Eastern Kentucky University

## Encompass

SWK 340: Social Work Research Methods OER Collection

2021

# SWK 340: Syllabus

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# SWK 340: SOCIAL WORK RESEARCH METHODS

Eastern Kentucky University - Department of Anthropology, Sociology, and Social Work
Spring 2021, 3 credits, CRN 21157, 16-weeks

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Virtual Student Hours: Wednesdays 8:30-10am or by Appointment

Class Meetings:       Mondays 2-3pm Virtual Synchronous (check course schedule)

# SYLLABUS

# COURSE MATERIALS

## Required Materials

DeCarlo, M. (2018). *Scientific inquiry in social work*.
This is an open-access textbook available free.  You may download a PDF version or use the textbook online in its web version.  The online version includes resources links and videos.
https://socialsci.libretexts.org/Bookshelves/Social_Work/Book%3A_Scientific_Inquiry_in_Social_Work_(DeCarlo)

## Supplementary Materials

Krysik, J. L., & Finn, J. (2018). *Research for effective social work practice.* (4th ed). Taylor & Francis. A pdf version is available through the EKU Library

National Association of Social Workers. NASW Code of Ethics - 2017
https://www.socialworkers.org/about/ethics/code-of-ethics/code-of-ethics-english

Seventh edition APA resources and sample student papers free at: https://apastyle.apa.org/

University of Southern California Research guides gives specific suggestions and tips for writing that are helpful: https://libguides.usc.edu/writingguide/purpose

Additional readings may be assigned, most of which are available full text in open-access and/or the EKU Library's electronic journal databases. If you have difficulty with library searches as you explore academic articles for your literature review, go to the social work research guide.

I highly recommend you contact the **EKU social work librarian**, Mr. Brad Marcum at brad.marcum@eku.edu for additional assistance.  He's a wonderful resource and can help you virtually by chat, text or video appointments!

# COURSE INFORMATION

## Catalog Course Description

3 credit hours. Prerequisite: SWK 310 or 310W minimum grade of C and SWK 390 minimum grade of D and SOC 232 minimum grade of D.  This course teaches the application of both qualitative and quantitative research methods within the context of social work practice.

## Generalist Practice Definition

"Generalist practice is grounded in the liberal arts and the person and environment construct. To promote human and social well-being, generalist practitioners use a range of prevention and intervention methods in their practice with individuals, families, groups, organizations, and communities. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice. Generalist practitioners incorporate diversity in their practice and advocate for human rights and social and economic justice. They recognize, support and build on strengths and resiliency of all human beings. They engage in research informed practice and are proactive in responding to the impact of context on professional practice. BSW practice incorporates all of the core competencies" (CSWE, 2008, p.7).

## Critical Thinking Definition

"The ability to use intellectual and affective processes, which evaluate statements, arguments, and experiences by judging the validity and/or worth of those statements, arguments, and experiences.  Critical thinking entails the ability to carefully evaluate the validity of an assumption and even of a so-called fact" (Kirst & Hull, 2002, p. 27).  "Critical thinking involves the careful examination and evaluation of beliefs and actions" (Gibbs & Gambrill, 1996, p. 3).

## Student Learning Outcomes

Student outcomes will be based on the 2015 Council of Social Work Education (CSWE) Competencies. EKU's Social Work program is an accredited program as certified by CSWE.

The nine CSWE competencies include:
1. Demonstrate Ethical and Professional Behavior
2. Engage Diversity and Difference in Practice
3. Advance Human Rights and Social, Economic, and Environmental Justice
4. Engage in Practice-informed Research and Research-informed Practice
5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations, and Communities
7. Assess Individuals, Families, Groups, Organizations, and Communities
8. Intervene with Individuals, Families, Groups, Organizations, and Communities
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

After successful completion of SWK 340, students will be able to:
1) Appreciate and articulate why social workers need to engage in career-long learning, research and growth; (Competency 1);
2) Recognize the significance and importance of integrating multiple sources of knowledge and practice wisdom into social work practice; (Competency 1);
3) Be able to use their practice experience (from SWK 390) to inform research questions (Competency 4);
4) Comprehend and describe various methods of research (Competency 4);

5) Understand and explain various scientific approaches to building knowledge while recognizing each method as one "way of knowing" (Competency 4);
6) Identify, describe, and understand potential ethical issues involved in the scientific method and human subjects research (Competency 1 and 4);
7) Evaluate the appropriateness and effectiveness of interventions in social work practice working with individuals, families and groups (Competency 4 and 7); and
8) Evaluate the appropriateness and effectiveness of social service programs and (Competency 9).

