



Middle Georgia
State University

School of Computing
Department of Information Technology

SECTION 1 - GENERAL COURSE INFORMATION

Course Title:	Qualitative Analysis for Decision Making
Course Prefix and Number:	ITEC 7140-01/02
Course CRN#:	83019/83640
Semester & Session:	Fall 2023 – Term I
Campus Location:	Online
Meeting Days:	This course will be conducted completely online
Meeting Time:	This is a doctoral level course and will be conducted completely online in an asynchronous format. Access via D2L Course Shell

INSTRUCTOR'S INFORMATION

Name:	Dr. Kembley Lingelbach, Associate Professor & Chair of the Dept. of Information Technology
E-mail Address:	Kembley.lingelbach@mga.edu
Office Location:	PSC 338
Office Phone Number:	478-471-2801
Tentative Office Hours:	Available by Appointment

COVID-19 STATEMENT

On June 17, 2021, the Centers for Disease Control issued new and updated COVID guidance for fully vaccinated individuals, and based on that information, fully vaccinated individuals may now resume campus classes and other activities without wearing a face covering or physically distancing. Unvaccinated individuals are strongly encouraged to get a vaccine, to continue wearing a face covering, and to continue socially distancing from others when possible. The vaccines are safe and effective; however, it is an individual decision to receive one and will not be required to be a part of our campuses. Established protocols for isolation and quarantine will continue this semester in order to mitigate further spread of the coronavirus on our campuses. MGA will continue to provide updated information at this website: <https://www.mga.edu/coronavirus/>

COVID continues to be an evolving situation. Carefully review your syllabus, D2L announcements, or email for details.

SECTION 2 - DETAILED COURSE INFORMATION

- Course Prerequisite:** Admission to the DSc in IT Program
- Credit Hours:** 3
- Course Description:** This course aims to provide the doctoral student training in assessing and conducting research and research publication in the field of information technological perspective. The course includes:
- studies of literature on qualitative research
 - analysis of characteristics of various qualitative methods in general and as a tool in doctoral projects in particular
 - analysis of the use of qualitative methods in current publications (research articles) based on current research method literature
- Expected Characteristics:** The ability to work and think independently is one of the fundamental requirements for studying in the DSc IT degree program. Being independent means that you are confident and highly motivated. You take initiatives and have the ability to take responsibility. You are committed to the program, have good time management and organizational skills. Other vital requirements are curiosity, creativity, discipline and productivity.
- Student learning outcomes:** Upon completion of this course the students will be able to:
- Present, analyze and discuss qualitative research methods in general and those used in Information Technology research in particular
 - Evaluate published qualitative research from a methodological perspective
 - Assess how different qualitative methods can be used in a doctoral-project
 - Describe the basic steps in qualitative data analysis
 - Develop and apply codes to qualitative data
- Topics:** We will examine the following areas including, but not limited to:
- Narrative Analysis
 - Case Study
 - Ethnography
 - Phenomenology
 - Grounded Theory
 - Data Collection and Analysis
- Required course materials:** **Qualitative Inquiry and Research Design: Choosing Among Five Approaches, Creswell & Poth, 4th edition ISBN 978-1-5063302-0-4**
- Optional: Publication Manual of the American Psychological Association (2020), 7th edition, ISBN 978-1-4338-3216-1**
- Technology Requirement:** The following will be used in this course:
- Students are required to have access to a computer and the Internet. All assignments, the course schedule, announcements, course syllabus, course content, rubrics, and supplemental course materials are posted on the D2L Course Shell.

- We may use computer webcam with built-in microphone to participate in possible virtual meetings with the instructor and group members.
- Microsoft Office (Word, Excel, & PowerPoint)

Library/Learning Resources: As a Middle Georgia State University student, you have complete access to GALILEO (Georgia Library Learning Online), a virtual library of licensed commercial databases. It provides access to over 100 databases indexing thousands of periodicals and scholarly journals. There are over 10,000 journal titles available in full-text. Additional GALILEO resources include e-books, government documents, reference collections, and video databases. The Middle Georgia State University library also has core collection with locally purchased resources to support this graduate course. Currently the exclusive holdings for the B.S. / M.S. in Information Technology graduate courses are as follows: e-Journals = 1,661, Print Books = 1,164, e-books = 4,325, and DVDs = 66. The following are examples of online databases that support this undergraduate course. They are available to you through GALILEO and/or institutionally funded subscriptions:

