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<tr>
<th>Skills</th>
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<tbody>
<tr>
<td>Assigned readings</td>
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<tr>
<td>Power Point chapter notes</td>
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<tr>
<td>SPSS tutorial</td>
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<tr>
<td>GSS survey data</td>
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| Implement an original research project | In a small group activity and written assignment, students will demonstrate article reviewing skills by accurately answering 75% of the questions in the article review assignment. In the oral presentation on findings, conclusions, and recommendations students will demonstrate research reporting skills. In a small group activity, students will analyze their original data and create tables and graphs using **SPSS**. In the written research project, students will use APA citation style with 75% proficiency. | Guidelines for evaluating journal articles |
| Demonstrate proficiency in SPSS | | |
| Prepare a manuscript, literature review, and reference list using appropriate APA style formatting | | |
HUS3610 Research Project Instructions

The research project is divided into five parts. Part I is a CUNY requirement for students, faculty, and staff involved in doing research. Parts I – V make up the research project. Due dates will be set by the professor. The final grade for the project will be the average of grades received for Parts I – V and compliance with course policies relevant to the completion of research project. Your professor may add other requirements that may affect your final grade.

**Part I (Assign #1) Human Subjects Protection Course** – CUNY requires that faculty, staff, and students involved in human subject research take and pass a CITI course on Protecting of Human Subjects in Research. Students in HUS3610 must complete **15 modules** (required and supplemental) of the [CITI HSR Course for Undergraduate Students](https://www.citiprogram.org/).

Students must **submit the COMPLETION REPORT - COURSEWORK TRANSCRIPT showing 15 completed modules and score for each module by the 2nd class meeting.**

**Students enrolled HUS3610 must achieve 80% or better on each module.** Students who fail to submit the CITI Completion Report – Coursework Transcript to the professor by 2nd class meeting might not be able to complete the research requirements for this course.

To register, go to [https://www.citiprogram.org/](https://www.citiprogram.org/) and enter the information requested. Select City University of New York (CUNY) when asked to select your institution. Choose the HSR for Undergraduate Students course. You may proceed at your own pace but you must complete all 15 modules (7 required and 8 supplemental) to get full credit for the course. If you have problems registering click on “How do I register” on the CITI homepage. If you run into difficulties, click on the Help button and follow instructions.

**Required Modules:**
- Students in Research (ID: 1321)
- The Federal Regulations – SBE (ID: 502)
- Assessing Risk – SBE (ID: 503)
- Informed Consent – SBE (ID: 504)
- Privacy and Confidentiality – SBE (ID: 505)
- History and Ethical Principles – SBE (ID: 490)
- Defining Research with Human Subjects – SBE (ID: 491)

**Supplemental Modules:**
- Records-Based Research (ID: 5)
- Avoiding Group Harms – U.S. Research Perspectives (ID: 14080)
- Avoiding Group Harms – International Research Perspectives (ID: 14081)
- Research with Prisoners – SBE (ID: 506)
- Research with Children – SBE (ID: 507)
- Research in Public Elementary and Secondary Schools – SBE (ID: 508)
- International Research – SBE (ID: 509)
- Internet-Based Research – SBE (ID: 510)
Part II (Assign #2) Hypothesis, database search, literature review, and references – Due by the 5th class meeting

A. Hypothesis (Due on Week 2)
Write a hypothesis or research question in which you state a relationship between two variables in a population that interests you. In one or two sentences explain why research on this topic would be important. Bring your written hypothesis to class for feedback. The professor will provide instructions on how to use your hypothesis to conduct a database search for the literature review.

B. Database search for the literature review
1. Use the concepts in your hypothesis to search for full-text peer-reviewed articles, books, newspaper articles, government reports, and NGO reports, published within the past five years. Ask a librarian for assistance in selecting appropriate databases.

2. Narrow down your search results to only include sources that are relevant to your proposed research. Save the link and APA citation for each source. Warning! Electronic citation programs might not generate citations in their correct APA format. Refer to the APA Handbook (6th edition) for correct citation format.

C. Literature Review (Due on Week 5)
1. Select two recently published peer-reviewed articles, one book, one newspaper article, and one government or NGO report (from the sources you found) to write a literature review for your proposed research. Refer to the professor’s instructions and course materials on writing literature reviews. Refer to APA Editorial Style for appropriate and correct in-text citation and document formatting, to course policies for writing requirements, and to CUNY Policy on Academic Integrity for information on what constitutes plagiarism. Do not attempt to submit abstracts. Read and summarize the research that is published in your sources.

Part III (Assign #3) - Research design - research methodology; participant/sample selection; research instrument and consent form; data collection procedures) – due by Week 8 or date posted by the professor

A. Small group activity: Discuss your research plans including sample selection, consent form, research instrument you plan to use, and procedures (when, where, how) for data collection. Take good notes to report to the class and to get feedback from your peers and the professor.