## GRADING SCALE

More specific guidelines for each assignment may be found under each module, but all work in this course will be graded on the basis of clarity, thoroughness, accuracy in following directions, applying course content, use of critical thinking and depth of analysis.

| Letter | Points | Percentage | Description |
|--------|--------|------------|-------------|
| A | 920-1000 pts | 92-100% | **Excellent (great)** – Comprehensive explanation, good writing, correct application of course content, consistent critical thinking, quality added with demonstrated insight, and minor suggestions for further improvement. |
| B | 830-919 pts | 83-91% | **Above average (good)** – Comprehensive explanation, good writing, correct application of course content, and some evidence of critical thinking or use of personal/professional insight. |
| C | 740-829 pts | 74-82% | **Average (fair)** – Adequate explanation, fair writing, some errors in application of course content or missing components, and some evidence of critical thinking or use of personal/professional insight. |
| D | 650-739 pts | 65-73% | **Below Average (poor)** – This is below standard work, a lack of sustained effort, poor attendance, or late work. |
| F | <649 pts | <64% | **Not Acceptable (very poor)** – No submission. |

## OVERVIEW OF ASSIGNMENTS

Final Course grades will be based on completion of the following assignments:

| Assignments | Points Possible |
|-------------|-----------------|
| Participation | 50 |
| Reading Quizzes | 450 |
| CITI Certification | 100 |
| Research Exercises (5 at 50 points each) | 250 |
| Study Proposal | 100 |
| Proposal Presentation | 50 |
| **TOTAL POINTS POSSIBLE:** | **1000** |

## Class Participation (50 points total)

Weekly virtual classes are held on Zoom and participation is expected.  You will earn participation points for being present in class and sharing your ideas and questions and joining

in our discussions each week. Our virtual classes are held <u>almost every Monday from 2-3pm</u> following the dates provided in our Course Schedule.

## Reading Quizzes (450 points total)

The completion of reading quizzes is required this semester. The purpose of the quizzes is to help students gain familiarity with course concepts outlined in assigned readings and support students in keeping up with the readings. These quizzes consist of true/false and multiple-choice questions taken through Blackboard. Students will have 30 minutes to complete each quiz before it auto-submits answers. Students have unlimited attempts before the quiz is due with the highest grade automatically recorded in the gradebook. Students may reference their materials while taking the quiz. You are responsible for watching the course schedule and ensuring you complete each quiz by the due date.

## CITI Human Subjects Certification (100 points)

Each student will complete the Collaborative Institutional Training Initiative (CITI) Basic Course Human Subjects Certification. The Basic Course typically takes 2-3 hours to complete depending on your familiarity with the material (your textbook and slides may help). Once an account is set up, you can complete the course modules in as many sessions as needed by simply logging in and resuming work on the course. If you receive at least an average score of 75 percent, you will be able to print a CITI Course Completion Certificate. You will be certified in Human Subjects Protections for three years (and you can add this to your resume as a course you completed for continuing education!). Save the certification and report which includes your scores per module and submit it via Blackboard by the due date and time

## Research Design Exercises (5 exercises, 250 points total)

The course will guide you through writing your problem statement, research question, hypothesis, literature review, methods and conclusions as you develop a proposal for a research study. The research design exercises will be due at various times throughout the semester and are designed to help you apply the concepts we've learned in class.  Each exercise will be submitted via Blackboard by the due date and time.

## Research Proposal (100 points) and Presentation (50 points)

The final paper due at the end of the semester is your Research Proposal. This assignment will be a synthesis of the research design exercises and other work you've completed throughout the course. You will also create a slide presentation to share with the class. Submit the final research proposal as a word document following the instructions provided on Blackboard by the due date and time. Submit your presentation slides through blackboard as an assignment.  You will share your proposal in a presentation to the class during our final virtual meetings.

