

<b>CAPILANO UNIVERSITY COURSE OUTLINE</b>		
<b>TERM:</b> Spring 2016	<b>COURSE NO:</b> LBST 200	
<b>INSTRUCTOR:</b>	<b>COURSE NAME:</b> Refocusing Knowledge: An Introduction to Research Methods	
<b>OFFICE:</b> <b>LOCAL:</b> <b>E-MAIL:</b>	<b>SECTION NO(S):</b>	<b>CREDITS:</b> 3
<b>OFFICE HOURS:</b>		

**COURSE FORMAT:** Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams.

**COURSE PREREQUISITE:** English 100.

**COURSE DESCRIPTION:** This course introduces students to the various stages of the research process and provides them with an understanding of the different methods used to conduct research commonly used in the humanities, social sciences and related fields of study. Primarily qualitative in emphasis, the course focuses on the techniques and protocols associated with interviewing, observation, content analysis, and handling materials found in archives and special collections.

**LEARNING OUTCOMES:** Upon successful completion of this course, students will be able to:

- explain the various stages of the research process
- identify and describe the broad range of qualitative research methods that are available for use (e.g. interviewing, observation, and content analysis)
- apply different research techniques within a variety of settings
- collect qualitative data and prepare the information for analysis

**COURSE WEBSITE:** TBA

**REQUIRED TEXT:**

Robson, C. (2011). *Real World Research, 3rd edition*. Wiley.

Additional resources and materials will also be available via the course website.

**COURSE CONTENT:**

Topic I	Introduction: The Scope of Qualitative Research (2 weeks)
Topic II	Conducting Effective Interviews (1 week)
Topic III	Life Histories (1 week)
Topic III	Focus Groups (1 week)
Topic III	Ethnographic Research (2 weeks)
Topic IV	Content Analysis and Case Study (2 weeks)
Topic V	Working with Archival Materials and Special Collections (3 weeks)
Topic VI	Making Sense of the Information (1 week)

**COURSE ASSIGNMENTS:** The course assignments, including the exams, provide hands-on opportunities to work the various research methods introduced in this course informed by the current Liberal Studies term theme.

**EVALUATION PROFILE:**

Life History/Interview Assignment	15%
Archival/Special Collections Project	20%
Research Proposal	20%
Mid-Term Examination	20%
Final Examination	25%
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TOTAL	100%

**GRADE PROFILE:**

A+ = 90 - 100%	B+ = 77 - 79%	C+ = 67 - 69%	D = 50 - 59%
A = 85 - 89	B = 73 - 76	C = 63 - 66	F = 0 - 49
A- = 80 - 84	B- = 70 - 72	C- = 60 - 62	

**OPERATIONAL DETAILS:** Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

Attendance: Attendance will be taken. Failure to attend classes regularly will inevitably result in poor grades.

Late Assignments: Late assignments will be penalized, unless a formal extension is given in advance of the deadline. An extension is given only under exceptional circumstances, usually requiring a doctor's note.

Missed Exams: Make-up tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crisis. Students should be prepared to provide proof of inability to write the test on the scheduled date.

English Usage: It is the responsibility of students to proofread all written work for any grammatical, spelling and stylistic errors. Marks will be deducted for incorrect grammar and spelling in written assignments.

Incomplete Grades: Given at the discretion of the instructor. Generally given only in medical emergencies or severe personal crises.

Electronic Devices: No personal electronic devices (cell phones, laptops) may be used during an exam. During class, please turn off all cell phones. Laptops can be used for note-taking purposes only.

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Emergencies: Students are expected to familiarise themselves with the emergency procedures posted on the wall of the classroom.