



DEPARTMENT OF POLITICAL SCIENCE
FACULTY OF ARTS

POLI 397 (Lecture 01)
Introduction to Research Methods
Fall 2022

INSTRUCTOR: Dr. Susan Franceschet
EMAIL: sfrances@ucalgary.ca
OFFICE HOURS: Wednesdays 9–10:30am, or by appointment (both via Zoom)
COURSE DAY/TIME: Tuesdays and Thursdays 12:30-1:45pm
COURSE LOCATION: ST 141
COURSE PRE-REQUISITE: None

COURSE DESCRIPTION

This course introduces students to the questions, strategies, and rationales of political science research methods.

COURSE OBJECTIVES & LEARNING OUTCOMES

Students will learn the basic features and logics of the different methods used in empirical political science research. With a better understanding of research design and how diverse methods are employed, students will be more equipped to evaluate the political science research they encounter in future courses. Finally, students will have opportunities to practice the skills and tools that are needed to conduct independent research.

REQUIRED TEXTBOOK

Sandra Halperin and Oliver Heath, *Political Research: Methods and Practical Skills*, 3rd edition. Oxford University Press, 2020.

Links to additional required readings, video clips, and podcasts will be available on D2L.

COURSE COMPONENT WEIGHTS AND DUE DATES

Students will complete **two** short written assignments (detailed instructions and evaluation criteria are available on D2L). There will be a take-home mid-term and a take-home final exam (see details on p. 3).

The weighting of the coursework is as follows:

COMPONENT	WEIGHTING	DUE DATES
Assignment # 1	15%	October 6 th
Mid-term take-home test	20%	October 20 th
Assignment # 2	30%	November 17 th
Take-home final exam	35%	December 12 th (<i>exam questions will be distributed on December 6th</i>)
Total	100%	

SUBMITTING YOUR WORK:

Assignments must be submitted electronically to the dropbox on D2L in **Word format** (do **not** submit a PDF). Assignments should have a file name as follows: “FirstName LastName Assignment # (for example, Rachel Wong Assignment 3). It is the student's responsibility to keep a copy of each submitted assignment and to ensure that the proper version is submitted.

Late penalties: Assignments must be submitted by **11:59pm** on their due date. Instructors recognize that most students are taking several courses and therefore have a heavy workload of reading, writing, and studying. Heavy workloads are best managed by being well organized, keeping up with required readings, and getting an early start on assignments.

Take-home exams that are submitted late will **not be graded**.

In order to maintain fairness, students requesting extensions **without** a legitimate reason (for example, health issue or family emergency) will have late penalties of 2% per day deducted from the grade.

NOTE: If you miss a required course component, please get in touch with the instructor as soon as possible.

COURSE SCHEDULE & TOPICS

Below is a list of the topics we’ll be covering in the course. A schedule of dates and required readings will be posted on D2L. Please consult the reading list regularly to make sure you’re keeping up with the course material.

TOPICS TO BE COVERED
Asking the right questions: What makes a “good” research question?
Designing research
What is “data,” where do we get it, and what can/should we do with it?

Understanding causal inference
The basics of quantitative research methods (Experiments and multivariate analysis)
The basics of qualitative research (Interviews, process tracing, observation, and ethnography)

Please note that the above topics are subject to change as the need arises.

ASSIGNMENT[S]

Detailed instructions and grading criteria for all of the assignments are posted on D2L.

TAKE-HOME TESTS

Students will complete a mid-term take-home test and a final take-home exam (see above for due dates). The questions for the test and exam will be distributed (posted to D2L) **one week** before they are due. The test and exam will draw on all course materials (lectures and required readings), and you may consult these materials when writing your answers. You **may not** consult materials beyond those assigned or discussed in lectures. Taking good notes during lectures and completing required readings will be key to doing well on the take-home test and exam.

The tests are to be completed by students **individually** not in collaboration with other students. Communicating with others about the test during the test period is prohibited as is submitting work that is not your own (please consult the section below on **plagiarism and academic misconduct**).

WRITING STATEMENT

Written assignments are often required in Political Science courses, and the quality of writing skills, including but not limited to such elements as grammar, punctuation, sentence structure, clarity, citation, and organization, will be considered in the determination of grades. Students are encouraged to make use of the services offered through Writing Support Services in the Student Success Centre by contacting them at <http://www.ucalgary.ca/ssc/writing-support>.

GRADING SCALE. The following grading scale will be used:

A+ (95-100)	B+ (77-79)	C+ (67-69)	D+ (55-59)
A (88-94)	B (73-76)	C (63-66)	D (50-54)
A- (80-87)	B- (70-72)	C- (60-62)	F (0-49)

INSTRUCTOR GUIDELINES

Students requiring assistance are encouraged to speak to the instructor during their office hours. Should you wish to meet outside of office hours, please email to make an appointment. It is to the student's advantage to keep such appointments. All meetings will be held virtually.

Email is a common form of communication, but it is not always the most effective way of answering student questions. If you cannot make office hours, please request a one-on-one meeting outside of these hours, to be held virtually.

Students are welcome to use laptops and other electronic note-taking devices in this course, but please considerate of others and switch off all cell phones when you enter the classroom. Sending/receiving texts and browsing the internet is extremely disruptive to others and will not be tolerated.

IMPORTANT POLICIES AND INFORMATION

Absence From a Mid-term Examination

Students who are absent from a scheduled term test or quiz for legitimate reasons are responsible for contacting the instructor via email within 48 hours of the missed test to discuss alternative arrangements. A copy of this email may be requested as proof of the attempt to contact the instructor. Any student who fails to do so forfeits the right to a makeup test.

