Instructor: Christine Pich  
Office: Loeb B744  
Office Hours: Fridays 10:15 – 11:15am  
Email: christine.pich@carleton.ca  
Phone Number: 613-520-1127

Course meets: Fridays 11:35am – 2:25pm, ME 4494

Pre-requisites: SOCI 2001 and third-year standing

Course Description and Objectives:

Approaches to, and strategies of, qualitative research are dynamic and varied. There is ongoing discussion and debate over what knowledge is being produced, how it is being produced, why it is being produced, and for whom it is being produced. Stemming from these considerations, this course goes in-depth into the approaches and strategies of qualitative research. This includes looking at the components of the qualitative research process, what constitutes quality in qualitative research, reflexivity, the complexities of ethics, and theoretical approaches. Specific methods and methodologies, such as participant observation, digital methods, indigenous methodologies, and feminist methodologies, will be focused on. Based on the premise that qualitative research needs to be practiced in order to be more thoroughly comprehended, the course includes designing and carrying out a qualitative research project, as well as active engagement with course material through in-class discussion and exercises.

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

- Identify and explain key concepts, strategies, and approaches of qualitative research, as well as the central components of the qualitative research process
- Design and carry out a qualitative research study using the method of participant observation, with consideration to ethics and reflexivity
- Develop critical reading, writing, and analytical skills relevant to qualitative research
- Discuss course material in groups and apply this material to practical contexts (i.e., in-class exercises, participant observation)
- Critically engage with broader questions of knowledge production and explain how this connects with designing and doing qualitative research
Reading(s)/Textbook(s):

Readings are available electronically on CuLearn via Ares

Email Contact:

If you would like to contact me via email, please do so through your Carleton student email and include the course code in the subject line. Note that it may take up to 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%
- Reading Discussion Presentation, sign-up for one class (Weeks 2 – 11) - 10%
- Assignment #1: Research Proposal, due Sept. 27 – 10%
- Assignment #2: Literature Review, due Oct. 18 – 10%
- Assignment #3: Final Research Paper, due Nov. 29 – 30%
- Take-home Exam, due Dec. 21 – 30%

Participation (10%): Students are expected to attend class and be actively engaged throughout the duration of the class. Each class is worth one participation point from weeks 2 – 12, with the exception of one missed class. Participation is graded based on the submission of an in-class activity (e.g., response to discussion question, group exercise) and students must be present at the time of the activity in order to receive the participation mark.

Reading Discussion Presentation (10%): This is a group presentation where students will: (1) present key ideas and concepts from each reading assigned in the selected week, (2) compile a one-page handout, and (3) come up with one discussion question for the class based on the readings.

Assignments 1, 2, and 3 (10%; 10%; 30%): The final research paper in this class will require students to design and carry out a research study using the qualitative method of participant observation. Students will take on the role of “complete observer” in a public space (where there isn’t a reasonable expectation of privacy). The first and second assignments build up to the final assignment. Note: the research proposal (assignment 1) needs to be approved before carrying out any observations.

Take-home Exam (30%): The take-home exam is a cumulative exam and will consist of two essay questions worth 15 points each. The essay questions can only be answered using course material (i.e., no external sources). The take-home exam will be posted on CuLearn after the final class and is to be submitted in the Department of Sociology and Anthropology dropbox (Loeb B750).

Detailed assignment guidelines will be posted on CuLearn. Assignments are to be submitted in class, and late assignments are subject to a 5% late penalty per day. Electronic submissions for assignments 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A+</td>
<td>90-100</td>
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<tr>
<td>A</td>
<td>85-89</td>
</tr>
<tr>
<td>A-</td>
<td>80-84</td>
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<tr>
<td>B+</td>
<td>77-79</td>
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<tr>
<td>B</td>
<td>73-76</td>
</tr>
<tr>
<td>B-</td>
<td>70-72</td>
</tr>
<tr>
<td>C+</td>
<td>67-69</td>
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<tr>
<td>C</td>
<td>63-66</td>
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<tr>
<td>C-</td>
<td>60-62</td>
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<tr>
<td>D+</td>
<td>57-59</td>
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<tr>
<td>D</td>
<td>53-56</td>
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<tr>
<td>D-</td>
<td>50-52</td>
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<td>F</td>
<td>Below 50</td>
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<tr>
<td>WDN</td>
<td>Withdrawn</td>
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<tr>
<td>DEF</td>
<td>Deferred</td>
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Course Schedule

