

On-line Graduate Certificate in Interdisciplinary Qualitative Studies

Graduate Handbook

**Department of Lifelong Education, Administration,
and Policy
College of Education**

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University of Georgia, Athens, Georgia

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QUALITATIVE RESEARCH PROGRAM

INTRODUCTION

Greetings and welcome to the Qualitative Research Program at the University of Georgia. We have prepared this handbook to serve as a basic resource in helping you identify and complete the requirements for the on-line graduate certificate program in Interdisciplinary Qualitative Studies. This handbook should be used as a reference to clarify procedures and policies as well as to help you understand your responsibilities. As additional policies are developed or modified, the handbook will be updated.

This handbook is not inclusive of all programs and services of the University. You are encouraged to refer to the current UGA Graduate Bulletin for additional information about Graduate School requirements and/or student services. You may also go to the [Graduate School Website](http://www.grad.uga.edu)

<http://www.grad.uga.edu>

MISSION STATEMENT

The mission of the Qualitative Research Program mirrors the three-fold mission of the University of Georgia: to teach, to research, and to serve. The Qualitative Research Program aims to:

1. foster research and scholarship in the study of theory, research design and methods in qualitative inquiry. Graduates from the Interdisciplinary Qualitative Studies Certificate program have the knowledge and skills to design, critique, and implement high quality research and evaluation studies.
2. prepare exceptional teachers of theoretically grounded research design for academic positions as well as researchers for other institutions and agencies. We provide coursework and mentoring for students across the university who apply qualitative and multi-methods research in their fields.
3. provide outreach and leadership in scholarship in qualitative methods and pedagogy in qualitative design and evaluation.

ON-LINE GRADUATE CERTIFICATE IN INTERDISCIPLINARY QUALITATIVE STUDIES

PURPOSE

The on-line graduate certificate in Interdisciplinary Qualitative Studies is designed for researchers and non-degree students who would like additional preparation in designing and conducting qualitative studies, and who may be called upon to teach qualitative research methods in their institutions. The emphasis of the program of study is to provide an up-to-date overview of theoretical approaches to qualitative research, research design, data analysis and writing for varied audiences. Students of the program will be able to apply the knowledge and skills gained in the program to the design and conduct of a study of their own choosing with a view to developing a publishable manuscript.

COURSE WORK

The requirements for the on-line certificate in Interdisciplinary Qualitative Studies are met by completion of a minimum of 18 semester hours of graduate course work. There are three areas of course work in the program: qualitative research core, electives, and a research project. Each area is described in greater detail below. Students must complete a research project and prepare a publishable manuscript. *Students admitted to the program who have completed a doctoral degree may negotiate to complete an additional elective course instead of completion of a publishable paper.*

1. Qualitative Research Core (9 semester hours)

QUAL 8400E	Qualitative Research Traditions	3 semester hours
QUAL 8410E	Designing Qualitative Research	3 semester hours
QUAL8420E	Analyzing Qualitative Data	3 semester hours

2. Elective Courses (6 semester hours)

Courses should be selected through discussion with the faculty advisor.

3. Research Project (3 hours)

This project is completed under faculty supervision in lieu of a thesis, and will be developed as part of course work. See Appendix 2 for details.

SUMMARY OF COURSEWORK

Area	Semester hours
Qualitative Research Core	9
Qualitative Research Electives	6
Research Project	3
Total	18

TUITION ASSISTANCE PROGRAM

TAP participants may enroll in distance learning and web-based courses offered by the University System of Georgia. If the tuition for these courses is greater than the System-approved normal tuition amount, USG institutions may elect to waive only that portion of the tuition that does not exceed the System-approved normal tuition amount. An employee will be responsible for paying the remainder of the tuition cost.

http://www.usg.edu/hr/benefits/tuition_assistance_program_policy

Applicants to an e-rate program who intend to take advantage of TAP are required to so specify in applying to the program, with the understanding that their admission will be considered only if the class cohort has not been filled.