# COURSE SCHEDULE

Access the course schedule document on Blackboard to view specific details for each assignment, including due dates. **<u>This is the only place where due dates will be listed</u>**.  Be sure to check back regularly!  You are responsible for ensuring you meet due dates.  If you come across challenges, illness, or other barriers to completing your work on time, please contact the instructor *before* assignment deadlines.

# COURSE POLICIES

## Professional Conduct

Students in a professional program should conduct themselves as professionals in relation to the class session and assignments. It is not acceptable to submit late work except in unusual circumstances.  Respect for the opinions of others is expected. Opinions expressed in class discussions should be supported by data or carefully reasoned argument.  Asking questions per se, or offering opinions, which do not reflect the readings assigned for the class do not constitute "prepared participation."  In the case of video classes (i.e., zoom, blackboard collaborate), please remember to conduct yourself in a professional manner the same as if you were in a face-to-face class including attention to appropriate attire and actions on screen.

## General Approach and Expectations

Students are expected to be actively involved in the knowledge building process and to participate fully in this online class. The ability to debate and analyze issues is central to this class. Assignments are designed to help you gain experience and knowledge that will increase your competence as a professional social worker. As such, students are expected to complete all assignments for class; participate in class discussion forums; and demonstrate respect for the beliefs and experiences of others throughout the course. The writing of papers is expected to be organized, fully conceptualized, succinct in explanation, and grammatically correct. A trained consultant at the Noel Studio for Academic Creativity will work with you to help at any point in completing an assignment.

Papers formatting should be based on the American Psychological Association (APA) Publication Manual. Please type your work using 12-point font, double space text, with 1" margins on all sides. You are expected to submit papers free of grammatical and spelling errors, and to use citations when appropriate. Please strive to write clearly and support your ideas with sound, informed reasoning. Please use spell check, grammar check and proofread your work prior to the submission of any assignments. Grades will be lowered for work submitted not in accordance with these guidelines. As available, a rubric will be provided to students and used by the instructor to grade all assignments. Student feedback is always welcomed. The instructor will strive to be responsive to student needs, clear in expectations, and fair in grading. The instructor also reserves the right to adapt the syllabus to better serve student needs. Students will be notified verbally and/or in writing of any changes.

In accordance with the Council on Social Work Education's (CSWE) Educational Policy and Accreditation Standard (EPAS) 2.1.1 Identify as a professional social worker and conduct oneself accordingly (see page 3), professional behavior and communication is expected at all times. These practice behaviors are expected to be manifested in the classroom by
   1) Participating in discussions having read assigned readings and being prepared to discuss them;
   2) Demonstrating an active interest in the topic being discussed;
   3) Demonstrating a commitment to share thoughts and feelings with other students;
   4) Assuming responsibility for involving the other students in all subjects discussed (asking other students questions, and allowing space for others to contribute on forums);
   5) Sharing relevant information from one's knowledge base or life experiences with classmates; and
   6) Respecting their classmates and maintaining confidentiality.

## Netiquette

In this course, as in most other courses at EKU, we will exercise "netiquette" or network etiquette. Netiquette refers to respectful communication and interaction with each other online, in discussion boards, and by email.   There are several general guidelines for proper netiquette.

1. Remember your emotions! Social work discussions include many topics that may inspire strong feelings.  Communication on discussion boards or in email can easily be misconstrued without your facial expressions and tone to help with interpretation.
2. Please consider your comments carefully before submitting or sending them. If you are reacting, rather than reflecting and responding, it may be a good idea to step away for a few minutes.
3. Never assume someone speaks on behalf of a whole community or organization. We are speaking of individuals and our personal ideas so we must assume all opinions and correspondence are personal expressions of the author alone.
4. We expect that all of your comments will be professional and reflect social work values. There is never a need for expletives or other slang terminology.
5. Most importantly, use common sense and employ the golden rule - "Treat others as you would like to be treated."

Examples of inappropriate communication would include but not be limited to: disrespectful comments; the use of inappropriate language or images in any communication; pestering or harassing another student about anything, including his or her coursework or assignments; the divulgence of another person's personal or private information on the public Blackboard forum and/or the divulgence of details about clients in the public Blackboard forum that would violate that client's confidentiality. Any student who receives any inappropriate communication should not respond to the communication and should report the activity to the instructor immediately. Any student who posts an inappropriate comment or discussion point on Blackboard will be asked to sit out of posting his or her assignments for one week, and if the behavior continues, the student will be asked to refrain from posting altogether, and therefore will not be able to complete course requirements.