B. Hands-on lab activity: Create variable codes. The professor will provide instructions. You may create variable codes for your research instrument or for a practice instrument provided by the professor. The professor will schedule additional dates for working on codes and creating the SPSS variable file for your research.

C. Write a two page description of your research design – Submit on the date posted by your professor

1. State the purpose of your study and describe the type of study you plan to conduct
2. Describe the research participants (sample) and sampling method you will use to select your participants. Explain why you selected your participants and your sampling method as opposed to choosing other participants and sampling methods. Be sure to discuss the representativeness of the sample.
3. Describe your research instrument (what you will use to collect data) and discuss its validity and reliability.
4. Describe your data collection plans (when, where, who, how) and what you will do to protect your participants.
5. Attach a copy of your research instrument with instructions and the consent form to your report.
**Part IV: (Assign 4):** SPSS variable file, data entry, data analysis, interpretation, conclusions, and recommendations – due on or before Week 12. The professor will provide additional instructions and guidance.

**A. Lab work -** Bring your completed research instruments (data collected from your participants) and your flash drive to class on the date set by the professor. Follow your professor’s instructions to complete this work. To be completed on Week 9 or 10

1. SPSS variable file – Open your SPSS variable file. You will use the data you collected from your participants for this activity. Students who fail to complete the data collection will not be able to complete this part of the project.
2. Number your research instruments.
3. Enter the data
4. Analyze the data
5. Export the output (analyzed data/statistics) to Word. Save to your flash drive or other storage medium. You will use this output to complete your interpretations, conclusions, and recommendations.

*Students who miss scheduled SPSS lab work must complete the missed work on their own. The HUS lab has SPSS installed.*

**B. Interpretation, conclusions, and recommendations -** Write a four (4) page article to report the results of your research. **Due on Week 12 or date set by the professor**

1. Examine the *statistics* displayed on your tables and charts. Select 4-5 tables and/or charts, that display statistics that support (or do not support) your hypothesis. Your article should provide some demographics (don’t emphasize the obvious) and refer to the statistics on the tables/graphs you chose to support your conclusions. Be sure to include the tables/charts in your report. Make some *connection* (similarities or differences) between the results of your research and the studies cited in your literature review.

2. Discuss the strengths and limitations of your study.

3. Discuss the implications of the results of your study for immediate and/or future action. What recommendations would you make (based on the findings of your research) for professional practice, program development, social policy, and future research?

**Part V Assign #5 –** Reporting the research Due on Week 12 - The purpose of your presentation is to report your research to your colleagues.

A. Refer to your written work (Parts II – IV) to prepare an *outline* for your class presentation on your research. You are expected to display and use your outline for the presentation. Do not read your presentation. Submit a copy of your outline to the professor.

Note: The professor reserves the right to add assignments in addition to those listed.

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**HUS3610 Readings, Lectures, Lab, Due dates**

Supplemental assignments and due dates will be announced by the professor. Unless otherwise noted, all readings are from Babbie’s *Basics of Social Research*

<table>
<thead>
<tr>
<th>Week(s)</th>
<th>Babbie Chapters*</th>
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<tbody>
<tr>
<td>1-2</td>
<td>1-3, 15, Appendix A</td>
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Theory and research; Ethics of social research; Reading and writing social research; Using the library

**Hypothesis; Literature review; APA Style**

**Lab:** online resources; Database search; APA resources; CITI course enrollment

Week 1: **Show the professor that you registered and started the course. Submit verification of completion on Week 2**
Week 2: **Submit Part IIA (Hypothesis) Your professor will provide instructions**

<table>
<thead>
<tr>
<th>3-4</th>
<th>Research design; variables</th>
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<td>4-6 and 15</td>
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Research questions; Measurements; codes; Surveys and evaluation

Small group discussion – Research design

**Lab:** Article review; GSS Survey – SPSS variable file practice

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<tr>
<th>5-7</th>
<th>Research Designs/methods: Surveys, experiments, field research, program evaluation, unobtrusive research; Sampling</th>
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<td>7-12</td>
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**Lab:** Create a research instrument and corresponding SPSS variable codes

**Part IIB due (Lit review and references due on week 5)**

<table>
<thead>
<tr>
<th>8</th>
<th>Review of survey research and update on research instrument; data analysis</th>
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<td>9; 13-14</td>
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**Part IIIC – Research design due**

**Note:** Data collection must be completed on week 9

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<tr>
<th>9-11</th>
<th>Interpretation of data; Writing the research report</th>
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<tbody>
<tr>
<td></td>
<td>Research results and implications for practice, policy, program and future research</td>
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</table>

**Lab:** Data input and data analysis: Bring completed research instruments on Week 9

<table>
<thead>
<tr>
<th>12-13</th>
<th><strong>Part IVB and Part V of the research project:</strong> written report and class presentations</th>
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<tbody>
<tr>
<td>14</td>
<td>Presentations end; review and recap</td>
</tr>
<tr>
<td>15</td>
<td><strong>Final exam – Please read course policy on final exam</strong></td>
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</table>

