



Sociological Methods: Survey Research W2019

Acknowledgement

UBC's Point Grey Campus is located on the traditional, ancestral, and unceded territory of the xwməθkwəyəm (Musqueam) people. The land it is situated on has always been a place of learning for the Musqueam people, who for millennia have passed on in their culture, history, and traditions from one generation to the next on this site.

About Sociological Methods: Survey Research

Sociologists use a variety of research methods to investigate the social world. As Sociology majors, you have learned how structures in society affect agency, how gender influences experience, and how institutions are reproduced in a seemingly automatic way, but that really depends on people complying with norms and expectations. In your Research Methods course (SOCI 217), you gained an overview of how sociologists study this phenomenon so that they can ground theories about society in data. In your social statistics course (SOCI 328) you learned how quantitative analysis is an important tool that sociologists use to identify and substantiate patterns and causal pathways in society. Much of the data that we analyze using statistical methods originate from surveys. This class focuses on how those surveys are constructed, administered, and how the data once collected is made usable for statistical analysis. In this course you will develop the skills and understanding to conduct basic survey research. The focus of this class is on learning how to design “good” surveys – surveys that people want to take, that they know how to take, that they are comfortable taking and that give us the information, at the right level of specificity, that we need to test our hypotheses.

Course Information

SOCI 380 101 (3 credits): Social Research Methods: Survey Research

Class Meeting: M & W 9:30-11 in ANSO 207

Class Format: Lecture, discussion, in-class activities (occasionally working in pairs/small groups to master course material). All grading is done individually.

Contacts

Instructor: Dr. Kerry Greer

Email: kerry.greer@ubc.ca

Office: ANSO 124

Office Hours: In-person and on-line Tues 2-4 and Wed 1:30-2:30; Walking Office Hours, as announced.

Teaching Assistant: Edward Haddon

Email: Edward.haddon@alumni.ubc.ca

Office: ANSO 207

Office Hours: Wednesday 11-12

Course Prerequisites

Students are required to have completed 3-credits of 100-level Sociology, SOCI 217 *Research Methods*, and SOCI 328 *Social Statistics 1* prior to enrolling in SOCI 380. This course satisfies the 3-credits of advanced research methods requirement for the Faculty of Arts.

Learning Objectives¹

The overall aim of this course is to develop student's ability to evaluate surveys, design surveys, and administer surveys. Specifically, this means:

1. Understanding the necessity of research for distinguishing between social facts and public perception;
2. Articulating the differences between inductive and deductive reasoning and how survey development follows from each;

¹ Adapted from McKinney et al. 2004 and Schutt, Blalock, and Wagenaar 1984

3. Applying research ethics, with a specific focus on the specific ethical challenges of survey methods;
4. Developing strategies for addressing the limitations of survey research, particularly related to conceptualization, measurement, and sampling;
5. Identifying the kinds of research questions surveys are appropriate for answering;
6. Knowing the kinds of biases that are likely in surveys, and to know steps that help minimize these biases;
7. Developing questionnaires that conform with best practices in terms of question phrasing and ordering;
8. Being clear on the difference between causation and correlation and the methods required to make claims about either;
9. Understanding the importance of sampling strategies if the goal is to make generalizable claims; and
10. Developing the technical skills to construct and implement a survey in both a paper based and digital environment.

Course Materials

UBC Bookstore

Guppy, Neil and Gray, George. 2008. *Successful Surveys Research Methods and Practice* 4th edition. Thompson Publishing.

Please note: This book costs over \$100. I think that this book provides an excellent overview of the course, and is a worthwhile investment, but if you cannot afford a copy, I have placed two of my own copies of the book on reserve in the library (for 2 hours at a time). The book should be available for purchase at UBC Bookstore.

Canvas

Additional course materials are available via our library and you can access them on Canvas. I also post grades on Canvas, send announcements to students via Canvas, and use Canvas to hold virtual office hours. Please note that Canvas collects information about student use and this material may be used by UBC. I do not use this data. For more information about this, please see this site: <https://lthub.ubc.ca/guides/canvas/privacy/>

Assessments of Learning with Descriptions

Exams (300 points or 30%)

Regular attendance is essential for doing well on exams. Class time will be spent preparing students for exams through a variety of in-class exercises, formative assessments, discussions, and lectures. There will be two written, in-class examinations. Each exam will *focus* on the material that precedes it; but the second exam will include material from the entire course. Exams are a combination of multiple choice, short answer, and applied problem-solving questions.

