



Criminology Program

Course Syllabus

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Course Information

Course Number Section **CRIM 6301.0W1**
Course Title **Research Design 1**
Term and Dates **Summer Semester 2016**

Note to Students

Welcome to the course! Before you begin assigned coursework, please take a moment to familiarize yourself with this web-based course. The course is totally online in an asynchronous format. You do not have to come to campus and you do not have to be online at the same time as your professor or classmates. You can complete your course by navigating around the eLearning course homepage and reading the materials specified on it and through the folders, materials and tools on that page. All requirements for course completion are listed in the Course Calendar & Assignment Schedule in this syllabus along with the due dates for the completion of the various requirements. A summary calendar is provided for all graded events at the end of the assignment schedule. I strongly encourage you to print out the summary calendar and enter the due dates on your personal calendars to ensure that no late submissions occur to avoid the late penalties associated with submitting graded work later than the due date. After carefully reading this syllabus, please message me using the message link located on your course homepage if you have any questions whatsoever.

Professor Contact Information

Professor: O. Elmer Polk, Ph.D.
Office Phone: 972.883.2983
Message Address: You must use the course messages link on the course homepage to contact me rather than my personal email. Please feel welcome and encouraged to message me as frequently as you like during the course for course related questions. For non-course related issues you may email me at elmer.polk@utdallas.edu.
Office Location: GR 2.208
Online Office Hours: daily online, in person in the office on Wednesdays 10-12 by appointment or at other mutually available times.
Other Information: No TA is assigned to this section.

About the Professor

Please see the detailed *curriculum vitae* posted on your course homepage titled Professor Introduction. I have also posted a brief introductory note on your course discussion board under Introductions.

Course Pre-requisites and/or Other Restrictions:

Criminology Program permission required.

Course Description: CRIM 6301, Research Design I (3 semester hours): This course is the first in a two---course sequence devoted to the research enterprise and the study of data development strategies and techniques to facilitate effective statistical analysis. Topics generally covered include: (1) issues and techniques in social science research with emphasis on philosophy of science, theory testing, and hypothesis formulation; (2) measurement and data collection strategies, reliability and validity of measures and results, sampling, surveys; and (3) examination of qualitative versus quantitative research techniques, working with observational data, field research issues, and triangulation.

Student Learning Objectives/Outcomes

- A. Accrue the skills to critically research and analyze criminological and criminal justice problems.
- B. Read and explore a wide range of statistical reports and documents in criminal justice and criminology.
- C. Establish the relationships among the various types of research design and provide a framework for design selection.
- D. Learn, list, and describe the various threats to validity and reliability associated with research design.
- E. Explore in-depth the differing types of data, methods of data collection and related issues.
- F. Enhance ability to differentiate theory and research and develop ability to successfully operationalize theoretic concepts into measurable variables.
- G. Formally record research findings in appropriate form and forum.

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Required Textbooks and Course Policies

Required Textbooks and Materials

- 1. **Required Text 1:** *The Practice of Social Research*, 14th ed. (2016) by Earl Babbie. ISBN#: 9781305445567. Wadsworth-Cengage Learning
- 2. **Required Text 2:** *The Literature Review: Six Steps to Success*, 2nd ed. (2012) by Lawrence A. Machi & Brenda T. McEvoy. ISBN#: 978-1-4522-4088-6, Corwin Publishing.

Additionally, students are required to read appropriate, current criminal justice journal articles and access internet materials as assigned in the Course Calendar and Assignment Schedule section of this syllabus or as required for Discussion Board Postings and completion of the assigned library research paper.

Textbooks and other bookstore materials can be ordered online through [Off-Campus Books](#) or the [UTD Bookstore](#). They are also available in stock at both bookstores and other booksellers.

Course Policies

Make-up exams

Due to the fact that you will have one week to submit each exam, **make-up exams are not permitted** and failure to complete an exam will result in a posted grade of zero.

Extra Credit

There is no extra credit work available in this class for any reason. Please be concerned with your final course grade throughout the semester maximizing your performance on each graded event and minimizing your need for extra credit at the end of the course.

