

الجمهورية اليمنية وزارة التعليم العالي والبحث العلمي جامعة - صنعاء كلية الحاسوب وتكنولوجيا المعلومات وحدة ضمان الجودة

Course Specification of Research Methodology

Course No (.....)

2020/2021

| Head of Department | Vise Dean for Qulity Assurance | Dean of the Faculty | Dean of Development center and Quality Assurance |
|-----------------------------|-----------------------------------|---------------------|--|
| Assoc. Prof. Mansour N. Ali | Dr. Anwar Al-Shamiri | Dr. Nagi Al-Shibani | Assoc. Prof. Dr.Huda Al.Emad |



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Course Specification of Research Methodology

| I. C | I. Course Identification and General Information: | | | | | |
|------|--|--|--------------|----|----------|-------|
| 1 | Course Title: | Research Methodology | | | | |
| 2 | Course Code & Number: | | | | | |
| | | | C. | Н | | TOTAL |
| 3 | Credit hours: | Th. | Seminar | Pr | Tr. | |
| | | 3 | | - | | 3 |
| 4 | Study level/ semester at which this course is offered: | Third Year -First Semester | | | | |
| 5 | Pre -requisite (if any): | None | | | | |
| 6 | Co –requisite (if any): | None | | | | |
| 7 | Program (s) in which the course is offered: | Information System, Information Technology, Computer Science • | | | rmation | |
| 8 | Language of teaching the course: | English | | | | |
| 9 | Study System | Term Based System | | | | |
| 10 | Mode of delivery: | Full Ti | me | | | |
| 11 | Location of teaching the course: | Faculty of Computer and Information Technology | | | ormation | |
| 12 | Prepared By: | Dr. Ma | lek Al-gabri | | | |
| 13 | Date of Approval | | | | | |

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II. Course Description:

This course introduces research proposal writing, research methodologies, and foundational research theories, protocols, ethical principles and challenges, Students in the course learn about the cyclical nature of applied research and the iterative process of research writing.

Participants will use these theoretical underpinnings to begin to critically review literature relevant to their field or interests and determine how research findings are useful in informing their understanding of their environment (work, social, local, global)and teaches students how to write a proposal, engage in independent studies, helping students to identify a study topic, formulate inquiry questions, organize a literature review, and select appropriate research designs and methodologies.

Students use the proposal they develop to establish the foundation of a summer project and the basis of a final research paper that will be submitted at the end of the summer once the study is completed.

By the end of the course, students will complete a proposal that includes an introduction, problem statement (significance of study), literature review, methods section, references, and a project timeline and convert the proposal into a full research that will include the following sections: findings, discussion, conclusions, and references.

| III. C | ourse Intended learning outcomes (CILOs) of the course | Referenced PILOs |
|--------|---|------------------|
| a.1 | Define the basic framework of research process. | A2,A6 |
| a.2 | Identify the types of methods best suited for investigating different types of problems and questions | A1,A6 |
| b.1 | Analyze various sources of information for literature review and data collection. | B1,B2 |

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| b.2 | | | |
|----------|---|---|---|
| | Explore and Illustrate stu skills required to underst and assess published reso | B3,B4,B6 | |
| c.1 | Practice the develop rese based on and build upon research. | C2,C4,C6 | |
| c.2 | | ch proposal, and begin initial ng on a new research project | |
| d.1 | Defend and plan the rese dimensions of conducting research. | D1, D2, D3, D4 | |
| d.2 | Evaluate quantitative and paradigms, and explain the research. | D1, D2, D3, D4 | |
| | | | |
| | gnment Course Intende ling Strategies and Asse | | nowledge and Understanding |
| to Teach | | | nowledge and Understanding Assessment Strategies |
| to Teach | ing Strategies and Assesse Intended Learning Outcomes e the basic framework of | ssment Strategies: | |