Survey Project (300 points or 30%) (Individually or Group)

The survey project is the final project that you will complete in this class. It is the culmination of everything that you will be learning, and it is important to invest time early on in the term so that you produce a strong final project. The details for the Survey Project will be available via Canvas on November 9th, and students will see that each assignment that we do (outlined below) is designed to support students in completing a strong survey project. The survey project is basically a proposal that you will create for a mock-call for a grant. The proposal must contain both a paper-based and online version of a survey that you will create over the course of the term. It will also contain topics typical to a grant proposal. To help get students started, the mock-call is available here:

The University of B.C. grants funds for students to design and execute a study that will better our understanding of university community members' behaviors, beliefs, and attitudes around issues connected to sustainability. We will fund projects up to \$100,000.

Students have two different options for how they approach this project.

- 1) Students can either work INDEPENDENTLY and develop a project that is based on materials on UBC's Sustainability website ("Plans, Policies and Reports"). Students working independently will develop a project "as though" they are partnering with UBC Sustainability and will identify an area of sustainability that is of interest to them, and this will be

their starting point for developing a research project that they will work on for the term. This topic area should be used for all assignments, and for the Survey Project.

- 2) Students can form a GROUP and develop a project in actual partnership with one of the campus organizations that are interested in having a survey developed. Students who work in a GROUP will be expected to be among the more highly motivated students in this course. During the second and third weeks of the term, partner organizations will visit the class to share their need for a survey to be developed. Interested students should form groups of 3-5 students and plan on completing all the assignments and the final survey project to meet the survey needs of this organization.

Assignments (50 points each, for a total of 200 points)

Students will receive detailed descriptions of each assignment during class. Assignments are due by 9am, uploaded to Canvas and paper copies must be turned in at the start of class. All assignments must be stapled, properly formatted, and have clear headings. Lateness is heavily penalized – late assignments are docked 5 points a day, 3 if they are turned in the same day they are due (which is a large percentage when the assignment is only worth 50 points!).

The intention of the assignments is to provide feedback to ensure that students are on track to develop a strong survey project. Assignments contain components of the final project. Because the goal is to provide formative feedback, these assignments are relatively low stakes and students often note that the amount of work they require is greater than the points attributed to them. This is true, but I expect students to understand that the intention is for the TA and myself to provide some very basic feedback because mistakes early in the process result in very poor final projects.

Assignment #1 Research Question, Conceptualization, and Operationalization (Due October 16)

Learning to pose a research question, and then conceptualizing and operationalizing key dependent and independent variables is a critical step in all research projects. Students will turn in:

- a) statement of study objectives and a statement of their research question (posed as “In this project I will...”);
- b) a table containing each variable, its name and description, its level of measurement, and whether it is a dependent or independent variable;
- c) another table that verifies the validity of your measures based on exercise 7.1 on pg 85 of Guppy and Gray;
- d) a series of hypotheses related to key independent variables that reflects causal direction;
- e) a series of explanations that show how each variable will be operationalized;
- f) construction of one scale/index to be included in your survey; and
- g) a paragraph that describes the research design including the defined population.

A complete assignment description will be handed out in class. A rubric guide will be available on Canvas.

Assignment #2 Drafting a Survey Instrument (Due October 30)

Focusing on material in chapters 8 & 9, students will design a survey instrument that reflects the best practices outlined in the book AND that will allow them to answer their research question and meet their study objectives. Surveys will be evaluated based on their completion (sufficient questions to answer RQ), the structure of the questions, the quality of the response categories, and the flow and structure of the question ordering. Students will have support for two class periods to build their survey in Word, and are expected to be competent at formatting Word to achieve a strong presentation by the end of the course, although for this assignment layout is not important – question construction and flow matter most – we will be evaluating formatting for the final project so take the time to work on this! Every independent and dependent variable needs to be included on this survey, as do any control variables.

A complete assignment description will be handed out in class. A rubric guide will be available on Canvas.

Assignment #3 Study Design Description (Due November 18)

Students will apply their knowledge about survey administration and sampling to outline their plan for (hypothetical) data collection. Students will provide use course material to prepare a technical description of how they will design and execute their survey project. The description should be no more than 2 pages (spacing and font at the student’s discretion), and should follow the chronological ordering which would be followed when actually administering a survey. A complete assignment description will be handed out in class. A rubric guide will be available on Canvas.

