



UNIVERSITY OF MANITOBA

Social Research Methods SOC 4580 (A01 CRN: 13047)

Department of Sociology and Criminology, University of Manitoba
Fall 2018
3 credit hours

INSTRUCTOR CONTACT INFORMATION

Instructor name: Dr. Lori Wilkinson
Office: 309 St John's College/331 Isbister
Phone: 474-8491
Email: Lori.Wilkinson@umanitoba.ca

Instructor's preferred form of address: Professor or Dr. Wilkinson or Lori

Contact: I will do my best to answer emails and telephone messages within 24 hours or less on weekdays and 48 hours or less on weekends. Email is the best mode of communication outside of office hours and class. Please ensure your email communication conforms to good grammar and professional style and that you use your University of Manitoba email account as this is the account I will use to contact you.

COURSE INFORMATION

Professor's Office hours: Mondays before or after class or by appointment
Class meeting: Mondays 11:30-2:15PM
Class location: 400 Tier Building

UM Learn is the online platform used to store information, datasets and other items related to this course. Please familiarize yourself with the content.

Prerequisites: students are required to have completed SOC 1200 or its equivalent (6 credit hours). Students may not simultaneously hold credit for SOC4580 and the former SOC4470 (077.447). Permission from the Department Head is required for all students enrolling in this course.

COURSE DESCRIPTION

The content of SOC 4580 includes, but is not limited to, the introduction to the philosophy of science and logic of scientific method, as well as instruction and hands-on experience in conducting qualitative interviews. Students are expected to gain a working knowledge of the research process and of ethical conduct. Students may not hold credit for both SOC 4580 and the former SOC 4470. Prerequisite: written consent of department head. The intention is to bring together materials you have learned in SOC2290 (the prerequisite of this course) and SOC2010 (the pre- or co-requisite for this course) and possibly

SOC3100 (if you have taken it—this course is not required for the class) so that students have the tools they need to conduct their own independent research.

COURSE GOALS

This course provides undergraduate students with the skills necessary to design a qualitative study and conduct interviews. As a result, students completing the course will have the ability to plan a study, conduct data collection, and analyse qualitative data. The goals of the course are to help students:

- become familiar with the range of qualitative methodologies used in the social sciences
- conduct semi-structured qualitative interviews
- plan and execute a small study from start to finish
- prepare ethics proposals
- learn the links between a research question, theory and hypothesis
- improve presentation skills (orally and in papers)

INTENDED LEARNING OUTCOMES

By the end of the class, students should be able to:

- understand the links between research question, theory and method
- conduct good qualitative interviews
- understand the fundamentals of organizing and analyzing qualitative data
- write an executive summary for a variety of different audiences
- produce short and engaging presentations
- write research paper using qualitative data

In addition to the knowledge gained in learning to conduct a research project, this class has applications outside the course. Students will learn various skills including how to:

- Learn rules for conducting interviews
- Training and hiring of interviewers
- Analysis and interpretation techniques for interviews
- Guidance in preparation of budgets and research grants
- Transcribe interviews
- Encrypt and storing computer data
- Organize and prepare effective professional presentations using Powerpoint

USE OF COPYRIGHTED MATERIAL

Please respect copyright. We will use copyrighted content in this course. I have ensured that the content I use is appropriately acknowledged and is copied in accordance with copyright laws and University guidelines. Copyrighted works, including those created by me, are made available for private study and research and ***must not be distributed in any format*** without permission. Do not upload copyrighted works to a learning management system (such as UM Learn), or any website, unless an exception to the *Copyright Act* applies or written permission has been confirmed. The professor really likes dogs. Students who send the professor a photo of a dog in an email (no later than November 15 2018) will have an extra

1% point added to their grade. For more information, see the University's Copyright Office website at <http://umanitoba.ca/copyright/> or contact um_copyright@umanitoba.ca.

RECORDING CLASS LECTURES

Lori Wilkinson and the University of Manitoba hold copyright over the course materials, presentations and lectures which form part of this course. ***No audio or video recording of lectures or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission*** from Lori Wilkinson. Course materials (both paper and digital) are for the participant's private study and research.

