



## Course Overview

### Staff Contact Details

#### Convenors

| Name             | Email                 | Availability         | Location | Phone      |
|------------------|-----------------------|----------------------|----------|------------|
| Caroline Lenette | c.lenette@unsw.edu.au | Appointment required | MB130    | 0434395931 |

### School Contact Information

School of Social Sciences

Room 159

Morven Brown C20

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## **Course Details**

### **Credit Points 6**

### **Summary of the Course**

In this course you will examine the various components of qualitative research. You will learn the concepts and challenges associated with conducting qualitative research and develop your capacity for undertaking social research through the acquisition of skills in research design, data collection, data analysis and report writing.

### **Course Learning Outcomes**

1. Understand the concepts of qualitative research and how qualitative research can be applied to real world problems.
2. Develop sound research questions and choose the appropriate methodology to answer these questions.
3. Collect and analyze qualitative data
4. Write a high-quality research report involving qualitative data.

### **Teaching Strategies**

In accordance with UNSW Learning and Teaching Guidelines, we expect to engage students in learning through structured hands-on activities. This is premised on the belief that effective learning takes place when students are actively engaged in the learning process.

*The learning outcomes will be addressed through lectures and workshops. Students are expected to engage with the material and prepare for the tutorials and lectures in order to enhance their learning experience.*

## Assessment

Students are expected to read the information in this course outline and on Moodle carefully and to follow the advice provided on how to achieve expected standards in completing the assessment tasks.

Rubrics will be available on Moodle. A rubric is a table or grid that lists a number of criteria against which you will be assessed and descriptors that specify the performance corresponding to each level (FL-HD), to allow assessors to interpret which level has been met. Students are strongly encouraged to look at the rubrics well in advance as they each clearly state what type of work you need to hand in to attain a good grade.

Assessments should be referenced in accordance with the School of Social Sciences Referencing Guide, available at <https://socialsciences.arts.unsw.edu.au/students/resources/policiesguidelines/>.

### Submission of written assignments

All assessments will be submitted electronically via TurnItIn on Moodle (no hard copy submission).

Assessments must be prepared in Microsoft Word format (not pdf), using a minimum 2.54cm margins on all sides, 12 point font size (except headings) and consistent font and style throughout.

**YOUR ASSESSMENTS MUST BE SUBMITTED ONLINE BY 11PM ON THE DUE DATE TO AVOID A LATE PENALTY.**

Moodle will NOT accept assessments after 11pm on the due date, so aim to submit early.

Please check the School rules and policies in relation to requests of extensions and late submission of assessed work: <https://socialsciences.arts.unsw.edu.au/students/resources/policies-guidelines/>

You are also declaring that the assessment item is your own work, except where acknowledged, and has not been submitted for academic credit previously in whole or in part.

It is your responsibility to keep a copy of your work in case of loss of an assignment. You are also responsible for checking that your submission is complete and accurate before you submit it via TurnItIn on Moodle.

### Feedback

Grades will be entered and feedback returned through Moodle once marking is complete on assessments with extensions, but within three weeks of the due date at the latest. Extensive feedback and discussion of assessments will be provided during tutorials and lectures.

**Attendance and participation requirements - please note that these will be updated in 2021 depending on how class attendance is monitored. This course is delivered face-to-face and online due to the COVID-19 pandemic.**

A student who attends less than 80% of classes within a course may be refused final assessment. This means that if you do not attend at least 80% of possible classes your final assignment may receive a mark of zero. You are responsible for keeping track of your attendance and contacting your course convenor immediately if you are concerned about your attendance record and its impact on your ability to complete your course successfully. Explanations of absences from classes or requests for permission

to be absent from forthcoming classes should be addressed to the **Convenor** in writing and, where applicable, should be accompanied by appropriate documentation (e.g. medical certificate). For the purpose of attendance monitoring, the final assessment for this course is the Research report worth 50% of your overall grade for this course. This is the assessment item that will be graded at zero if you do not meet the attendance requirement for this course.

