

University of North Texas at Dallas
Fall 2016
SYLLABUS for SOCI 3240 (031) Qualitative Data Collection

Department of		Sociology & Psychology	School of	Liberal Arts & Sciences
Instructor Name:	Dr. Steven L. Arxer			
Office Location:	Dal 2, Room 321			
Office Phone:	972-388-1592			
Email Address:	Steven.Arxer@untdallas.edu			
Office Hours:	Preferred method of communication: Email Response time back to email is 48 hours. Virtual Office Hours: Tuesdays/Thursdays 8-10am. Face-to-Face Office hours: Wednesdays 8am-12pm and by appointment. <i>Not available on Saturday and Sundays, and weekdays after 10 PM.</i>			
Classroom Location:	<i>Online</i>			
Class Meeting Days & Times:	Online			
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.			
Prerequisites:	Prerequisite(s): SOCI 1510 and advanced (junior or senior) standing. Required of all sociology majors.			
Required Text:	Qualitative Research Methods for the Social Sciences Author: Bruce L. Berg 7th or 8th edition			
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			
Course Goals or Overview: 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			
Learning Objectives/Outcomes: 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/Chapters	Activities	Due Dates	SLO
Week 1-August 22-28			
Module 1: Introduction to Course	1. Discussion #1 (Introduction and Review Research Proposal Guidelines)	1. Original Post 8/25 by 11:59 PM and Reply Post 8/28 by 11:59 PM	5
Week 2-August 29-September 4			
Module 2: Writing Research Papers: Chapter 12	1. Assignment #1 (Library Exercise)	1. 9/4 by 11:59 PM	3,4,5
Week 3-September 5-11			
Module 3: Introduction to Qualitative Methods: Chapter 1	1. Discussion #2 (Imagining Your Qualitative Research)	1. Original Post 9/7 by 11:59 PM and Reply Post 9/11 by 11:59 PM	1, 2
Week 4-September 12-18			
Module 4: Designing Qualitative Research: Chapter 2	1. Assignment #2 (Research Question)	1. 9/18 by 11:59 PM	4,5
Week 5-September 19-25			

Module 5: Ethical Issues: Chapter 3	1. Discussion #3 (Role of Ethics in Research)	1. Original Post 9/21 by 11:59 PM and Reply Post 9/25 by 11:59 PM	7,8
EXAM 1: Opens September 26 (12 am)/ Closes September 26 (11:59 pm)			
Week 6-September 26-October 2			
Module 6: Interviewing: Chapter 4	1. Assignment #3 Preliminary Draft (Introduction and Literature Review) *no grade 2. Assignment #3 Final Submission (Introduction and Literature Review)	1. Draft 10/2 by 11:59 PM 2. Final Submission 10/9 by 11:59 PM	1,2
Week 7- October 3-9			
Module 7: Focus Group Interviewing: Chapter 5	1. Discussion # 4 (Literature Review Reflection) 2. Reminder: Assignment #3 Final Submission	1. Original Post 10/5 by 11:59 PM and Reply Post 10/9 by 11:59 PM 2. 10/9 by 11:59 PM	1,2
Week 8- October 10-16			
Module 8: Ethnographic Field Strategies: Chapter 6	1. Assignment #4 (Field Research Exercise)	1. 10/16 by 11:59 PM	1,2
Week 9- October 17-23 Week 10-October 24-30			

Module 9:Content Analysis: Chapter 11	<ol style="list-style-type: none"> 1. Discussion # 5 (Your Qualitative Method) 2. Assignment #5 Preliminary Draft (Method Section) *no grade 3. Assignment #5 Final Submission (Method Section) 	<ol style="list-style-type: none"> 1. Original Post 10/19 by 11:59 PM and Reply Post 10/23 by 11:59 PM 2. 10/30 by 11:59 PM 3. 11/6 by 11:59PM 	1,2
EXAM 2: Opens October 30 (12 am)/ Closes October 30 (11:59 pm)			
Week 11-October 31-November 6			
Module 10: Action Research: Chapter 7	<ol style="list-style-type: none"> 1. Discussion #6 (Methodology Reflection) 2. Reminder: Assignment #5 Final Submission (Methods Section) 	<ol style="list-style-type: none"> 1. Original Post 11/2 by 11:59 PM and Reply Post 11/6 by 11:59 PM 2. 11/6 by 11:59PM 	1, 2
Week 12-November 7-13			

Module 11: Unobtrusive Measures in Research: Chapter 8	<ol style="list-style-type: none"> 1. Assignment #6 Preliminary Draft (Conclusion) *no grade 2. Assignment #6 Final Submission (Conclusion) 	<ol style="list-style-type: none"> 1. 11/13 by 11:59 PM 2. 11/20 by 11:50PM 	1, 2
Week 13-November 14-20			
Module 12: Historiography and Oral Traditions: Chapter 9	<ol style="list-style-type: none"> 1. Discussion #7 (Conclusion Reflection) 2. Reminder: Assignment #6 Final Submission (Conclusion) 	<ol style="list-style-type: none"> 1. Original Post 11/16 by 11:59 PM and Reply Post 11/20 by 11:59 PM 2. 11/20 by 11:59 PM 	1, 2
Week 14-November 21-23			
Module 13: Case Studies: Chapter 10	<ol style="list-style-type: none"> 1. Assignment #7 (Case Study Exercise) 	<ol style="list-style-type: none"> 1. 11/28 by 11:59PM 	1, 2
EXAM 3: Opens November 28 (12 am)/ Closes November 28 (11:59 pm)			
Week 15-November 28-December 4			
Module 14: Finalize Research Proposal	<ol style="list-style-type: none"> 1. Reminder: Assignment #7 (Case Study Exercise) 2. Discussion #8 (Research Proposal Reflection) 	<ol style="list-style-type: none"> 1. 11/28 by 11:59PM 2. Original Post 11/30 by 11:59PM and Reply Post 12/4 by 11:59 PM 	3,4,5,6, 7,8
Week 16-December 5-9			
Research Proposal Submission	<ol style="list-style-type: none"> 1. Final Research Proposal Submission 	<ol style="list-style-type: none"> 1. 12/9 by 11:59 PM 	3,4,5,6, 7,8

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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:

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

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 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 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://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check_full.html