REQUIRED TEXTBOOKS AND COURSE MATERIALS

Students are required to purchase/rent/acquire the following textbook for this course:

Charles C. Ragin and Lisa M. Amoroso. (2018) *Constructing Social Research: The Unity and Diversity Method*. 3rd Edition London & Los Angeles: Pine Forge/Sage Press. ISBN: 978-1-4129-6018-2

Lee Ann Fujii. (2017). *Interviewing in Social Science Research: A Relational Approach*. New York & London: Routledge. ISBN: 978-0415843744

URLs to various journal articles will be posted on the UM Learn website for this course

COURSE TECHNOLOGY

It is the general University of Manitoba policy that all technology resources are to be used in a responsible, efficient, ethical and legal manner. *Students can use all technology in classroom setting only for educational purposes* approved by instructor and/or the University of Manitoba Accessibility Services. Student should not participate in personal direct electronic messaging / posting activities (e-mail, texting, video or voice chat, wikis, blogs, social networking (e.g. Facebook) online and offline "gaming" during scheduled class time. If student is on call (emergency) the student should switch his/her cell phone on vibrate mode and leave the classroom before using it. (©S Kondrashov. Used with permission)

Think you can multitask during class without repercussion to your academic performance? Recent studies have shown that students who do not put their cell phones away or who spend time gaming, emailing or on social media in class have significantly lower grades than those students who are not tempted to use their technologies in class (Whitford, 2018; Glass and Kang 2018).

This course uses UM Learn as the course website. The following are available on the course website:

1. PowerPoint lectures (in pdf format)
2. Additional readings for class (URLs or PDFs)
3. Assignments
4. Optional links to interesting, helpful websites, stories, and articles
5. Other material-which the professor will alert you to as the course progresses

Students needing assistance accessing UM Learn can contact the Centre for the Advancement of Teaching and Learning.

- 123 Fletcher Argue Building

- 204-474-8600
 - servicedesk@umanitoba.ca
 - http://intranet.umanitoba.ca/academic_support/catl/resources/umlearnstudent.html
-

CLASS COMMUNICATION

The University requires all students to activate an official University email account. For full details of the Electronic Communication with Students please visit: [http://umanitoba.ca/admin/governance/media/Electronic Communication with Students Policy - 2014_06_05.pdf](http://umanitoba.ca/admin/governance/media/Electronic_Communication_with_Students_Policy_-_2014_06_05.pdf)

Please note that all communication between myself and you as a student must comply with the electronic communication with student policy (http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html). You are required to obtain and use your U of M email account for all communication between yourself and the university.

STUDENT ACCESSIBILITY SERVICES

If you are a student with a disability, please contact SAS for academic accommodation supports and services such as note-taking, interpreting, assistive technology and exam accommodations. Students who have, or think they may have, a disability (e.g. mental illness, learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation.

Student Accessibility Services <http://umanitoba.ca/student/saa/accessibility/>
520 University Centre Phone: 204 474 7423 Email: Student_accessibility@umanitoba.ca

EXPECTATIONS: WHAT I EXPECT FROM YOU

- Regular class attendance
 - To first try to be independent learners and problem solvers before asking for assistance
 - Be respectful and considerate of others in the class. See [Respectful Work and Learning Environment Policy](#).
 - Active participation/engaged learning
 - Silence all electronic devices when in the classroom. If there is a reason that you require your device to remain on 'ring' mode (i.e., sick child at daycare), please inform me at the start of the class.
 - Use laptop computers for note-taking purposes only
 - Remove earphones during class lectures
 - Arrive to class on time and stay until dismissed from class (please notify the instructor at the onset of class if you need to leave early or if you have to come late to the next class)
 - Not talk with other students while the professor is lecturing
-

EXPECTATIONS: WHAT YOU CAN EXPECT FROM ME

Since I have expectations of you, it is only fair that students should have expectations of me. Students can expect me to:

- Provide an atmosphere that is respectful and safe for all students
- Allow students to have an opportunity to engage in classroom discussions and to ask questions
- Provide opportunities outside of class for consultation on class material and assignments
- Provide students with relevant information about activities and opportunities outside of class (including public lectures, notice of relevant job opportunities, conferences and training/workshops)
- Adapt to diverse learning styles through: teaching with visual aids; offering useful examples; providing hands-on experience; and explaining concepts in a variety of ways
- Be prepared for lectures and provide material with knowledge and enthusiasm
- Accommodate students' various religious denominations – it is the right of all students to observe recognized holidays of their faith, which fall within the academic year. As such, arrangements can be made to ensure studies are not jeopardized (although please inform me of an absence, ideally at least three weeks in advance, especially if special arrangements are sought)
- Be prompt in returning graded assignments. Provide students with ample guidance in correcting errors and mistakes.
- Provide students with ample notice of any unexpected absences