There is an attendance requirement for **tutorials**. A roll is taken in class. Students should attend at least 7/9 of the tutorials to meet the attendance requirements.

## Assessment Tasks

| Assessment task       | Weight | Due Date            | Student Learning Outcomes Assessed |
|-----------------------|--------|---------------------|------------------------------------|
| Research proposal     | 30%    | 12/03/2021 11:00 PM | 1, 2                               |
| Interviewing exercise | 20%    | 26/03/2021 11:00 PM | 3                                  |
| Research report       | 50%    | 23/04/2021 11:00 PM | 1, 2, 3, 4                         |

## Assessment Details

### Assessment 1: Research proposal

**Length:** 1000

**Details:**

1000 word research proposal scaffolding the final assessment. A numerical grade and comments is given within two weeks of submission.

The feedback sheet/rubric will be available to students at the start of the course so that they can work towards specified standards.

**Turnitin setting:** This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

### Assessment 2: Interviewing exercise

**Length:** 150 + transcribed interview

**Details:**

Students submit an interview transcript and 150 word reflection. A numerical grade and comments is given within two weeks of submission.

The feedback sheet/rubric will be available to students at the start of the course so that they can work towards specified standards.

**Turnitin setting:** This assignment is submitted through Turnitin and students can see Turnitin similarity

reports.

### **Assessment 3: Research report**

**Start date:** Not Applicable

**Length:** 2500

#### **Details:**

2500 word independent research report. A numerical grade and comments is given within two weeks of submission.

The feedback sheet/rubric will be available to students at the start of the course so that they can work towards specified standards.

This is the final assessment for this course, for the purposes of the attendance requirement.

**Turnitin setting:** This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

## Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

## Course Schedule

[View class timetable](#)

### Timetable

| Date                              | Type     | Content  |
|-----------------------------------|----------|--|
| Week 1: 15 February - 19 February | Lecture  | Introduction to qualitative research   |
|                                   | Tutorial | Introductions and welcome<br><br>Download N-Vivo<br><br>Negotiating the research topic   |
| Week 2: 22 February - 26 February | Lecture  | Beginning the research process<br><br>Developing research questions<br><br>Reviewing the literature: what questions to ask to guide your reading |
|                                   | Tutorial | Reviewing literature<br><br>Developing research questions<br><br>Proposals   |
| Week 3: 1 March - 5 March         | Lecture  | Ethics, sampling and recruitment<br><br>Key concepts relating to ethics, sampling and recruitment  |
|                                   | Tutorial | Tips for Assessment 1<br><br>Preparing proposal abstracts  |
| Week 4: 8 March - 12 March        | Lecture  | Ethnographic methods<br><br>Practical and ethical issues in observational methods  |
|                                   | Tutorial | Develop interview schedule<br><br>Select interview partner<br><br><b>Assignment 1 is due on Friday, 11 pm</b>                                    |
| Week 5: 15 March - 19 March       | Lecture  | Interviewing methods<br><br>Conducting interviews<br><br>Cleaning data   |

|                              |            |   |
|------------------------------|------------|---|
|                              |            | Tips for Assessment 2   |
|                              | Tutorial   | Interview practice<br>Transcription tips  |
| Week 6: 22 March - 26 March  | Assessment | <b>Assignment 2 is due on Friday, 11 pm</b>   |
| Week 7: 29 March - 2 April   | Lecture    | Appraising quality in qualitative research<br>Evaluating qualitative research<br>Commencing qualitative analysis (in NVivo) & identifying categories and themes |
|                              | Tutorial   | Steps in thematic analysis<br>NVivo 1: Intro to coding using example transcript   |
| Week 8: 5 April - 9 April    | Lecture    | Interpreting qualitative data<br>Understanding different approaches to interpreting data  |
|                              | Tutorial   | Nvivo 2: Start coding ten course interview transcripts  |
| Week 9: 12 April - 16 April  | Lecture    | Qualitative methodologies in the field  |
|                              | Tutorial   | Nvivo 3: Finalise and deepen analysis<br>Identify key findings for report   |
| Week 10: 19 April - 23 April | Lecture    | Communicating qualitative findings<br>Strategies for writing up findings  |
|                              | Tutorial   | Nvivo 3: Finalise and deepen analysis<br>Tips for Assessment 3<br><b>Assignment 3 due Friday, 11 pm</b>   |



