



plan.

- Produce a coherent research proposal that may serve as a foundation for a thesis or dissertation.

## GRADES AND GRADING POLICIES

This course follows UF's policies for grading. Information regarding UF's grades and grading policy can be found at:

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

## GRADING RULE

• Research proposal	60%
• Research strategy presentation and development of class activity/exercise	20%
• Activities/assignments	<u>20%</u>
<i>Total</i>	<i>100%</i>

Grades will be assigned as follows:

A = 93-100	C+ = 77-79.9	D- =60-62.9
A- = 90-92.9	C=73-76.9	E<60
B+ =87-89.9	C- =70- 72.9	
B=83-86.9	D+ =67-69.9	
B- =80-82.9	D=63-66.9	

## COURSE WORK

Research Proposal will be due at the end of the term. Proposals should demonstrate the ability to formulate a researchable question based on precedent that supports the significance of the topic. The proposal should also specifically explain how the study could be conducted from a methodological standpoint and will need to identify appropriate tools for data collection. To facilitate the process, the proposal idea(s) and draft will be presented to the class for direction and critique.

Research Strategy Presentation and Activity will be required of each student. This will involve each student taking "ownership" of preparing and delivering information regarding a specific research strategy (e.g., operationalizing constructs, interviews, focus groups) and developing an in-class activity for students to complete. The student will identify relevant readings, prepare and deliver a PowerPoint presentation to the class, and lead the class through completion of the in-class activity.

Activities/Assignments will be required throughout the semester to reinforce comprehension of the subject matter and to provide opportunities for application. Not all of these will be graded. These will also include draft sections of students' research proposals, as well as peer-review.

**Participation** by all students is expected. This means that students will read all assigned materials, participate in -class discussions and complete all in-class activities.

## WRITING SUPPORT

Writing support is available through the university's Writing Studio [www.writing.ufl.edu](http://www.writing.ufl.edu).

See <https://registrar.ufl.edu/courses/writing-requirement.html> for more information on UF writing requirements.

## RECOMMENDED STYLE GUIDE

- Publication Manual of the American Psychological Association (7th edition)  
[<http://www.apastyle.org>]

Please check course program and reading lists for appropriate location of all materials and call numbers. Any difficulty accessing materials should be reported to instructor or UF Libraries staff. Inability to access course materials will not constitute a justification for not completing assignments. Here are just a few of the many links and web addresses to facilitate your access to UF Libraries:

- Library Homepage <http://www.uflib.ufl.edu> (for all library services and collections, including Course Reserves)
- Ask-A-Librarian  
<http://www.uflib.ufl.edu/ask> (direct email or online chat for assistance)
- IR @ UF <http://ufdcweb1.uflib.ufl.edu/ufdc/?g=ufirg> (to access the UF digital Institutional Repository)
- Theses & Dissertations <http://www.uflib.ufl.edu.lp.hscl.ufl.edu/etd.html>
- Library Tools and Mobile Apps <http://www.uflib.ufl.edu/tools> (smart phone apps, RSS feeds, etc.)

## STUDENT TECHNICAL SUPPORT SERVICES

For any technical issues you encounter with your course please contact the UF computing Help Desk at 342-392-HELP (4357), select option 2. For Help Desk hours visit: Information Technology—UF Computing Help Desk (<http://helpdesk.ufl.edu>).

## COURSE POLICIES

### Academic Integrity:

All students at the University of Florida are expected to adhere fully to University of Florida Student Honor Code, view at: <http://www.dso.ufl.edu/sccr/honorcodes/honorcode.php>. The Honor Code outlines the expectations for student conduct in regard to academic honesty. All students should review this policy to understand the range and scope of the standards and the seriousness of any infractions of the code. The policy places full responsibility on students to know and adhere to these standards for academic integrity. All examinations, quizzes, design projects, and assignments in the Department of Interior Design are subject to this policy.

Maintaining strict academic integrity is a priority of the Department of Interior Design and all instructors will fully enforce the UF Honor Code in their studios and classes. A strict adherence to the Honor Code is expected by the University of Florida and reflects the ethical standards of the interior design profession.

### **Attendance & Participation:**

Attendance is essential to the learning process. Students must be on time for each class session and present for the entire class to be marked present, and attendance is mandatory.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

One absence will be tolerated without penalty. Beginning with the second unexcused absence, students' final grade will be reduced 5% for each unexcused absence.

### **Tardiness:**

Arriving on time for each class and staying for the entire length of the class is expected. Arriving more than 10 minutes late or leaving more than 10 minutes early three times will equal one unexcused absence.

### **Classroom Climate:**

Equitable participation in this class requires the use of inclusive language, methods, and materials. Students are expected to use inclusive language in written and oral work, and to respect diversity in viewpoints expressed by others. Students are also encouraged to identify language, methods, and materials used in this course that do not contribute to an inclusive classroom climate.

### **Laptops, Cell Phones, Tablets:**

Students may bring mobile devices to class and use them during the period ***for course-related purposes only***. Students are not permitted to use them during quizzes or exams, except for the purpose of taking in-class quizzes or exams, as permitted.

### **Assignment Due Dates:**

***All assignments - completed or incomplete - must be turned in on the due date and will be graded as they stand.*** The right to make an exception will be reserved only in extreme cases (due to emergencies). A student wishing to submit a late assignment must provide the instructor(s), in writing, with a statement of why the assignment is late and the instructor(s) will determine whether or not to accept the late assignment. If the instructor(s) decide to accept the late assignment for a reason other than a documented emergency, 10 points will be deducted for each day (or partial day) that the assignment is late. Requirements for class attendance and make-up exams, assignments, and other work are consistent with university policies that can be found at <https://catalog.ufl.edu/ugrad/1516/regulations/info/attendance.aspx>.

