



# GRACE ABBOTT SCHOOL OF SOCIAL WORK

## RESEARCH AND COMPUTER APPLICATIONS

SOWK 8190 | 3 credit hours

Class Meetings: TBD

**Instructor:** TBD

**Office:** TBD

**Office Phone:** TBD

**Email:** TBD

**Office Hours:** TBD

**Department:** Grace Abbott School of Social Work

**Main Office:** 206 CPACS

**Dept. Phone:** 402.554.2793

**Dept. Email:** [graceabbott@unomaha.edu](mailto:graceabbott@unomaha.edu)

## COURSE INFORMATION

### Description

This course focuses on the use of research and computer programs in social work practice. Social and behavioral science research methods are reviewed. Students learn to write literature reviews and analyze existing data using Excel. The uses of Microsoft Word, and Excel in social work practice are explored.

### Rationale/Overview

This course exposes students to social work literature and through increased knowledge of research terminology and philosophies, prepares them to be better consumers of this literature. Through analysis of existing data, students will increase their ability to read and write empirical research reports, preparing students to effectively apply research to social work practice. Student knowledge and skill in Microsoft Word and Excel will assist future social work practitioners in being positive changemakers for social work at all levels and with all populations.

### Course Objectives/Student Learning Outcomes

1. Appraise the relevance and utilization of research in social work practice.
2. Develop working knowledge of research methodology, including design, measurement and sampling.
3. Demonstrate knowledge and skills in quantitative research and analysis using Microsoft Excel.



4. Integrate ethical, culturally informed, anti-oppressive approaches, including anti-racism, diversity, equity, and inclusion (A DEI), in conducting research.
5. Articulate the role of the Institutional Review Board (IRB) and the laws and policies related to the protection of human subjects.

## REQUIRED TEXT(S) SUPPLEMENTAL MATERIALS

### Required Text(s)

TBD

## COURSE STRUCTURE/FORMAT

Class lectures, discussions, in-class assignments, audio-visual aids, and guest speakers will be used to present course materials.

## TENTATIVE COURSE SCHEDULE

Session/Date	Topic	Assignment
Session 1 [date]	Introduction and review syllabus Lecture: Applied social research and research in human services	Read: Ch. 1 (Brooks/Cole)
Session 2 [date]	Lecture: Analysis of available data Guest speaker: social science librarian	Read: Ch. 8 (Monette)
Session 3 [date]	Lecture: Data analysis, preparation, and presentation	Read: Ch. 14 (Monette)
Session 4 [date]	Lecture: Data analysis – descriptive and inferential statistics	Read: Ch. 15 (Monette)
Session 5 [date]	Lecture: Logic of social research and field research/qualitative methods	Read: Ch. 2 and 9 (Monette)
Session 6 [date]	Lecture: Ethical issues in research	Read: Ch. 3 (Monette) Online IRB course
Session 7 [date]	Lecture: Problem formulation	Read: Ch. 4 (Monette)
Session 8 [date]	Lecture: The process of measurement	Read: Ch. 5 (Monette)
Session 9 [date]	Lecture: Sampling	Read: Ch. 6 (Monette)
Session 10 [date]	Lecture: Experimental research Exam	Read: Ch. 10
Session 11 [date]	Lecture: Survey research	Read: Ch. 7 (Monette)
Session 12 [date]	Lecture: Census data Guest speaker: Center for Public Affairs Research (CPAR)	
Session 13 [date]	Lecture: Single subject designs	Read: Ch. 11 (Monette) Literature review
Session 14 [date]	Lecture: Evaluation research	Read: Ch. 12 (Monette)



Session/Date	Topic	Assignment
Session 15 [date]	Lecture: Data analysis	Data analysis group project

### IMPORTANT DATES

Last day to drop a course (via MavLink) and receive a 100% refund	TBD
Last day to withdraw from a course (via MavLink) with a grade of “W”	TBD

NOTE: This syllabus is written as an expectation of class topics, learning activities, and expected learning outcomes. However, the instructor reserves the right to make changes in this schedule that may result in enhanced or more effective learning for students. These modifications will not substantially change the intent or objectives of this course.