## Student Communication (email statement)

An official EKU email is established for each registered student, each faculty member and each staff member. All university communications sent via email will be sent to this EKU email address.  If your questions are about general course information, please post your questions under the Virtual Office forum in the discussion board section of blackboard. This might include questions about assignments, examinations, due dates, class meeting dates/times, etc. Sharing your questions in the online environment will allow other students to gain the benefit of your inquiry.  You will need to subscribe to this discussion board to get notices when there is a posting.  For information about your personal academic performance, please contact the instructor directly to discuss via email at erin.stevenson@eku.edu.

## Attendance Statement

Students should make every effort to attend every class, whether online or in person. An acceptable excuse is an illness (including self-isolation or quarantine), a University provided excuse, or an emergency resulting in unavoidable absence. Students will not receive a grade penalty for missing class due to self-isolation or quarantine but should notify the instructor as soon as they are aware of the need to miss class. Students are expected to make up missed work.

Sessions in this course will be live-streamed and, at the discretion of the instructor, recorded. Such recordings/live streaming will be available only to students registered for this class. These recordings are the intellectual property of the faculty, and they may not be shared or reproduced without the explicit, written consent of the faculty member. Further, students may not share these sessions with those not in the class or upload them to any social media or other online forum. Doing so may be a violation of the Family Education Rights and Privacy Act (FERPA) and University policies, including the Student Code of Conduct and Code of Ethics for Computing and Communications.

## COVID-19 Precautions

Students enrolled in this course are required to follow all university policies, including the Student Code of Conduct and policies related to public health and Healthy on Campus initiatives. These initiatives include properly wearing a face covering at all times while in class, maintaining distancing, cooperating with efforts to sanitize classroom areas, and other procedures set forth at the EKU website dedicated to COVID-19. Students who fail to follow these protocols will be asked to leave the classroom and may be referred to Student Conduct & Community Standards.

It is incumbent upon each of us to do our part to create a safe and healthy environment to live and learn. If you are going to be in a public setting or could potentially be in a setting where you will be near others, even for a moment, a face covering is required. In addition, maintaining a distance of six feet from others is required. This simple act can have a tremendously positive impact on mitigating the spread of the COVID-19 virus. Your health and wellbeing is our primary concern. Following established health guidelines is critical and appreciated. The university is following the most current CDC guidelines available in conjunction with the Governor's executive orders and the direction of the Madison County Health Department.\

At a minimum, each of us should:
- Wash your hands often with soap and water
- Stay at least six feet from others (social distancing) and avoid close contact
- Cover your nose and mouth with a cloth face covering when around others unless the cloth face covering presents a safety/health issue for the wearer
- Cover coughs and sneezes
- Clean and disinfect surfaces in your environment
- Monitor your health for the symptoms of COVID-19 and seek medical attention if needed.
- Self-isolate if you meet the most current guidelines for isolation or:
  - If you have been identified as having a positive COVID-19 test
  - If you have been identified by a health department official as being a primary contact
  - If you are a Person Under Investigation (PUI) for COVID-19.

The university's response to COVID-19 is fluid and dynamic. Please refer to our website for the latest guidance and university protocols. Students requiring an accommodation for face coverings should contact the Center for Student Accessibility.

## Non-Participation Policy

Please be advised that instructors may drop students from any course due to non-participation. For information about the university's First Day of Class Attendance: Faculty-Drop Process, please visit http://registrar.eku.edu/FirstDayOfAttendance.

## Student Progress

Grades for assignments and exams will be available under "My Grades" on Blackboard, updated no more than one week after assignments are submitted. Please check your grades constantly and contact your instructor/facilitator if there are any mistakes. If you think you need to drop the course, please discuss that possible decision with your instructor and bear in mind these deadlines:

- January 19: Term start date
- January 25: Last day to add/drop a course without receiving a "W" on your transcript
- February 5:  The last day to convert the class to Audit or Pass/Fail
- March 8: Midterm grades submission deadline
- March 15: The last day to drop without a withdrawal fee
- April 4:  The last day to drop the course with a withdrawal fee
- May 8: Term end date

For additional information, consult the spring 2021 academic calendar on the Colonel's Compass: https://colonelscompass.eku.edu/spring-2021-deadlines-adddrop-refunds

## Late Work

Unless you have made other arrangements with the instructor, assignments are to be submitted by the due date in the Course Schedule*.  Late assignments will be reduced by 5 points for each day it is late up to five days after which a zero is allocated*.

