

University of North Texas at Dallas
Fall 2015
SYLLABUS

SOCI 3240: Qualitative Data Collection 3Hrs	
Department of	Sociology & Psychology
Division of	Liberal Arts & Life Sciences
Instructor Name:	Steven L. Arxer
Office Location:	Building 2, Room 321
Office Phone:	972-338-1592
Email Address:	steven.arxer@untDallas.edu (preferred)
Office Hours:	Preferred method of communication: Email Response time back to email is 48 hours. Virtual Office Hours: Wednesdays 9-9:50am and Mondays 11:30am-3pm. Face-to-Face Office hours: Monday 8-9:50am and Wednesday 11:30am-12:55pm and by appointment. <i>Not available on Saturday and Sundays, and weekdays after 10 PM.</i>
Classroom Location:	<i>Dal 2, 243</i>
Class Meeting Days & Times:	Monday & Wednesday 10am-11:20am
Course Catalog Description:	Principles and procedures, sources of data, techniques of collection and analysis of qualitative data. Focus on how sociologists use face-to-face interviewing, participant observation, focus groups and other qualitative methods. Prerequisite(s): SOCI 1510 and advanced (junior or senior) standing. Required of all sociology majors.
Required Text:	<p>Title: Qualitative Research Methods for the Social Sciences Author: Bruce L. Berg 7th edition</p> <p>*Note: if you have a different edition of the text please notify the professor to make sure that your text will satisfy the requirements of the course</p> <p>**All other reading material will be provided by the professor in advance either electronically or in hardcopy in class</p> <p>Readings:</p> <ul style="list-style-type: none"> • You are responsible for completing the readings for the day they are assigned and come to class prepared to discuss them. In the course syllabus the text Qualitative Research Methods is abbreviated as QRM
Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-3625; web: http://www.unt.edu/unt-dallas/library.htm UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: 1012mgr@fheg.follett.com
Departmental Outcomes:	At the end of this course, the student will
1	Be able to demonstrate critical thinking
2	Identify assumptions underlying particular research methodologies
3	Identify limitations in particular research methodologies
4	Be familiar with sociological methodology
5	Explain how empirical evidence contributes to sociological knowledge
6	Formulate empirical research questions

7	Identify materials, research, and data relevant to research questions
8	Identify major methodological approaches and describe the general role of methods in building sociological knowledge
9	Critically assesses empirical research of others
10	Be able to identify the critical ethical issues in research such as confidentiality, informed consent, and minimization of risk to subjects
11	Be aware of various professional codes of research such as the code of ethics from the American Sociological Association
12	Be able to identify studies that illustrate the critical ethical issues in research
Course Goals or Overview:	
	This course aims at offering an introduction to qualitative research methods. Students will learn about the usefulness of qualitative research methods, the philosophical and theoretical underpinnings of this type of research, the various approaches and schools of thought, as well as about particular methodological techniques. This course will also help students learn how to construct their own qualitative research project. This involves developing a central problem statement, a research design, qualitative data collection method, and a type of qualitative data analysis strategy.
Learning Objectives/Outcomes: This course guides students	
1	To become familiar with the perspectives, characteristics, language and logic of qualitative research methods;
2	To understand the available techniques for designing a qualitative research study
3	To understand the available techniques for qualitative data analysis
4	To be able to recognize and assess quality and rigor in evaluating a qualitative research

Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class.

TOPICS	TIMELINE
Introduction to Course	8/24
Writing Research Papers/Literature Review QRM: Chapter 2, pp. 26-31 (Reviewing Literature) & Chapter 12	8/26
Introduction to Qualitative Methods QRM: Chapter 1	8/31-9/2
Labor Day—No Classes	9/7
Designing Qualitative Research QRM: Chapter 2	9/9-9/14
Ethical Issues QRM: Chapter 3	9/16-9/21
Exam 1 Review	9/23
Exam 1	9/28
Interviewing QRM: Chapter 4	9/30-10/5
Literature Reviews Assignment due (10/5)	

