

**University of North Texas at Dallas**  
**Fall 2015**  
**SYLLABUS for SOCI 3240 Qualitative Data Collection**

<b>Department of</b>		<b>Sociology &amp; Psychology</b>	<b>School of</b>	<b>Liberal Arts &amp; Sciences</b>
<b>Instructor Name:</b>	<b>Dr. Steven L. Arxer</b>			
<b>Office Location:</b>	<b>Dal 2, Room 321</b>			
<b>Office Phone:</b>	<b>972-388-1592</b>			
<b>Email Address:</b>	<b>Steven.Arxer@untdallas.edu</b>			
<b>Office Hours:</b>	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>			
<b>Classroom Location:</b>	<i>Online</i>			
<b>Class Meeting Days &amp; Times:</b>	<b>Online</b>			
<b>Course Catalog Description:</b>	<b>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.</b>			
<b>Prerequisites:</b>	<b>Prerequisite(s): SOCI 1510 and advanced (junior or senior) standing. Required of all sociology majors.</b>			
<b>Required Text:</b>	<b>Qualitative Research Methods for the Social Sciences</b> <b>Author: Bruce L. Berg</b> <b>7<sup>th</sup> or 8<sup>th</sup> edition</b>			
<b>Access to Learning Resources:</b>	UNT Dallas Library: phone: (972) 780-3625; web: <a href="http://www.unt.edu/unt-dallas/library.htm">http://www.unt.edu/unt-dallas/library.htm</a> UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: <a href="mailto:1012mgr@fheg.follett.com">1012mgr@fheg.follett.com</a>			
<b>Course Goals or Overview:</b> The goals of this course are as follows -				
	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			
<b>Learning Objectives/Outcomes:</b> At the end of this course, students will be able to:				
1	Identify assumptions underlying particular research methodologies			
2	Identify limitations in particular research methodologies			
3	Explain how empirical evidence contributes to sociological knowledge			
4	Formulate empirical research questions			
5	Identify materials, research, and data relevant to research questions			
6	Critically assess empirical research of others			
7	Identify ethical issues in research such as confidentiality, informed consent, and minimization of risk to subjects			
8	Be aware of various professional codes of research such as the code of ethics from the American Sociological Association			

## Online/Hybrid Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Blackboard announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

TOPICS	TIMELINE	Student Learning Outcomes
<b>Module 1: Introduction to Course</b>  <b>Discussion #1 (Introduction and Review Research Proposal Guidelines)</b>	Week 1, August 24-30  <b>Discussion #1: Due August 31, Monday 8am</b>	5
<b>Module 2: Writing Research Papers: Chapter 12</b>  <b>Assignment #1 (Library Exercise)</b>	Week 2, August 31-September 6  <b>Assignment #1: Due September 8, Monday 8am</b>	3,4,5
<b>Labor Day—No classes</b>	September 7	
<b>Module 3: Introduction to Qualitative Methods: Chapter 1</b>  <b>Discussion #2 (Imagining Your Qualitative Research )</b>	Week 3, September 8-13  <b>Discussion #2: Due September 14, Monday 8am</b>	1,2
<b>Module 4: Designing Qualitative Research: Chapter 2</b>  <b>Assignment #2 (Research Question)</b>	Week 4, September 14-20  <b>Assignment #2: Due September 21, Monday 8am</b>	4, 5
<b>Module 5: Ethical Issues: Chapter 3</b>  <b>Discussion #3 (Role of Ethics in Research)</b>	Week 5, September 21-27  <b>Discussion #3: Due September 28, Monday 8am</b>	7,8

<b>Exam 1</b>	September 28	1,2
<b>Module 6: Interviewing: Chapter 4</b>  <b>Assignment #3 (Introduction and Literature Review)</b>	Week 6, September 28-October 4  <b>Preliminary Draft Assignment #3: Due Oct 5, Monday 8am (no grade)</b>  <b>Final Submission Assignment #3: Due October 12, Monday 8am (for grade)</b>	1,2
<b>Module 7: Focus Group Interviewing: Chapter 5</b>  <b>Discussion # 4 (Literature Review Reflection)</b>	Week 7, October 5-11  <b>Discussion #4: Due October 12, Monday 8am</b>  <b>(Reminder: Final Submission Assignment #3 Oct 12, 8am)</b>	1,2
<b>Module 8: Ethnographic Field Strategies: Chapter 6</b>  <b>Assignment #4 (Field Research Exercise)</b>	Week 8, October 12-18  <b>Assignment #4: Due October 19, Monday 8am</b>	1,2
<b>Module 9: Content Analysis: Chapter 11</b>  <b>Discussion # 5 (Your Qualitative Method)</b>	Week 9, October 19-25  <b>Discussion #5: Due October 26, Monday 8am</b>	1,2
<b>Module 9: Content Analysis: Chapter 11 (Contd.)</b>  <b>Assignment #5 (Method Section)</b>	Week 10, October 26-November 1	1,2

	<p><b>Preliminary Draft Assignment #5: Due November 2, Monday 8am (no grade)</b></p> <p><b>Final Submission Assignment #5: Due November 9, Monday 8am (for grade)</b></p>	
<b>Exam 2</b>	November 2	1,2
<p><b>Module 10: Action Research: Chapter 7</b></p> <p><b>Discussion #6 (Methodology Reflection)</b></p>	<p>Week 11, November 2-8</p> <p><b>Discussion #6: Due November 9, Monday 8am</b></p>	1,2
<p><b>Module 11: Unobtrusive Measures in Research: Chapter 8</b></p> <p><b>Assignment #6 (Conclusion)</b></p>	<p>Week 12, November 9-15</p> <p><b>Preliminary Draft Assignment #6: Due November 16, Monday 8am (no grade)</b></p> <p><b>Final Submission Assignment #6: Due November 23, Monday 8am (for grade)</b></p> <p><b>Reminder: Final Submission Assignment #5 Due November 9, Monday 8am</b></p>	1,2
<p><b>Module 12: Historiography and Oral Traditions: Chapter 9</b></p> <p><b>Discussion #7 (Conclusion Reflection)</b></p>	Week 13, November 16-22	1,2