Late Work

Discussion board requirements and written assignments will be reduced in grade by 10 percent for each 24 hour period after the due date and time. Please calendar effectively and submit work early to avoid this penalty.

Class Participation

You must check your UT Dallas email and the eLearning course message site at least two times per week for messages, announcements, and updates. Remember this is your classroom so please feel comfortable asking any questions which you would ordinarily ask in class. The instructor will use the tracking

feature in eLearning to monitor student activity. Students are also required to participate in all class activities such as the discussion board, message correspondence, visiting required internet sites, and proper submission of exams, papers and/or projects.

Policy on Server Unavailability or Other Technical Difficulties

The university is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the UTD eLearning Help Desk: <http://www.utdallas.edu/elearninghelp>, 1-866-588-3192. The instructor and the UTD eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

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Technical Requirements

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important [technical requirements](#) on the [Getting Started with eLearning \(Pilot\) webpage](#).

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Course Access and Navigation

This course was developed using a web course tool called eLearning. It is to be delivered entirely online. Students will use their UTD NetID account to login at: <http://elearning.utdallas.edu>.

UTD provides eLearning technical support 24 hours a day/7 days a week. The services include a toll free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service. The UTD user community can also access the support resources such as self-help resources and a Knowledge Base. Please use this link to access the UTD eLearning Support Center:

<http://www.utdallas.edu/elearninghelp>.

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Communications

Interaction with Instructor: The instructor will communicate with students mainly using Course messages, Announcements and Discussions tools. Students may send personal concerns or questions to the instructor using the course message tool. The instructor will reply to student messages or Discussion board messages within 1 working day under normal circumstances.

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Student Resources

The following university resources are available to students:

UTD Distance Learning: <http://www.utdallas.edu/elearning/students/cstudents.htm>

McDermott Library: Distance Learners (UTD students who live outside the boundaries of Collin, Dallas, Denton, Rockwall, or Tarrant counties) will need a UTD-ID number to access all of the library's electronic resources (reserves, journal articles, ebooks, interlibrary loan) from off campus. For UTD students living within those counties who are taking online courses, a Comet Card is required to check out materials at the McDermott Library. For more information on library resources go to

<http://www.utdallas.edu/library/distlearn/disted.htm>.

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Student Assessments

Grading Information & Requirements

Grades will be posted based on the following scale:

Graduate: A=94-100, A-=90-93, B+= 87-89, B=84-86, B-=80-83, C+=77-79, C=70-76, F=0-69

Grades are based on the following events (due dates are in the Course Calendar & Assignment Schedule and later in this syllabus). **Please note that there is absolutely no extra credit work available in this class** and each student should strive to do his or her best work on each and every grading event as the course progresses. **The mathematical rule of rounding will apply to the computation of the final grade** in the course based on the grades received in the following events.

1. Examination I Mid-term Exam (100 points). 3 hours, online, open-book; objective questions from textbooks and internet sites testing the breadth of knowledge gained at this point in the semester.
2. Forum 1 grade (100 points) Answers to five of the discussion essay questions on the discussion board must be posted in essay format of 350-500 words per answer. Each question answer must be followed by bibliographic information on the text PLUS TWO additional sources used in the answer. Deductions will be made for writing less than the minimum number of words. You must do a word count for each posting and post the word count at the end of your essay. Repeating the questions and the words in the bibliographic entries do not count in the official word count. Do not post answers as file attachments.
3. Forum 2 grade (100 points). Same as Forum 1 except questions are different.
4. Responses (100 points) to five of your classmates' postings either agreeing or disagreeing.
5. Literature Review Paper (100 points) on an individual criminology topic chosen by you. Topic must be approved via course message by the professor prior to commencing work on the paper. Only one or two students will be allowed to write on each topic – it is up to the student to get permission early if you have individual interest in a particular topic (details below). Your grade will focus on your development and presentation of your topic pursuant to the methodology presented in your textbooks. Submit through the assignment folder on the course homepage.
6. Mock Research Paper: (100 points) Format a mock research paper incorporating the completed Literature Review into a full research manuscript including all appropriate headings and **providing a testable hypothesis and a detailed methods section stating exactly how you would test the hypothesis** and associated issues. Provide an abstract, introduction, methods, findings, and conclusion section in the finished paper along with your lit review and submit through the assignment folder on the course homepage.
7. Exam 2 Final Examination: (100 points) Essay questions testing depth of knowledge obtained during the entire course. Each student must answer four of the seven essay questions posed and all of the short answer questions and submit them through the course examinations folder no later than the due date specified in the course calendar at the end of this syllabus. Open book. Early submission suggested.
8. Syllabus Quiz (0 points) This quiz is required by the due date in the course calendar before any student takes any of the exams or posts any discussion questions. Please message your professor via the course message tool on the course homepage if you have any questions whatsoever after taking the quiz. Quiz should be repeated until you obtain a score of 100. Access is through the Syl Quiz folder on the course homepage.
9. Introductions: (0 points) Each student should log onto the discussion board the first week of class and provide a brief introduction to the rest of the class. Please give us your class standing (where you are in the program) and why you are in the graduate program plus any other information you would like to share. Please do not provide personal phone numbers or addresses on the discussion board.

