



UNIVERSITY OF CALGARY

Fall 2021

FACULTY OF ARTS

Department of Sociology

Department of Sociology Website: <https://soci.ucalgary.ca/>

COURSE TITLE:			
Course Number	SOC 311.01		
Pre/Co-Requisites	SOC 201		
Instructor Name	Professor Naomi Lightman	Email	Naomi.lightman@ucalgary.ca
Instructor Email Policy	<p>Feel free to contact me over email at any time. Please put your course number and section in your email's subject line, and include a proper salutation, your full name, student ID, and a proper closing in the body of your email. Emails will be answered within two business days. I do not answer emails over the weekend or after 5pm on weekdays. Please take that into account when emailing me questions pertaining assignments or exams. If you have a course-related question, please check the course outline first. Please e-mail me for administrative purposes only, for example to set up an appointment. Please do not use e-mail as a replacement for a zoom office visit, if there is something you want to discuss. Questions about the course content and readings, concerns about grades, or any other personal issues should be dealt with during my office hours.</p> <p>A brief note on email etiquette. When emailing Dr. Lightman, your email should always contain certain elements. First, "SOC 311" should be in the subject line of the email. Second, your email should start out, "Dr. Lightman," "Professor Lightman," or even "Dr. L." You should then put the issue you are emailing about in the body of your email, using correct sentence structure, spelling, and punctuation. If you are emailing an assignment, you should indicate that the assignment is attached and, if the assignment is deferred, the reason for the deferral. You should also sign your name and include your student number. Please note that Dr. Lightman may ask that you re-send your email if it does not conform to these specifications. In addition, emails that do not include "SOC 311" in the subject line may not be read or acknowledged.</p> <p>Please note that the Teaching Assistants will be your first point of contact about questions regarding the course. Please contact your assigned Teaching Assistant based on <u>the first letter of your last name</u>, using the following schema:</p>		

	A-K → Winnie Lee L-Z → Tanner Short		
Office Location	This class is online and all office hours will be held online.	Office Hours	Mondays: 2-3pm ON ZOOM ONLY https://ucalgary.zoom.us/j/6609427659
Telephone No.	N/A		
TA Name	1) Winnie Lee 2) Tanner Short	TA Email	1) winnifred.lee@ucalgary.ca 2) tnshort@ucalgary.ca
TA Office Location	1) Winnie → Zoom https://ucalgary.zoom.us/j/2825669088?pwd=aVBoWnFNWQxR2lqald6bTdKM1ZTUT09 Meeting ID: 282 566 9088 Passcode: reuben 2) Tanner → Zoom https://us02web.zoom.us/j/4275321494?pwd=WTdaWlhMWXc5SVQrNTNGMy9tbmtUQT09 Meeting ID: 427 532 1494 Passcode: 3112021	TA Office Hours	1) Wednesdays 10:30-11:30am 2) Tuesdays: 10:30-11:30 am
Class Dates	Lectures Monday and Wednesday; Lab Thursday		
Class Times	Lectures 3:30-4:45pm; Labs 6:30-9:15pm. All lectures will be asynchronous. All labs will be synchronous. Students should plan to work on labs on the allocated day and time so that they can receive help with the lab assignments.		
Class Location	Online (Zoom)		

Course Description

Sociology 311 is an introductory social statistics course. This course will emphasize understanding of the logic behind statistical techniques and interpretation of data analysis outputs. The principal goal of SOCI 311 is to introduce students to the fundamentals of statistical reasoning and to the role of statistical methods in social science.

Most weeks will consist of two 1 hour and 15 minute lectures (**these will be asynchronous** and will be posted online on D2L on Mondays and Wednesdays, prior to 3:30pm) and a 2 hour and 45 minute **synchronous lab** (Tuesdays, 6:30-9:15pm, through the chat function on D2L), except on weeks when there is a mid-term exam or no lab scheduled. In case of illness or scheduling conflict occasional lectures may be pre-recorded and posted on D2L.

The 10 lab sessions will provide students with hands-on experience analyzing and applying the key concepts from lecture using the statistical software program SPSS.

Course Objectives/Learning Outcomes

At the end of the course students will be able to:

- interpret sociological research that uses basic statistical methods;
- undertake elementary data analysis;
- successfully take more advanced courses in social statistics (e.g. SOCI 315).

