This course uses the computer microlab in the basement of CMB. You should make sure that you are familiar with this lab, and are able to log into the computers before Thursday week one. In case of difficulty please see the lab manager, SPS Computing Support, in room 2.16 as soon as possible.
AIMS AND LEARNING OUTCOMES

This course is designed to introduce you to a variety of strategies for carrying out social research, and to enable you to apply those strategies in your own work. Once you have completed the course you should be able to do the following:

• critically assess the methodological frameworks used in research.
• evaluate the relationship between argument and evidence.
• evaluate and argue the relevance of research to issues of social and public concern.
• create a simple data set, and carry out simple tasks such as using the Frequencies and Crosstabs commands in Stata in order to answer informed questions.
• understand, and be able to calculate, the mean, median, standard deviation, simple measures of association and the chi-square statistic in order to answer informed questions.
• understand, and be able to analyse 2 by 2 tables and the effect of introducing a third variable in order to appropriately investigate an informed question.
ABOUT THE COURSE

Doing Survey Research comprises the latter half of the compulsory Methods courses for degrees in the Social Policy and Sociology subject areas. This course is designed to meet the needs of those students who want to access and analyse extensive secondary data, or to create and analyse survey material where it makes sense to use dedicated statistical software. It will develop your skills in a range of data analysis techniques and provides an opportunity to think about the kinds of decisions you may have to make in developing your project/dissertation. The course includes an introduction to surveys and social statistics as well as a ‘hands-on’ introduction to survey analysis.

OFFICE HOURS AND CONTACT INFORMATION FOR COURSE STAFF

Dr. Alexander Janus (course convenor)
Lecturer in Sociology
Office hours: Mondays, 15:00-17:00, in 6.20 CMB
E-mail: alex.janus@ed.ac.uk

Dr. Paul Norris (lecturer on course)
Senior Lecturer in Social Policy
Office hours: 3.26 CMB
E-mail: p.norris@ed.ac.uk

Yuji Shimohira Calvo (head tutor)
PhD Student in Sociology
E-mail: y.shimohira@ed.ac.uk

Angelo Ercia (tutor)
PhD Student in Social Policy
E-mail: s1323789@sms.ed.ac.uk

Course Secretary
Shazia Leonard
Undergraduate Teaching Office (G.04/05)
School of Social & Political Science
Chrystal Macmillan Building
Shazia.leonard@ed.ac.uk

COURSE ORGANISATION

Lectures: Mondays, 14:10-15:00, Lecture Theatre 183, Old College

Microlab Sessions: Thursdays, 13:10-14:00 OR 14:10-15:00 OR 15:10-16:00 OR 16:10-17:00, Microlab B.03, Chrystal Macmillan Building (You need to sign up for a lab session on Learn)

ASSESSMENT

Course assessment is based upon:
one small assignment, worth 25% of the final mark; and
one end of course assignment, worth 75% of the final mark.

The first assignment will be placed on Learn during Week 3 and is due on MONDAY 22nd FEBUARY 2016. The end of course assignment will be distributed on Learn in week 10 and will be due on MONDAY 25th APRIL 2015.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Assessment weighting</th>
<th>Submission Date (all course work is due at 12 noon on the date of submission)</th>
<th>Return of Feedback date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1</td>
<td>25%</td>
<td>22/02/2016</td>
<td>14/03/2016</td>
</tr>
<tr>
<td>Assignment 2</td>
<td>75%</td>
<td>25/04/2016</td>
<td>16/03/2016</td>
</tr>
</tbody>
</table>

Note: All course work is submitted electronically through ELMA. Please read the School Policies and Coursework Submission Procedures document for important information on submission procedures and assessment polices.

You should submit all your coursework electronically via ELMA.

REQUIRED READINGS

Please also see end of this handbook for recommended readings.