Accessing Grades

Students can check their grades by clicking "My Grades" under Course Tools after the grade for each assessment task is released. Your grades will be posted to the eLearning gradebook in percentage scores with a running average in the Average column.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to

complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of E.

University Drop Policy

It is the responsibility of the student to process the official drop and add forms. Faculty/staff cannot drop students from class. Please be aware the professor cannot drop a student for never attending or missing too many classes and can only assign grades based on the work submitted. For this reason it is important to your grade that if, for any reason, you decide to not complete the course, to complete the appropriate paperwork to drop the class officially or to withdraw from the university.

Online Examinations/Quizzes

You can access the syl quiz, mid-term exam and final exam by clicking the Exam 1, Syl Quiz, or Exam 2 link on the course homepage in the Syl Quiz, Exams, & Assignments folder. Each quiz is timed and can be accessed only one time within the scheduled time window. Please read the on-screen instructions carefully before you click "Begin Assessment". After each quiz is graded and released, you may go back to the Assessments page and click "View All Submissions" to review your exam results.

Syllabus Quiz: All students are required to complete the syllabus quiz within the first week of class by the due date specified in the Course Calendar and Assignment section of this syllabus.

Examinations: Exam 1 - The mid-term exam is open-book and will consist of 100 objective items with a maximum cumulative score of 100 points on the exam. You will access the mid-term exam in the Syl Quiz, Exams & Assignments folder on the course homepage. Questions are taken from textbook 1 and the internet sites identified in the Course Calendar & Assignment Schedule section of this syllabus. Your score will be posted in percentage scores in your gradebook with a maximum score of 100% on each. You will be given a maximum of three hours to complete the exam. Please read and study the texts and required internet sites in detail before beginning the exams. The professor will manually curve the class scores depending upon the highest grade made on each exam. The manual adjustments, if any, will be entered into your gradebook within one week of the due date for each exam. Each exam will be available to you seven days before the due date. Failure to take the exams during the lengthy time window available results in a grade of 0.

Exam 2 - The final examination will consist of four essay questions and ten short answer questions which must be submitted via the exams folder on the course homepage to your professor no later than the date provided in the Course Calendar and Assignment Schedule later in this syllabus. Answers may be sent as a file attachment by clicking on the Final Exam link on the course homepage Exams folder and following the on screen instructions to upload and submit your exam. The examination will be posted to the course homepage one week prior to the due date. The questions must be completed in Word compatible format and must consist of one to two pages per answer with appropriate citing throughout on the essay questions and less than one half page on the short answer questions.