Learning Resources

The course textbook and additional reading materials have been selected to enhance your knowledge and understanding of the key issues covered in the course. We will draw on the textbook and additional reading materials in lectures, labs, and in the assignments for this course. It is therefore very important to complete the required readings each week. Knowledge of required readings will be evaluated and graded as part of exams and labs. Students are expected to have done the required readings *by the beginning of Monday's lecture* for each week as per the course schedule.

The required text is available at the university bookstore:

Noack, Andrea. 2018. *Social Statistics in Action: A Canadian Introduction*. Don Mills, ON: Oxford University Press.

Students will also require access to the software program SPSS - available to students for free here:

<https://iac01.ucalgary.ca/SDSWeb/LandingPage.aspx?ReturnUrl=%2fSDSWeb%2fdefault.aspx>

There is a D2L site for this course which contains required readings and other relevant class resources and materials (see d2L.ucalgary.ca).

Learning Technologies and Requirements

There is a D2L site for this course which will contain all lecture videos and PowerPoint slides, as well as the data you will use in labs and sample Stata syntax (see d2L.ucalgary.ca).

In order to successfully engage in their learning experiences at the University of Calgary, students taking online, remote and blended courses are required to have reliable access to the following technology:

- A computer with a supported operating system, as well as the latest security, and malware updates;
- A current and updated web browser;
- Webcam (built-in or external);
- Microphone and speaker (built-in or external), or headset with microphone;
- Current antivirus and/or firewall software enabled;
- Broadband internet connection.

Most current laptops will have a built-in webcam, speaker and microphone.

Schedule of Lectures and Readings

Please note: Every attempt will be made to follow this schedule, but it is subject to change at the discretion of the instructor. All lectures will be asynchronous and posted on D2L prior to 3:30pm on Mondays and Wednesdays.

PowerPoint slides will be posted on D2L as the class progresses. Students should use the slides to follow along with the lectures on Zoom. Following along with the lectures is especially important because students will still need to take notes, even if the PowerPoint slides are available. There are no lecture notes besides the PowerPoint slides.

Week 1 – Sept. 8. Course Introduction.

Note: This lecture will provide an overview of the course. Students are expected to have read the course syllabus. Course policies, assignments and expectations will be reviewed only briefly, on a Q&A basis.

- OPTIONAL READING: Noack Chapter 1
- Lab #1

Week 2 – Sept. 13 and 15. Summarizing Data Using Numbers and Graphs

- Noack Chapter 2
- Lab #2
- Lab Assignment #1 is due on Sept 18th via D2L by 11:59pm

Week 3 – Sept. 20 and 22. Describing the Centre and Dispersion of a Distribution: Categorical Variables

- Noack Chapter 3
- Lab #3

Week 4 – Sept. 27 and 29. Describing the Centre, Dispersion and Shape of a Distribution: Ratio-Level Variables

- Noack Chapter 4
- Lab #4
- Lab Assignment #2 is due on Oct 2nd via D2L by 11:59pm

Week 5 – Oct 4 and 6. Probability

- Noack Chapter 5
- Lab #5

Week 6 – Oct. 13 (No lecture Oct. 11 due to Thanksgiving). Catch up

- No lab

Week 7 – Oct. 18 and 20. Making Population Estimates; Mid-Term Exam

- Noack Chapter 6
- No lab

Note: MID-TERM EXAM will be posted on Oct. 21ST on D2L at approximately 6pm. Students will have 3 hours to complete the exam within a 48-hour period.

Week 8 – Oct. 25 and 27. Comparing Groups Means (T-exams)

- Noack Chapter 7
- Lab #6
- Lab Assignment #3 is due on October 30th on D2L by 11:59pm

Week 9 – Nov. 1 and 3. Comparing Groups Means (ANOVA)

- Noack Chapter 8
- Lab #7

NO Lectures or labs Nov. 8-11 Due to Reading Week

Week 10 – Nov. 15 and 17. Assessing Relationships between Categorical Variables

- Noack Chapter 9
- Lab #8
- Lab Assignment #4 is due on November 20th on D2L by midnight

Week 11 – Nov. 22 and 24. Assessing Relationships between Ratio-Level Variables

- Noack Chapter 10
- Lab #9

Week 12 – Nov. 29 and Dec 1. Introduction to Linear Regression

- Noack Chapter 11
- Lab #10
- Lab Assignment #5 is due on Dec. 4th on D2L by 11:59pm

Week 13 – Dec. 6 and 8. Introduction to Multiple Regression; Catch up & Review.

