



HRD 6391:
Foundations of Qualitative Research

Soules College of Business

Department of HRD

SUMMER 2020

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Course Descriptions:

This course examines foundational 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.

Required Textbook/Materials:

1. American Psychological Association (2010). *Publication Manual*. 6th Ed. American Psychological Association: Washington, D.C.
2. Merriam, S. B., & Tisdell, E. J. (2016). *Qualitative Research: A Guide to Design and Implementation* (4th ed.). San Francisco, CA: Jossey-Bass
3. Creswell, J. W. (2016). *30 Essential Skills for the Qualitative Researcher*. Thousand Oaks, CA: Sage Publications.
4. Access to Zoom.us and/or voice recorder for recording interviews.
5. A field journal for taking field notes (i.e. spiral notebook or bound notebook) for later transcription into digital print format.
6. Other related materials will be provided on the Canvas site.
7. Students will occasionally be asked to download articles from the Library website or acquire them through Interlibrary Loan (ILL).

Course Learning Objectives:

Upon successful completion of the course, students will be able to:

1. Understand the foundational terminology utilized and purpose of qualitative inquiry
2. Understand mining of existing documents for qualitative inquiry.
3. Develop a small-scale pilot research proposal to create a case study on approved topic.
4. Develop appropriate semi-structured questions for interviewing individuals.
5. Complete IRB application for small-scale pilot research study and gain successful approval.
6. Recruit and interview participants with semi-structured protocol.
7. Transcribe interviews, format transcripts and perform data analysis.
8. Create Infographic conceptualizing their small-scale study.
9. Foundational reflection in a scholarly fashion regarding initial impressions and learning in this course and course of study through use of reflexive journal.

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 and utilize various asynchronous platforms, social media, and create infographic.
2. Communication Skills – the student will exhibit a mastery of written skills in completion of written assignments and also synchronous communication with classmates, instructor, and business professional contacts. It is the student’s responsibility to check their Patriots email account frequently.
3. Interpersonal Skills – the student will interact with classmates and instructor through class discussions to clarify thinking around qualitative inquiry and also interact with instructor through synchronous and/or asynchronous communication as needed.
4. Problem Solving (Critical Thinking) – the student will use conceptual thinking to analyze and make determinations for concepts of qualitative inquiry and data analysis.
5. Ethical Issues in Decision Making and Behavior— the student will gain an appreciation of the ethics of scholarly writing and in representing themselves to participants in a pilot study. They will also learn the basics of APA, 6th Edition when citing and referencing the ideas of others as exhibited by their Reflection Paper.
6. Personal Accountability for Achievement – the student will complete their assignments and activities at the time designated by the instructor.
7. Competence in Technology Principles- the student will demonstrate technology competencies as well as the benefits of social media and asynchronous technologies. In addition, the student will construct an original Infographic to visually represent their learning around their chosen research topic.

Grading:

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

***Grading Policy and Criteria to Determine Final Course Grade:**

Field Assignment (#1)	5%
Field Assignment (#2)	5%
Field Assignment (#3)	5%
Field Assignment (#4)	10%
Field Assignment (#5)	10%
Varied Assignments	10%
Final Research Report	20%
Social Media Assn	5%
Reflexive Journal (RJ)	15%
Class Participation*	15%

**Note: Instructor reserves the right to require peer feedback if a student exhibits any difficulty with collegiality or disharmony in field work or class online or face-to-face interactions. No bullying/cyberbullying or other misbehavior will be tolerated in the course. Any and all suspected acts violating university student code of conduct will be sent to leadership authorities including Judicial Affairs at the University along with appropriate grade deductions which may include no assignment or course credit depending on the severity of student actions. Student will be counseled and notified about any grading penalties.*

Make-Up Policy

If you have an emergency, you must notify the instructor in advance if you miss a deadline or have difficulties submitting assignment on time. You need to contact the instructor to make arrangement to complete the assignments. Please email instructor ahead of time if at all possible if you have extenuating circumstances.

Late Work Policy

Work submitted past the due date without prior approval is **50% per calendar day** (includes weekends) without a physician's excuse.

The UT Tyler Honor Code shall be **pasted on the cover page of all major projects** such as your Cumulative Field Notes, Observations, and Project Report.

Writing Expectations

This is a doctoral-level university course with numerous written assignments that should be free of spelling and grammatical errors and should include sufficient 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 (online appointments available: <https://www.uttyler.edu/writingcenter/onlinetutoringinfo.php> . Contact info: Tyler Writing Center, BUS 202, (903) 565-5995, email: utwritingcenter@gmail.com

Important Dates:

Census Date = **May 26, 2020**

Last Day to Withdraw from Classes = **July 9, 2018**

"I embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do". --The UT Tyler Honor Code

Student Rights and Responsibilities

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>

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 (**May 26, 2020**) 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.

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.

Revised 05/19

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)

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>

Note: these policies are updated periodically on the university website and this link will have the latest requirements: <https://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf>

***Tentative Course Calendar**
As of 5/11/20

<u>Module</u>	<u>Description of Activities</u>	<u>Due Dates</u>
1 5/11/20 – 5/30/20	TOPICS: Fruits of Qualitative Research CLASS #1 5/16/20	<u>Assignment 1.1 -1.4</u> Due: 5/16/20 and Due: 5/30/20
2 6/1 – 6/13/20	TOPICS: Qualitative Designs and Fieldwork I CLASS #2 6/13/20	<u>Assignment 2.1</u> Due: 6/13/20 <u>RJ-Reflections on Module 2</u> <u>(ongoing)</u> Due: 6/13/20
3 6/15 – 6/30/20	TOPIC: Fieldwork II and Data Analysis Methods (No face-to-face class during this module)	<u>Assignment 3.1</u> Due: 6/30/20 <u>RJ-Reflections on Module 3</u> <u>(ongoing)</u> Due: 6/30/20
4 7/1 – 7/27/20	TOPICS: Data Analysis Methods II and Report Writing CLASS #3 7/11/20	<u>Assignment 4.1</u> Due: 7/27/20 <u>RJ-Reflections on Module 4</u> <u>(ongoing)</u> Due: 7/27/20
5 7/28/20 – 8/11/18	TOPICS: Dealing with Validity, Reliability & Ethics; Publication and Dissertation Questions; Wrap-Up CLASS #4 8/1/20	<u>Assignment 5.1</u> Due: 8/1/20 <u>Assignments 5.2 & 5.3</u> Due: 8/8/20 <u>Final RJ- (ongoing)</u> Due: 8/10/20 at 9am

*Note: This is the tentative course calendar. If an unforeseen reason arises necessitating revision, instructor reserves the right to upload a new calendar into Canvas and students will be notified by email and announcements as to the needed change(s) and revised calendar posted.