- ACM Digital Library
- Computer Source
- Computing (ProQuest)
- Academic Search Complete
- Research Library (ProQuest)
- Wilson Omnifile: Full-Text Mega Edition
- Google Scholar
- Films on Demand

SECTION 3 - COURSE ASSESSMENT INFORMATION

Overview of Grading

Excellent. The quality of work meets the doctoral requirements in both originality and mastery of the material. This is equivalent to an A grade.

Satisfactory. The work meets the minimum requirements. The work is short of excellence, originality, and does not fully demonstrate mastery of the material. This is equivalent to a B grade.

Unsatisfactory. This work is deficient as the minimum requirements have not been met. This is equivalent to an F grade.

Anything below a Satisfactory (B-level) is deemed to be a failing grade.

- A: 90% - 100% - Excellent Work
- B: 80% - 89% - Satisfactory Work
- Below 80% - Unsatisfactory Work

Course Assignments

Assignment	Weight
Qualitative Research Article Analysis	2 @ 20% each = 40%
Coding Assignment (Midterm Project)	30%
Qualitative Proposal	30%
Total	100%

SECTION 4 - COURSE EXPECTATIONS

EXPECTATIONS

Online courses are not self-paced and regular participation in online courses is required and will be recorded by your instructor. Students are expected to complete all course assessments using D2L.

Online learning assumes a high level of maturity and professionalism. It is designed to make learning more convenient but no less rigorous. The lack of a formal meeting schedule in an online course can be liberating. It can also be demanding because you must determine when to make time for class. Self-discipline and good time management skills are necessary when taking an online course.

Please remember that you will spend as much or more time completing an online course as you would taking it in a traditional face-to-face/classroom format. The special circumstances of taking an online course demand regular and consistent participation. Be sure to pace yourself throughout the semester making sure your responses to communications and assignments are timely. If you are not able to participate in any assigned class activities, you must contact your instructor immediately.

The instructor is required to report “no-shows” or students who do not show up the first day of class. Therefore, all students enrolled in the course must verify their enrollment. This can affect financial aid and you may be dropped from the class. Your instructor will notify you as to how to verify your enrollment before the beginning of the term to ensure that you are not reported as a “no-show”.

ATTENDANCE POLICY

Students whose number of absences is more than twice the number of class meetings per week may be assigned a failing grade for the course. Students who have more absences than the number of class meetings per week but less than twice the number of class meetings per week, will be penalized on the participation portion of the grade. Students who have absences which are less than or equal to the number of class meetings per week will not be penalized. This policy holds for face-to-face and hybrid courses.

Students that do not submit any work for more than 14 consecutive days in an online course or partially online course may be assigned a failing grade for the course.

The MGA policy on attendance is found in Section 5.04.05 of the Faculty Handbook and in the Academic Catalog (<https://mga.smartcatalogiq.com/2020-2021/Undergraduate-Catalog/Academic-Policy-and-Information/Course-Policies/Attendance-Policy>).

CLASS BEHAVIOR EXPECTATIONS AND CONSEQUENCES FOR VIOLATIONS

Middle Georgia State University students are responsible for reading, understanding, and abiding by the MGA Student Code of Conduct.” Student Code of Conduct, Responsibilities, Procedures, and Rights are found at http://www.mga.edu/student-affairs/docs/MGA_Student_Handbook.pdf#page=45.

STUDENT WITHDRAWAL POLICY

Students are encouraged to read the withdrawal policy found at <https://www.mga.edu/registrar/registration/drop-add.php> before dropping/withdrawing from the class.

Students who wish to withdraw from the University must complete the Withdrawal Form, obtaining the required signature from the advisor, and submitting it to the Office of the Registrar at the Macon campus or the administrative

offices at other campuses. Withdrawal is not complete until all withdrawal procedures have been properly executed.

<https://www.mga.edu/registrar/>

Students may withdraw from the course and earn a grade of “W” up to and including the midterm date, which occurs on **Sep 1st, 2023**. After this date students who withdraw will receive a grade of “WF.”

