



**HRD 6353 Advanced Qualitative Research Method in HRD**  
**Soules College of Business**  
**Department of Human Resource Development**  
**The University of Texas at Tyler**

Syllabus

Course: HRD 6353  
Title: Advanced Qualitative  
Research Method in  
HRD

Instructor: Judy Y. Sun Ph.D.  
Office Hours: Tuesday: 2pm – 5pm

Semester: Fall, 2022  
Class Time: Saturday 8am-12pm

Phone #: 903-565-5912  
Email: jsun@uttyler.edu

Office Location: SCOB 315.18

Preferred Contact: Email

**Course Description:**

This course examines 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, discussions, writing, and reporting.

## **Course Learning Objectives:**

- Understanding the philosophical paradigm of doing qualitative research
- Understand the contribution of qualitative research in practice, research and theory building
- Understand the basic terminology employed in qualitative inquiry
- Conduct observations in various locations and generate field notes
- Develop semi-structured questionnaire for qualitative data collection
- Transcribe audio file into transcripts for analysis
- Develop coding system for qualitative data analysis
- Review and apply qualitative research techniques in a variety of settings
- Present research findings from a research project

## **Required Textbooks, Materials, and Supplies:**

### **Required Textbooks**

Bryman, A., & Bell, E. (2015). *Business Research Methods*, 4th Edition. Oxford, UK: Oxford University

Merriam, S. B. & Tisdell, E. J. (2016). *Qualitative Research: A Guide to Design and Implementation*. San Francisco, CA: Jossey-Bass ISBN: 978-1-119-00361-8

Yin, R. K. (2016). *Qualitative research from start to finish* (2nd edition). New York, NY: Guilford Press ISBN: 978-1-4625-2134-0

### **Recommended Textbooks**

Lincoln, Y. S., & Guba, E. G. (1985). *Naturalistic Inquiry*. Newbury Park, CA: Sage. Rocco, T. S., & Hatcher, T. (2011). *The handbook of scholarly writing and publishing*. San Francisco, CA: Jossey-Bass.

Charmaz, K. (2006). *Constructing Grounded Theory: A Practical Guide through Qualitative Analysis*. Sage.

Creswell, J. W. (2009). *Research design: Qualitative, quantitative, and mixed methods approaches*, 3rd Edition. Thousand Oaks, CA: Sage.

### **Supplementary Readings**

Additional readings will be assigned to student for download from the UT Tyler Library or provided by instructor in Blackboard.

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

Research Problem Statement (Individual)	10%
Class Participation (Individual)	20%
Research Proposal (group) – <i>Step 1</i>	20%
Field Assignment 1: Observation field Notes (Individual) – <i>Step 2</i>	10%
Field Assignment 2:	
Interview Transcript, Memo and Coding scheme (Group)- <i>Step 3</i>	10%
Research Project Report (Group or Individual) – <i>Step 4</i>	20%
Final Presentation:	10%
Total:	100%

*\*Note: Instructor reserves the right to require peer feedback if groups exhibit any difficulty with collegiality or disharmony which interferes with their ability to function in a positive and timely manner.*

Students will be evaluated on the basis of the quantity, quality, and timeliness of the following efforts.

1. Attendance and active participation in classes, including all online and classroom discussions and activities.
2. Quality writing assignments
3. Clear and professional class presentations.

A (90-100 %)	Excellent work and evidence of achieving each of the learning objectives at an expert level
B (80-89 %)	Good work and evidence of achieving each of the learning objectives at a mastery level
C (70-79 %)	Average work and evidence of achieving each of the learning objectives at a modest level
D (60-69 %)	Poor work and little or no evidence of achieving each of the learning objectives
F (59 % & below)	Unacceptable work and no evidence of achieving each of the learning objectives

### **Class Meeting Dates:**

Aug. 27:	8am-12pm
Sep. 24:	8am-12pm
Oct. 15:	8am-12pm
Nov. 5:	8am-12pm
Dec. 3:	8am-12pm

## Brief Description of Major Assignments

### Qualitative Research Proposal (20%)

In a group of 2, please choose a topic of interest within the context of an organization for your qualitative research project. Students will submit a project proposal to the Instructor and it must be approved before collecting any data. The project will encompass the identification of a problem, the research purpose, at least one research question, background information and review of relevant literature, qualitative method(s) of collecting data, source of data, how to analyze data and report of findings, and potential implications for HRD practice and research. Please email the research report (in APA 7th ed. format) to the instructor before midnight **Oct. 15, 2022**.