Discussion Board Questions: Ten of the questions posted on the discussion board must be answered with each item worth 20 points for a cumulative score of 100 on each forum. Five of the discussion questions must be posted from Forum 1 and five more must be posted from Forum 2 by the due dates in the course calendar & assignment section of this syllabus. Discussion Board items may be posted early and this is highly encouraged to avoid last minute problems. Questions not posted by the due dates will be reduced in grade 10 percent per calendar day. Any questions not received by the last day of regular class will receive a score of zero. Do not post your answers as an attached file because attached files will not receive a grade, ultimately resulting in a zero. **Discussion question answers must be the student's own original work and must be 350 words or longer. Post the question number and repeat the question you are answering before writing your answer. Each answer must be followed by the bibliographic information on three sources of information including your textbook and the posting must be followed by a word count. The word count does not include the bibliographic information nor the question. Be sure to indicate through internal citations where you use each source in your posting.** The bibliographic information and word count must be repeated for each and every answer and you should strive to use as many different sources as possible other than your textbook. In other words, please treat each discussion question as a mini-paper with three references including your textbook and two additional

sources. Answers that are simply blocked and moved from any other site that are not the original work of the student posting the answer will receive a grade of zero unless properly cited and the student will be referred for disciplinary action by the university.

Responses: Students are required to briefly and respectfully comment in five responses to other students' discussion questions. There is no length requirement for the responses to other student answers. Your responses should be based on the substantive content of their posting and must address the content of their answer. DO NOT criticize the other student or make negative references about the student. **Be sure you are responding to another student's posting rather than to my posting of the question.**

Attention to proper writing and correct spelling when posting the discussion questions and responses is expected and is a part of the grade received for the assignment. Use proper grammar and spelling and do not use any type of abbreviations not found in a commonly accepted, standardized English dictionary. **All comments posted by students must be in formal language with no intolerant, rude, abusive, or obscene language.** Violations of this policy will be referred for disciplinary action with the recommendation that the student be expelled from the class!

Literature Review Paper: Pick a criminology theory of your choice from the assigned textbooks or criminology literature. Get permission to proceed with that topic from the professor via a course message. You may request such permission any time **after** 8 am on the first day of class and only one student will be permitted to write on any one individual theory. **Topics will be assigned in the order in which the request is received by the professor.** Proceed to write an 8 to 10 page paper on your topic in APA format, double spaced, in font 11 or 12, with one inch margins. The paper may follow the methods presented in your *Conducting Research Literature Reviews* textbook (T2). You must be sure to begin with a broad discussion of your topic and narrow it to be congruent with your title and the hypothesis that you will be testing in your next paper. The paper should be written in the APA style of writing (these writing manuals are available in the UTD bookstore or Off-Campus Books if you do not currently have one in your library). All pages must be numbered. Your reference list must contain a MINIMUM of eight or more references with a minimum of three scholarly articles. Submit paper through the assignments folder on the course homepage by clicking on the assignments folder and then on the literature review paper and following the on screen instructions to upload and submit your paper.

Mock Research Paper: Each student must further develop the topic in the above lit review and write a research paper consisting of sixteen (16) to twenty (20) pages in appropriate form and format. The paper must contain the five sections required in all scholarly literature: an introduction, a literature review, the methodology, findings, and conclusions or implications. Additionally, your paper must have: a title page, an abstract, and a bibliography or list of references. The paper must be double-spaced in font 11 or 12 with standard one-inch margins on all sides of the paper. The paper can contain no charts, figures, tables, or drawings except as required in the findings section. Chapter 1 (Introduction) and Chapter 2 (Literature Review) must be based on real library research conducted by the individual student. **The Literature Review must be related to one or more hypotheses that you have clearly stated in the Introduction.** The Introduction and Literature Review must be a minimum of ten (10) pages to receive full credit. Chapters 3, 4, and 5 of your paper are hypothetical. After writing your Introduction containing your hypothesis(es) and your comprehensive Literature Review, you must state in Chapter 3 how you would research your topic to gather data to test your hypothesis, and state in Chapter 4 how you would present the data analysis if you had actually done an analysis. Chapter 5 should state The Chapter # and heading and state the purpose of the Chapter. Chapter 3 should discuss your research design, measuring instrument, sample selection, and related issues. Chapters 4 and 5 may be brief - but Chapter 4 must contain one properly formatted Table and one properly formatted Figure. The paper must be written in APA style. If you do not already have a current APA Style Manual, you are very strongly encouraged to obtain one. This is a formal writing assignment and the papers should be an example of the student's best writing skills at the graduate level – do not use informal or street language except as required for illustrative purposes.