## Incomplete Policy

Students are expected to complete all work by the last day of class. Incompletes are not granted automatically. A grade of "I" may be assigned only in cases of illness, accident, or military service as outlined by University Policy. It is the responsibility of the student to request an incomplete by meeting with the instructor. All work must be completed by the deadline specified by the instructor, which must be on or before the last day of the fourth week of classes in the next term, excluding summer session. Students who do not complete the appropriate paperwork for an Incomplete Grade, or who fail to complete the required work, will be assigned a default grade of "F".

## Technological Requirements

Blackboard (BB) is the learning management system we will be using. You can login to Blackboard here by using your EKU username and password. There you will find essential course materials (including this syllabus), a location to submit your assignments, engage in virtual discussion, and a gradebook to guide you throughout the semester.

In order to participate in this course, you must have the following:
1. **A working computer system** with the latest version of Firefox or Chrome. Mobile apps are available for Apple iOS and Android. Though you can access many features from a mobile device or tablet, it is highly recommended that you complete and submit your work using a personal computer to ensure optimum performance.
2. **Access to a reliable moderate-to-high speed Internet connection** for viewing the videos and films.  This will also help for attending class sessions virtually.
3. **Access to Microsoft Word**. EKU provides Microsoft 360 Plus for students. If you haven't accessed your version of the software, you can find instructions on how to install the applications free on the EKU IT site using this link: Microsoft 360 Plus for EKU Students

4. **A PDF viewer.** We recommend Adobe Reader. If you don't have the Adobe Reader application, click here for access to a free download.
5. **Basic computer skills,** including word processing, emailing, navigating Blackboard and the EKU library website, and viewing videos.
6. **Access to a microphone** or other audio-recording device (for use with Voicethread or YouTube video creations). Your computer or phone's built-in microphone should be perfectly adequate.

If your current computer/internet connection does not meet these requirements, please make alternate arrangements to access the course through the EKU labs at the main or satellite campuses, a public library, or a friend or family member's house. You will not be able to succeed in this course without access to adequate technology.

If you have any technical problems, or need assistance improving your computer skills, contact IT at (859) 622-3000 or support@eku.edu to get them resolved. Inform the instructor via e-mail if these issues are interfering with your work.  Check out the resources on the Remote Learning Resources link in the left-hand menu on Blackboard for more tips and assistance.

## Accessibility Accommodation Statement

Eastern Kentucky University strives to make all learning experiences as accessible as possible. Students registered with the Center for Student Accessibility (CSA) should request accommodation letters from the CSA office. The Center for Student Accessibility will email your academic adjustment letter to you, or you may stop by the office for a hard copy. You will provide your letter to the course instructor(s) immediately. We strongly recommend that you discuss the accommodations needed with your instructor(s). Students who need an accommodation for a documented medical, mental health, or learning difference may register online at accessibility.eku.edu/applying-services, or if you have questions, you may email the CSA office at accessibility@eku.edu or telephone at (859) 622-2933.

The Americans with Disabilities Amendments Act (ADAAA) does not consider pregnancy a disability. Students needing accommodations due to pregnancy should contact EKU's Office of Equity and Inclusion, (859) 622-8020 or Lindsey.Carter@eku.edu.  Upon individual request, this syllabus can be made available in an alternative format.

## Disclosures of Discrimination, Harassment, or Violence

EKU is committed to a respectful and inclusive environment and thus prohibits discrimination, harassment, or violence of any kind. The university supports and promotes a safe, violence-free campus through Green Dot Prevention and Education programming. To learn more about Green Dot, request a presentation, or get involved, go to http://greendot.eku.edu. EKU's commitment also requires those deemed to be mandated reporters to report any incident that has affected any member of the University Community that might implicate the University's Policy on Discrimination and Harassment to the University's Title IX Coordinator and/or the Office of Institutional Equity.