## Resources

### Prescribed Resources

Bryman, A. (2015) *Social Research Methods* (5th ed.). Oxford: Oxford University (same as SOSS1001).

### Recommended Resources

Bryman companion site

<http://global.oup.com/uk/orc/sociology/brymansrm5e/>

Silverman, D. (2013) *Doing Qualitative Research: A Practical Handbook* (4th ed), Sage Publications.

Clarke, V. and Braun, V. (2013) *Successful Qualitative Research: A Practical Guide for Beginners*, Sage Publications.

Glesne, C. (2010) *Becoming Qualitative Researchers: An Introduction* (4th ed), Pearson.

Morris, A. (2015) *A Practical Introduction to In-Depth Interviewing*, Sage Publications.

Saldaña, J. (2012) *Coding Manual for Qualitative Researchers*, Sage Publications.

### Access to NVivo

You will be able to access NVivo on your own device outside of seminars using myAccess. myAccess means that you can use NVivo in your own time, on your mac, PC or tablet device in any location with an internet connection. Go to [myaccess.unsw.edu.au](http://myaccess.unsw.edu.au) to find out more information on how to login and use the service, there are quick reference guides, frequently asked questions and who to contact if you need more help.

### Course Evaluation and Development

Student evaluative feedback is gathered periodically using, among other means, UNSW's MyExperience process. Informal feedback and class-generated feedback are also important. Student feedback is taken seriously, and continual improvements are made to the course based in part on such feedback.

## **Submission of Assessment Tasks**

### **Turnitin Submission**

If you encounter a problem when attempting to submit your assignment through Turnitin, please telephone External Support on 9385 3331 or email them on [externalteltsupport@unsw.edu.au](mailto:externalteltsupport@unsw.edu.au) . Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year). If you are unable to submit your assignment due to a fault with Turnitin you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support you will automatically receive a ticket number, but if you telephone you will need to specifically ask for one. Turnitin also provides updates on their system status on Twitter.

Generally, assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, it will be stated on your course's Moodle site with alternative submission details.

For information on how to submit assignments online via Moodle: <https://student.unsw.edu.au/how-submit-assignment-moodle>

## Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

**Copying:** using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This also applies to images, art and design projects, as well as presentations where someone presents another's ideas or words without credit.

**Inappropriate paraphrasing:** Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

**Collusion:** working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.

**Inappropriate citation:** Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.

**Duplication ("self-plagiarism"):** submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

Correct referencing practices:

- Paraphrasing, summarising, essay writing and time management
- Appropriate use of and attribution for a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre (<http://www.lc.unsw.edu.au/>). Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items.

UNSW Library also has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW but it can also be a great refresher during your study.

Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your needs
- use and manage information effectively to accomplish a specific purpose
- better manage your time

- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

Some of these areas will be familiar to you, others will be new. Gaining a solid understanding of all the related aspects of ELISE will help you make the most of your studies at UNSW.

<http://subjectguides.library.unsw.edu.au/elise/aboutelise>

## **Academic Information**

For essential student information relating to:

- requests for extension;
- late submissions guidelines;
- review of marks;
- UNSW Health and Safety policies;
- examination procedures;
- special consideration in the event of illness or misadventure;
- student equity and disability;
- and other essential academic information, see

<https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/>

## **Image Credit**

UNSW, 2019

## **CRICOS**

CRICOS Provider Code: 00098G

## **Acknowledgement of Country**

We acknowledge the Bedegal people who are the traditional custodians of the lands on which UNSW Kensington campus is located.