	<b>Discussion #7: Due November 23, Monday 8am</b>	
<b>Module 14: Case Studies: Chapter 10</b>  <b>Assignment #7 (Case Study Exercise)</b>	Week 14, November 23-25  <b>Assignment #7: Due November 30, Monday 8am</b>  <b>Reminder: Final Submission Assignment #6 Due November 23, Monday 8am</b>	1,2
<b>Thanksgiving, No classes</b>	November 26-29	1,2
<b>Exam 3 (Review on your own)</b>	Week 15, November 30  <b>Reminder: Assignment #7 Due November 30, Monday 8am</b>	1,2
<b>Exam 3</b>	Week 15, December 1	1,2
<b>Module 15: Finalize Research Proposal</b>  <b>Discussion #8 (Research Proposal Reflection)</b>	Week 15-16, December 2- December 6  <b>Discussion #8: Due December 7, Monday 8am</b>	3,4,5,6,7,8
<b>Research Proposal Due</b>	December 11  <b>Research Proposal Due December 11, Friday 8am</b>	3,4,5,6,7,8

## Course Evaluation Methods

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

### Discussion Posts

For 8 times throughout the semester students will be asked a specific question or questions related to course material and/or the research proposal. These questions will be posted on Blackboard. Specific due dates are listed in your schedule for posting your responses. Read statements from others students and submit comments to them. Late posts not accepted.

### Assignments

There are 7 assignments. Late assignments not accepted.

### Exams

There are 3 exams. Exams will be multiple choice based on class PowerPoints and readings. No rescheduled exams.

### Research Proposal

Each student will write a research proposal paper. The proposal will be a write-up that describes a proposed qualitative research project and will include the following sections: Introduction, Literature Review, Methods, Analysis, Conclusion, and References. A minimum of 10 scholarly peer-reviewed qualitative articles need to be included in the References. The research proposals (including all sections should be between 10-15 pages. A guideline that described what should be included in each section and page length for each section is posted on Blackboard. Late proposals not accepted.

### **Grading Matrix:**

<b>Activities/Assignments</b>	<b>Total Points</b>
Discussion Posts (8)	80
Assignments (7)	140
Exams (3)	150
Research Proposal (1)	80
<b>Total:</b>	<b>450</b>

### Grade Determination

**A = 90% or better (405-450 points)**

**B = 80 – 89 % (360-404 points)**

**C = 70 – 79 % (315-359 points)**

**D = 60 – 69 % (270-314 points)**

**F = less than 60% (269-Lower)**

## University Policies and Procedures

### **Students with Disabilities (ADA Compliance):**

Chapter 7(7.004) Disability Accommodations for Students

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untDallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at [UNTDdisability@untDallas.edu](mailto:UNTDdisability@untDallas.edu) or at Building 2, room 204.

#### **Blackboard Learn Accessibility Statement:**

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. Blackboard Learn course management system's accessibility statement is also provided: <http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx>

**NOTE:** Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

#### **Student Evaluation of Teaching Effectiveness Policy:**

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. 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 students' evaluations to be an important part of your participation in this class.

**Assignment Policy:** (According to the instructor's discretion while working in concert with the division/program's guidelines).

**Exam Policy:** (Online exams and the ability to retake is solely at the instructor's discretion). **NOTE:** Online exams may be proctored on campus per instructor's discretion.

#### **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.untDallas.edu/sites/default/files/page\\_level2/pdf/policy/7.002%20Code%20of%20Academic\\_Integrity.pdf](http://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic_Integrity.pdf) for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

**Web-based Plagiarism Detection:** Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

### **Classroom Policies**

## **Online Attendance and Participation:**

The University attendance policy is in effect for this course. Class attendance in the Blackboard classroom 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 the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency. .

Attendance for this online or hybrid course is considered when you are logged in and active in Blackboard, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to <http://www.untDallas.edu/registrar> for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course

**Inclement Weather and Online Classes:** Online classes may or may not be effected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

## **Online "Netiquette:**

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper "netiquette" (i.e., no writing in all caps (usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to the Student Code of Student Rights Responsibilities and Conduct at <http://www.untDallas.edu/osa/policies>. Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

## **Diversity/Tolerance Policy:**

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. 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 Dean of Students as the instructor deems appropriate.

**Technology Requirements:** In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements.

Blackboard Learn 9.1 is the platform software for this course. Blackboard Learn supports major web browsers such as Windows Internet Explorer, Apple Safari, Mozilla Firefox, and Google Chrome. However, since the latter two are updated continually, some recent versions may not be compatible. If you experience difficulty accessing or using components of the course, try using Internet Explorer. Also, no matter what browser you use, always enable pop-ups. For more information see:

- <http://www.untDallas.edu/dlit/ecampus/requirements>
- [https://help.blackboard.com/en-us/Learn/9.1\\_SP\\_12\\_and\\_SP\\_13/Student/040\\_Browser\\_Support\\_for\\_SP\\_13](https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Student/040_Browser_Support_for_SP_13)
- [https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check\\_full.html](https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check_full.html)