COURSE SCHEDULE AND ASSIGNMENTS

Assignment	Date Due	Grade Weight
Presentation of Research Method	Varies	20%
CORE Training	October 1	5%
Ethics Proposal	October 15	20%
Interviews/final paper	December 10	45%
Presentation of final report	Nov 26 OR Dec 3	10%

Please note that all components of the class must be completed. Students failing to complete one or more of their assignments/ tests will fail the course regardless of cumulative grade.

<i>Grade Distribution:</i>	A+	91-100%	4.5	Exceptional
	A	80-90%	4.0	Excellent
	B+	75-79%	3.5	Very good
	B	70-74%	3.0	Good
	C+	65-69%	2.5	Satisfactory
	C	60-64%	2.0	Adequate
	D	50-59%	1.0	Marginal
	F	49% or less	0	Failure

COURSE RULES AND REGULATIONS

Please read these very carefully. These regulations ensure equity among students and are intended to make the class more productive and enjoyable for everyone.

- The University of Manitoba acknowledges the right of students to observe recognized Holy Days of their faith that fall within the academic year. The instructor should be notified in writing of a student's intended absence at least three weeks in advance (when possible).
- Students with special learning needs should identify themselves to the instructor and register with the Office of Student Accessibility at the beginning of the term to arrange suitable accommodation.
- *All assignments* must be completed in order to assess a final grade. Students who fail to complete all or parts of the course will fail the course.
- Any student who submits an assignment or test that the professor or lab instructor suspects is plagiarized must submit to an oral examination based on the material in the assignment or paper. Should the professor find that the paper is plagiarized or data fabricated as a result of this examination the student will face immediate disciplinary action. (please see Academic Integrity, pages 4-5)
- *Late term papers and term paper outlines will be penalized 10% per day late (including weekends) to a maximum penalty of 50%. In the event of a medical emergency or other serious problem, extensions to the term paper may be granted but only if I am contacted prior to the deadline.*
- Papers more than ONE WEEK LATE will not be accepted under any circumstances.
- *Students are not permitted to reschedule presentations and assignments regardless of the scheduling of examinations and assignments in other courses.*
- Any term work that has not been claimed by students will be held for four (4) months from the end of the final examination period for the term in which the work was assigned. At the conclusion of this time, all unclaimed term work will become property of the Faculty of Arts and be destroyed according to FIPPA guidelines and using confidential measures for disposal.
- The VW date for this course is **November 19 2018.**
- Disruptions due to excessive talking or early departures from the classroom distracting. Please be considerate and respectful of the needs and rights of others in the class. Students should be aware that persistent disruption may result in disbarment from the course. Any student who has a legitimate reason for leaving class early should inform the instructor at the beginning of class.
- Regular class attendance is expected. Because class attendance is mandatory, the professor will not provide students with lecture notes regardless of circumstance. Students who miss class are expected to obtain lecture notes from another classmate.

ACADEMIC INTEGRITY

Academic integrity is a cornerstone of all university activities and in professional life. The professor has extensive (and unfortunate) experience in dealing with all forms of academic dishonesty. The penalties for undergraduate students who are dishonest in their studies are severe. Students suspected of submitting dishonest work will be immediately reported to the Department Head. Students who have had prior instances of academic dishonesty will be reported directly to the Dean of the Faculty of Arts. A full description of academic integrity matters, including plagiarism and cheating, can be found in Section 8 of the *General Academic Regulations and Requirements of the University of Manitoba*.

Academic dishonesty includes, but is not limited to:

- Copying all or parts of assignments or tests from Internet web-pages or on-line journals, all or parts of chapters from books, journal articles, newspaper articles or other documents
- Copying all or parts of other students' tests or assignments
- Having someone else write your paper or test
- Writing your paper in a language other than English and having someone or some program translate it

- Working with other students to complete assignments or tests
- Paraphrasing an author's ideas without proper referencing of their ideas
- Submitting falsified data as part of an assignment, test or examination
- Re-submitting all or part of a paper previously written for another course (self-plagiarizing)
- Copying from another student during a test or examination
- Bringing unauthorized material into any test or examination, even if you don't use it
- Coercing another student to assist in cheating during an examination or test

Academic dishonesty is not tolerated in this course. The instructor uses a variety of methods to check for academic dishonesty and has access to software to uncover plagiarism on the Internet. **The penalties are severe may include failing the course and/or expulsion from the university.** If you would like further clarification regarding plagiarism and academic integrity, please arrange an appointment to see me. I would rather you ask me if you are unsure about any aspect of academic integrity rather than guessing.