- Noack Chapter 12.
- No Lab.

Methods of Assessment and Grading Weights

Grade Distribution

Lab Assignments (5 x 6%)	30%
Mid-Term Exam	30%
Final Exam (<u>Cumulative</u>)	40%

Note: If an opportunity for extra credit arises, this opportunity will be given to the class as a whole. Individual opportunities for extra credit or to make up points lost due to errors on an exam will not be allowed. Consistent with departmental policy, class grades may be adjusted to keep with departmental norms.

Lecture notes

I will post PowerPoint slides on the course D2L for most of the class lectures, and you should print out these slides and bring them to class or have them available on an electronic device capable of note-taking. You will still need to take notes, even if you have the PowerPoint slides. There are no lecture notes besides the PowerPoint slides, so if you miss class you'll need to get the additional lecture notes from another student.

Exams

Only the final exam will be expressly cumulative, but exams are all indirectly cumulative because they are likely to build on previous material. The exams will be posted to and composed of true/false and multiple choice questions. It is estimated that each exam will take no more than 2 hours to complete. The D2L system will, however, be set up to allow 3 hours to complete each exam. Students can take the exam at any time between when the exam is posted to D2L and 48 hours later.

The Mid-Term Exam will be held on OCTOBER 21st. The date of the Final Exam is TBD.

It is the student's responsibility to ensure that they finish to exam in the allotted time. Once a student has submitted the exam, the student **cannot** go back and change answers or re-take the exam.

Students will **not** need to use Stata for the exams, but may be asked to interpret Stata output on the exams.

All exams are open-note and open-book. Students may use all lecture and lab materials in answering the questions, including the videos; students may also use the required textbook listed on the course outline. Students may **not** use any other resource to complete the exams. Prohibited resources include (but are not limited to): friends, family, and other students in the class; tutors, your instructor and TAs; and google, web pages, twitter, a class discord, online file sharing and "tutoring" sites such as

CourseHero, Chegg, and other electronic resources. If a student is unclear on whether a resource is prohibited, the student should contact Dr. Lightman **before** using the resource. If you created collaboratively-authored study notes prior to taking the exam, you may use these notes *as long as they do not specifically include material on the exam*.

Sharing of exam content between students is strictly prohibited. This includes taking screenshots of exam questions after a exam has been graded.

If a student experiences connectivity or other electronic issues while taking a exam that prevent completing the exam in the 3-hour time-period, the student should Dr. Lightman immediately. The student should not wait until grades are posted.

Exams will not be graded or released until after the exam closes for the entire class. Marks for exams will be posted to D2L, but students must make an appointment in office hours with Dr. Lightman or the T.A.'s to view their exams.

Students should retain evidence that they completed the exam on D2L. **SPECIFICALLY**, the student should have an emailed confirmation or a screenshot of a confirmation that the exam was submitted. The student should retain this information until they have received their final grade in the class. If a student reports to Dr. Lightman that an exam was completed and there is no record of this exam for the student on D2L, the student will be asked to produce the evidence of the submission. If the student cannot produce evidence of the submission, Dr. Lightman will consider the exam not to have been completed by the student. Please note well that no other evidence of submission can be substituted.

Students who do not meet the criteria for deferrals will typically not be allowed to take exams outside of the allotted time. In unusual situations, Dr. Lightman may allow a student without a deferral to take a missed exam, but in this case a minimum of 30% of possible marks will be deducted as late penalty, prior to any deductions for incorrect answers.

Labs

Labs will serve two purposes. First, this will be your opportunity to attempt questions of the type you will see on the exams, but with a T.A. or the professor available to help you. In addition, you will learn and apply the SPSS computer program to analyze data using statistics being covered in class. Lab assignments will be a mix of work problems and SPSS exercises. Lab assignments will be turned in on Dropbox through D2L. Due dates will be on the lab assignment and if the lab is turned in after the due date, 50% of the total marks possible will be deducted from the lab before any marks are deducted for errors. To avoid plagiarism, no late labs will be accepted once the graded lab assignments have been returned to other students. Because a central purpose of the labs is to prepare you for the exams, no lab assignments will be accepted after the final day of classes.