*Specific readings will be assigned by the professor. The dates for small group discussions, hands on activities, and lab work related be adjusted to align with the progress of the class.*
HUS 3610 RESEARCH METHODS COMPUTER LAB

Students will learn SPSS commands needed for creating variable codes, variable files, and data files. In addition, student will learn SPSS commands to execute appropriate statistical procedures to analyze data. In-person instruction provided by the professor, on-line tutorials, and hands-on practice exercises will be used as methods of instruction. GSS 2010 survey instrument will be used as a model for coding variables. All SPSS work will be completed during the lab session of the course. Students who fall behind due to absences and lateness are expected to use the computers in G600 to complete the required SPSS work.

Students will learn the following skills:
- Naming and defining variables
- Coding variables
- Labeling variables
- Creating, editing, saving, and opening a data file
- Creating, editing, saving, and opening a variable file
- Creating, editing, saving, and opening an SPSS output file

Using SPSS, students will learn to execute the following procedures:
- Frequency distributions and descriptive statistics
- Chi-Square Test
- One-Sample t-Test (for select students) or another appropriate test

Students will generate and interpret tables and graphs.

Students will convert SPSS output files to Word files.

Assessment

The SPSS output (tables and graphs) generated by the student will be an indicator of proficiency in using basic SPSS commands.
HUS 3610 Research Project Part 1 – Human Subjects Protection Course Due on Week 2

CUNY requires that faculty, staff, and students involved in human subject research take and pass a CITI course on Protecting of Human Subjects in Research. **Students in HUS3610 must complete all 16 modules (required and supplemental) of the CITI HSR Course for Undergraduate Students and submit verification of completion (printout that shows 16 modules completed with 80% minimum score on each module) to the professor by Week 2. Students who fail to submit verification of completion must withdraw from the course.**

To register, go to [https://www.citiprogram.org/](https://www.citiprogram.org/) and enter the information requested. Select City University of New York (CUNY) when asked to select your institution. Choose the HSR for Undergraduate Students course. Complete *The Integrity Assurance Statement and then click on the link* HSR for Undergraduate Students to start the course. Proceed at your own pace but you must complete all 16 modules (required and supplemental) to get full credit for the assignment in HUS3610. If you have problems registering, click on the link “How do I register” on the CITI homepage. If you run into difficulties, click on the Help button and follow instructions.

**HUS3610 Skill Building: Evaluating research articles for the literature review and APA citation style.** Complete and bring to class to use on Week 3 for in-class activity. Your professor will collect your answers and provide feedback.

Instructions:

a) **Reading:** “Reading Social Research” in Babbie’s Basics of Social Research (Chapter 15) and Appendix A – Using the Library

b) **Reading:** Read the peer-reviewed research article assigned by the professor

c) Use information from the article to answer the following questions. Include the page number(s) and paragraph(s) in the article where you found the information.

1. What is the **purpose** of the study? What is the **hypothesis**?

2. What prior research, theory, expert opinion, or statistics are cited in the **literature review section** of the article?

3. Who participated (**sample**) in the study and how were they selected?

4. What procedures were followed to obtain consent and protect participants?

5. What **research instrument(s)** were used to collect data?

6. What procedures were used to **analyze** the data

7. What **results** are reported by the researchers?
8. Are **conclusions** based on the results?

9. What **biases** and **limitations** are reported?

10. What **recommendations** for professional **practice, programs, policy, and future research** are provided?

d) Write two different ways to do an APA **in-text citation** of the article

e) Write two different ways, one for **print** and one for the **online** version of the article, to list the article in an APA style reference list
HUS 3610 Research Methods
Supplemental readings and resources


Steinberg, M., & Lacoe, J. (2017). What do we know about school discipline reform? Assessing the alternatives to suspensions and expulsions. *Education Next, 17*(1), 44.


**Links to U-Tube videos and other resources***

Medical Experiments of the Holocaust and Nazi Medicine
[http://remember.org/educate/medexp](http://remember.org/educate/medexp)

The Tuskegee Syphilis Experiment: A Tragedy of Race and Medicine
[https://www.youtube.com/watch?v=WUExxTIFaLE](https://www.youtube.com/watch?v=WUExxTIFaLE)

Tuskegee Syphilis Experiment Documentary
[https://www.youtube.com/watch?v=FFWiLKA-91s](https://www.youtube.com/watch?v=FFWiLKA-91s)

La Operacion – Mass sterilization and testing of birth control pill in Puerto Rican women
UTube [https://www.youtube.com/watch?v=bmEX5asOgMQ](https://www.youtube.com/watch?v=bmEX5asOgMQ)

Mass Sterilization in India
[https://www.youtube.com/watch?v=fHrH0y2lDEk](https://www.youtube.com/watch?v=fHrH0y2lDEk)

*If the link does not work, type the title of the resource on your browser and press enter.