Students should acquaint themselves with the University's policy on plagiarism, cheating, exam personation, (**"Personation at Examinations" (Section 5.2.9)** and **"Plagiarism and cheating" (Section 8.1)**) and duplicate submission by reading documentation provided at the Arts Student Resources web site at: http://umanitoba.ca/faculties/arts/student_resources/student_responsibilities_integrity.html. Ignorance of the regulations and policies regarding academic integrity is not a valid excuse for violating them.

The Faculty of Arts also reserves the right to submit student work that is suspected of being plagiarized to Internet sites designed to detect plagiarism. I strongly urge students to visit the following website for more information about academic integrity and how to avoid problems:

http://umanitoba.ca/student/resource/student_advocacy/AI-and-Student-Conduct-Tutorials.html

The minimum penalty for plagiarism on a written assignment is F on the paper and may result in and F-DISC (discipline) in the course. This notation appears on the student's transcript. For repeat violations, this penalty can also include suspension from the Faculty of Arts for a period of up to 1 year.

The minimum penalty for academic dishonesty in a test or final examination is F for the test/examination and an F-DISC (discipline) in the course plus a suspension from the Faculty of Arts for a period of one year. The F grade and disciplinary notation appears on the student's transcript. For repeat violations, the penalty may include suspension from the Faculty of Arts for a period of up to 5 years

I greatly value the opinions and beliefs expressed by Dr Bill Taylor in the following article "A Letter to My Students". Please read it if you would like to know more about my philosophy on academic integrity as this letter to students is a very good summary of my expectations of you and your expectations of me. http://umanitoba.ca/faculties/graduate_studies/media/Letter_To_My_Students.pdf

I welcome any questions you may have about academic integrity and I am very happy to help no matter how big or small the problem.

COURSE READINGS AND SCHEDULED COURSE ACTIVITIES

To be distributed in class. Students will be expected to read, on average, 2 chapters per week and one or two articles.

USEFUL ADDITIONAL INFORMATION FOR STUDENTS

Writing and Learning Support

The Academic Learning Centre (ALC) offers services that may be helpful to you throughout your academic program. Through the ALC, students can meet with a learning specialist to discuss concerns such as time management, learning strategies, and test-taking strategies.

Students can also meet one-to-one with a writing tutor who can give you feedback at any stage of the writing process, whether you are just beginning to work on a written assignment or already have a draft. If you are interested in meeting with a writing tutor, reserve your appointment two to three days in advance of the time you would like to meet. Also, plan to meet with a writing tutor a few days before your paper is due so that you have time to work with the tutor's feedback.

These Academic Learning Centre services are free for U of M students. For more information, please visit the Academic Learning Centre website at: <http://umanitoba.ca/student/academiclearning/>

You can also contact the Academic Learning Centre by calling 204-480-1481 or by visiting 201 Tier Building.

University of Manitoba Libraries

As the primary contact for all research needs, your liaison librarian can play a vital role when completing academic papers and assignments. Liaisons can answer questions about managing citations, or locating appropriate resources, and will address any other concerns you may have, regarding the research process. Liaisons can be contacted by email or phone, and are also available to meet with you in-person. A complete list of liaison librarians can be found by subject: <http://bit.ly/WcEbA1> or name: <http://bit.ly/1tj0bB4>. In addition, general library assistance is provided in person at 19 University Libraries, located on both the Fort Garry and Bannatyne campuses, as well as in many Winnipeg hospitals. For a listing of all libraries, please consult the following: <http://bit.ly/1sXe6RA>. When working remotely, students can also receive help online, via the Ask-a-Librarian chat found on the Libraries' homepage: www.umanitoba.ca/libraries.

HEALTH AND WELLNESS:

For 24/7 mental health support, contact the Mobile Crisis Service at 204-940-1781.

