Instructor: Christine Pich
Office: Loeb C761
Office Hours: Friday 10:15 – 11:15am and Thursday (by appointment)
Email: christine.pich@carleton.ca
Phone Number: 613-520-2582 x2615

Course meets:
Thursday 11:35 – 2:25pm
SA 416

Pre-requisites: SOCI 2000
Precluded Courses: Precludes additional credit for SOCI 2003 (no longer offered)

Course Description:
This course is an introduction to qualitative research methods. We will cover theories and assumptions embedded within various research approaches, as well as the practice of qualitative research which includes addressing ethics and an in-depth focus on specific methods, such as interviews, participant observation, unobtrusive methods, and visual methods. The course will also address how to develop writing and analytical skills, specifically in relation to qualitative research (e.g., formulating a clear research question, writing a literature review). Based on the premise that qualitative methods need to be applied, practiced and engaged with in order to be more thoroughly comprehended, the course incorporates active learning components to provide opportunities for students to work through and apply course material.

Learning Objectives:
By the end of this course, students will be able to:

- Identify and explain key concepts, theories and approaches in qualitative research, as well as distinguish between varying approaches
- Identify and explain various qualitative methods, including strengths and limitations of different methods, and the role of ethics in the research process
- Develop writing and analytical skills relevant to qualitative research
- Discuss and apply course material through in-class exercises
- Construct a research design, demonstrating the ability to develop a suitable research question, select appropriate research methods, and identify the relevant research concerns that would need to be considered (e.g., ethics, feasibility, justification of choices made).

**Required Readings:**

*Textbook:* Qualitative Research in Action: A Canadian Primer (3rd ed.) by Deborah K. van den Hoonard (Available at Haven Books - 43 Seneca St., located at the corner of Sunnyside and Seneca)

*Non-textbook readings:* Available electronically through Ares in CuLearn

**Email Contact:**

If you would like to contact me via email, please do so from your Carleton email account and include the course code in the subject line. Note that it may take about 48 hours for a response during regular weekdays.

**Course Requirements & Methods of Evaluation:**

To do well in this course students are expected to complete the required readings ahead of each lecture, as well as attend and participate in lectures.

- Participation, ongoing – 10%
- Assignment #1 Reading Journal, due Jan. 31 – 15%
- Assignment #2 Research Design Proposal, due Feb. 28 – 10%
- Assignment #3 Research Design Paper, due Apr. 4 – 30%
- Final Exam, scheduled during formal exam period – 35%

Detailed assignment guidelines will be posted on CuLearn. Assignments are to be submitted in-class, and late assignments are subject to a 5% penalty per day. Electronic submissions will not be accepted. Assignments will be graded within two weeks of the submission date and returned in-class. If you are not able to submit an assignment on time (e.g., illness), please consult with me prior to the due date. *Students are responsible for keeping an additional hard copy of all work that is submitted.*

In accordance with the Carleton University Undergraduate Calendar Regulations, the letter grades assigned in this course will have the following percentage equivalents:

- **A+ = 90-100**
- **A = 85-89**
- **A- = 80-84**
- **B+ = 77-79**
- **B = 73-76**
- **B- = 70-72**
- **C+ = 67-69**
- **C = 63-66**
- **C- = 60-62**
- **D+ = 57-59**
- **D = 53-56**
- **D- = 50-52**
- **F = Below 50**
- **WDN = Withdrawn from the course**
- **DEF = Deferred (See above)**
Course Schedule:

**Week One (Jan. 10): Introduction**
- Introduction to course (no readings)

**Week Two (Jan. 17): The Qualitative Research Process**
- Ch. 1: Introduction
- Ch. 2: Asking Questions and Identifying Goals

**Week Three (Jan. 24): Research Design Strategies**
- Ch. 3: Strategies for Designing Research

**Week Four (Jan. 31): Research Ethics**
- Ch. 4: Ethics on the Ground

***Assignment #1 (Reading Journal) due***

**Week Five (Feb. 7): Ethnography**
- Ch. 5: Observing Social Life through Field Research

**Week Six (Feb. 14): In-Depth Interviews and Focus Groups**
- Ch. 6: In-Depth Interviews
- Ch. 7: Focus Groups

**Reading Week (Feb. 18 - 22): No classes**

**Week Seven (Feb. 28): Unobtrusive Methods**
- Ch. 8: Unobtrusive Research

***Assignment #2 (Research Design Proposal) due ***

**Week Eight (Mar. 7): Digital and Online Methods; Visual Methods**
- Sage Handbook of Qualitative Data Collection, Ch. 32: Collecting Qualitative Data from Facebook: Approaches and Methods (pp. 2 – 14 in electronic PDF version)

**Week Nine (Mar. 14): Historical Methods**

**Week Ten (Mar. 21): Analyzing Qualitative Data**
- Ch. 9: Trust the Process: Analyzing Qualitative Data

**Week Eleven (Mar. 28): Writing Qualitative Research**
- Ch. 10: Writing Up Qualitative Research

**Week Twelve (Apr. 4): Exam Review**
- No readings

***Assignment #3 (Research Design Paper) due***
Academic Regulations, Accommodations, Plagiarism, Etc.  
University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university’s website, here:  
http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/  

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

Academic Accommodations for Students with Disabilities  
The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send your Letter of Accommodation at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable).  

