

Course Title	Research Method 1: Data Collection and Management	Instructor(s)	Tunn Cho Lwin
		E-mail	
Class Style	Lectures and Discussion	Office Hours	
Track		Mode of Instruction	
Credits		Allocated Year	
Active Learning	2-(5) Surveys and Interviews 5-(1) Cooperative Student Projects 4-(3) Free Discussions	Compulsory or Elective	
Course Overview	This course introduces the practical work involved in collecting and managing research data. It covers how to organize research files, structure datasets, enter and clean data, and keep clear records throughout the research process. The course also deals with data quality, sampling, responsible data sharing, and the use of digital tools for paperless data collection. Through exercises, assignments, and group work, students will gain hands-on experience in planning, carrying out, and presenting a small-scale data collection project.		
Course Objectives	<p>By the end of this course, students will be able to:</p> <ul style="list-style-type: none"> • understand the basic process of research data collection. • use appropriate methods and tools for collecting data. • organize and record data clearly and carefully. • apply basic sampling techniques in research. • conduct a simple group data collection activity. • explain the data collection process in clear way. 		
Prerequisite	None		
Course Schedule	No	Contents	Homework
	1	Introduction to Research Data Collection - Course guidance, assessment, and overview of the research process - Common types of research data and collection settings	Confirm access to Excel or Google Sheets.
	2	Organizing Research Files and Materials - Managing digital files for research projects - Clear file naming, folder structure, and safe storage	Exercise 1: Review basic file organization practices.
	3	Understanding Dataset Structure and Format - Rows, columns, cases, variables, and records - Clear structure for later use and analysis	Exercise 2: Review a sample dataset and identify its structure and format.
	4	Quiz 1 and Clear and Reusable Data Organization - Keeping research data understandable and reusable - Consistency in labels, categories, and records	Exercise 3: Review the basic principles of clear data organization.
	5	Data Entry and Accuracy Checking - Entering research data carefully and systematically - Basic validation during data collection	Assignment 1: Complete the assigned task on data entry and accuracy checking and submit it by e-mail.
	6	Data Cleaning and Correction - Correcting simple errors in research data - Keeping a clear record of changes made during cleaning	Exercise 4: Practice basic data cleaning using the assigned dataset.
	7	Using Tables and Graphs to Check Data Quality	Exercise 5: Identify possible

		<ul style="list-style-type: none"> - Finding possible problems through visual inspection - Detecting unusual values and suspicious patterns 	data issues using tables or graphs.
	8	Quiz 2 and Recording and Documenting Research Data <ul style="list-style-type: none"> - Writing clear notes about variables, responses, and data collection details - Preparing basic documentation for a dataset 	None
	9	Data Sharing and Responsible Reuse <ul style="list-style-type: none"> - Basic ethical and practical issues in using other people's data - Thinking carefully about privacy and responsibility 	Exercise 6: Review a short case on data sharing and summarize key points.
	10	Planning for Data Management <ul style="list-style-type: none"> - Organizing storage, backup, and documentation - Basic ideas of a data management plan 	None
	11	Data Sampling Techniques <ul style="list-style-type: none"> - Basic types of sampling in research - Selecting suitable participants or cases for data collection 	Assignment 2: Complete the assigned task on data sampling techniques and submit it by e-mail.
	12	Digital and Paperless Data Collection <ul style="list-style-type: none"> - Using digital forms and online tools for research - Advantages and limitations of paperless collection 	Assignment 3: Complete the assigned task on digital data collection using Google Forms and submit it by e-mail.
	13	Planning a Practical Data Collection Activity <ul style="list-style-type: none"> - Selecting a simple research question for data collection - Preparing the questions, form, or checklist for data collection 	Assignment 4: Prepare the questions for data collection and submit them by e-mail.
	14	Conducting Practical Data Collection <ul style="list-style-type: none"> - Carrying out a small-scale data collection activity in class or outside class 	Exercise 7: Conduct group data collection, organize the collected data, prepare for the presentation.
	15	Final Group Work Presentation <ul style="list-style-type: none"> - Discussing strengths, challenges, and possible improvements - Presenting the results of the practical data collection activity 	Submit the final group report
Grading	<p>Assessment Assignments (4): 40% Quizzes (2): 20% Final Group Work Presentation: 20% Final Data Collection Report: 20%</p> <p>Notes Students must avoid plagiarism when preparing the project proposal and writing assignment reports. Any sources used must be properly acknowledged and cited.</p>		
Textbooks	No fixed textbook. Handouts and instructor-prepared materials will be used in class.		
References	None		
NOTES	Regular attendance and punctuality are expected throughout the course. A respectful and cooperative attitude toward class activities and discussion is required. Electronic devices may be used only for learning purposes during class. In the case of absence, prior notice by e-mail is required whenever possible. Additional instructions will be provided as needed.		