Assignment #4 Survey Pilot Test (Due November 25)

Students will conduct two interviews with two people who are NOT IN THIS CLASS using 2 of the 3 techniques for pilot testing surveys (retrospective interview, think-aloud interview, and/or debrief and revise – see pg 161). For each pilot test, students will describe the pilot-test methodology, identify who they pilot tested their survey with, and articulate what they learned. Students should conclude by identifying concrete steps that they will take to improve their survey. A complete assignment description will be handed out in class. A rubric guide will be available on Canvas.

The four assignments are each worth 50 points, and will be marked the following way (minus any late penalties):

A+	45/50	Flawless application of course materials – exceeds expectations
A	43/50	Outstanding application of course materials – exceeds expectations
A-	40/50	Excellent application of course materials -- exceeds expectations
B+/B	38/50	Good application of course materials – neither faulty nor exceptional
B-	36/50	Acceptable application of course materials – would benefit from more time/effort, but not problematic
C	34/50	Adequate, but potential problems, recommend they meet with the TA/Prof
D	30/50	Meet with the TA/Prof
F	>25/50	Problematic, off-tack, insufficient quality for course

In-Class Activities and Participation (20% or 200 points – throughout the term)

Throughout the term students will do short activities during class meetings that are directed toward reinforcing course concepts, provide motivation for continued class attendance, and build specific skills that students need to become proficient survey methodologists. These activities are unannounced and are designed to provide an incentive to maintain your engagement and attention with the course material. For this reason, they may not be made up. Your lowest activity mark will be dropped. The same marking scheme described above will be used to assess performance on in-class activities.

Summary Table with Deadlines

Exams (x 2)	Oct 7, Nov 13	300 points (30%)
Survey Project	See below	300 points (30%)
In-Class Activities and Participation	Unannounced	200 points (20%)
Assignments	See below	200 points (20%)

Assessment Policies

Final grades will be assigned in the following way (this is standard for UBC):

900-1000	A+	760-799	B+	640-679	C+	500-549	D
850-899	A	720-759	B	600-639	C	0-499	F
800-849	A-	680-719	B-	550-599	C-		

Note that students have to earn the minimum number of points for each letter grade. I do not round up a letter grade.

According to the UBC Guidelines:

An A grade is “Exceptional performance: strong evidence of original thinking; good organization; capacity to analyze and synthesize; superior grasp of subject matter with sound critical evaluations; evidence of extensive knowledge base.”

A B grade is “Competent performance: evidence of grasp of subject matter; some evidence of critical capacity and analytic ability; reasonable understanding of relevant issues; evidence of familiarity with the literature.”

A “D to C” grade is “Adequate performance: understanding of the subject matter; ability to develop solutions to simple problems in the material; acceptable but uninspired work, not seriously faulty but lacking style and vigour.”

Posting of Grades. Graded assignments and activities will be returned to students at the end of class. Students can expect marks to be posted to Canvas and should monitor their marks there to ensure that they are correctly entered. If a

mistake is suspected, students need to notify the instructor immediately and submit their original graded work with the TA/Instructors comments and grade. Students should initiate this process via email, and submit work to be corrected at the next class meeting.

Exam Grades. Students will receive two grades for each exam—one for the multiple-choice questions and another for the short answer/fill-in-the-blank/applied learning section. The grades for each are in a separate column on Canvas and should help students identify their strengths in terms of exam preparation. I do not return exams to students, but instead invite students to come to my office hours to review their exam. Students who do poorly on the first exam are expected to schedule a 1:1 meeting to review their exam with the Instructor.

Exam Days. During exams, bags are placed in the front of the room, and students are assigned seats. Students are allowed to bring 1 pen and 2 pencils, an eraser, and a white out device to their seats. Students are not allowed to leave the room during the exam, and if finished early, are only allowed to leave at a predetermined break point. Students are expected to conform to expectations spelled out in the UBC Calendar regarding behaviour during exams:

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,41,90,0>

Requests to Re-Mark Assignments. Students who feel that their papers are unfairly assessed should arrange to have their work re-assessed by the Instructor with the understanding that their grade may increase OR decrease. The process for re-submitting work to be re-marked is to submit the exact same work, with comments/grades with a paragraph explaining why you think your mark should be increased.