If you would like to obtain confidential help from someone who does not have to report the information, please go to http://titleix.eku.edu/resources for resources. The Policy on Discrimination and Harassment is available here. Reports of incidents that might implicate the Policy on Discrimination and Harassment as well as any questions regarding the Policy may be directed to Lindsey.Carter@eku.edu.

## University Resources

### Writing Assistance

The Noel Studio for Academic Creativity is a free resource offering writing, communication, and research support for undergraduate and graduate students from any major or class. At the Noel Studio, trained consultants can help you with essays, presentations, research posters, visual aids, multimodal products, and more. Students can ask for help at any stage of the communication process—from brainstorming to final revision, and every point in between. Consultations are fully online for Fall 2020. You can learn more about online consultations at studio.eku.edu/online-consultations. Schedule your own online consultations by following the directions at https://studio.eku.edu/schedule-appointment. Have questions or need help with scheduling? Use the chat box at studio.eku.edu.

### The Student Success Center

The Student Success Center, located on the ground floor of the library and online, provides free assistance for all EKU students. Students can request tutoring in over 150 subjects as well as other services, including mentoring, workshops, advising, studying, computer use, and any other topics related to your college experience. The Chellgren Success Series features workshops and video workshops to help with study skills, time management, stress management, and more. To make an online appointment or for more information, visit successcenter.eku.edu or email successcenter@eku.edu.

### Library Support

You will need to use the library's electronic and hard-copy resources in this course. EKU Libraries' Distance and Online Learning page is designed to help if you are taking online/remote classes. You can find answers to most of your questions in this section. For example, the library will mail hard copies of books or articles to an address for free using UPS, and you can return them to the library for free. If this section does not answer your questions, you can use the **"Ask Us" live chat feature** located on the upper-left corner of every library webpage. The online chat is available all weekdays and weekends/holidays at varying hours.

### Additional Resources

- EKU Student Health Services                                                            622-1761
- EKU Counseling Center                                                                    622-1303
- Title IX at EKU                                                                               622-8020
- Colonel's Cupboard https://communityservice.eku.edu/Cupboard       622-3855
- Ampersand Sexual Violence Resource Center of the Bluegrass          800-656-4673
- Hope's Wings Domestic Violence Program                                       859-623-4095
- National Suicide Prevention Lifeline                                                 800-273-8255

## Academic Integrity Policy

Students are advised that EKU's Academic Integrity Policy will be strictly enforced in this course. The Academic Integrity policy is available at https://studentconduct.eku.edu/academic-integrity-statement. This statement is applicable to all EKU students in all courses regardless of whether it appears in the class syllabus. Questions regarding the policy may be directed to the Office of Student Conduct and Community Standards.

This also involves student responsibility to submit assignments through Blackboard so SafeAssign may be used to check for plagiarism. The instructor reserves the right to examine any source used by the student before giving a grade on a paper, and to give an "incomplete" in the course if necessary, to allow time to obtain sources. Students should be prepared to show source material to the instructor for the purposes of verifying information. Academic dishonesty can occur in different forms.

As outlined by University policy, academic dishonesty includes the following offenses:
1) Claiming as your own work a paper written by another student, both students will receive a failing grade on any assignment that is copied and shared.
2) Turning in a paper that contains paraphrases of someone else's ideas but does not give proper credit to that person for those ideas.
3) Turning in a paper that is largely a restatement in your own words of a paper written by someone else, even if you give credit to that person for those ideas.  The thesis and organizing principles of a paper must be your own.
4) Turning in a paper that uses the exact words of another author without using quotation marks, even if proper credit is given in a citation, or that changes the words only slightly and claims them to be paraphrases.
5) Turning in the same paper, even in a different version, for two different courses without the permission of both professors involved.
6) Using any external source (notes, books, other students, etc.) for assistance during an in-class exam, unless given permission to do so by the professor.

If a student is found to have committed one of the above offenses, he/she will receive a failing grade on the assignment or exam and may be dismissed from the EKU social work program due to committing a violation of the NASW Code of Ethics. The case may also be sent to the Academic Practices Committee of the Department of Government, or ultimately to the University's Student Disciplinary Board. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Questions regarding the policy may be directed to the Office of Academic Integrity.