* The deadline for contacting the Paul Menton Centre regarding accommodation for final exams for the Winter 2019 (April) exam period is March 15, 2019.

For Religious Obligations:  
Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: www.carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf  

For Pregnancy:  
Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: www.carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf  

For Survivors of Sexual Violence  
As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and is survivors are supported through academic accommodations as per Carleton’s Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: www.carleton.ca/sexual-violence-support  

Accommodation for Student Activities  
Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. https://carleton.ca/senate/wp-
Plagiarism
Plagiarism is the passing off of someone else's work as your own and is a serious academic offence. For the details of what constitutes plagiarism, the potential penalties and the procedures refer to the section on Instructional Offences in the Undergraduate Calendar. Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy (See https://carleton.ca/registrar/academic-integrity/). The Policy is strictly enforced and is binding on all students. Academic dishonesty in any form will not be tolerated. Students who infringe the Policy may be subject to one of several penalties.

What are the Penalties for Plagiarism?
A student found to have plagiarized an assignment may be subject to one of several penalties including but not limited to: a grade of zero, a failure or a reduced grade for the piece of academic work; reduction of final grade in the course; completion of a remediation process; resubmission of academic work; withdrawal from course(s); suspension from a program of study; a letter of reprimand.

What are the Procedures?
All allegations of plagiarism are reported to the faculty of Dean of FASS and Management. Documentation is prepared by instructors and departmental chairs. The Dean writes to the student and the University Ombudsperson about the alleged plagiarism. The Dean reviews the allegation. If it is not resolved at this level then it is referred to a tribunal appointed by the Senate.

Assistance for Students:
Academic and Career Development Services: http://carleton.ca/sacds/
Writing Services: http://www.carleton.ca/csas/writing-services/
Peer Assisted Study Sessions (PASS): https://carleton.ca/csas/group-support/pass/

Important Information:
- Student or professor materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).
- Students must always retain a hard copy of all work that is submitted.
- Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by the instructor may be subject to revision. No grades are final until they have been approved by the Dean.
- Carleton University is committed to protecting the privacy of those who study or work here (currently and formerly). To that end, Carleton’s Privacy Office seeks to encourage the implementation of the privacy provisions of Ontario’s Freedom of Information and Protection of Privacy Act (FIPPA) within the university.
- In accordance with FIPPA, please ensure all communication with staff/faculty is via your Carleton email account. To get your Carleton Email you will need to activate
you MyCarletonOne account through Carleton Central. Once you have activated your MyCarletonOne account, log into the MyCarleton Portal.

- Please note that you will be able to link your MyCarletonOne account to other non-MyCarletonOne accounts and receive emails from us. However, for us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid MyCarletonOne address. Therefore, it would be easier to respond to your inquiries if you would send all email from your connect account. If you do not have or have yet to activate this account, you may wish to do so by visiting https://students.carleton.ca/

**Important Dates**

**Winter 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 7</td>
<td>Winter term classes begin.</td>
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<tr>
<td>January 15</td>
<td>Deferred final assignments and/or take-home examinations for Fall Term 0.5 credit courses are due.</td>
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<tr>
<td>January 18</td>
<td>Last day for registration and course changes in Winter term classes.</td>
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<td>January 18-20, 25-27</td>
<td>Fall term deferred examinations will be written.</td>
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<tr>
<td>January 31</td>
<td>Last day to withdraw from Winter term and Winter portion of Fall/Winter courses with full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN to appear on the official transcript.</td>
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<td>February 15</td>
<td>April exam schedule available online.</td>
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<tr>
<td>February 18-22</td>
<td>Winter Break, classes suspended.</td>
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<tr>
<td>March 26</td>
<td>Last day for summative tests or final examinations, or formative tests or examinations totaling more than 15% of the final grade in Winter term courses before the official examination period.</td>
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<tr>
<td>April 9</td>
<td>Winter term ends. Last day of Fall/Winter and Winter term classes. Last day for academic withdrawal from Fall/Winter and Winter term courses. Last day for take-home examinations to be assigned (except those that conform to the Academic Regulations of the University in the Undergraduate Calendar/General Regulations of the Graduate Calendar). Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for Fall/Winter and Winter term courses</td>
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<tr>
<td>April 12-27</td>
<td>Final Examinations for Winter and Fall/Winter courses. Exams are normally held all seven days of the week.</td>
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<tr>
<td>April 19-21</td>
<td>Statutory Holiday, University closed</td>
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<tr>
<td>April 27</td>
<td>All take-home examinations are due except those that conform to the academic Regulations of the University in the Undergraduate Calendar/General Regulations of the Graduate Calendar.</td>
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<td>April 30</td>
<td>All summer term syllabi must be posted</td>
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