



Holy Spirit University of Kaslik (USEK)

Course Syllabus

Doctoral College

Spring Semester 2018-2019

Course Information		
Code: DOC812	Type: Course	Title: Research Methods& Tools
Number of credits: 3		Number of contact hours per week: 17hr 30min
Pre-requisites:		Co-requisites:
Description:		
<p>This seminar covers a variety of aspects relevant to the planning, execution and reporting of research. It is intended to develop a research orientation rationale among postgraduate students and scholars and to acquaint them with fundamentals of research methods. The seminar, specifically, aims at introducing them to the basic concepts used in research.</p>		
Schedule Information		
CRN: 20948		Section: E01
Days/time class meets: M-F/04:00PM – 07:30PM		Location of class meets: Multipurpose Room, USEK Library
Name of Instructor: Randa Al Chidiac Telephone: +961-900-379 Email: randachidiac@usek.edu.lb Office Hours: By appointment: M-F 10:00AM – 03:00PM		
Learning Outcomes		
LO#1 To develop fundamental skills to conduct and/or manage postgraduate research LO#2 To gain fundamental knowledge of sources and research materials LO#3 To identify the skills and tools required to complete literature review and dissertation LO#4 To describe the principles and types of plagiarism, and to apply strategies to avoid plagiarism LO#5 To recognize the ethical dimensions of conducting research LO#5 To draft an academic paper, poster... using the proper techniques of scientific writing		
Course Outline		
Week	Topics	
1	Principle Guidelines of Dissertation Writing & Structure	
2	Research Process: Defining and Formulating the Research Problem	
3	Literatures Reviews	
4	Finding Sources: Types, Library Resources and Services	
5	Literature Review	
6	Evaluating Sources	
7	Documenting Sources: Bibliographic citation format and Citation Management Tools	
8	Reviewing and Editing Dissertation	
9	Research Ethics: Ethical and Legal, Copyright, Fair Use, Plagiarism, Turnitin	
10	Introduction to Publishing an Academic Paper, Poster, Case Study	
Evaluation Criteria		
This course is graded "Pass/Fail". Since the class is "Pass/Fail", there will be no A, B, C, D letter grades...only P or F. Grades will be based on participation and effort in the course. In class, the weekly topic will be discussed.		

There will be some class assignments will prepare students for class. Participation in the discussions and completing the assignments is expected of all students and will be factored into the course grade.

Required Texts	Course Pack prepared by instructor and posted on E-Learning
Supplemental References	<p>Babbie, Earl R. (2015). The practice of social research. 14th ed. Belmont, CA: Wadsworth Publishing.</p> <p>Booth, W. C. Colomb, G. C. & Williams, J. M. (2008). <i>The craft of research</i>. Chicago: University of Chicago Press.</p> <p>Jonker, J & Pennink, B. (2010). The essence of research methodology. Berlin: Springer-Verlag.</p> <p>Creswell, J. W. (2014). Research design: Qualitative, quantitative, and mixed methods approaches. 4th ed. Los Angeles: Sage.</p> <p>Murray. N. & Beglar, D. (2009). Inside track: Writing dissertations and theses. Harlow, England: Pearson Longman.</p> <p>American Psychological Association. (2010). Publication Manual of the American Psychological Association. 6th ed. Washington DC: Author.</p> <p>All books found in the Library Catalog under the keywords: research methodology</p>
Required Materials	

Academic Integrity	
University: The Holy Spirit University of Kaslik (USEK) considers plagiarism a serious form of academic dishonesty	
Cheating	Includes plagiarism, occurs when a student or group of students uses or attempts to use, unauthorized aids, assistance, materials or methods. Cheating is a serious educational offense. Plagiarism occurs where a student represents the work or ideas of another person as his or her own.
Plagiarism	<p>Includes:</p> <ul style="list-style-type: none"> ▪ Borrowing the ideas, theories, illustrations, lab data, or language of others, in whole or in part, without properly quoting and citing the source within the text of the paper; ▪ Substantially paraphrasing without acknowledging the source, even though you have used your own words; ▪ Combining your words with substantial phrases from a source that is either not cited or under cited; ▪ Using synonyms to change words within a phrase or sentence derived from another source and then treating the phrase or sentence as if it was your own; ▪ Failing to cite the correct source of a quotation; ▪ Submitting an assignment that does not acknowledge the contribution of co-authors where such acknowledgement would be appropriate; ▪ Submitting an assignment, in whole or in part, that was previously graded in another course, whether or not, the other course was taught at RPI; ▪ Submitting an assignment, in whole or in part, which was purchased from another source.
Turnitin	Electronic means to detect and help prevent plagiarism. By taking this course, all assignments are submitted electronically to Turnitin on the E-Learning platform for textual similarity review by Turnitin. Submitted assignments submitted will be included as source documents in a restricted access database solely for the purpose of detecting plagiarism. Students are required to submit their assignments