Student Counselling Centre

Contact SCC if you are concerned about any aspect of your mental health, including anxiety, stress, or depression, or for help with relationships or other life concerns. SCC offers crisis services as well as individual, couple, and group counselling. *Student Counselling*

Centre: <http://umanitoba.ca/student/counselling/index.html> 474 University Centre or S207 Medical Services

(204) 474-8592

Student Support Case Management

Contact the Student Support Case Management team if you are concerned about yourself or another student and don't know where to turn. SSCM helps connect students with on and off campus resources, provides safety planning, and offers other supports, including consultation, educational workshops, and referral to the STATIS threat assessment team.

Student Support Intake Assistant <http://umanitoba.ca/student/case-manager/index.html>

520 University Centre (204) 474-7423

University Health Service

Contact UHS for any medical concerns, including mental health problems. UHS offers a full range of medical services to students, including psychiatric consultation. *University Health*

Service <http://umanitoba.ca/student/health/> 104 University Centre, Fort Garry Campus (204) 474-8411
(Business hours or after hours/urgent calls)

Health and Wellness

Contact our Health and Wellness Educator if you are interested in information on a broad range of health topics, including physical and mental health concerns, alcohol and substance use harms, and sexual assault.

Health and Wellness Educator <http://umanitoba.ca/student/health-wellness/welcome.html>

Katie.Kutryk@umanitoba.ca

469 University Centre

(204) 295-9032

Live Well @ UofM

For comprehensive information about the full range of health and wellness resources available on campus, visit the Live Well @ UofM site: <http://umanitoba.ca/student/livewell/index.html>

POLICIES and SUPPLEMENTAL INFORMATION ONLINE

Your rights and responsibilities

As a student of the University of Manitoba you have rights and responsibilities. It is important for you to know what you can expect from the University as a student and to understand what the University expects from you. Become familiar with the policies and procedures of the University and the regulations that are specific to your faculty, college or school.

The [Academic Calendar](http://umanitoba.ca/student/records/academiccalendar.html) <http://umanitoba.ca/student/records/academiccalendar.html> is one important source of information. View the sections *University Policies and Procedures* and *General Academic Regulations*.

While all of the information contained in these two sections is important, the following information is highlighted.

- If you have questions about your grades, talk to your instructor. There is a process for term work and final **grade appeals**. Note that you have the right to access your final examination scripts. See the Registrar's Office website for more information including appeal deadline dates and the appeal form <http://umanitoba.ca/registrar/>
- You are expected to view the General Academic Regulation section within the Academic Calendar and specifically read the **Academic Integrity** regulation. Consult the course syllabus or ask your instructor for additional information about demonstrating academic integrity in your academic work. Visit the Academic Integrity Site for tools and support <http://umanitoba.ca/academicintegrity/> View the **Student Academic Misconduct** procedure for more information.
- The University is committed to a respectful work and learning environment. You have the right to be treated with respect and you are expected to conduct yourself in an appropriate respectful manner. Policies governing behavior include the:

Respectful Work and Learning Environment

http://umanitoba.ca/admin/governance/governing_documents/community/230.html

Student

Discipline http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html and,

Violent or Threatening

Behaviour http://umanitoba.ca/admin/governance/governing_documents/community/669.html

- If you experience **Sexual Assault** or know a member of the University community who has, it is important to know there is a policy that provides information about the supports available to those who disclose and outlines a process for reporting. The **Sexual Assault** policy may be found at: http://umanitoba.ca/admin/governance/governing_documents/community/230.html More information and resources can be found by reviewing the Sexual Assault site <http://umanitoba.ca/student/sexual-assault/>
- For information about rights and responsibilities regarding **Intellectual Property** view the policy http://umanitoba.ca/admin/governance/media/Intellectual_Property_Policy_-_2013_10_01.pdf

For information on regulations that are specific to your academic program, read the section in the Academic Calendar and on the respective faculty/college/school web site <http://umanitoba.ca/faculties/>

Contact an **Academic Advisor** within our faculty/college or school for questions about your academic program and regulations <http://umanitoba.ca/academic-advisors/>

Student Advocacy

Contact Student Advocacy if you want to know more about your rights and responsibilities as a student, have questions about policies and procedures, and/or want support in dealing with academic or discipline concerns.

<http://umanitoba.ca/student/advocacy/>

520 University Centre
204 474 7423
student_advocacy@umanitoba.ca