Late Assignments. If you need to miss an assignment deadline due to illness or any other unforeseen reason, you must notify me as soon as possible *prior* to the due date and apply for academic accommodation via your academic advisor. Without accommodation, points (specified below) will be deducted per day that the assignment is late. Please note: I am not obligated to accept late assignments and do so solely at my own discretion.

Missed In-Class Activities. Except under extraordinary circumstances, in-class activities cannot be made up. These are unannounced, and the lowest grade will be dropped, meaning that students can effectively miss an activity without it having a negative impact on their grade.

Missed Exams. Students should make every effort to make it to the exams. If you are sick or have an emergency arise, please contact me as soon as possible. In some cases I will allow students to make up the exam, but I reserve this option for exceptional circumstances and may require the student to submit documentation to Arts Advising.

Additional Policies and Support

UBC's Statement on Accessibility and Support. UBC provides resources to support student learning and to maintain healthy lifestyles but recognizes that sometimes crises arise and so there are additional resources to access including those for survivors of sexual violence. UBC values respect for the person and ideas of all members of the academic community. Harassment and discrimination are not tolerated nor is suppression of academic freedom. UBC provides appropriate accommodation for students with disabilities and for religious and cultural observances. UBC values academic honesty and students are expected to acknowledge the ideas generated by others and to uphold the highest academic standards in all of their actions. Details of the policies and how to access support are available [here](https://senate.ubc.ca/policies-resources-support-student-success).
(<https://senate.ubc.ca/policies-resources-support-student-success>)

Early Alert Program. I participate in the Early Alert Program which helps me support students who are facing difficulties that are interfering with school. **If you are feeling stressed, please notify the TA or me** and indicate that you would like assistance. While we are not trained to help with personal problems, we can get you help from people who can assist you. Any information that they receive from you or us is strictly confidential and is in the interest of your academic success and wellbeing. For more information, please visit earlyalert.ubc.ca.

Mental Health. UBC has contracted with Empower Me, which is a 24/7 phone service that provides immediate access to a trained mental health professional over the phone. The therapist will then provide help, assess your situation, and if you want, make an appointment with a local therapist for a follow up appointment. Each UBC student is entitled to up to seven counseling sessions through this program as part of their student fees. 1-848-741-6389.

Crisis Support. If you or a friend are in need of immediate help and don't know who to turn to, please call this 24/7 service. 1-800-784-2433.

Academic Integrity. Sociologists have a code of professional ethics that they abide by, and these are reflected in our expectations of our students in Sociology. What this means in the context of any particular course may differ in terms of what ethical actions are being emphasized, but one area of that is common to all sociological work and is standard for all students at UBC is our commitment to academic integrity. Students who fail to uphold the standards of academic integrity, can be charged with academic misconduct, which can be severely punishable (i.e. expulsion). Academic misconduct includes cheating, plagiarism, and falsifying information. If you are unfamiliar with the range of behaviours that are included in UBC's definition of academic misconduct, please read through the description available on UBC's calendar (<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,0,0>)

Academic Resources. If you are citing papers and need a quick guide, the Harvard ASA style guide is helpful (<https://sociology.fas.harvard.edu/files/sociology/files/asastyleguide.pdf>). The Purdue Owl Writing Lab also has fantastic resources for helping students: https://owl.purdue.edu/owl/purdue_owl.html. The UBC Library has an entire section devoted to helping students succeed in Sociology courses: <http://guides.library.ubc.ca/sociology>. If you want help with your writing, please check out the UBC Centre for Writing and Scholarly Communications (<https://learningcommons.ubc.ca/improve-your-writing/>). And finally, if you are making a poster for a presentation, here is a great UBC template to get you started <https://it.ubc.ca/services/desktop-print-services/printing-services/poster-templates>.

Attendance and Lateness. Attendance for the entire class period is required. Repeated absences in any of these areas will negatively impact your final grade. You are requested to arrive on time. Repeated tardiness will be penalized. I will not excuse absences, so please do NOT email me to tell me you will not be in class. If you miss class, it is your responsibility to find out what you missed from a classmate, and if you need clarification, to come to office hours. While I sympathize with ill students (I really do!), I do not wish to see doctor notes—I consider this to be your business. Arts Students must contact Arts Advising as soon as you are aware you may need an [in-term concession](#). Please review [their website](#) for concession criteria as well as process to follow. Students in other Faculties should contact their Faculty advising office for direction.

