

**CARLETON UNIVERSITY
DEPARTMENT OF SOCIOLOGY & ANTHROPOLOGY
SOCI 2001B: INTRODUCTION TO QUALITATIVE RESEARCH METHODS
WINTER TERM 2025**

PREREQUISITES: SOCI 1001 [0.5] **AND** SOCI 1002 [0.5] **OR** SOCI 1003 [1.0]

METHOD OF DELIVERY: Asynchronous online course (recorded classes; no live scheduled meetings online)

IMPORTANT NOTE: The final exam for this course will be held **IN-PERSON** on campus during the formally scheduled examination period in April. This is mandatory. Students who do not write the final exam in-person will not be eligible to receive credit for this course.

COURSE INSTRUCTOR

Dr. Michael Mopas
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Office hours: By appointment only
Email: michael_mopas@carleton.ca (this is the best way to get a hold of me, but please allow 24 to 48 hours for a response)

ABOUT THE COURSE

Description

Most students are familiar with quantitative approaches to sociological research. These often involve posing a number of closed survey questions, drawing on large, scientifically representative samples, and employing statistical methods to describe and analyse general patterns found within a certain population. In contrast, qualitative methods take a more open approach to data collection and typically use non-numerical forms of analysis. Thus, instead of focusing on large statistical trends, qualitative researchers engage in empirical studies that draw on much smaller samples in order to generate insights into the *meanings* underlying these generally observable patterns. However, while quantitative and qualitative methods have different epistemological underpinnings, they are not necessarily mutually exclusive.

This course is designed to help students gain a deeper understanding of qualitative research methodology. As students in this course, you will: 1) be introduced to the epistemological underpinnings of qualitative research; 2) develop your knowledge of a variety of methods of qualitative data collection and analysis; and 3) gain practical experience in qualitative research that will enable you to design and undertake your own independent projects in the future.

Asynchronous online course delivery

This course will be **delivered online** this semester. Lectures, discussions, and everything else that we might be doing in this class will all be done through Brightspace.

To better accommodate everyone and their various work schedules, all lecture material will be presented **asynchronously**. This means that we will **NOT** be meeting online at a specific day and time each week. Instead, I will post several videos every week where I will present the course materials. It will then be your responsibility to watch these videos and understand and engage with the content provided. You will also be expected to have read the required readings (see the course schedule below) and gone over any other additional materials (e.g., videos, podcasts, etc.) that may be assigned each week.

NOTE: While you can watch (and re-watch) the lecture videos on your own time, you are still expected to follow the course schedule (posted below). This means that, by the end of each week, you should have completed the readings and watched all the videos that were assigned for that week.

Although this course will be conducted asynchronously, I will be hosting several 'live' online tutorials throughout the term. These tutorials will give you the opportunity to discuss and/or ask questions about the course material in 'real-time' with myself, the TA, and/or other students in this class. Attendance at these tutorials is optional, but highly encouraged.

Learning objectives:

- To introduce students to the basic principles of qualitative research.
- To give students an awareness of a broad array of qualitative research techniques.
- To give students practical experience in qualitative data collection and analysis.
- To encourage students to make connections between the empirical, methodological, and epistemological issues involved in conducting qualitative research.
- To make students critical consumers of research studies using qualitative methodology.
- To further develop students' oral and written skills.

Learning outcomes:

Students who perform well in this course will...

Demonstrate **knowledge** of:

- The basic epistemological underpinnings of qualitative research.
- The practical challenges of undertaking fieldwork.
- Various methods for the collection, analysis, and presentation of qualitative data.

Have developed the following **skills**:

- The ability to make an informed choice about the appropriate use of qualitative research methods.
- The ability to read, recognize and critique a range of qualitative approaches used in sociological research.

- The competence to collect, analyse and present qualitative data.
- The capacity to critically reflect on both the content and process of a research project and to identify potential ethical issues.
- The proficiency to write about qualitative research in a clear and concise manner.

Approach to teaching and learning

I am a firm believer that good teachers 'facilitate' learning. Good teachers not only communicate information and knowledge to their students, but also enable and encourage students to become responsible for their own learning. As such, it is my job to get you excited about this field by providing interesting and interactive course lectures, assigning thought-provoking reading material, and giving challenging (but fair) assignments, so that you can become actively involved in your own learning experience.