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| (B) Alignment Course Intended Learning Outcomes of Intellectual Skills to Teaching Strategies and Assessment Strategies: | | | | |
|--|---|----------------------------------|--|--|
| Course Intended Learning Outcomes | Teaching strategies | Assessment Strategies | | |
| b1- Analyze various sources of information for literature review and data collection. | Lecture Class discussion Discussion oral questions Presentation by a panel of instructors or students | Weekly Assignments Presentation, | | |
| b2- Explore and Illustrate students with the tools and skills required to understand research terminology and assess published research | Lecture Class discussion Discussion oral questions Presentation by a panel of instructors or students | Weekly Assignments Presentation, | | |

| (C) Alignment Course Intended Learning Outcomes of Professional and Practical Skills to Teaching Strategies and Assessment Strategies: | | | |
|--|---|--|--|
| Course Intended Learning Outcomes | Teaching strategies | Assessment Strategies | |
| C1- Practice the develop research questions that are based on and build upon a critical appraisal of existing research. | Lecture Class discussion Discussion oral questions Presentation by students | Weekly Assignments Presentation, Mock RFP, Final Research Project | |
| C2- Apply the design a research proposal, and begin initial preparations for embarking on a new research project | Lecture Class discussion Discussion oral questions Presentation by students | Weekly Assignments Presentation, Mock RFP, Final Research Project, | |

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| (D) Alignment Course Intended Learning Outcomes of Transferable Skills to Teaching Strategies and Assessment Strategies: | | | | |
|--|---|---|--|--|
| Course Intended Learning Outcomes | Teaching strategies | Assessment Strategies | | |
| d1- Defend and plan the research designs and ethical dimensions of | Lecture Class discussion | Weekly Assignments Presentation, | | |
| conducting basic research and applied research. | Discussion oral questions Presentation by a panel | Mock RFP, Final Research Project | | |
| | of instructors or students | | | |
| d2- Evaluate quantitative and qualitative research paradigms, and explain the use of each in scientific research. | Lecture Class discussion Discussion oral questions Presentation by a panel of instructors or students | Weekly Assignments Presentation, Mock RFP, Final Research Project | | |

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IV. Course Content:

A – Theoretical Aspect:

| Order | Units/Topics List | Learning Outcomes | Sub Topics List | Number of Weeks | contact hours |
|-------|---|----------------------|--|--------------------|------------------|
| 1 | The Nature and Tools of Research a.1,a.2 | | What Research is not? What Research is? Philosophical Assumptions Underlying Research Methodologies Tools of Research: The Library and Its Resources Computer Technology Measurement Statistics Language | 1 week | 2 |
| 2 | The problem: The heart of the research process b.1,b.2 Finding research projects Identifying ad Describing the Research problems Choosing an Appropriate Problem Stating the Research Problem Evaluating | | 1 week | 2 | |

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| | | | The Research Problem dividing the research problem into subproblems. Identifying independent, dependent, mediating, and moderating variables. Fine-Tuning Your Research Problem | | |
|---|--|---------------------|--|--------|---|
| 3 | Review of the Related Literature | a.1,a.2, b.1,b.2 | Understanding the Role of the literature review. Strategies for Locating Related literature. Using The library catalog Using Online databases Consulting with Reference librarians Surfing the Internet Using Citations and reference lists of those who have gone before you. | 1 week | 2 |
| 4 | Planning Your Research Project | b.1,b.2 | Planning a General Approach Research Planning Virus Research Methodology The Nature and Role of Data in Research Data Are Transient and Ever Changing | 1 week | 2 |

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| | | | Primary Data Versus Secondary Data | | |
|---|--|---------------------------------|--|--------|---|
| 5 | Writing the Research Proposal | b.1,b.2 | Characteristics of a Proposal. A proposal is a straightforward Document A proposal is not a literary production A proposal is a clearly organized Organizing and Writing a Research proposal Formatting headings and subheadings | 1 week | 2 |
| 6 | Quantitative Research - Descriptive Research | a.1,a.2, b.1,b.2, c.1,c.2 | Descriptive Research Designs Observation Studies Correlational Research Developmental Design Survey Research | 1 week | 2 |
| 7 | Quantitative Research – Experimental, Quasi- Experimental, and Ex Post Facto Designs | a.1,a.2, b.1,b.2, c.1,c.2 | The Importance of Control Controlling for Confounding Variables Overview of Experimental, Quasi-Experimental, and Ex Post Facto Designs Pre-Experimental Designs True Experimental Designs | 1 week | 2 |

