

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

American Public University System

The Ultimate Advantage is an Educated Mind

School of Security and Global Studies

HLSS500

Research Methods and Writing

Credit Hours: 3

Length of Course: 8 Weeks

Prerequisite: none

Course Description (Catalog)

This course provides basic research methods skills for addressing security and intelligence studies problems and issues. Students focus on the detailed procedures for conducting qualitative case studies. Students become well versed in research planning, secondary data collection, and qualitative data analysis methods and how these methods relate to the larger field of social science research. This course prepares students for intermediate and advanced security and intelligence methods.

Course Scope

As part of the core requirement, this course introduces the student to critical elements of the discipline. Students will participate in weekly Discussion Forums that correlate to weekly readings. Students will write an analytical research paper and will write a comprehensive final assignment.

Course Objectives

After successfully completing this course, you will be able to:

CO-1: Analyze the scientific method and phases of the basic research cycle.

CO-2: Produce the components of a research paper.

CO-3: Locate scholarly research material.

CO-4: Assess various research approaches, data collection methods and their relative merits in accordance with ethical practices and standards.

CO-5: Construct an empirically based qualitative research paper.

Course Delivery Method

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This course, delivered via distance learning, will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be available to each student. Online assignments are due by Sunday at 11:55 pm ET and include all written assignments and research papers submitted for grading. Weekly Forum questions (accomplished in groups in a Forum) require an initial response by Thursday at 11:55 pm ET, with all other required responses due by Sunday at 11:55 pm ET. The assigned faculty will support the students throughout this eight-week course.

Course Resources

Required Course Textbooks

There are no required textbooks for this course. However, there are weekly Lesson notes and course readings accessible in the Lessons folder on the vertical toolbar.

Required Readings

- External websites and other assigned readings are found in the Lessons area of the classroom.
- Weekly Lesson lectures and videos or audio files are found in the Lessons area of the classroom.

Evaluation Procedures

The course grade is based on the following assessments:

Discussion Forums – 20 percent

Each week, a discussion question is provided and posts should reflect an assimilation of the readings. Students are required to provide a substantive initial post by Thursday at 11:55 pm ET and respond to two or more classmates by Sunday 11:55 pm ET. Forum posts are graded on timeliness, relevance, knowledge of the weekly readings, and the quality of original ideas. The initial post should be a minimum of 500 words and the replies to two students' posts should be a minimum of 250 words each.

Weekly Exercises for Weeks One to Six – 10 percent each, total of 60 percent

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You will have six exercises in weeks one to six. Please refer to the assignments tab for specific instructions.

Final Assignment – 20 percent

This assignment is a paper that incorporates all that you will learn in the class. Please see the assignments tab for specific instruction.

Assessment	Percentage
Discussion Forums	20 %
Weekly Exercises, 1- 6	60 %
Final Paper, Week 8	20%
TOTAL	100 %

8 – Week Course Outline

Please see the [Student Handbook](#) to reference the University’s [grading scale](#).

<u>Week</u>	<u>Topic</u>	<u>Learning Outcome(s)</u>	<u>Readings</u>	<u>Assignments</u>
1	Basic Concepts of Research	Course Objectives 1 and 3	Located in Week 1 Lessons folder.	Week 1 forum Week 1 Assignment
2	The Scientific Method; Developing a Research Question and Hypothesis	Course Objectives 1 and 2	Located in Week 2 Lessons folder.	Week 2 Forum Week 2 Assignment
3	Writing with Intelligence	Course Objectives 1 and 4	Located in Week 3 Lessons folder.	Week 3 Forum Week 3

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				Assignment
4	Choosing and Organizing Resource Material	Course Objectives 3 and 4	Located in Week 4 Lessons folder.	Week 4 Forum Week 4 Assignment
5	Theoretical Approaches	Course Objective 4	Located in Week 5 Lessons folder.	Week 5 Forum Week 5 Assignment
6	Research Methods and Data Collection	Course Objective 4	Located in Week 6 Lessons folder.	Week 6 Forum Week 6 Assignment
7	Drafting Your Research Paper	Course Objective 2, 4, and 5.	Located in Week 7 Lessons folder.	Week 7 Forum
8	Preparing your Final Research Paper	Course Objective 5	Located in Week 8 Lessons folder.	Week 8 Forum Week 8 Assignment

Policies

Please see the [Student Handbook](#) to reference all University policies. Quick links to frequently asked question about policies are listed below.

- [Drop/Withdrawal Policy](#)
- [Plagiarism Policy](#)
- [Extension Process and Policy](#)
- [Disability Accommodations](#)

Citation and Reference Style

Students will follow the APA Style as the sole citation and reference style used in written work submitted as part of coursework for this course. See

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http://www.apus.edu/content/dam/online-library/resources-services/Fuson_2012_APA.pdf

All written submissions should be submitted in Times New Roman 12pt font with 1" margins, typewritten in double-spaced format. Graduate-level work is expected to be free of grammar, usage, and style errors.

Late Assignments

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals, I understand you must manage competing demands on your time. Should you need additional time to complete an assignment, please contact me before the due date so we can discuss the situation and determine an acceptable resolution. Routine submission of late assignments is unacceptable and may result in points deducted from your final course grade.

Netiquette

Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Forum of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note:** Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), :), ☺

Online Library

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books,

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subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to librarian@apus.edu.

- **Charles Town Library and Inter Library Loan:** The University maintains a special library with a limited number of supporting volumes, collection of our professors' publication, and services to search and borrow research books and articles from other libraries.
- **Electronic Books:** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- **Electronic Journals:** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- **Tutor.com:** AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. Tutor.com connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.

Request a Library Guide for your course
(<http://apus.libguides.com/index.php>)

The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.

If a guide you need is not available yet, please email the APUS Library: librarian@apus.edu.

Selected Bibliography

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Singer, P.W. "Corporate Warriors: The Rise of the Privatized Military Industry and its Ramifications for International Security." *International Security*, Vol. 26, No. 3 (Winter 2001/02). pp. 186-220.

Svendsen, Adam. "Connecting Intelligence and Theory: Intelligence Liaison and International Relations." *Intelligence and National Security*, Vol. 24, No. 5 (October 2009). pp. 700-729.

The Elements of Style - <http://www.bartleby.com/141/strunk101.html>

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