<https://www.mga.edu/academics/calendars/index.php>

POLICY ON ACADEMIC MISCONDUCT

As a Middle Georgia State student and as a student in this class, you are responsible for reading, understanding, and abiding by [Middle Georgia State’s Student Code of Conduct](#).

Quoted directly from the Student Handbook, I believe it is important that you recognize and understand the following about plagiarism and cheating:

1. *Individuals will fulfill their academic responsibilities in an honest and forthright manner.*

Examples of prohibited behavior include but are not limited to: plagiarizing another's work (such as using another's phrasing, concepts or line of reasoning as your own without giving proper credit to the author or creator); submitting course assignments that are not your own; submitting the same paper in different classes without prior approval from both instructors; cheating (the use of any unauthorized means to gain academic advantage on assignments, laboratory reports or examinations); acquiring or using test materials without faculty knowledge; accessing any information, resource, and/or means of communication during an exam or assignment without specific authorization from the professor; failing to follow class policy; obtaining academic benefits through computer fraud or unauthorized access; engaging in academic fraud alone or with others; using material downloaded off Internet without proper citation; illicitly attempting to influence grading; failing to abide by test-taking procedures. The MGA Withdrawal Form, is available online or in the Office of the Registrar. The entire Student Code of Conduct is included in Middle Georgia State’s Student Handbook and is available online at <https://www.mga.edu/student-conduct/>

The penalty for academic misconduct is a grade of zero for the work involved and will be referred to the Dean of Students. Subsequent academic misconduct results in a failing grade for the course.

PLAGIARISM POLICY

A plagiarism prevention service is used in evaluation of written work submitted for this course. As directed by the instructor, students are expected to submit or have their assignments submitted through the service in order to meet requirements for this course. The papers will be retained by the service for the sole purpose of checking for plagiarized content in future student submissions.

POLICY ON DISABILITY/ACCESSIBILITY ACCOMMODATIONS

Students seeking ADA accommodations must contact Middle Georgia State University Office of Accessibility Services in Macon at (478) 471-2985 or in Cochran at (478) 934-3023. <https://www.mga.edu/accessibility-services/>

DELAYED OPENING OR CLOSING OF THE UNIVERSITY

If class is unable to occur for an opening or closing of the university, go to the online webpage of the course for additional instructions. If there are no additional instructions provided on the course homepage news section, then just plan to meet at the normal next regularly scheduled meeting for the course.

ONLINE COURSE EXPECTATIONS

1. Students must immediately review the tentative course schedule (included as part of the syllabus) for the schedule of discussion activities, assignments, projects, and/or examinations.

2. Students are required to have access to a computer and the Internet.
3. All course materials (i.e. course syllabus, course content, the assignments and the schedule of activities, etc.) are posted in Brightspace D2L course/class web site.
4. Official institutional email (MGA or D2L) is used only for communication between the instructor and students. The instructor will endeavor to reply to your email queries within 12 hours and no more than 24 hours of their receipt, excluding weekends and holidays or during semester breaks. Private email accounts must not be used to communicate between the instructor and students.
5. Students must attend class if they are to be well prepared for the workplace. Online courses are no different from on-campus classroom courses in this regard. Therefore, online students are subject to the college's attendance policy. Please see the "Attendance Policy" in the college's catalog. For online classes, participation must be defined in a different manner. Student attendance in online courses is defined as active participation in the course as described in the course syllabus.
6. Online courses will, at a minimum, have weekly mechanisms for student participation, which can be documented using any or all the following methods: a graded discussion activity that is integral to student engagement and learning; a graded assignment/project/examination.

Your instructor will begin grading all assessments after the deadline and make the results available to you within one week after the due date for the assessment.

ONLINE DISCUSSIONS AND POSTINGS

Expectations for Achieving Responsible Online Discourse

One value we must share is respect for individuals - their experience and their ideas or social positions. We also share a genuine desire to learn from one another. In order to demonstrate these shared values, you are encouraged to consider how your tone, word choice, and content may affect other readers. Some ways people achieve responsible public electronic discourse include

- a) calling each other by name on the screen,
- b) using smiley faces =) to clarify meaning if a writer's tone might be ambiguous,
- c) clarifying with someone courteously before "flaming" back a quick response, and
- d) refraining from publishing or forwarding any questionable jokes or strong language that could offend various readers.