- “Lane”: Online Statistics Education web site, developed by David M. Lane. (URL: http://onlinestatbook.com/2/index.html)

COURSE TIMETABLE

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture (Monday)</th>
<th>Lab (Thursday)</th>
<th>Required Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The social survey</td>
<td>Accessing Existing Data Sets</td>
<td>De Vaus, Chapter 7</td>
</tr>
<tr>
<td>2</td>
<td>Questionnaire design</td>
<td>Introduction to Stata</td>
<td>None</td>
</tr>
<tr>
<td>3</td>
<td>Guest lecture</td>
<td>Preparing Data for Analysis</td>
<td>None</td>
</tr>
<tr>
<td>4</td>
<td>Introduction to Quantitative Data Analysis</td>
<td>Univariate Analysis and Graphing</td>
<td>Lane, Chapters I, II, and III</td>
</tr>
<tr>
<td>5</td>
<td>Bivariate Analysis</td>
<td>Bivariate Analysis</td>
<td>Lane, Chapter IV</td>
</tr>
<tr>
<td>6</td>
<td>INNOVATIVE LEARNING WEEK</td>
<td>NO LECTURE OR LAB</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Statistical Inference 1</td>
<td>Worksheet on Inference 1</td>
<td>Lane, Chapter IX</td>
</tr>
<tr>
<td>8</td>
<td>Statistical Inference 2</td>
<td>Worksheet on Inference 2</td>
<td>Lane, Chapters X, XI, and XII</td>
</tr>
<tr>
<td>9</td>
<td>Causality</td>
<td>Working with Do-</td>
<td></td>
</tr>
</tbody>
</table>
**RECOMMENDED READING: THE SOCIAL SURVEY**

  - Chapter 4: Selecting the Method(s) of collection data
  - Chapter 5: Practicalities of Data Collection
  - Chapter 7: Writing the report
  - Chapter 9, “Questionnaires”, p. 73
  - Chapter 16, “Secondary Analysis of Survey Data”, p. 132
    - Chapter 17, “A Sociological Perspective on Secondary Analysis”, p. 136
RECOMMENDED READING: SOCIAL STATISTICS

For a reference book on specific data analysis issues, we recommend

  - Chapter 6: How to identify and change the level of measurement of variables
  - Chapter 30: Which summary statistics to use to describe a single variable (e.g. mean, median, mode)

There are numerous other textbooks in the Library that you might also want to look at. Here are some useful ones:

- David Freedman *et al.* (various editions), *Statistics*, London: Norton. Working carefully through chapters 3-5 and 7-10 would be a good way to increase your understanding of basic concepts of statistics.

However, you can't learn statistics just by reading. The most important things are:

a. **prepare** by reading about the main concepts that we will discuss in the lecture. If in preparing for the lecture you feel that you didn’t understand the concepts entirely, don’t worry: we will explore them in more detail when we meet!

b. **come to every lecture**: learning is cumulative and you will get ‘lost’ if you miss a lecture - if you have to miss a class, consult the handouts on Learn.

c. **do the practical exercises** given out in each lecture. Although the arithmetic of these will be fairly simple, it may help if you have access to a calculator. There is no need for a fancy-dan calculator: the most sophisticated operation will be pressing the square root key! Answers will be handed out in lectures.
ELMA: Submission and Return of Coursework

Coursework is submitted online using our electronic submission system, ELMA. You will not be required to submit a paper copy of your work. Marked coursework, grades and feedback will be returned to you via ELMA. You will not receive a paper copy of your marked course work or feedback. For information, help and advice on submitting coursework and accessing feedback, please see the ELMA wiki at https://www.wiki.ed.ac.uk/display/SPSITWiki/ELMA. Further detailed guidance on the essay deadline and a link to the wiki and submission page will be available on the course Learn page. The wiki is the primary source of information on how to submit your work correctly and provides advice on approved file formats, uploading cover sheets and how to name your files correctly. When you submit your work electronically, you will be asked to tick a box confirming that your work complies with university regulations on plagiarism. This confirms that the work you have submitted is your own. We undertake to return all coursework within 15 working days of submission. This time is needed for marking, moderation, second marking and input of results. If there are any unanticipated delays, it is the course organiser’s responsibility to inform you of the reasons.

All our coursework is assessed anonymously to ensure fairness: to facilitate this process put your Examination number (on your student card), not your name or student number, on your coursework or cover sheet.

Important note to students-

To ensure your course work is submitted successfully, students should aim to upload their submissions at least 1 hour before the deadline. Students are responsible for ensuring they have sufficient internet access and connection to submit their course work electronically. Technical difficulties and poor internet connection are not acceptable reasons for submitting work late. You should monitor your university student email account in the 48 hours following the deadline for submitting your work. If there are any problems with your submission the course secretary will email you at this stage.

Students with Disabilities

The School welcomes disabled students with disabilities (including those with specific learning difficulties such as dyslexia) and is working to make all its courses as accessible as possible. If you have a disability special needs which means that you may require adjustments to be made to ensure access to lectures, tutorials or exams, or any other aspect of your studies, you can discuss these with your Student Support Officer or Personal Tutor who will advise on the appropriate procedures.