I will not distribute my lecture notes, nor will I give permission to students to photograph or record any part of the lecture. I am MORE THAN HAPPY to slow down or to return to a slide/point. Please do not hesitate to ask!

Electronic devices can be useful tools; however, they are also very distracting. For this reason, **I do not want to see or hear** cell phones, cameras, laptops, or other electronic equipment in the classroom. All electronic devices must be stowed away in a backpack or bag and **not** brought out during class time.

Office Hours are times that I have set aside to meet with students. I hold in-person (traditional), walking, and online office hours most weeks. Walking office hours will be announced on Canvas or class. Generally, I meet students at Flagpole Plaza and then walk the length of Main Mall. Students can come and go as they like. Online office hours are designed for students who might not live close to campus and are held in a virtual room via Canvas. Directions for accessing these are in a document on the Canvas site. Regardless of how you access office hours, I encourage you to come and visit. Come individually, or with friends. It's a chance to talk about the course, assignments, exams, study strategies, or whatever you would like to discuss. You don't have to have a *problem* to visit. If you find yourself having difficulty with the readings, or if you do not do well on an exam, I definitely want to see you.

Communication Preferences. I will send out announcements via Canvas. It is expected that students check their email account daily and have it set up to receive emails from Canvas, or alternatively, check Canvas daily. Please note: I **DO NOT RESPOND TO EMAILS SENT TO ME VIA CANVAS**. If you want to email me, please send it from your personal email account and put "SOCl 380" in the subject line. I generally respond to emails quickly during the work week between 9-5, but do not respond to emails over the weekend or after working hours. If you do not hear back from me within 24 hours, consider that your email might have ended up in my Spam folder. For this reason, I strongly suggest students use a UBC email account.

Peer Contact. It will be helpful for you to have the contact information of a classmate. Please take a moment to introduce yourself to your neighbor, and share your contact information.

Name: _____ email/phone: _____

Student Advising. In addition to office hours and peers in this class, students should be aware that there are multiple other sources for support in Sociology.

- 1) Our Undergraduate Student Office has advisors who are available to help students with questions about their sociology degree and whether they have met requirements. Both May Chan and Cecilia Federizon are in ANSO 2108, and students can drop in when they have a question.
- 2) Your professor, Dr. Kerry Greer is the Undergraduate Chair, and students are invited to come talk to her regarding the undergraduate program and its different opportunities, their plans for post-graduation, or other issues that arise. You can send her an email at kerry.greer@ubc.ca.
- 3) The Department supports two Peer Advisors who are available during weekly Office Hours to answer provide support with study skills, share their experiences with different courses, and otherwise help students make the most of their experience as a sociology major. Their contact information will be shared in class, and can be found on the Unofficial Guide to Sociology blogsite: <https://blogs.ubc.ca/sociology/>
- 4) UBC supports Arts Peer Academic Coaches (APAC) who can help students with fundamental skills like study strategies and time management. They have drop-in hours 11-3 Tues/Wed/Thurs in Buch D140. You can also book appointments online: <https://students.arts.ubc.ca/student-support/arts-peer-academic-coaches/>

Advanced Opportunities. The skills students learn in this class are among the most marketable we teach in our undergraduate program. This course is a great stepping stone to work and to help facilitate this transition, I encourage students to engage in the following:

- 1) During the first couple of weeks of the term you will be introduced to community partners (from campus) who are interested in having a survey developed. Students will be invited to form teams of 3-5 students and to develop a survey for one of these organizations.
- 2) Each year that I teach this course I sponsor a co-curricular project, Partners in Practice. Partners in Practice allows students to gain experience working with a community partner to complete a small project. Working as a team, students identify a community partner and work with that partner to identify a project that can best be answered via a survey. Students then apply for a small grant, and use those funds to complete the survey project for the organization. In the past students have used this opportunity to demonstrate to employers their ability to apply their academic learning. The primary source for funding for this program comes through the Centre for Community Engaged Learning's Connect to Community Grant. This opportunity should be explored in term one, and executed in term 2.
- 3) The final survey project you will complete in this course are great ways to demonstrate applied learning in Sociology. The University has created an ePortfolio site for students to showcase their academic and extracurricular experiences with the goal of producing a narrative that can be shared with potential employers and graduate programs. I strongly encourage students to develop an ePortfolio site and to share their completed survey. Learn more here: <https://ubcarts.ca>
- 4) During Term 2 Professor Yue Qian will be teaching SOCl 418 *Social Statistics II*, which is an advanced course that gives students excellent (and marketable) statistical skills. This would be a great follow-up to this course.