### ASSESSMENTS (ACTIVITIES, ASSIGNMENTS, & EXAMS)

<b>IRB course and certification (1)</b> One IRB course and certification worth 10 points.	10 points (total)
<b>Literature Review (1)</b> One literature review worth 20 points.	20 points (total)
<b>Exam (1)</b> One exam worth 30 points.	30 points (total)
<b>Data Analysis (1)</b> One data analysis group assignment worth 25 points.	25 points (total)
<b>Attendance and Participation</b>	15 points (total)
	<b>100 points (total)</b>

### GRADING SCALE

Percent	Final Grade	Quality Points
98–100%	A+	4.00
94–97.9%	A	4.00
91–93.9%	A-	3.67
88–90.9%	B+	3.33
84–87.9%	B	3.00
81–83.9%	B-	2.67
78–80.9%	C+	2.33
77–77.9%	C	2.00
71–73.9%	C-	1.67
68–70.9%	D+	1.33
64–67.9%	D	1.00
61–63.9%	D-	0.67
Below 60.9%	F	0.00



## WRITING GUIDELINES

Students should make sure that writing assignments are free of grammar, punctuation, and spelling errors. Papers should adhere to the most recent citation style outlined by the American Psychological Association (APA).

## PLAGIARISM STATEMENT

In this course, students will submit written work by making use of information and ideas found in print or online sources. Whenever material from another writer is used, it is important that students quote or paraphrase appropriately and cite the source.

The UNO Academic Integrity policy defines plagiarism as "presenting the work of another as one's own (i.e., without proper acknowledgment of the source) and submitting academic work in whole or in part as one's own when such work has been prepared by another person or copied from another person."

Failure to cite sources appropriately is plagiarism, a serious academic offense. Plagiarized work will not be accepted. Consequences for plagiarism are up to the discretion of the instructor; they may range, for example, from rewriting all or part of a paper to a grade of F for the course. Students who plagiarize more than once are subject to disciplinary action, which may include expulsion from the university.

**Students SHOULD NOT GUESS when it comes to using or citing another writer's work. Students should contact the instructor or a consultant at the UNO Writing Center with questions. Students should take a printout of the original source as well as the paper that is being written to the consultation.**

## ACADEMIC INTEGRITY POLICY

The maintenance of academic honesty and integrity is a vital concern of the University community. Any student found responsible for violating the [policy on Academic Integrity](#) shall be subject to both academic and disciplinary sanctions. Violations of the policy on Academic Integrity include, but are not limited to, the following: cheating, fabrication and falsification, plagiarism, abuse of academic materials and/or equipment, complicity in academic dishonesty, falsifying grade reports, and/or misrepresentation to avoid academic work. More information about these areas and the procedures addressing academic integrity is available from the Office of Academic and Student Affairs (EAB 202 | 402.554.2262).

## CLASSROOM EXPECTATIONS

Students are expected to arrive on time to class meetings. Students should come to class well prepared, meaning readings and other assignments have been completed. Students are expected to be respectful of their classmates and the instructor. Distracting and/or disrespectful behaviors will not be tolerated.



## **CELL PHONES, MOBILE DEVICES, AND LAPTOPS**

Students are welcome to use cell phones, mobile devices, and/or laptops in class provided they are used for academic purposes such as note taking, accessing course materials, or researching course concepts and their use does not disrupt fellow classmates. Please silence devices if at all possible. A student who receives a phone call or text, should step outside the classroom to respond. DO NOT take pictures or video during class.

## **TECHNOLOGY REQUIREMENTS**

Students will be expected to have access to a computer frequently, as all writing assignments used will be typed out and not handwritten. The software students use to write assignments is irrelevant, as long as the writing guidelines outlined in this syllabus are followed. It is recommended that students have access to a computer weekly. Public computers are available on the UNO campus. Consult [Information Technology Services](#) and the [Criss Library](#), for more information on equipment locations and availability.

## **TECHNICAL SUPPORT**

Technical support for common university systems, including Canvas and email, is available from Information Technology Services [technical support](#) located in Eppley Administration Building (EAB) 104.

## **ACCESSIBILITY ACCOMMODATIONS**

Reasonable accommodations are provided for students who are registered with Accessibility Services Center (ASC) and make their requests sufficiently in advance. For more information, contact ASC (Location: 104 H&K, Phone: 402.554.2872, Email: [unoaccessibility@unomaha.edu](mailto:unoaccessibility@unomaha.edu))

## **CRISS LIBRARY**

UNO's Criss Library offers a wide variety of resources that support student learning. Subject specialist librarians have in-depth knowledge of researching within specific disciplines and can provide guidance for a specific area of study. Students are encouraged to explore customized resources featured on the [Criss Library](#) website.

