The University of Texas at
TYLER
Soules College of Business

Course Syllabus for HRD 6353: Qualitative Research in HRD
Fall 2019

Instructor: Rochell McWhorter, PhD
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Office Hours: 8-11am Mondays*   Office: Soules 315.16 & Virtual
*Email for appointment   Classroom TBD

Course Description:
This course examines qualitative methods and tools for HRD research including designs/methods, data collection, data analysis and reporting of findings. Learning includes a combination of lecture, field assignments, writing, and reporting. Note: This course meets from 1pm-5pm: 9/7/19, 9/28/19, 10/19/19, 11/16/19, & 12/7/19

Required Textbook/Materials:
1. Creswell, J. W. (2016). *30 essential skills for the qualitative researcher.* Thousand Oaks, CA: Sage Publications, Inc.
2. Merriam, S. B. & Tisdell, E. J. (2016). *Qualitative research: A guide to design and implementation.* San Francisco, CA: Jossey-Bass ISBN: 978-1-119-0361-8
3. Bryman, A. & Bell, E. (2015). *Business research methods (4th ed).* Oxford, UK: Oxford Press.
4. Various Readings, Audio Recordings, and/or Videos provided by Instructor
5. *APA 6 Publication Manual* or Purdue Owl Website:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

Course Learning Objectives:
- Engage in scholarly writing of literature review and conceptualization of methodology.
- Understand the foundational terminology utilized in data analysis.
- Analyze existing data and synthesize data results into themes and implications into a scholarly format.
- Demonstrate understanding of the scholarly writing and publishing process within the field of human resource development (HRD).
- Continue a small-scale pilot research study from HRD 6391 on an individual level; or, alternative assignment approved by instructor.

Course Competencies
1. Computer-Based Skills – the student will complete written assignments using the word processor as well as periodic Canvas assignments via Internet connectivity; will login in utilizing asynchronous platforms.
2. Communication Skills – the student will exhibit a mastery of written skills in completion of research paper, asynchronous communication with classmates, and social media postings
3. Interpersonal Skills – the student will interact in class meetings to clarify thinking regarding qualitative research methods.
4. Problem Solving (Critical Thinking) – the student will use conceptual thinking to analyze and make determinations for their individual and group project.
5. Ethical Issues in Decision Making and Behavior— the student will gain an appreciation of the ethics of graduate writing. They will also learn the basics of APA, 6th Edition when citing and referencing the ideas of others in their assignments.

6. <u>Personal Accountability for Achievement</u> – the student will complete projects and activities at the time designated by the instructor and will enter into class discussions as assigned.
7. <u>Competence in Technology Principles</u>- the student will demonstrate technology competencies as well as the benefits of technology through synchronous and asynchronous technologies.

<u>Grading</u>:

A	90-100	B	80-89	C	70-79
D	60-69	F	< - 59		

<u>Grading Policy for HRD 6353:</u>
In-Class and Online Discussions, & Social Media Postings	20%
Individual Research Paper (including a 8.5" x 11" slide)	35%
Group Data Analysis and Results Assignments (including Final Paper)	35%
Final Exam (Reflective Essay)	10%