You can also contact the Student Disability Service, based on the University of Edinburgh, Third Floor, Main Library, You can find their details as well as information on all of the support they can offer at: http://www.ed.ac.uk/student-disability-service

Learning Resources for Undergraduates

The Study Development Team at the Institute for Academic Development (IAD) provides resources and workshops aimed at helping all students to enhance their learning skills and develop effective study techniques. Resources and workshops cover a range of topics, such as managing your own learning, reading, note making, essay and report writing, exam preparation and exam techniques. The study development resources are housed on 'LearnBetter' (undergraduate), part of Learn, the
University's virtual learning environment. Follow the link from the IAD Study Development web page to enrol: www.ed.ac.uk/iad/undergraduates

Workshops are interactive: they will give you the chance to take part in activities, have discussions, exchange strategies, share ideas and ask questions. They are 90 minutes long and held on Wednesday afternoons at 1.30pm or 3.30pm. The schedule is available from the IAD Undergraduate web page (see above).

Workshops are open to all undergraduates but you need to book in advance, using the MyEd booking system. Each workshop opens for booking 2 weeks before the date of the workshop itself. If you book and then cannot attend, please cancel in advance through MyEd so that another student can have your place. (To be fair to all students, anyone who persistently books on workshops and fails to attend may be barred from signing up for future events).

Study Development Advisors are also available for an individual consultation if you have specific questions about your own approach to studying, working more effectively, strategies for improving your learning and your academic work. Please note, however, that Study Development Advisors are not subject specialists so they cannot comment on the content of your work. They also do not check or proof read students' work.

To make an appointment with a Study Development Advisor, email iad.study@ed.ac.uk (For support with English Language, you should contact the English Language Teaching Centre).

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Plagiarism Guidance for Students:

Avoiding Plagiarism:

Material you submit for assessment, such as your essays, must be your own work. You can, and should, draw upon published work, ideas from lectures and class discussions, and (if appropriate) even upon discussions with other students, but you must always make clear that you are doing so. **Passing off anyone else's work** (including another student's work or material from the Web or a published author) as your own is plagiarism and will be punished severely. When you upload your work to ELMA you will be asked to check a box to confirm the work is your own. All submissions will be run through 'Turnitin', our plagiarism detection software. Turnitin compares every essay against a constantly-updated database, which highlights all plagiarised work. Assessed work that contains plagiarised material will be awarded a mark of zero, and serious cases of plagiarism will also be reported to the College Academic Misconduct officer. In either case, the actions taken will be noted permanently on the student's record. **For further details on plagiarism see the Academic Services' website:**

http://www.ed.ac.uk/schools-departments/academic-services/students/undergraduate/discipline/plagiarism

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Data Protection Guidance for Students:

In most circumstances, students are responsible for ensuring that their work with information about living, identifiable individuals complies with the requirements of the Data Protection Act. The document, *Personal Data Processed by Students*, provides an explanation of why this is the case. It can be found, with advice on data protection compliance and ethical best practice in the handling of information about living, identifiable individuals, on the Records Management section of the University website at:

http://www.ed.ac.uk/schools-departments/records-management-section/data-protection/guidance-policies/dpforstudents
The Operation of Lateness Penalties

Unlike in Years 1 and 2, NO EXTENSIONS ARE GRANTED WITH RESPECT TO THE SUBMISSION DEADLINES FOR ANY ASSESSED WORK AT HONOURS LEVEL.

Managing deadlines is a basic life-skill that you are expected to have acquired by the time you reach Honours. Timely submission of all assessed items (coursework, essays, project reports, etc.) is a vitally important responsibility at this stage in your university career. Unexcused lateness can put at risk your prospects of proceeding to Senior Honours and can damage your final degree grade.

If you miss the submission deadline for any piece of assessed work 5 marks will be deducted for each calendar day that work is late, up to a maximum of five calendar days (25 marks). Thereafter, a mark of zero will be recorded. There is no grace period for lateness and penalties begin to apply immediately following the deadline. For example, if the deadline is Tuesday at 12 noon, work submitted on Tuesday at any time after 12 noon will be marked as one day late, work submitted at any time after 12 noon on Wednesday will be marked as two days late, and so on.