Labs will comprise a short tutorial video provided by Dr. Lightman as well as time to ask the Professor or T.A.s specific questions about the assignment and how to run operations using SPSS.

Final Exam Information

The final exam is cumulative and worth 40% of your final grade. It will be held during the formal exam period with the exact date and time to be determined by the registrar.

Grading Scale

Letter grades will be assigned and submitted to the registrar based on the following scale:

Grade	Percent range	Grade Point Value	Description
A+	96 – 100%	4.0	Outstanding performance
A	90 – 95.99%	4.0	Excellent performance
A-	85 – 89.99%	3.7	Approaching excellent performance
B+	80 – 84.99%	3.3	Exceeding good performance
B	75 – 79.99%	3.0	Good performance
B-	70 – 74.99%	2.7	Approaching good performance
C+	67 – 69.99%	2.3	Exceeding satisfactory performance
C	63 – 66.99%	2.0	Satisfactory performance
C-	59 – 62.99%	1.7	Approaching satisfactory performance
D+	55 – 58.99%	1.3	Marginal pass. Insufficient preparation for subsequent courses in the same subject
D	50 – 54.99%	1.0	Minimal Pass. Insufficient preparation for subsequent courses in the same subject.
F	<50%	0	Failure. Did not meet course requirements.

Absences and Deferrals

Students who miss class assessments (exams, participation activities, or other assignments) should inform their instructor as soon as possible. If the reason provided for the absence is acceptable, the instructor may decide that any arrangements made can take forms other than make-up exams or assignments. For example, the weight of a missed grade may be added to another assignment or exam.

Deferred Final Exam Form: Please note that requests to defer a Registrar scheduled final exam are dealt with through the Registrar's Office. Further information can be found at:

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

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/deferral-of-term-work-2020.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.

Grade Reappraisal

Within two weeks of the date the exam/assignment is returned, students seeking reappraisal of examinations or assignments must submit a written response to the instructor explaining the basis for reconsideration of one's mark. The instructor will reconsider the grade assigned and will then book a time with the student to discuss their own work and rationale. It should be noted that a re-assessed grade may be raised, lowered, or remain the same.

Handing in Papers, Assignments

1. The main Sociology Department office does not deal with any course-related matters. Please speak directly to your instructor.
2. **Protection of Privacy:** The Freedom of Information and Protection of Privacy (FOIPP) legislation does not allow students to retrieve any course material from public places. Anything that requires handing back will be returned directly during class or office hours. If students are unable to pick up their assignments from the instructor, they can provide the instructor with a stamped, self-addressed envelope to be used for the return of the assignment. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary
3. Final grades are not posted by the Sociology Department. They are only available online.

Guidelines for Zoom Sessions

Zoom is a video conferencing program that will allow us to meet at specific times for a "live" video conference, so that we can have the opportunity to meet each other virtually and discuss relevant course topics as a learning community.

To help ensure Zoom sessions are private, do not share the Zoom link or password with others, or on any social media platforms. Zoom links and passwords are only intended for students registered in the course. Zoom recordings and materials presented in Zoom, including any teaching materials, must not be shared, distributed or published without the instructor's permission.

The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith, and respect (as per the [Code of Conduct](#)). When entering Zoom or other video conferencing sessions (such as MS Teams), you play a role in helping create an effective, safe and respectful learning environment. Please be mindful of how your behaviour in these sessions may affect others. Participants are required to use names officially associated with their UCID (legal or preferred names listed in the Student Centre) when engaging in these activities. Instructors/moderators can remove those whose names do not appear on class rosters. Non-compliance may be investigated under relevant University of Calgary conduct policies (e.g [Student Non-Academic Misconduct Policy](#)). If participants have difficulties complying with this requirement, they should email the instructor of the class explaining why, so the instructor may consider whether to grant

an exception, and on what terms. For more information on how to get the most out of your zoom sessions visit: <https://elearn.ucalgary.ca/guidelines-for-zoom/>.

Please be prepared, as best as you are able, to join class in a quiet space that will allow you to be fully present and engaged in Zoom sessions. Students will be advised by their instructor when they are expected to turn on their webcam (for group work, presentations, etc.).