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| | | | Quasi- Experimental Designs Ex Post Facto Designs | | |
|----|--|---|---|--------|---|
| 9 | Quantitative Research – Analyzing Quantitative Data | a.1,a.2, b.1,b.2, c.1,c.2 | Exploring and Organizing a Data Set Organizing Data to Make Them Easier to Think about and Interpret Using Computer Spreadsheets to Organize and Analyze Data | 1 week | 2 |
| 10 | Qualitative Research – Methods a.1,a.2, b.1,b.2, c.1,c.2, d.1 Ethnography Phenomenological | | Ethnography Phenomenological Study Grounded Theory Study | 1 week | 2 |
| 11 | Qualitative Research – Analyzing Quantitative Data | a.1,a.2, b.1,b.2, c.1,c.2, d.2 | Qualitative analysis strategies General strategies for organizing and Analyzing Qualitative data Creswell's data analysis spiral | 1 week | 2 |

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| | Mixed- Methods Research | | When Mixed-Methods Designs Are Most Useful and Appropriate? | 1 week | 2 |
|----|-------------------------------|----------|---|--------|---|
| | rescuren | a.1,a.2, | Common Mixed-Methods Designs | | |
| 12 | | b.1,b.2, | Embedded designs | | |
| | | c.1,c.2 | Exploratory Designs | | |
| | | | Multiphase Iterative Designs | | |
| | | | Common symbolic Notations for Mixed-Methods Designs | | |
| | Research | | Planning and Preparing a Final | 1 week | 2 |
| | Reports | | Research Report | | |
| | | | Surfing the Internet for writing assistance | | |
| | | a.1,a.2, | Learn by looking | | |
| 13 | | b.1,b.2, | Essential Elements of a Research | | |
| 15 | | c.1,c.2, | Report | | |
| | | d.1,d.2 | Explanation of the research problem | | |
| | | | Description of Methods | | |
| | | | Description of the data and data analyses | | |
| | How to | a.1,a.2, | A Typical Researcher | 1 week | 2 |
| 14 | Read a | b.1,b.2, | Doing a Literature Survey | | |
| 17 | Research | c.1,c.2, | References | | |
| | Paper | d.1,d.2 | | | |

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| 15 | time management of research | a.1,a.2, b.1,b.2, c.1,c.2, d.1,d.2 | How to manage your research in specific time | 1 week | 2 |
|---|-----------------------------------|---|--|--------|----|
| Number of Weeks /and Units Per Semester | | | | 14 | 28 |

| B - F | B - Practical Aspect: (if any) | | | | | | |
|-------|---|-----------------------|------------------|---------------------------------|--|--|--|
| Order | Tasks/ Experiments | Number of Weeks | contact hours | Learning Outcomes | | | |
| 1 | Communicating effectively through writing | 1 week | 2 | a.1,a.2 | | | |
| 2 | Identifying Important Tools in your Discipline | 1 week | 2 | a.1,a.2 | | | |
| 3 | Identifying and Describing the Research Problem | 1 week | 2 | a.1,a.2,b.1,b.2 | | | |
| 4 | Identifying Independent, dependent, Mediating, and Moderating Variables | 1 week | 2 | b.1,b.2,c.1,c.2,d.1,d.2 | | | |
| 5 | Writing the First Section of a Proposal | 1 week | 2 | a.1,a.2,b.1,b.2,c.1,c.2 | | | |
| 6 | Reappraising a Proposal research Problem | 1 week | 2 | a.1,a.2,b.1,b.2,c.1,c.2 | | | |
| 7 | Planning a Literature Search | 1 week | 2 | b.1,b.2,c.1,c.2,d.1,d.2 | | | |
| 8 | Evaluating the Research of Others | 1 week | 2 | a.1,a.2,b.1,b.2,c.1,c.2,d.1,d.2 | | | |