### **Student Work:**

The Department of Interior Design reserves the right to retain any student work completed in the curriculum for accreditation purposes.

**Canvas:**

The syllabus, course assignments, due dates, additional reading material, grades and other course-related information will be available in Canvas. You are responsible for checking Canvas regularly to track assignments, due dates, etc. You must post your completed assignments to Canvas by the start of class on the due date unless otherwise instructed. Please email the assignments to the instructor, on time, if you experience technical difficulties with Canvas.

**Disputed Grading:**

Any objection regarding grading of any assignment/paper/exam etc. must be submitted in writing within 2 weeks of receiving the grade. You must include an explanation of why you think your answer was correct or why you should have received a higher grade.

**Incompletes:**

For information about incomplete grades for this course, see <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/#gradestext>

**UNIVERSITY POLICIES**

**Special Accommodations:**

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

**Course evaluations:**

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.ua.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.ua.ufl.edu/public-results/>.

**Software use:**

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the

University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

### **Student privacy:**

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see:

<http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html>

## **CAMPUS RESOURCES**

### **Health and Wellness Resources**

U Matter, We Care: If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) or 352 392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc>, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS): Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or <http://www.police.ufl.edu/>.

### **Academic Resources**

LinkedIn Learning: <https://elearning.ufl.edu/supported-services/linkedin-learning/>. More than 6,000 online courses available to UF students, staff and faculty.

Career Resource Center: Reitz Union, 392-1601. Career assistance and counseling. <https://www.crc.ufl.edu/>.

Library Support: <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center: Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. <https://teachingcenter.ufl.edu/>.

Writing Studio, 302 Tigert Hal., 846-1138. Help brainstorming, formatting, and writing papers. <https://writing.ufl.edu/writing-studio/>.

Student Complaints Campus: [https://www.dso.ufl.edu/documents/UF\\_Complaints\\_policy.pdf](https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf).

On-Line Students Complaints: <http://www.distance.ufl.edu/student-complaint-process>.

## COURSE SCHEDULE

### Weekly Plan (Subject to change by the instructors)

Week (Date)	Topics/Activities	Readings	Assignments
Week 1 1/12/21	<b>Introduction</b> Course introduction Selecting a research approach	Creswell Ch 1,	
Week 2 1/19/21	<b>Formulating research questions</b> Discussion of student topics Identifying relevant journals	Bryman Ch 1 (p 6-14) & Ch 4 Cresswell Ch 7	<b>Due:</b> Submit examples of research questions from 5 empirical studies included in your literature review
Week 3 1/26/21	<b>Introduction to Proposal Writing</b> (discuss proposal assignment) <b>Refining Research Questions</b> <b>Significance</b>	TBD	<b>Due:</b> Draft research questions or objectives <b>Due</b> (developed in class): Script for your mini Shark Tank presentation You will have 2 minutes to pitch what specifically you plan to study and why it is important.
Week 4 2/2/21	<b>Research Design</b> <i><b>Quantitative approaches</b></i>	Bryman Ch 7-8 Cresswell Ch 8	<b>Due:</b> Draft description of research problem and significance <b>Due:</b> Present 2-minute mini shark tank pitch in class
Week 5 2/9/21	<b>Research Design</b> <i><b>Qualitative approaches</b></i>	Bryman Ch 17-18; Cresswell Ch 9	TBD
Week 6 2/16/21	<b>Writing Strategies</b> In-class exercise Peer review research problem, significance and research questions Avoiding plagiarism	TBD	<b>Due:</b> Submit in-class assignment
Week 7 2/23/21	<b>Observation</b> Structured observations; Observation, trace measures and behavior mapping	Bryman Ch 12; Gifford (2016) Ch 2 and 3 (full text available online at UF library. See <a href="http://lib.myilibr">http://lib.myilibr</a>	<b>Due:</b> Draft Research Strategy

		<a href="http://ary.com/Open.aspx?id=841829">ary.com/Open.aspx?id=841829</a> (must be on VPN or proxy server)	
Week 8 3/2/21	<b>Questionnaires</b>	Bryman Ch 10 - 11	<b>Due:</b> Revised research questions and specific aims
Week 9 3/9/21	<b>Interviews</b>	Bryman Ch 9 and 20	TBD
Week 10 3/16/21	<b>Content Analysis</b> In-class exercise	Bryman Ch 13 <b>Before Class:</b> Go to UF Apps and activate a license for NVivo. Bring laptop	<b>Due:</b> Draft <i>questionnaire</i> or <i>interview protocol</i> related to your topic <b>Due:</b> Submit content analysis conducted in class
Week 11 3/23/21	<b>Focus Groups</b> Discuss content analysis	Bryman Ch 21	TBD
Week 12 3/30/21	<b>Design Thinking</b>	TBD	<b>Due:</b> Draft moderator guide
Week 13 4/6/21	<b>Shark Tank Dry Run</b> Peer review draft research strategy		<b>Due:</b> Draft proposal
Week 14 4/13/21	<b>Shark Tank</b>		<b>Due:</b> Peer-review of classmate's proposal
Week 15 4/20/21	<b>Proposal Due</b>		<b>Proposal Due</b>

The following statement applies to all face to face courses/sections:

We will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

- You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution.

- This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing between students. Please do not move desks or stations.
- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- Follow your instructor's guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.
- If you are experiencing COVID-19 symptoms ([Click here for guidance from the CDC on symptoms of coronavirus](#)), please use the UF Health screening system and follow the instructions on whether you are able to attend class. [Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms](#).
  - i. Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. [Find more information in the university attendance policies](#).