Failure to submit an item of assessed work will result in a mark of zero, with potentially very serious consequences for your overall degree class, or no degree at all. It is therefore always in your interest to submit work, even if very late.

Please be aware that all work submitted is returned to students with a provisional mark and without applicable penalties in the first instance. The mark you receive on ELMA is therefore subject to change following the consideration of the Lateness Penalty Waiver Panel (please see below for further information) and the Board of Examiners.

How to Submit a Lateness Penalty Waiver Form

If there are extenuating circumstances beyond your control which make it essential for you to submit work after the deadline you must fill in a ‘Lateness Penalty Waiver’ (LPW) form to state the reason for your lateness. This is a request for any applicable penalties to be removed and will be considered by the Lateness Penalty Waiver Panel.

Before submitting an LPW, please consider carefully whether your circumstances are (or were) significant enough to justify the lateness. Such circumstances should be serious and exceptional (e.g. not a common cold or a heavy workload). Computer failures are **not** regarded as justifiable reason for late submission. You are expected to regularly back-up your work and allow sufficient time for uploading it to ELMA.

You should submit the LPW form and supply an expected date of submission as soon as you are able to do so, and preferably before the deadline. Depending on the circumstances, supporting documentation may be required, so please be prepared to provide this where possible.

LPW forms can be found in a folder outside your SSO’s office, on online at: [http://www.sps.ed.ac.uk/undergrad/on_course_students/assessment_and_regulations/coursework_requirements/coursework_requirements_honours](http://www.sps.ed.ac.uk/undergrad/on_course_students/assessment_and_regulations/coursework_requirements/coursework_requirements_honours)

Forms should be returned by email or, if possible, in person to your SSO. They will sign the form to indicate receipt and will be able to advise you if you would like further guidance or support.

Please Note: Signing the LPW form by either your SSO or Personal Tutor only indicates acknowledgment of the request, not the waiving of lateness penalties. Final decisions on all marks rest with Examination Boards.

There is a dedicated SSO for students in each subject area in SPS. To find out who your SSO is, and how to contact them, please find your home subject area on the table below:
<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Name of SSO</th>
<th>Email</th>
<th>Phone</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Politics</td>
<td>Alex Solomon</td>
<td><a href="mailto:Alex.Solomon@ed.ac.uk">Alex.Solomon@ed.ac.uk</a></td>
<td>0131 650 4253</td>
<td>Room 1.05, Chrystal MacMillan Building</td>
</tr>
<tr>
<td>International Relations</td>
<td>Rebecca Shade</td>
<td><a href="mailto:rebecca.shade@ed.ac.uk">rebecca.shade@ed.ac.uk</a></td>
<td>0131 651 3896</td>
<td>Room 1.05, Chrystal MacMillan Building</td>
</tr>
<tr>
<td>Social Anthropology</td>
<td>Vanessa Feldberg</td>
<td><a href="mailto:vanessa.feldberg@ed.ac.uk">vanessa.feldberg@ed.ac.uk</a></td>
<td>0131 650 3933</td>
<td>Room 1.04, Chrystal MacMillan Building</td>
</tr>
<tr>
<td>Social Policy</td>
<td>Louise Angus</td>
<td><a href="mailto:L.Angus@ed.ac.uk">L.Angus@ed.ac.uk</a></td>
<td>0131 650 3923</td>
<td>Room 1.08, Chrystal MacMillan Building</td>
</tr>
<tr>
<td>Social Work</td>
<td>Jane Marshall</td>
<td><a href="mailto:jane.marshall@ed.ac.uk">jane.marshall@ed.ac.uk</a></td>
<td>0131 650 3912</td>
<td>Room 1.07, Chrystal MacMillan Building</td>
</tr>
<tr>
<td>Sociology</td>
<td>Karen Dargo</td>
<td><a href="mailto:Karen.Dargo@ed.ac.uk">Karen.Dargo@ed.ac.uk</a></td>
<td>0131 651 1306</td>
<td>Room 1.03, Chrystal MacMillan Building</td>
</tr>
<tr>
<td>Sustainable Development</td>
<td>Sue Renton</td>
<td><a href="mailto:sue.renton@ed.ac.uk">sue.renton@ed.ac.uk</a></td>
<td>0131 650 6958</td>
<td>Room 1.09, Chrystal MacMillan Building</td>
</tr>
</tbody>
</table>

If you are a student from another School, you should submit your LPW to the SSO for the subject area of the course, Karen Dargo