COURSE MATERIALS AND RESOURCES

Required textbook:

van den Hoonaard, D.K. and L.J. van den Scott (2022) *Qualitative Research in Action: A Canadian Primer* (4th edition). Toronto: Oxford University Press.

You can purchase or rent a digital copy of the textbook through VitalSource. The link can be found here: <https://www.vitalsource.com/en-ca/products/qualitative-research-in-action-deborah-k-van-den-hoonaard-v9780190165987?term=9780190165970>

180-day rental: \$38.99

One-year rental: \$44.99

Lifetime: \$59.98

Online resources

A course website (using Brightspace) has been designed and placed online. Access to the website is password protected and restricted to students enrolled in this course. The website will be used by the instructor as an additional means of distributing course material and information (e.g., lecture notes, class announcements, class marks, links to course-related Internet sites, etc.). Students are expected to check the website on a regular basis.

COURSE SCHEDULE AND ASSIGNED READINGS

The readings assigned for each week will directly relate to the lecture material and expand upon many of the issues covered in class. Students will be expected to have all assigned readings completed **PRIOR** to each class.

January 9: Introduction

Required readings: None

January 16: What is Social Research?

Required readings: *Qualitative Research in Action*, Chapter 1

January 23: Research Approaches

Required readings: *Qualitative Research in Action*, Chapter 2

January 30: Developing Research Questions

Required readings: *Qualitative Research in Action*, Chapter 3

February 6: Ethical Issues

Required readings: *Qualitative Research in Action*, Chapter 4

****ASSIGNMENT #1 DUE**

February 13: Field Research

Required readings: *Qualitative Research in Action*, Chapter 5

February 20: READING WEEK (CLASS CANCELLED)

Required readings: None

February 27: Unobtrusive Research (part 1)

Required readings: *Qualitative Research in Action*, Chapter 8

March 6: Unobtrusive Research (part 2)

Required readings: *Qualitative Research in Action*, Chapter 8

March 13: Interviewing (part 1)

Required readings: *Qualitative Research in Action*, Chapter 6

**** ASSIGNMENT #2 DUE ****

March 20: Interviewing (part 2)

Required readings: *Qualitative Research in Action*, Chapter 7

March 27: Analysing Data

Required readings: *Qualitative Research in Action*, Chapter 9

April 3: Writing Up Data

Required readings: *Qualitative Research in Action*, Chapter 10

**** ASSIGNMENT # 3 DUE**

COURSE REQUIREMENTS AND METHODS OF EVALUATION

Students will be evaluated as follows:

Assignments	Grade	Due Date
Assignment #1: Research article	10%	February 6, 2025
Assignment #2: Observational research	20%	March 13, 2025
Assignment #3: Interviewing	20%	April 3, 2025
Final exam	50%	TBD

Written assignments

Students will submit three written assignments. Each assignment is designed to get students to engage with some aspect of qualitative research. More explicit instructions for each assignment will be distributed during the semester.

Final exam

The final exam is designed to test students' knowledge and understanding of the key concepts and ideas covered in the course. The final exam for this course will be held **IN-PERSON** on campus during the formally scheduled examination period in April. This is mandatory. Students who do not write the final exam in-person will not be eligible to receive credit for this course.

COURSE POLICIES REGARDING ASSIGNMENTS

Citation style

The Chicago author-date citation style (17th edition) is to be used in the assignments and papers for this course. For more information, please see:
https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html

Submitting assignments and late penalties

All assignments and final take-home exams must be submitted electronically through Brightspace. Subject to the extension policy outlined below, there will be a 2% per day deduction from assignments submitted late. The late penalty applies equally to Saturday and Sunday. That is, a paper due on Tuesday that is handed in on Wednesday (1 day late) will be subject to a 2% deduction from the overall assignment grade (i.e., out of 100%). The same paper handed in on the following Monday (6 days late) will be subject to a 12% deduction.