Introductions: Students should go to the discussion board and post a brief introduction about themselves during the **first week of class**. Please do not post addresses or other personal contact information on the

discussion board. Give a brief summary about yourself including what year you are in, your major, and any future career goals if you have formulated them.

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Scholastic Honesty

The University has policies and discipline procedures regarding scholastic dishonesty. Detailed information is available on the [UTD Judicial Affairs](#) web page. All students are expected to maintain a high level of responsibility with respect to academic honesty. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced.

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Course Evaluation

As required by UTD academic regulations, every student must complete an evaluation for each enrolled course at the end of the semester. An online instructional assessment form will be made available for your confidential use. A link to your end of course evaluation will be sent to your UT Dallas email account toward the end of the semester.

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University Policies

Students wishing information on the following topics and policies should visit the website following the list. Student Conduct & Discipline, Student Grievance Procedures, Incomplete Grade Policy, Disability Services, Religious Holy Days, Academic Integrity, Copyright Notice, Email Use, Withdrawal from Class, Technical Support, Class Attendance, Avoiding Plagiarism, Resources to help you succeed, and Off-Campus Instruction and Course Activities: <http://go.utdallas.edu/syllabus-policies>.

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Course Calendar & Assignment Schedule

Please note that all chapter reading assignments made in this assignment schedule refer to readings in the required textbooks: *The Practice of Social Research*, 14th ed. (T1) and *The Literature Review: Six Steps to Success*, 2nd ed. (T2). As per the UTD Academic Calendar, summer semester classes begin on May 23, 2016 and end on August 8, 2016 with a final exam due no later than August 9, 2016 by midnight.

Please be aware that exams are open book and will be accessible for a period of one week beginning seven days prior to the due date. Because of this large amount of time, make-up tests are not permitted. Early completion of all graded events is highly encouraged to avoid late penalties.

Week 1 of Class (5/23-5/28): Read the preface and chapters 1&2 in T1 (*The Practice of Social Research*) and Topics: Human inquiry and science, theory and social research. (Be sure to know well the terminology used in both chapters). Also read the entire class syllabus and introductory materials available on the course website. Welcome to the class! These readings will introduce you to the course, the professor, and the expectations of you in the course. Please feel welcome to message me with any questions you may have.

Week 2 (5/29-6/4): Read chapter 3 in T1 and the *Belmont Report* at required internet site #1. Topic: the Ethics and politics of social Research.

Required internet site #1: <http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.html> Read the entire Belmont Report. There will be questions on both examinations and the discussion board from this document.

Required internet site #2: <http://www.utdallas.edu/research/compliance/irb/index.html> using the menu at left be sure you know the purpose of an Institutional Review board and the differences between a minimal review and a full review as well as the difference between consent and assent.

Required internet site #3: <http://www.utdallas.edu/dept/graddean/dgFront.htm> using the menu at the left students can explore the formatting and pagination of the Master's Thesis. While all of the sections are not required for your course paper, you should be familiar with all of the individual pages required in a completed thesis.

5/31 Tuesday by midnight. SYLLABUS QUIZ: ALL STUDENTS MUST COMPLETE THE POSTED QUIZ.

5/31 Tuesday by midnight. INTRODUCTIONS: ALL STUDENTS SHOULD GO TO THE DISCUSSION BOARD UNDER INTRODUCTIONS and post a brief introduction of themselves. Please do not post any personal addresses or contact information. Just tell us a little bit about yourself such as what year you are in, your major, your interests, and future career plans if you have formulated any at this time.

Week 3 (6/5-6/11): Read chapter 4 in T1 and chapter 1 in T2. Topics: research design, selecting a topic. Read chapter 5 in T1 and chapter 2 in T2. Topics: Conceptualization, operationalization, & measurement; searching and screening the literature.

Week 4 (6/12-6/18): Read chapters 6 & 7 in T1 and chapters 3 & 4 in T2. Topics: Indexes, scales & typologies; developing the argument, The logic of sampling; Surveying the literature.

Week 5 (6/19-6/25): Read chapters 8, 9, & 10 in T1. Topics: Experiments. Know the details of the classical experimental model and methods of selecting subjects, survey research, and qualitative field research.