Week 1 (Sept. 6): Introduction
- Introduction to course and review of qualitative research (no readings)

Week 2 (Sept. 13): Key Concepts and Concerns in Qualitative Research

Week 3 (Sept. 20): Participant Observation and Field Notes; Writing a Literature Review
- The Critical Literature Review [2 pgs]. Available from: [link to PDF]

Week 4 (Sept. 27): Theoretical Approaches in Qualitative Research

****Assignment #1: Research Proposal is due****


**Week 6 (Oct. 11): Reflexivity**


**Week 7 (Oct. 18): Complexity of Ethics**


****Assignment #2: Literature Review is due****

**Oct. 21 – 25: Reading week, no class**

**Week 8 (Nov. 1): Collaborative Research**


**Week 9 (Nov. 8): Qualitative Research, Online Spaces, and Digital Methods**


**Week 10 (Nov. 15): Data Analysis and Writing Qualitative Research Papers**


**Week 11 (Nov. 22): Research Dissemination and Knowledge Mobilization**


**Week 12 (Nov. 29): Wrap-up and Exam Review**

- No readings

****Assignment #3: Final Research 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: [https://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/](https://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 Fall 2019 exam period is November 8, 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:

**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:

**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 where 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.

**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.

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**Assistance for Students:**
Academic and Career Development Services: [https://carleton.ca/career/](https://carleton.ca/career/)
Writing Services: [http://www.carleton.ca/csas/writing-services/](http://www.carleton.ca/csas/writing-services/)
Peer Assisted Study Sessions (PASS): [https://carleton.ca/csas/group-support/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 your 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/](https://students.carleton.ca/)

**Important Dates – Fall 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 3, 2019</td>
<td>Academic orientation (undergraduate and graduate).</td>
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<td></td>
<td>Orientation for Teaching Assistants.</td>
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<td>All students are expected to be on campus. Class and laboratory</td>
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<td></td>
<td>preparations, departmental introductions for students and other</td>
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<td>academic preparation activities will be held.</td>
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<td>September 4, 2019</td>
<td>Fall term begins.</td>
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<td>Fall and fall/winter classes begin.</td>
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<tr>
<td>October 11, 2019</td>
<td>December examination schedule (fall term final and fall/winter mid-terms) available online.</td>
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<tr>
<td>October 14, 2019</td>
<td>Statutory holiday. University closed.</td>
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<tr>
<td>October 21-25, 2019</td>
<td>Fall break. Classes are suspended.</td>
</tr>
<tr>
<td>November 8, 2019</td>
<td>Last day to request formal exam accommodations for December examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.</td>
</tr>
<tr>
<td>November 22, 2019</td>
<td>Last day for summative tests or examinations or formative tests or examinations totaling more than 15% of the final grade before the official examination period (see examinations regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).</td>
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<tr>
<td>December 6, 2019</td>
<td>Fall term ends.</td>
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<td>Last day of fall term classes.</td>
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<td>Classes follow a Monday schedule.</td>
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<td>Last day for academic withdrawal from fall term courses.</td>
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<td>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 term courses.</td>
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<tr>
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<td>Last day for receipt of applications for undergraduate degree program transfers for winter term.</td>
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<td></td>
<td>Last day for take home examinations to be assigned, with the exception of those conforming to the examinations regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.</td>
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<tr>
<td></td>
<td>Last day to pay any remaining fall tuition fees to avoid a hold on access to marks through Carleton Central and the release of transcripts and other official documents.</td>
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<tr>
<td>December 7-8, 2019</td>
<td>No classes or examinations take place.</td>
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<tr>
<td>December 9 – 21</td>
<td>Final examinations in fall term courses and mid-term examinations in fall/winter courses may be held. Examinations are normally held all seven days of the week.</td>
</tr>
<tr>
<td>December 21, 2019</td>
<td>All take home examinations are due on this day, with the exception of those conforming to the examinations regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.</td>
</tr>
<tr>
<td>December 25 – January 1</td>
<td>University closed.</td>
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<tr>
<td>January 17-19, 24-26, 2020</td>
<td>Fall term deferred examinations will be held.</td>
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