Extension Policy

Students must request an extension PRIOR to the due date of an assignment. To receive an extension for an assignment, a student must provide written documentation of his or her inability to complete the assignment on time. Written documentation will generally take the form of a self-declaration form. For non-medical notes, the instructor will accept a note from the Registrar's Office (or similar University official), social worker, clergy member, lawyer, etc. Once the student has provided the instructor with adequate documentation of their inability to complete the assignment on time, the student and the instructor will negotiate a new due date for the assignment. Assignments submitted after the negotiated deadline will be subject to the late penalty outlined above.

GENERAL COURSE POLICIES

Every student enrolled in this course is responsible for reading the following policies. It contains everything you need to know about the rules, requirements and regulations set out for this course.

Courtesy during lecture/seminar

Please do NOT come to lecture/seminar if you intend to sleep, surf the web, or chat with friends. This kind of behaviour annoys me and other students in the class. If you do intend on coming to lecture or tutorial, there are a couple of general rules that students must abide by:

1. Unless there is a class discussion going on, there is NO TALKING during the lecture/seminar.
2. LAPTOP COMPUTERS ARE FOR NOTE-TAKING ONLY – not e-mail, web surfing, social media, or playing online games.

Office Hours

My office hours are posted on my office door (787D Loeb Building). You are welcome to drop by during office hours or you may make an appointment if you feel you need extra time or cannot make the time I have allotted.

If my door is open, you are welcome to see me even if it is not during my office hours. If my door is shut, please do NOT knock unless it is an emergency. If my door is shut, I am either working, on the phone, or not in the office. Please do NOT drop by right before the class as I'm usually doing last-minute preparations.

E-Mail

I will do my best to respond to your e-mails as quickly as possible. However, please allow at least 24 to 48 hours for a reply. Please be patient. I do my very best to respond in a timely fashion, but sometimes it is just not possible.

REGULATIONS COMMON TO ALL COURSES AT CARLETON UNIVERSITY

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	B+ = 77-79	C+ = 67-69	D+ = 57-59
A = 85-89	B = 73-76	C = 63-66	D = 53-56
A - = 80-84	B - = 70-72	C - = 60-62	D - = 50-52
F = Below 50	WDN = Withdrawn from the course	DEF = Deferred	

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/>

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

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 me 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). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam (if applicable).

*The deadline for contacting the Paul Menton Centre regarding accommodation for February/March examinations is **February 1, 2025** and **March 15, 2025** for April examinations.

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 accommodation regarding a formally-scheduled final exam, you must complete the Pregnancy Accommodation Form ([click here](#)).

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 [click here](#).

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: <https://carleton.ca/equity/sexual-assault-support-services>

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 will 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-content/uploads/Accommodation-for-Student-Activities-1.pdf>

Student Mental Health

As a university student you may experience a range of mental health challenges that significantly impact your academic success and overall well-being. If you need help, please speak to someone. There are numerous resources available both on- and off-campus to support you. For more information, please consult <https://wellness.carleton.ca/>

Here is a list of resources that may also be helpful:

Emergency resources (on and off campus): <https://carleton.ca/health/emergencies-and-crisis/emergency-numbers/>

Carleton resources:

- Mental Health and Wellbeing: <https://carleton.ca/wellness/>
- Health & Counselling Services: <https://carleton.ca/health/>
- Paul Menton Centre: <https://carleton.ca/pmc/>
- Academic Advising Centre (AAC): <https://carleton.ca/academicadvising/>
- Centre for Student Academic Support (CSAS): <https://carleton.ca/csas/>
- Equity & Inclusivity Communities: <https://carleton.ca/equity/>

Off campus resources:

- Distress Centre of Ottawa and Region: (613) 238-3311 or TEXT: 343-306-5550, <https://www.dcottawa.on.ca/>
- Mental Health Crisis Service: (613) 722-6914, 1-866-996-0991, <http://www.crisisline.ca/>
- Empower Me: 1-844-741-6389, <https://students.carleton.ca/services/empower-me-counselling-services/>
- Good2Talk: 1-866-925-5454, <https://good2talk.ca/>
- The Walk-In Counselling Clinic: <https://walkincounselling.com>

Plagiarism

The University Academic Integrity Policy defines plagiarism as “*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.*” This includes reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

Examples of plagiarism include, but are not limited to:

- any submission prepared in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another’s data or research findings without appropriate acknowledgement;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one’s own; and
- failing to acknowledge sources through the use of proper citations when using another’s work and/or failing to use quotations marks.