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| 9 | Writing the Literature Review | 1 week | 2 | a.1,a.2,b.1,b.2,c.1,c.2,d.1,d.2 |
|----|--|--------|---|---------------------------------|
| 10 | Choosing a General Research Approach | 1 week | 2 | a.1,a.2,b.1,b.2,c.1,c.2,d.1,d.2 |
| 11 | Planning an Ethical Research Study | 1 week | 2 | a.1,a.2,b.1,b.2,c.1,c.2,d.1,d.2 |
| 12 | Judging the Feasibility of a Research Project | 1 week | 2 | a.1,a.2,b.1,b.2,c.1,c.2,d.1,d.2 |
| 13 | Writing Research Proposal | 1 week | 2 | a.1,a.2,b.1,b.2,c.1,c.2,d.1,d.2 |
| 14 | Identifying Possible Sampling Bias in Research Methodology | 1 week | 2 | a.1,a.2,b.1,b.2,c.1,c.2,d.1,d.2 |
| 15 | Identifying Research Designs | 1 week | 2 | a.1,a.2,b.1,b.2,c.1,c.2,d.1,d.2 |
| 16 | Analyzing and Interpreting Data in Research Study | 1 week | 2 | a.1,a.2,b.1,b.2,c.1,c.2,d.1,d.2 |
| N | Number of Weeks /and Units Per Semester | | | |

V. Teaching strategies of the course:

Lecture

Class discussion

Recitation oral questions

Discussion groups conducted

Presentation by a panel of instructors or students

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| VI. | VI. Assignments: | | | | | | | | |
|-----|--|---------------------------------|--------------------|----|--|--|--|--|--|
| No | Assignments | Week Due | Mark | | | | | | |
| 1 | Class discussions, instructor lectures | a.2,b.2,c.2,d.2 | Every week | 10 | | | | | |
| 2 | PPT | a.1,a.2,b.1,b.2,c.1,c.2,d.1,d.2 | Week 6- week 11 | ١٥ | | | | | |
| 3 | Paper analyzes | c.1,c.2,d.1,d.2 | 10 th | 10 | | | | | |
| 4 | Class Participation ,Mock RFP | a.1,a.2,b.1,b.2,c.1,c.2,d.1,d.2 | 12 th | 10 | | | | | |
| 5 | Final Research Project | a.1,a.2,b.1,b.2,c.1,c.2,d.1,d.2 | 16 th | 20 | | | | | |
| 6 | Totals | | | 70 | | | | | |

| VII | VII. Schedule of Assessment Tasks for Students During the Semester: | | | | | | |
|-----|---|------------------|-----|------|------------------------------------|--|--|
| No. | No. Assessment Method Week Due Mark | | | | Aligned Course Learning Outcomes | | |
| 1 | Assignments | Weekly | 70 | 70% | a.2,b.2,c.2,d.2 | | |
| 2 | Final-term exam | 16 th | 30 | 30% | a.1,a.2,b.1,b.2,c.1,c.2,d.1,d.2 | | |
| 3 | Total | | 100 | %100 | | | |

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VIII. Learning Resources:

- Written in the following order: (Author Year of publication Title Edition Place of publication Publisher).
- 1- Required Textbook(s) (maximum two).

2-

- 1- Paul d. leedy ,2016,"Practical Research Planning and Design (11th Edition).
- 2- Salkind, Neil J,2018,"Exploring research-Pearson".
- 2- Essential References.

1 John W. Creswell,2017-,Research Design: Qualitative, Quantitative, and Mixed Method Approaches, 4th ed, SAGE Publications

3- Electronic Materials and Web Sites etc.