The instructor may record online Zoom class sessions for the purposes of supporting student learning in this class – such as making the recording available for review of the session or for students who miss a session. Students will be advised before the instructor initiates a recording of a Zoom session. These recordings will be used to support student learning only and will not be shared or used for any other purpose.

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 subjects research without discussing their plans with the instructor, to determine if ethics approval is required.

Copyright Legislation

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (<https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Material-Protected-by-Copyright-Policy.pdf>) and requirements of the Copyright Act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorized sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

Instructor Intellectual Property

Course materials created by professor(s) (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the professor(s). These materials may NOT be reproduced, redistributed or copied without the explicit consent of the professor. 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.

Recording of Lectures

The audio or video recording of lectures and taking screengrabs of PowerPoint slides during the lecture are not permitted without explicit authorization. The non-authorized media recording of lectures is inconsistent with the Code of Conduct and may result in discipline in accordance with the Student Non-Academic Misconduct Policy and Procedure. For more information click here:

<https://www.ucalgary.ca/legal-services/university-policies-procedures/student-non-academic-misconduct-policy>

Sharing of Lecture Notes and Exam Questions

Publicly sharing lectures notes and exam questions on 3rd party sites such as OneClass, StudyBlue, Examlet, Course Hero, etc. is not permitted. If you wish to use these helpful studying tools, make sure you adjust your privacy settings accordingly. Any violations are subject to investigation under the UofC Student Non-Academic Misconduct Policy. For more information, click here:

<https://www.ucalgary.ca/legal-services/university-policies-procedures/student-non-academic-misconduct-policy>

Academic Misconduct

Please refer to the website listed below for information on University of Calgary policies on Plagiarism/Cheating/Other Academic Misconduct:

<http://www.ucalgary.ca/pubs/calendar/current/k.html>

Academic Accommodation

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. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/. 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 Accommodation is available at:

<https://www.ucalgary.ca/legal-services/university-policies-procedures/student-accommodation-policy>

Students needing an Accommodation based on a Protected Ground other than Disability, should communicate this need, preferably in writing, to the course instructor.

Libraries & Cultural Resources

To contact your librarian or find out about the resources and services available to sociology students go to the Sociology Library guide: <https://library.ucalgary.ca/guides/sociology>

To access the main Library website go to: <https://library.ucalgary.ca>

Wellness and Mental Health Resources

The University of Calgary recognizes the pivotal role that 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 support 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 Student Wellness Services (Room 370 MacEwan Student Centre,

<https://www.ucalgary.ca/wellness-services/services/mental-health-services>) and the Campus Mental Health Strategy (<http://www.ucalgary.ca/mentalhealth/>).

Student Success Centre

The Student Success Centre provides services and programs to ensure students can make the most of their time at the University of Calgary. Our advisors, learning support staff, and writing support staff assist students in enhancing their skills and achieving their academic goals. They provide tailored learning support and advising programs, as well as one-on-one services, free of charge to

all undergraduate and graduate students. For more information visit:

<https://www.ucalgary.ca/student-services/student-success>

Student Ombuds Office

The Student Ombuds Office supports and provides a safe, neutral space for students. For more information, please visit www.ucalgary.ca/ombuds/ or email ombuds@ucalgary.ca.

Student Union (SU) Information

The SU Vice-President Academic can be reached at (403) 220-3911 or suvpaca@ucalgary.ca; Information about the SU, including elected Faculty Representatives, can be found here:

<https://www.su.ucalgary.ca>.

Emergency Evacuation/Assembly Points

Assembly points for emergencies have been identified across campus. Assembly points are designed to establish a location for information updates from the emergency responders to the evacuees; from the evacuated population to the emergency responders. For more information, see the University of Calgary's Emergency Management website:

<https://live-risk.ucalgary.ca/risk/emergency-management/evac-drills-assembly-points/assembly-points>

Safewalk

Campus security will escort individuals, day or night, anywhere on campus (including McMahon Stadium, Health Sciences Centre, Student Family Housing, the Alberta Children's Hospital and the University LRT station). Call 403-220-5333 or visit <http://www.ucalgary.ca/security/safewalk>. Use any campus phone, emergency phone or the yellow phone located at most parking lot pay booths. Please ensure your personal safety by taking advantage of this service.