## **EMERGENCY PREPAREDNESS**

The University of Nebraska at Omaha is prepared for a wide range of emergencies. Students should familiarize themselves with procedures and assistance available on UNO's [emergency information page](#). If travel to campus is not feasible due to a declared emergency, a combination of Canvas, teleconferencing, and other technologies will be used to facilitate academic continuity. Students will be notified of procedures through Canvas course site announcements and email as appropriate.



## **INCLEMENT WEATHER**

In the event of inclement or threatening weather, students should use his/her best judgment regarding travel to and from campus. Students who are not able to attend class due to adverse weather conditions, should contact the instructor as soon as possible. Similarly, if the instructor is unable to reach the class location, students will be notified of any cancellation or change as soon as possible (by approximately 1 hour before class starts and by posting an announcement in Canvas). Students who cannot get to class because of weather conditions, will be provided allowances relative to attendance policies as well as any scheduled tests, quizzes, or other assessments.

## **PREFERRED NAME AND PREFERRED GENDER PRONOUNS**

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. Class rosters are provided to the instructor with the student's legal name. The instructor will gladly honor a student's request to be addressed by an alternate name or gender pronoun. Please advise the instructor of this preference early in the semester so that instructor records may be changed appropriately.

## **WRITING CENTER**

The UNO Writing Center offers free one-on-one consultations with trained consultants to all students, faculty, and staff. Their goal is to help writers improve their writing skills and confidence in all types of writing, in all subject areas, and at all stages of the writing process. For more information about their hours and locations or to schedule an appointment, go to [unomaha.edu/writingcenter](http://unomaha.edu/writingcenter) or visit their main location in Arts and Sciences Hall (ASH) 150.

## **SPEECH CENTER**

The [UNO Speech Center](#) provides free consulting and coaching services to all UNO students, faculty, and staff in preparing oral presentations. The Speech Center Consulting Room can help students with presentation preparation, outlining, effective delivery techniques, along with any other presentational needs. Speech consulting will help at any stage in the speech-making process. For more information, visit the UNO Speech Center in Arts and Sciences Hall (ASH) 183 and 185.

## **STUDENT SAFETY**

A variety of resources are available to support student safety and security. Students have experienced or are experiencing a difficult personal situation, should consult the resources available through the [Division of Student Success](#).

## **OUTCOMES MAP AND STUDENT LEARNING OUTCOMES (SLOs)**

### **Council on Social Work Education (CSWE) Competencies**

The student learning outcomes for this course are built upon the following nine social work core competencies set forth by the CSWE's 2022 Educational Policies and Accreditation Standards (EPAS) which is required for all accredited social work programs.

1. Demonstrate ethical and professional behavior.
2. Advance human rights and social, economic, and environmental justice.



3. Engage in anti-racism, diversity, equity, and inclusion (A DEI) in practice.
4. Engage in practice-informed research and research-informed practice.
5. Engage in policy practice.
6. Engage with individuals, families, groups, organizations, and communities.
7. Assess individuals, families, groups, organizations, and communities.
8. Intervene with individuals, families, groups, organizations and communities.
9. Evaluate practice with individuals, families, groups, organizations, and communities.

This map is intended to show how course topics, content, and activities align to the student learning outcomes outlined above. Course objectives are italicized to distinguish them from the core competencies set forth by the CSWE’s 2022 EPAS.

<b>EPAS Competency</b>	<b>Course Objective/Student Learning Outcome</b>	<b>Assignment</b>	<b>Dimension*</b>
3 = Engage Anti-Racism, Diversity, Equity, and Inclusion (A DEI) in Practice	4. Integrate ethical, culturally informed, anti-oppressive approaches, including anti-racism, diversity, equity, and inclusion (A DEI), in conducting research.		
4 = Engage in practice-informed research and research-informed practice.	1. Appraise the relevance and utilization of research in social work practice. 2. Develop working knowledge of research methodology, including design, measurement and sampling. 3. Demonstrate knowledge and skills in quantitative research and analysis using Microsoft Excel. 5. Articulate the role of the Institutional Review Board (IRB) and the laws and policies related to the protection of human subjects.		K, S, V, CAP



\*Dimensions Key:

K = Knowledge

S = Skills

V = Value

CAP = Cognitive and Affective Processing

## REFERENCES AND SUPPLEMENTAL MATERIALS

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