1-https://www.sophia.org/tutorials/research-methods--

5

2-https://guides.lib.vt.edu/researchmethods/design-method

IX. Course Policies:

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The University Regulations on academic misconduct will be strictly enforced. Please refer to ------

Class Attendance:

A student should attend not less than 75 % of total hours of the subject; otherwise he will not be able to take the exam and will be considered as exam failure. If the student is absent due to illness, he/she should bring a proof statement from university Clinic

Tardy:

For late in attending the class, the student will be initially notified. If he repeated lateness in attending class he will be considered as absent.

3 Exam Attendance/Punctuality:

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| | A student should attend the exam on time. He is Permitted to attend an exam half one hour from exam beginning, after that he/she will not be permitted to take the exam |
|---|---|
| | and he/she will be considered as absent in exam. |
| | Assignments & Project |
| 4 | The assignment is given to the students after each chapter; the student has to submit |
| | all the assignments for checking on time. |
| | Cheating: |
| 5 | For cheating in exam, a student will be considered as fail. In case the cheating is |
| | repeated three times during his/her study the student will be disengaged from the |
| | Faculty. |
| | Plagiarism: |
| 6 | Plagiarism is the attending of a student the exam of a course instead of another |
| " | student. If the examination committee proofed a plagiarism of a student, he will be |
| | disengaged from the Faculty. The final disengagement of the student from the Faculty should be confirmed from the Student Council Affair of the university. |
| | Other policies: |
| | · · |
| | - Mobile phones are not allowed to use during a class lecture. It must be closed, |
| 7 | otherwise the student will be asked to leave the lecture room |
| | - Mobile phones are not allowed in class during the examination. |
| | - Lecture notes and assignments my given directly to students using soft or hard |
| | copy |

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Faculty of Computer & Information Technology

Department of Computer Science

Program of Computer Science

Course Specification of Research Methodology

Course No (.....)

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2020/2021

Template for Course Plan (Syllabus)

| I Information about Faculty Member Responsible for the Course: | | | | | | | |
|--|--|--------------|-----|-----|-----|-----|-----|
| Name of Faculty Member | | Office Hours | | | | | |
| Location& Telephone No. | | SAT | SUN | MON | TUE | WED | THU |
| E-mail | | | | | | | |

| II. | II. Course Identification and General Information: | | | | | |
|-----|--|----------------------|---------|-----|--------|-------|
| 1- | Course Title: | Research Methodology | | | | |
| 2- | Course Number & Code: | | | | | |
| | | | C. | Н | | Total |
| 3- | Credit hours: | Th. | Seminar | Pr. | F. Tr. | |
| | | 3 | | - | | 3 |

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| 4- | Study level/year at which this course is offered: | Third Year -First Semester |
|-----|---|---|
| 5- | Pre –requisite (if any): | None |
| 6- | Co –requisite (if any): | None |
| 7- | Program (s) in which the course is offered | Information System, Information Technology, Computer Science• |
| 8- | Language of teaching the course: | English |
| 9- | System of Study: | Term Based System |
| 10- | Mode of delivery: | Full Time |
| 11- | Location of teaching the course: | Faculty of Computer and Information Technology |

III. Course Description:

This course introduces research proposal writing, research methodologies, and foundational research theories, protocols, ethical principles and challenges, Students in the course learn about the cyclical nature of applied research and the iterative process of research writing.

Participants will use these theoretical underpinnings to begin to critically review literature relevant to their field or interests and determine how research findings are useful in informing their understanding of their environment (work, social, local, global)and teaches students how to write a proposal, engage in independent studies, helping students to identify a study topic, formulate inquiry questions, organize a literature review, and select appropriate research designs and methodologies.

Students use the proposal they develop to establish the foundation of a summer project and the basis of a final research paper that will be submitted at the end of the summer once the study is completed.

By the end of the course, students will complete a proposal that includes an introduction, problen ment (significance of study), literature review, methods section, references, and a project timeline are

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ert the proposal into a full research that will include the following sections: findings, discussion, usions, and references.