TOTAL NUMBER OF CREDIT HOURS

The requirements for the on-line certificate in Interdisciplinary Qualitative Studies are met by the completion of an approved program of a minimum of 18 hours (6 courses) of graduate coursework. As part of this course work, students must complete a research project, and prepare a publishable manuscript. *Students admitted to the program who have completed a doctoral degree may negotiate to complete an additional elective course instead of completion of a publishable paper.*

ELECTRONIC DELIVERY

All courses required for the program will be delivered electronically.

PREDOMINANT DELIVERY MODES

The predominant delivery mode of the on-line certificate in Interdisciplinary Qualitative Studies will be through computer based internet instruction using the eLearning Commons (ELC) platform provided by The University of Georgia. The eLearning Commons software can be used to create entire courses using text, images, video and audio presentations. Courses can be accessed through a web browser such as Safari, Firefox, Chrome, or Internet Explorer. Student/instructor interaction will take place through the bulletin board for threaded asynchronous discussions, online meeting rooms for synchronous real-time discussions, and e-mail.

SUPPLEMENTAL DELIVERY MODES

Other modes that may be used to deliver program materials and information are through telephone calls, postal service, and if location permits and the student requests, through face-to-face meetings.

PROJECTED TIME TO COMPLETE DEGREE PROGRAM

Students will take one course per semester (3 hours) in a prescribed sequence. When students follow the required sequence, the program can be completed in 2 years.

Students can purchase books either through the UGA bookstore or a location of their choosing.

CURRICULUM AND PLANNED SCHEDULE OF COURSE OFFERINGS

ADMISSION IN ODD YEARS

Semester	Course
Fall	QUAL 8400e Qualitative Research Traditions
Spring	QUAL 8410e Designing Qualitative Research
Summer	QUAL 8530e Case study research Or QUAL 8525e Narrative Analysis
Fall	QUAL 8420e Analyzing Qualitative Data
Spring	QUAL 9400e Advanced Seminar in Qualitative Studies
Summer	QUAL 8700E Practicum in Educational Research

ADMISSION IN EVEN YEARS

Semester	Course
Fall	QUAL 8400e Qualitative Research Traditions
Spring	QUAL 8410e Designing Qualitative Research
Summer	QUAL 8595e Research ethics in the professional and human sciences OR QUAL 8530e Case study research
Fall	QUAL 8420e Analyzing Qualitative Data

Spring	QUAL 9400e Advanced Seminar in Qualitative Studies
Summer	QUAL 8700E Practicum in Educational Research
	OR
	QUAL 8530e Case study research

COURSE DESCRIPTIONS

QUAL 8400E: QUALITATIVE RESEARCH TRADITIONS

Foundations of qualitative design: history, philosophy, nature, types, examples, and assessment. Reading and evaluating reports of qualitative research in the social sciences and identifying methodological issues.

QUAL 8410E: DESIGNING QUALITATIVE RESEARCH

Disciplinary origins and cross-disciplinary uses, variations, applications, and evaluations of methods of collecting qualitative data. Choice of methods in the overall construction of qualitative designs, practice in selecting and collecting qualitative data for social science research, and examination of the methodological literature.

QUAL 8420E: ANALYZING QUALITATIVE DATA

Approaches to analysis in the design of qualitative research studies. Procedures are surveyed and compared from a range of social science and professional disciplines for use in studying relevant disciplinary problems and topics.

QUAL 8525E: NARRATIVE ANALYSIS

Examination of the contemporary place of narratives in qualitative research. Specifically, the history, prevalent methodologies, philosophical perspectives, and presentation techniques related to narratives will be examined.

QUAL 8530E: CASE STUDY RESEARCH

Case study as a research design. Topics are types of case studies, defining the case, site and sample selection, data collection methods, within-case and cross-case analysis, and writing case reports.

QUAL 8595E RESEARCH ETHICS IN THE PROFESSIONAL AND HUMAN SCIENCES

Exploration of the ethical and moral dilemmas researchers have encountered in conducting research in the social, professional, and human sciences and the sources of ethical principles and practices they have used in addressing these dilemmas.