Grading Policy

■ Discussions & Postings   ■ Research Paper & Poster
■ Data Analysis & Results Assn.   ■ Final Exam
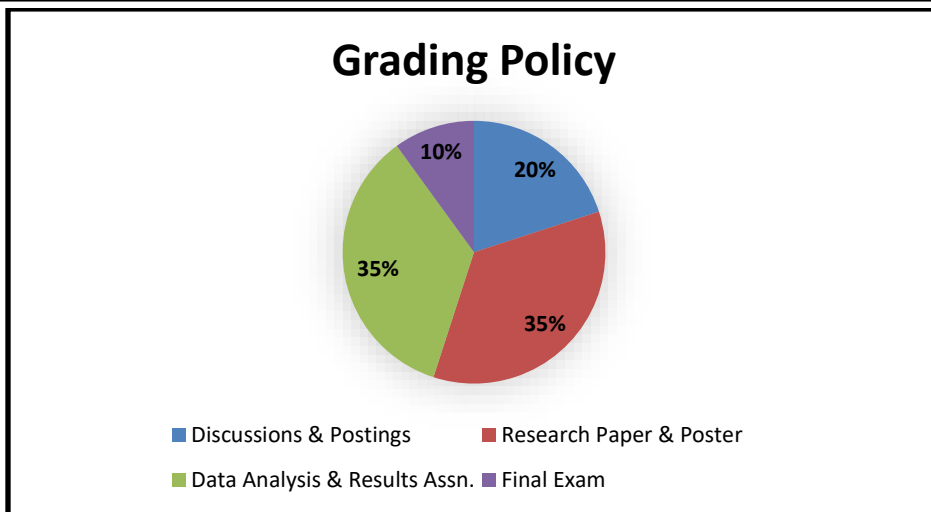
<u>Grading Descriptions</u>

<u>In-Class and Online Assignments</u>–As part of students' instruction, there will be frequent in-class and online discussions to demonstrate understanding of the topics covered in the readings as well as indicating how technology can allow professionals to network and collaborate around various topics. <u>In-Class and</u> <u>Online discussions</u> involve reading assigned material, studying concepts and orally discussing in class or posting a well-written posting/comment as assigned. All students are expected to be collegial to one another and instructor in class and in online environments; <u>Social Media Postings</u> – These are short social media postings on the social media of student's choosing (i.e. LinkedIn, Twitter, Pinterest, Facebook, etc.) and utilize the course hashtag (#HRD6353); student will copy and paste a screenshot and the URL of the postings for documentation of completion. All written work is expected to be <u>graduate-level work</u>, and free from grammar/spelling errors and all citations and references should be in the paper. (**20% of course grade**).

<u>Research Paper with 8.5" x 11" Power Point Slide</u> – Each student group (2-3 students each) will choose a suitable topic and gain approval from instructor; and, then they will thoroughly research their chosen topic and will write an original written group research paper (10-12 page research paper including Cover Page and Reference Page with at least 10 sources including the textbook; must include the synthesis of at least 9 peer-reviewed journal articles that are relevant to topic) and create an original slide that conceptualizes the primary themes of the paper that will be presented by the group to the instructor and classmates. All sources must be correctly cited and referenced according to APA 6

standards. Students who do not work with their group will earn a 0% for this assignment. Students may request instructor to assign points for this assignment for determining grade on this assignment (**35% of course grade**).

Data Analysis and Results Assignment(s). Students will be given practice in analyzing data and writing up the results to hone their human instrument around data analysis. **(35% of course grade)**

Final Exam. Students will be expected to maintain a reflexive journal throughout the semester that will be utilized for their reflective final exam. **(10% of course grade**

Make-Up Work and Late Work
Make-Up work is allowed with a medical/official university business excuse without proper documentation. Otherwise, there will be a **50% per calendar day penalty (including weekends)** for all late work not otherwise pre-authorized with proper documentation. Email instructor ahead of time for special cases (such as military duty/training, health or family emergencies; Dr. McWhorter will ask for documentation for these situations).

Writing Expectations
This is a graduate-level university course with numerous written assignments that should be free of spelling and grammatical errors and should include ample organization, demonstrate critical thinking, and the proper citing of sources and references according to APA 6 guidelines. If you seek assistance from the UT Tyler Writing Center, you should plan in advance for them to look over your paper and offer advice. If you need further tutoring, you should plan for at least two hour-long tutorials per assignment. Contact info: Tyler Writing Center, BUS 202, (903) 565-5995, email: utwritingcenter@gmail.com

> **Important Dates:**
> Census Date = September 9, 2019
> Last Day to Withdraw from Classes = November 4, 2019

University and College Policies:

Soules College of Business Statement of Ethics:

The ethical problems facing local, national and global business communities are an ever-increasing challenge. It is essential the College of Business and Technology help students prepare for lives of personal integrity, responsible citizenship, and public service. In order to accomplish these goals, both students and faculty of the Soules College of Business at The University of Texas at Tyler will:
- Ensure honesty in all behavior, never cheating or knowingly giving false information.
- Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.
- Develop an environment conducive to learning.
- Encourage and support student organizations and activities.
- Protect property and personal information from theft, damage and misuse.
- Conduct yourself in a professional manner both on and off campus.