An Introduction to Content Analysis QRM: Chapter 11	10/7-10/14
Focus Group Interviewing QRM: Chapter 5	10/19
Online Hybrid Day—Focus Group Blackboard Activity	10/21
Exam 2	10/26
Action Research QRM: Chapter 7	10/28
Online Hybrid Day—Action Research Blackboard Activity	11/2
Ethnographic Field Strategies QRM: Chapter 6	11/4-11/9
Interview Assignment due (11/9)	
Content analysis discussion	11/11-11/16
Historiography and Oral Traditions QRM: Chapter 9	11/18
Field Research Assignments due (11/18)	
Online Hybrid Day—Oral History Activity	11/23
Online Hybrid Day—Exam Review	11/25
In-class Content Analysis Presentations	11/30 -12/2
Content analysis due (day of presentation)	
Final Exam	December 9th (Wednesday), 10am-12pm, Room
Note: This syllabus may be subject to changes and/or revisions.	

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Assignments

There are 4 assignments. Each are worth 25 points. Students are expected to write a literature review, collect and write-up field notes, conduct and write-up an interview, and conduct and write-up a group content analysis exercise,

Online Activities

There are 3 online assignments. Each worth 16.6 points. There is no face-to-face class on an only hybrid day. Students are expected to complete the Blackboard assignment and submit the activity through the Turnitin link on the posted deadline.

Exams

There are 3 exams. Each exam is worth 50points. Exams are multiple choice tests based on class lectures and readings.

Grading Matrix:

Instrument	Total
Assignments	100
Online Activities	50
Exams	150
Total:	300

Grade Determination:

<u>Grade</u>	<u>Percent</u>	<u>Points</u>
A	90-100%	270-300
B	80-89%	240-269
C	70-79%	210-239
D	60-69%	180-209
F	Below 60%	179 or lower

** You are responsible for tracking your own grade progress. If you have questions about your grade or if you need documentation of your grade

University Policies and Procedures

Students with Disabilities (ADA Compliance):

The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. Grades assigned before an accommodation is provided will not be changed as accommodations are not retroactive. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call Laura Smith at 972-780-3632.

Student Evaluation of Teaching Effectiveness Policy:

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

Assignment Policy:

If you are unable to submit the assignments due to serious illness where you are physically incapacitated (e.g., hospitalized), medical documentation is required to resolve the missed assignment. *Be sure to speak with me immediately if you fail to meet the assignment submission deadline.*

Exam Policy:

*Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook). If you are unable to take an exam due to serious illness where you are physically incapacitated (e.g., hospitalized), medical documentation is required to resolve the missed exam. **If you miss any exam, then you will be given a make-up exam.** Be sure to speak with me immediately if you miss an exam. Remember, you must submit official documentation in order for this policy to apply to you.*

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at <http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20Academic%20Integrity.pdf> for complete provisions of this code.

In addition, all academic work submitted for this class, including exams, papers, and written assignments should include the following statement:

On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.

Bad Weather Policy:

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be

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The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

To get the most out of this class your attendance is required.

- An attendance sign in sheet will be circulated at the beginning of each class. Sign your name in the sheet to document your attendance. Failure to sign the sheet will be considered an absence.
- Students are expected to attend all scheduled meetings of this class. Students are also expected to be on time for all scheduled class meetings. Students who come to class late will be counted as absent. **After 3 absences, 5 overall points will be deducted for every class period missed.**
- If you have a documented excuse for your absence let me know as soon as possible and bring it to class. A valid documented excuse consists of a doctor's note documenting your illness or death in the family.

Classroom Policies

1. Since discussion is an essential part of this course please come to class prepared and on time.
2. Please turn off your cell phones and pagers.

3. Do not come into class late or leave early.

4. You are responsible for tracking your own grade progress (see course requirements and grading scheme to help you keep track of available points). If you have questions about your grade come to office hours, make an appointment, or contact me via email. Do not make specific inquiries about your grade in class.

5. No late work will be accepted unless you have a valid documented excuse (documented illness or death in the family). **If you miss an assignment and you have a valid documented excuse notify me as soon as possible via phone or email so we can arrange a reasonable time for you to make up the missed assignment.**

6. All work must be turned in during class. I will not accept emailed work unless you have a valid documented excuse.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Office of Student Life as the instructor deems appropriate.

Optional Policies:

- *Use of WebCT/Blackboard*
- *Use of Cell Phones & other Electronic Gadgets in the Classroom*
- *Food & Drink in the Classroom*
- *Use of Laptops*
- *Grade of Incomplete, "I"*