6/30 Thursday → MID-TERM (EXAMINATION 1) ON CHAPTERS 1- 10 in T1, all chapters in T2, and required internet sites 1-3 is due at 11:59 pm. May access the exam on 6/23 Thursday

Week 6 (6/26-7/2): Read chapters 11 & 12 in T1 and chapter 5 in T2. Topics: Unobtrusive research. Topics: Evaluation research and critiquing the literature.

7/01 Friday → MUST POST THE FIRST FIVE DISCUSSION ISSUE ANSWERS FOR FORUM 1 PLUS TWO RESPONSES TO YOUR CLASSMATES' ANSWERS BY MIDNIGHT.

Week 7 (7/3-7/9): Read chapter 13 in T1. Topics: Qualitative data analysis.

7/8 Friday → LITERATURE REVIEW DUE. MUST BE SUBMITTED THROUGH THE COURSE ASSIGNMENTS FOLDER. Due at 11:59 pm. Early submission is highly encouraged.

Week 8 (7/10-7/16): Read chapter 14 in T1. Topics: Quantitative data analysis.

Week 9 (7/17-7/23): Read chapter 15 in T1. Topics: Multivariate analysis.

Internet site #4 (optional): <http://www.thefreedictionary.com/Statistical+analysis> helpful dictionary definitions of various terms used in the course.

7/22 Friday → MOCK RESEARCH PAPER DUE. MUST BE SUBMITTED THROUGH THE COURSE ASSIGNMENTS FOLDER. Due at 11:59 pm. Early submission is highly encouraged.

Week 10 (7/24-7/30): Read chapters 16 & 17 in T1. Topics: Statistical analyses. Reading and writing social research.

7/29 Friday → MUST POST FIVE ADDITIONAL DISCUSSION QUESTION ANSWERS FOR FORUM 2 PLUS THREE ADDITIONAL RESPONSES TO YOUR CLASSMATES' ANSWERS BY MIDNIGHT.

Week 11 (7/31-8/8): Review all course materials for Final Exam.

8/9 Tuesday (may access on 8/2)→ EXAMINATION 2 (FINAL EXAM) on all material covered in course. DUE BY 11:59 pm via the Assignment tool link on the course homepage in the Syl Quiz, Exams, & Assignments folder.

Course Calendar at a Glance

Calendar due dates for all events contributing to students' course grade

Students are encouraged to complete assessments and postings early to avoid last minute problems, issues and grade reductions.

Date	Exams, Quiz, & Papers	Discussion Board Dates
5/31 Tuesday	SYLLABUS QUIZ: ALL STUDENTS MUST COMPLETE THE POSTED QUIZ BY 11:59 pm.	
5/31 Tuesday		POST INTRODUCTION BY 11:59 pm.
6/30 Thursday by 11:59 pm.	MID-TERM (EXAMINATION 1) ON CHAPTERS 1-10 T1, required internet sites 1-3, powerpoints.	Exam is available one week prior to the due date on the assessments tool on the course homepage.
7/1 Friday by 11:59 pm.		MUST POST THE FIRST FIVE DISCUSSION QUESTION ANSWERS FOR FORUM 1 PLUS TWO RESPONSES TO YOUR CLASSMATES' ANSWERS.
7/8 Friday by 11:59.	LITERATURE REVIEW PAPER DUE. MUST BE SUBMITTED THROUGH THE ASSIGNMENT TOOL.	
7/22 Friday by 11:59 pm.	MOCK RESEARCH PAPER DUE. MUST BE SUBMITTED THROUGH THE COURSE ASSIGNMENT TOOL.	
7/29 Friday by 11:59 pm.		MUST POST FIVE ADDITIONAL DISCUSSION ISSUE ANSWERS FOR FORUM 2 PLUS THREE ADDITIONAL RESPONSES TO YOUR CLASSMATES' ANSWERS.
8/9 Tuesday by 11:59 pm.	FINAL EXAM (EXAM 2) on all material covered in course. MUST BE SUBMITTED THROUGH THE COURSE ASSIGNMENT TOOL.	Exam is available on the course homepage and may be accessed on the assignments tool one week prior to the due date.

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