IV. Intended learning outcomes (ILOs) of the course:

- Brief summary of the knowledge or skill the course is intended to develop:
- 1. Define the basic framework of research process.
- 2. Identify the types of methods best suited for investigating different types of problems and questions
- 3. Analyze various sources of information for literature review and data collection.
- 4. Explore and Illustrate students with the tools and skills required to understand research terminology and assess published research
- 5. Practice the develop research questions that are based on and build upon a critical appraisal of existing research.
- 6. Apply the design a research proposal, and begin initial preparations for embarking on a new research project
- 7. Defend and plan the research designs and ethical dimensions of conducting basic research and applied research.
- 8. Evaluate and examine quantitative and qualitative research paradigms, and explain the use of each in scientific research.

V. Course Content:

Distribution of Semester Weekly Plan of Course Topics/Items and Activities.

A – Theoretical Aspect:

| Order | Topics List | Week Due | Contact Hours |
|-------|--|-----------------|------------------|
| 1 | The Nature and Tools of Research | 1 st | 2 |
| 2 | The problem: The heart of the research process | 2 nd | 2 |

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| 3 | Review of the Related Literature | 3 th | 2 |
|----|---|------------------|----|
| 4 | Planning Your Research Project | 4 th | 2 |
| 5 | Writing the Research Proposal | 5 th | 2 |
| 6 | Quantitative Research -Descriptive Research | 6 th | 2 |
| 7 | Quantitative Research – Experimental, Quasi-Experimental, and Ex Post Facto Designs | 7 th | 2 |
| 8 | Midterm | 8 th | 2 |
| 9 | Quantitative Research –Analyzing Quantitative Data | 9 th | 2 |
| 10 | Qualitative Research – Methods | 10 th | 2 |
| 11 | Qualitative Research – Analyzing Quantitative Data | 11 th | 2 |
| 12 | Mixed- Methods Research | 12 th | 2 |
| 13 | Research Reports | 13 th | 2 |
| 14 | How to Read a Research Paper | 14 th | 2 |
| 15 | Time management of research | 15 th | 2 |
| 16 | Final Exam | 16 th | 2 |
| | Number of Weeks /and Units Per Semester | 16 | 32 |

| B – Pr | B – Practical Aspect: (if any) | | | | | |
|--------|--------------------------------|-------------|------------------|--|--|--|
| Order | Topics List | Week Due | Contact Hours | | | |

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| 1 | Communicating effectively through writing | 1 week | 2 |
|-------|---|--------|----|
| 2 | Identifying Important Tools in your Discipline | 1 week | 2 |
| 3 | Identifying and Describing the Research Problem | 1 week | 2 |
| 4 | Identifying Independent, dependent, Mediating, and Moderating Variables | 1 week | 2 |
| 5 | Writing the First Section of a Proposal | 1 week | 2 |
| 6 | Reappraising a Proposal research Problem | 1 week | 2 |
| 7 | Planning a Literature Search | 1 week | 2 |
| 8 | Evaluating the Research of Others | 1 week | 2 |
| 9 | Writing the Literature Review | 1 week | 2 |
| 10 | Choosing a General Research Approach | 1 week | 2 |
| 11 | Planning an Ethical Research Study | 1 week | 2 |
| 12 | Judging the Feasibility of a Research Project | 1 week | 2 |
| 13 | Writing Research Proposal | 1 week | 2 |
| 14 | Identifying Possible Sampling Bias in Research Methodology | 1 week | 2 |
| 15 | Identifying Research Designs | 1 week | 2 |
| 16 | Analyzing and Interpreting Data in Research Study | 1 week | 2 |
| Numbe | r of Weeks /and Units Per Semester | 16 | 32 |

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VI. Teaching strategies of the course:

Lecture
Class discussion
Recitation oral questions
Discussion groups conducted
Presentation by a panel of instructors or students

| VII.A | VII. Assignments: | | | | | |
|-------|--|-----------------|------|--|--|--|
| No | Assignments | Week Due | Mark | | | |
| 1 | Class discussions, instructor lectures | Every week | 10 | | | |
| 2 | PPT | Week 6- week 11 | 10 | | | |
| 3 | Paper analyzes | 10th | 10 | | | |
| 4 | Class Participation ,Mock RFP | 12th | 10 | | | |
| 5 | Final Research Project | 16th | 20 | | | |
| | Total | | 70% | | | |

| | VIII. Schedule of Assessment Tasks for Students During the Semester: | | | | |
|-----------------------------|--|-----------------|------------------|------|--------------------------------------|
| Assessment Assessment Tasks | | ,, | Week Due | Mark | Proportion of Final Assessment |
| | 1 | Assignments | Weekly | 70 | 70% |
| İ | 2 | Final-term exam | 16 th | 30 | 30% |

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| I | 3 | Total | 100 | %100 |
|---|---|-------|-----|------|
| ı | | | | |

IX. Learning Resources:

- Written in the following order: (Author Year of publication Title Edition Place of publication Publisher).
- 1- Required Textbook(s) (maximum two).
 - 3- Paul d. leedy, 2016,"Practical Research Planning and Design (11th Edition)".
 - 4- Salkind, Neil J, 2018,"Exploring research-Pearson".
- 2- Essential References.

1 John W. Creswell,2017,Research Design: Qualitative, Quantitative, and Mixed Methods Approaches, 4th ed, SAGE Publications

- 3- Electronic Materials and Web Sites etc.
 - 1-https://www.sophia.org/tutorials/research-methods--5
 - 2-https://guides.lib.vt.edu/researchmethods/design-method

X. Course Policies:

The University Regulations on academic misconduct will be strictly enforced. Please refer to ------

| Class Attendance | e: |
|------------------|----|
|------------------|----|

- A student should attend not less than 75 % of total hours of the subject; otherwise he will not be able to take the exam and will be considered as exam failure. If the student is absent due to illness, he/she should bring a proof statement from university Clinic
- Tardy:
- For late in attending the class, the student will be initially notified. If he repeated lateness in attending class he will be considered as absent.
- **3** Exam Attendance/Punctuality:

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| | T | | |
|---|--|--|--|
| | A student should attend the exam on time. He is Permitted to attend an exam half one hour from exam beginning, after that he/she will not be permitted to take the exam | | |
| | and he/she will be considered as absent in exam. | | |
| 4 | Assignments & Project The assignment is given to the students after each chapter; the student has to submit all the assignments for checking on time. | | |
| 5 | Cheating: For cheating in exam, a student will be considered as fail. In case the cheating is repeated three times during his/her study the student will be disengaged from the Faculty. | | |
| 6 | Plagiarism: Plagiarism is the attending of a student the exam of a course instead of another student. If the examination committee proofed a plagiarism of a student, he will be disengaged from the Faculty. The final disengagement of the student from the Faculty should be confirmed from the Student Council Affair of the university. | | |
| | Other policies: | | |
| 7 | - Mobile phones are not allowed to use during a class lecture. It must be closed, otherwise the student will be asked to leave the lecture room | | |
| | - Mobile phones are not allowed in class during the examination. | | |
| | - Lecture notes and assignments my given directly to students using soft or hard copy | | |

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| | | ينة الإشرافية | اللج |
|---------|---|---------------------------|------|
| التوقيع | الصـــفة | الاســم | م. |
| | نانب عميد الكلية للشؤون الأكاديمية | أ.م.د. عبد الماجد الخليدي | 1 |
| | نانب عميد مركز التطوير الأكاديمي وضمان الجودة | أ.م.د. احمد مجاهد | ۲ |
| | ممثل المركز في الكلية | د. حسين الأشول | ٣ |
| | نانب رنيس الجامعة للشوون الأكاديمية | أ.د. إبراهيم المطاع | ٤ |

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