Course Schedule

Term 1	Topic	Notes/Due	Assigned Text
Tues 9/3	Imagine Day		
Wed 9/4	Introduction to Survey Methods		
Week 2	The Purpose of Surveys		
Mon 9/9	What is the history of survey research?		Guppy & Grey Ch. 1 (pgs. 1-9); Schuman "Sense and Nonsense About Surveys"
Wed 9/11	What is survey research and why does good design matter?		Guppy & Grey Ch. 2 (pgs. 10-17)
Week 3	Ethical Issues in Survey Research		
Mon 9/16	What are the ethical issues related to survey research?		Guppy & Grey Ch. 3 (pgs. 18-30)
Wed 9/18	How can academics work well with communities?		Listen to "Polling is Ubiquitous, But is it Bad for Democracy" on Fresh Air; Read through UBC 20-Year Sustainability Strategy and UBC's Climate Action Plan
Week 4	Developing Research Questions		
Mon 9/23	How do you know what you want to learn?		Guppy & Grey Ch. 4 (pgs. 31-47)
Wed 9/25	What is a dependent and independent variable? What is causation?		Wheelan, Ch. 4 of <i>Naked Statistics</i> , "Correlation: How does Netflix know what movies I like?"
Week 5	Designing a survey research project #1		
Mon 9/30	What are the different kinds of surveys and when do you use them?		Guppy & Grey Ch. 5 (pgs. 48-59)
Wed 10/2	EXAM #1		
Week 6	Measurement: Indexes and Scales		
Mon 10/7	What are units of measurement and why do they matter? And why is measuring attitudes so hard?		Guppy & Grey Ch. 6 (pgs. 60-75); Milfont "The Environmental Attitudes Inventory"
Wed 10/9	How do you use scales and indexes?		Guppy & Grey Ch. 7 (pgs. 76-86);
Week 7	Asking the right questions		
Mon 10/14	No Class: Thanksgiving Day/Indigenous Peoples Day		
Wed 10/16	How do I write good survey questions?	Assignment 1 Due	Guppy & Grey Ch. 8 (pgs. 87-101); <i>Sex in America</i> (pgs. 1-41)
Week 8	Organizing and Formatting the Questionnaire		
Mon 10/21	Why does question order matter?		Guppy & Grey Ch. 9 (pgs. 102-126)
Wed 10/23	How should my survey look when printed?	Meet in the computer lab	Labs: BUCH B126 (40 seats), or B125 (bring your own laptop)
Week 9	Designing a survey research project #2		
Mon 10/28	What kind of survey should I use and how should I administer it?	Meet in the computer lab	Guppy & Grey Ch. 10 (pgs. 127-150) Labs: BUCH B126 (40 seats), or B101
Wed 10/30	Who should take my survey?	Assignment 2 Due	

Week 10	Sampling and Populations		
Mon 11/4	How do I make sure my survey results are generalizable?		Guppy & Grey Ch. 11 (pgs.151-165)
Wed 11/6	How do you actually sample?		Guppy & Grey Ch.12 (pgs. 166-179)
Week 11	Holiday and Exam		
Mon 11/11	No Class: Remembrance Day		
Wed 11/13	Exam #2	Exam 2 contains questions on all material, inclusive of 11/6, from the start of term with an emphasis on the material since exam 1.	
Week 12	Digital Surveys and Codebooks		
Mon 11/18	What do I do with the data I collect from my survey?	Assignment 3 Due	Guppy & Grey Ch. 13 (pgs. 180-201)
Wed 11/20	How do I codify my survey?	Meet in the computer lab	Litwin "Creating and Using a Codebook" Labs: BUCH B126 (40 seats), or B125 (bring your own laptop)
Week 13	Processing and Reporting Data		
Mon 11/25	How do I summarize the results from my survey?	Assignment 4 Due	
Wed 11/27	How do I describe these results for an academic and for a non-academic audience?	Last Day of Class	
12/3-12/18 EXAMS	December 9	Final Survey Project Due in PRINTED FORMAT and digitally uploaded to Canvas, additionally a link to your online survey must be uploaded to Canvas – all do by NOON.	