SOULES COLLEGE OF BUSINESS CORE VALUES
- PROFESSIONAL PROFICIENCY
- TECHNOLOGICAL COMPETENCE
- GLOBAL AWARENESS

- SOCIAL RESPONSIBILITY
- ETHICAL COURAGE

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:
http://www.uttyler.edu/wellness/rightsresponsibilities.php

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at
http://www.uttyler.edu/about/campus-carry/index.php

UT Tyler is a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free .

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at
http://www.uttyler.edu/registrar .

Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date (**September 9, 2019**) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university.

For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit https://hood.accessiblelearning.com/UTTyler and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at: http://www.uttyler.edu/disabilityservices , the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned

absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:

☐ copying from another student's test paper;

☐ using, during a test, materials not authorized by the person giving the test;

☐ failure to comply with instructions given by the person administering the test;

☐ possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;

☐ using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;

☐ collaborating with or seeking aid from another student during a test or other assignment without authority;

☐ discussing the contents of an examination with another student who will take the examination;

☐ divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;

substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;

 paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;

 falsifying research data, laboratory reports, and/or other academic work offered for credit;

 taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and

 misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

ii. **"Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit. [Faculty emphasis]**

iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. **All written work that is submitted will be subject to review by plagiarism software. [Faculty emphasis]**

UT Tyler Resources for Students

- **UT Tyler Writing Center** (903.565.5995), writingcenter@uttyler.edu
- **UT Tyler Tutoring Center** (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- **UT Tyler Counseling Center** (903.566.7254)

Revised 05/19

Note: *Any changes to these Syllabus policies will be updated at:
http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf

Other Information: What to do in a Crisis:
- 24/7 Crisis Line: 903.566.7254 What to Do in a Crisis Webpage: https://www.uttyler.edu/counseling/emergencies.php

HRD 6353: Qualitative Research in HRD
Tentative Course Outline as of 8/23/19*

Mod	Date	Topic/Description	Deliverables Due before Midnight on Ending Date of Module
1	8/26/19 – 9/21/19	• Introduction to Course • **Attend Class: 9/7/19**	• <u>Complete Module 1 Assignments by Due Date</u> • Introduction to Course; Form Groups • Thinking Like a Qualitative Researcher • Developing a Literature Map, Purpose Statement & Research Map • Ethical Issues
2	9/23/19 – 10/12/19	• Module 2 Activities • **Attend Class: 9/28/19**	• <u>Complete Module 2 Assignments by Due Date</u> • Methods of Collecting Data • Intro to Data Analysis Project in Class
3	10/14/19– 10/26/19	• Module 3 Activities • **Attend Class: 10/19/19**	• <u>Complete Module 3 Assignments by Due Date</u> • Analyzing Qualitative Data • Work on Data Analysis in Class
4	10/28/19- 12/2/19	• Module 4 Activities • **Attend Class: 11/16/19**	• <u>Complete Module 4 Assignments by Due Date</u> • Refining Qualitative Data Analysis • Work on Data Analysis in Class, Writing up Data
5	12/3/19- 12/10/19	• Module 5 Activities • Closing Assignments as Assigned • **Attend Class: 12/7/19**	• <u>Complete Module 5 Assignments by Due Date</u> • Writing a Qualitative Research Report • Work on Data Analysis in Class, Writing up Data • Group Presentations

*<u>Note</u>: If an unforeseen reason arises that the tentative calendar needs to be altered, Dr. McWhorter will upload a new calendar into Canvas and students will be notified by a Canvas Course Announcement.