Guidelines for Online Discussions

Not only respond to your instructor's questions, but carry on a dialogue with your classmates as well. This is a discussion, not just a question and answer session, and is one of the items that make a good online course and establishes community. If you only respond to your instructor's question it makes the discussion more of an "exam" rather than a dialogue.

Do not get caught up in "winning" the debate. We are here to learn the material, have fun, and to discuss matters of importance with others.

Read all postings from your classmates, not just those from the instructor. Sometimes future questions are based on the insights of your classmates.

When you reply to a post, don't just say "I agree". Give the person or person's name you are agreeing with and be sure to put the reply in the right thread. Also include a brief sentence or two summarizing what they said that you are agreeing with and then your views. You might also consider changing the subject line to reflect your posts. Make it easy for us to figure out who you are talking to and what you are talking about.

If you express an opinion, support it with material from our readings or other sources if applicable. When you quote, summarize, or paraphrase from the text, be sure to give the page number(s) -- This is important! **Count on checking the class website for assignments or discussions at least twice or more per week.**

HB 280 CAMPUS CARRY LEGISLATION

<https://www.mga.edu/police/campus-carry.php>

END OF COURSE EVALUATIONS

Student evaluations of faculty are administered online at the end of each term/session for all courses with five or more students. Students will receive an email containing a unique link to a survey for each course in which they are enrolled. All responses are anonymous and completion of evaluations are voluntary.

STUDENT RESPONSIBILITIES

Students are responsible for reading, understanding, and adhering to all Middle Georgia State University student policies, including those linked on the [Syllabus Policy](#) page.

ACADEMIC MINDSET BELIEFS

The course activities/assignments in this course concerning the Academic Mindset shall contribute to your growth, self-efficacy, the relevancy of academic experience, and a sense of belonging. Throughout this course, growth mindset will be strengthened through activities/assignments by constant engagement. The following growth mindsets belief statements are the bedrock of this course and shall be acclaimed into mind by each student:

- I can strengthen my abilities through effort.
- The work in this course has value and purpose for me.
- I embrace new challenges.
- I will succeed if I put effort into my work.
- I will learn from success and failure to continue to improve.
- My effort and attitude are important to my future.

SECTION 6 - TENTATIVE COURSE SCHEDULE AND OUTLINE

The schedule below contains class activities, assignments, and deadlines. Note that the course schedule is “tentative” and subject to change based on student and/or pedagogical needs. All changes will be announced and posted on the course website.

Date	Readings	Assignment/Due Date
Week 1: 9-13 August	Overview of Qualitative Research Methods Read Chapters 1-5 Designing a Qualitative Study (Chapter 3) Five Qualitative Approaches (Chapter 4 &5) <ul style="list-style-type: none"> • Narrative • Phenomenological • Grounded Theory • Ethnographic • Case Study 	Read Chapters 1 – 5
Week 2: 14-20 Aug	Initial Development of a Qualitative Research Study Introducing and Focusing the Study (Chapter 6)	Article Analysis #1 Discussion Using CASP Rubric Due 15-Aug
Week 3: 21-27 Aug	Thematic Analysis and Coding Data Collection (Chapter 7)	<i>Article Analysis #2 Discussion</i> <i>Using CASP Rubric</i> Due 22 Aug
Week 4: 28 Aug – 3 Sep	Thematic Analysis and Coding Data Analysis and Interpretation (Chapter 8)	Mid-Term Coding Assignment Due – 29 Aug
Week 5: 4 Sep – 10 Sep	What is Case Study Research? Writing a Qualitative Study (Chapter 9)	
Week 6: 11 – 17 Sep	What is Case Study Research? Standards of Validation and Evaluation (Chapter	
Week 7: 18-24 Sep	<i>Writing a Qualitative Proposal</i>	
Week 8: 25 - 28 Sep	<i>Final Qualitative Proposal Due</i>	Final Qualitative Proposal Due – 28 Sep