Deferred Term Work Form: Deferral of term work past the end of a term requires a form to be filled out by the student and submitted, along with any supporting documentation, to the instructor. The form is available at: https://live-ucalgary.ucalgary.ca/sites/default/files/teams/14/P22_deferral-of-term-work_lapseGrade.pdf

Once an extension date has been agreed between instructor and student, the instructor will email the form to the Faculty of Arts Program Information Centre (ascarts@ucalgary.ca) for approval by the Associate Dean.

Deferral of a Final Examination

Deferral of a final examination can be granted for reasons of illness, domestic affliction, and unforeseen circumstances, as well as to those with three (3) final exams scheduled within a 24-hour period.

Deferred final exams will not be granted to those who sit the exam, who have made travel arrangements that conflict with their exam, or who have misread the examination timetable. The decision to allow a deferred final exam rests not with the instructor but with Enrolment Services. Instructors should, however, be notified if you will be absent during the examination. The Application for Deferred Final Exam, deadlines, requirements and submission instructions can be found on the Enrolment Services website at

<https://www.ucalgary.ca/registrar/exams/deferred-exams>.

Reappraisal of Grades:

For Reappraisal of Graded Term Work, see Calendar I.2

<http://www.ucalgary.ca/pubs/calendar/current/i-2.html>

For Reappraisal of Final Grade, see Calendar I.3
<http://www.ucalgary.ca/pubs/calendar/current/i-3.html>

Academic Misconduct:

Academic Misconduct refers to student behavior that compromises proper assessment of students' academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor's expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.

Student committing academic misconduct during the final exam will not receive a passing grade for the course.

For information on the Student Academic Misconduct Policy, Procedure and Academic Integrity, please visit: <https://www.ucalgary.ca/pubs/calendar/current/k-3.html>

Plagiarism And Other Forms Of Academic Misconduct

Academic misconduct in any form (e.g. cheating, plagiarism) is a serious academic offence that can lead to disciplinary probation, suspension or expulsion from the University. Students are expected to be familiar with the standards surrounding academic honesty; these can be found in the University of Calgary calendar at <http://www.ucalgary.ca/pubs/calendar/current/k.html>. Such offences will be taken seriously and reported immediately, as required by Faculty of Arts policy.

Recording of Lectures:

Recording of lectures is prohibited, except for audio recordings authorized as an accommodation by SAS or an audio recording for individual private study and only with the written permission of the instructor. Any unauthorized electronic or mechanical recording of lectures, their transcription, copying, or distribution, constitutes academic misconduct. See <https://www.ucalgary.ca/pubs/calendar/current/e-6.html>.

Academic Accommodations:

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services. SAS will process the request and issue letters of accommodation to instructors. Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their instructor. The full policy on Student Accommodations is available at <https://www.ucalgary.ca/legal-services/university-policies-procedures/accommodation-students-disabilities-procedure>

Research Ethics

Students are advised that any research with human subjects – including any interviewing (even with friends and family), opinion polling, or unobtrusive observation – must have the approval of the Conjoint Faculties Research Ethics Board. In completing course requirements, students must not undertake any human subject research without discussing their plans with the instructor, to determine if ethics

approval is required.

Instructor Intellectual Property

Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

Freedom of Information and Protection of Privacy (FOIP) Act:

Personal information is collected in accordance with FOIP. Assignments can only be returned to the student and will be accessible only to authorized faculty and staff. For more information, see <https://www.ucalgary.ca/legal-services/access-information-privacy>

Copyright Legislation:

See the University of Calgary policy on Acceptable Use of Material Protected by Copyright at <https://www.ucalgary.ca/legal-services/university-policies-procedures/acceptable-use-material-protected-copyright-policy> Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

Evacuation Assembly Points

In the event of an emergency evacuation from class, students are required to gather in designated assembly points. Please check the list found at <https://www.ucalgary.ca/risk/emergency-management/evac-drills-assembly-points/assembly-points> and note the assembly point nearest to your classroom.

Important Dates:

Please check: <http://www.ucalgary.ca/pubs/calendar/current/academic-schedule.html>.

Faculty of Arts Program Advising and Student Information Resources

- Have a question, but not sure where to start? The Arts Students' Centre is your information resource for everything in Arts! Drop in at SS102, call them at 403-220-3580, or email them at artsads@ucalgary.ca. You can also visit the Faculty of Arts website at <http://arts.ucalgary.ca/undergraduate>, which has detailed information on common academic concerns, including program planning and advice.

- For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at 403-210-ROCK [7625] or visit them in the MacKimmie Tower.

Important Contact Information

Campus Security and Safewalk (24 hours a day/7 days a week/365 days a year)
Phone: 403-220-5333

Faculty of Arts Undergraduate Students' Union Representatives
Phone: 403-220-6551
Email: arts1@su.ucalgary.ca, arts2@su.ucalgary.ca, arts3@su.ucalgary.ca,
arts4@su.ucalgary.ca
Students' Union URL: www.su.ucalgary.ca

Graduate Students' Association
Phone: 403-220-5997
Email: askgsa@ucalgary.ca
URL: www.ucalgary.ca/gsa

Student Ombudsman
Phone: 403-220-6420
Email: ombuds@ucalgary.ca

Campus Mental Health Resources

The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness and academic success, and aspires to create a caring and supportive campus community where individuals can freely talk about mental health and receive supports when needed. We encourage you to explore the excellent mental health resources available throughout the university community, such as counselling, self-help resources, peer support or skills-building available through the following resources:

SU Wellness Centre: <http://www.ucalgary.ca/wellnesscentre/>

Student Wellness Services:
<https://www.ucalgary.ca/wellness-services/services/mental-health-services>

Campus Mental Health Strategy website: <https://www.ucalgary.ca/mentalhealth/>.