### Field Assignments

Students will complete field assignments including observations and interviews with individuals in an organizational setting, data collection from existing documents from an organization. Every student is required to conduct an interview (individually or together with the team) and participate in observation notes and interview transcripts writing. Field assignments will account for 30% of semester grade and is a vital part of practice and application of the techniques covered in course sessions. Completion of 2 field assignments is required for students to receive credit in this course.

#### 1. Field Observations (Individual Assignment, 10%):

Review the Handout of “Documenting Observations and Interpretations of Field Experience”. Go to a public and interactive place (e.g., coffee shop, small market, convenience store), or, to an academic setting, e.g., skills lab or computer lab, where you can have the opportunity to observe and listen. Stay in this observation area for about 30 minutes. Note the activities and behaviors of the people in the area.

Document the activities you observed, how people engage in those activities, how they talk about what they are doing (verbal, non-verbal language), and how they interact with others. What were your impressions based on your observations and what you heard? What are the limitations of listening and observing? Address these using the handout as a template. Due: Midnight **Sept 24, 2022**.

#### 2. Interview transcripts and coding scheme (10%)

Working as individual or as a group of two, develop a semi-structured interview guide according to the research questions developed in your research proposal, identify research participants, conduct 2-3 interviews (30-60 minutes for each interview), and complete your interview transcripts. Code the transcripts independently and consolidate the codes into a coding scheme. Submit your transcripts and final coding scheme before midnight **November 5, 2022**.

### Qualitative Research Project (20%)

Working in a group of two or individually, deliver a research paper on a topic of interest regarding qualitative research. The paper could be either an empirical qualitative research paper or a methodology related theoretical paper. The empirical paper should encompass the identification of a problem, the research purpose, research questions, background information and review of relevant literature, qualitative method(s) of collecting data, source of data, data analysis, credibility of the research method, reporting of findings, and discussions and implications for HRD practice and research. Please submit the research report (in APA 6th ed. format) to the instructor before 12:00pm **Dec. 3, 2022**. Students may work alone or in a group of no more than two.

**Class Meeting Attendance** Attending all five class sessions demonstrates the learner's personal commitment to learning. Therefore, physical attendance is expected for the accomplishment of course objectives. The facilitator recognizes that learners may have special issues and responsibilities that may impact physical attendance. If physical absences occur, the learner is responsible for contacting the facilitator in advance so that adjustments can be made to the instructional activities planned for a specific session. With approval from the instructor and the department chair, the learner may participate virtually. The instructor may provide limited access to the class through Zoom. However, it is the learner's responsibility to arrange with an in-class peer to provide virtual access to the class to ensure the quality of classroom learning. The learner is responsible for all work that is missed due to their absence from any class meeting, or portion thereof. It should be expected that physical absence from classes for reasons other than documented illnesses, emergencies, or other matters that prohibit the learner from traveling due to COVID restrictions may affect the final course grade. Excused absences for religious holy days or active military services are also permitted according to the policies outlined in the UT Tyler Graduate Handbook. One unexcused absence may result in a final grade reduced by one letter grade. Two or more unexcused absences from class will likely result in a grade of Incomplete (I) requiring the student to retake the course.

### **Late Work Policy**

Work submitted past the due date is 20% per calendar day includes weekend.

### **Writing Expectations**

This course has numerous written assignments. Each should be free of spelling and grammatical errors as well as sufficient organization, and the citing of sources and references according to APA 7 guidelines. If a student needs assistance with proofreading or basic skills, they should contact UT-Tyler Writing Center, BUS 202, (903) 565-5995, email: utwritingcenter@gmail.com

## **ACADEMIC DISHONESTY STATEMENT**

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work. Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one's own work of material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the students' official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.

## **UNIVERSITY POLICIES AND ADDITIONAL INFORMATION THAT MUST APPEAR IN EACH COURSE SYLLABUS**

### **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.

*Information for Classrooms and Laboratories:* Students are expected to wear face masks covering their nose and mouth in public settings (including classrooms and laboratories). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code \(Links to an external site.\)](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, digestive issues (e.g. nausea, diarrhea), or a higher than normal temperature should stay at home and are encouraged to use the [UT Tyler COVID-19 Information and Procedures \(Links to an external site.\)](#) website to review protocols, check symptoms, and report possible exposure. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email [saroffice@uttyler.edu](mailto:saroffice@uttyler.edu).

## **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>

## **Campus Carry**

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

## **UT Tyler 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](http://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 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.

### **UT Tyler Resources for Students**

- UT Tyler Writing Center (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- UT Tyler Tutoring Center (903.565.5964), [tutoring@uttyler.edu](mailto: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)