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.

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.

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.

University resources that may be of assistance to students:

Academic and Career Development Services: <https://carleton.ca/career/>

Writing Services: <http://www.carleton.ca/csas/writing-services/>

Peer Assisted Study Sessions (PASS): <https://carleton.ca/csas/group-support/pass/>

Other important information:

- 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/>

WINTER TERM 2025 – Important Dates and Deadlines

Date	Activity
December 30, 2024	Deadline for course outlines to be made available to students registered in full winter and early winter term courses.
January 3, 2025	University reopens.
January 6, 2025	Winter term begins. Full winter and early winter classes begin.
January 10, 2025	Last day for registration and course changes (including auditing) in early winter courses.
January 17, 2025	Last day for registration and course changes (including auditing) in full winter and late winter courses.
	Last day to withdraw from early winter courses with a full fee adjustment.
	Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in winter 2025 and must register for the winter 2025 term.
January 24-26, January 31-February 2, 2025	Full fall and late fall term deferred final examinations will be held.
January 31, 2025	Last day to withdraw from full winter courses and the winter portion of fall/winter courses with a full fee adjustment.
February 1, 2025	Last day for academic withdrawal from early winter courses.
	Last day to request Formal Examination Accommodations for Feb/Mar final examinations from the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.
February 7, 2025	Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in early winter term undergraduate courses, before the official Feb/Mar final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).
February 14, 2025	Last day of early winter classes.

	Last day for final take-home examinations to be assigned in early winter courses, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
	Last day that can be specified by an instructor as a due date for term work for early winter courses.
	April examination schedule available online.
February 17, 2025	Statutory holiday. University closed.
	Deadline for course outlines to be made available to students registered in late winter courses.
February 17-21, 2025	Winter break, no classes.
February 22-23, March 1-2, 2025	Final examinations in early winter undergraduate courses will be held.
February 24, 2025	Late winter classes begin.
March 1, 2025	Last day for receipt of applications to Bachelor of Architecture, Bachelor of Industrial Design, Bachelor of Information Technology (Interactive Multimedia and Design), Bachelor of Music and Bachelor of Social Work degree programs for the fall/winter session.
	Last day for receipt of applications for admission to an undergraduate program for the summer term.
	Last day for receipt of applications for admission from candidates who wish to be guaranteed consideration for financial assistance (including Carleton fellowships, scholarships and teaching assistantships) administered by Carleton University. Candidates whose applications are received after the March 1 deadline may be considered for the award of a fellowship, scholarship or teaching assistantship (Graduate students only).
March 7, 2025	Last day to withdraw from late winter term courses with a full fee adjustment.
March 14-16, 2025	Early winter undergraduate deferred final examinations will be held.
March 15, 2025	Last day for academic withdrawal from full winter, late winter, and fall/winter courses.

	Last day to request Formal Examination Accommodations for April full winter, late winter, and fall/winter final examinations from the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.
March 25, 2025	Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in full winter term or fall/winter undergraduate courses, before the official April final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).
April 1, 2025	Last day for graduate students to submit their supervisor-approved thesis, in examinable form to the department.
	Last day for receipt of applications for admission to an undergraduate degree program for the fall/winter session from applicants whose documents originate from outside Canada or the United States, except for applications due March 1.
	Last day for receipt of applications from potential spring (June) graduates.
	Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in late winter term undergraduate courses, before the official final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).
April 8, 2025	Winter term ends.
	Last day of full winter, late winter, and fall/winter classes.
	Last day for final take-home examinations to be assigned, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
	Last day that can be specified by an instructor as a due date for term work for full winter and late winter courses.
April 9-10, 2025	No classes or examinations take place.
April 11-26, 2025	Final examinations in full winter, late winter, and fall/winter courses will be held. Examinations are normally held all seven days of the week.