QUAL 8700E: PRACTICUM IN EDUCATIONAL RESEARCH

Supervised experiences in educational research focusing on the planning, implementation, analysis, and response to scientific inquiries. See Appendix 2 for further details.

QUAL 9400E: ADVANCED QUALITATIVE RESEARCH SEMINAR

Topics covered in this class include teaching qualitative research methods, writing and reviewing for publication, trends and issues in the field of qualitative inquiry, and presenting research to multiple audiences.

ENROLLMENT

Students are admitted in Fall annually.

SPECIAL ENROLLMENT ISSUES

LANGUAGE OF INSTRUCTION

All courses at The University of Georgia are instructed in English. Any student whose first language is not English must take the Test of English as a Foreign Language (TOEFL).

EQUIPMENT REQUIREMENTS (MINIMUM)

Windows

- 1.4GHz Intel® Pentium® 4 or faster processor (or equivalent) for Microsoft® Windows® XP, Windows 7 or Windows 8
- Windows 8.1 (32-bit/64-bit), Windows 8 (32-bit/64-bit), Windows 7 (32-bit/64-bit), Windows XP
- 512MB of RAM (1GB recommended) for Windows XP, Windows 7 or Windows 8
- Microsoft Internet Explorer 8, 9, 10, 11; Mozilla Firefox; Google Chrome
- Adobe® Flash® Player 11.2+

Mac OS

- 1.83GHz Intel Core™ Duo or faster processor
- 512MB of RAM (1GB recommended)
- Mac OS X 10.7.4, 10.8, 10.9
- Mozilla Firefox; Apple Safari; Google Chrome
- Adobe Flash Player 11.2+

Linux

- Ubuntu 12.04; Red Hat Enterprise Linux 6; OpenSuSE 12.2
- No Add-in support for Linux. Users on Linux can attend meetings in the browser.
- Mozilla Firefox
- Adobe Flash Player 11.2+

Mobile

- Apple supported devices: iPhone 5S, iPhone 5, iPhone 4S, iPad with Retina display, iPad 3, iPad 2, iPad mini, and iPod touch (4th & 5th generations)
- Apple supported OS versions summary: iOS 6 and higher
- Android supported devices: Motorola DROID RAZR MAXX, Motorola Atrix, Motorola Xoom, Samsung Galaxy Tab 2 10.1, Samsung Galaxy S3 & S4, Nexus 7 tablet
- Android supported OS versions summary: 2.3.4 and higher

For synchronous online meetings a headset and videocam is required.

Students must have an UGA account to log into any course offered by The University of Georgia. To obtain an UGA account refer to: (<http://www.uga.edu/myid>)

ATTENDANCE AND OTHER REQUIREMENTS

There are no requirements for on-campus attendance or meetings. Each course instructor will set requirements for time spent on-line and other course requirements.

RESOURCES

ACCESS TO LIBRARY AND LEARNING RESOURCES

The University of Georgia and the College of Education have extensive resources to support students enrolled in distance learning activities. Through Student E-Services students have access to information about the bookstore, e-mail accounts, and access to technology support services. Students registered for courses at the university may gain access to the library system by following the instructions at <http://www.libs.uga.edu/ref/dl/index.html>

ACCESS TO ADVISING/MENTORING SERVICES

The Coordinator for the On-line Interdisciplinary Graduate Certificate in Qualitative Studies will advise new students in the program. Faculty members are available to all students through e-mail, synchronous on-line meetings, telephone calls, and office hours for advising and mentoring.

Disability Resources

Students with a disability or who may have special needs may review services provided by [Disability Services](http://drc.uga.edu/) See <http://drc.uga.edu/>

COSTS

Tuition

<https://online.uga.edu/online-offerings/online-certification-programs-at-uga/graduate-certificate-interdisciplinary>

FINANCIAL AID AVAILABILITY/PROCEDURES FOR APPLICATION

Information concerning financial aid may be obtained from <http://www.uga.edu/gradschool/financial/index.html>

Other Program Considerations: (special arrangements for remote students, changes in policy for these students, services for students with special needs, and other program level efforts.

Students with a disability or who may have special needs may review services provided by [Disability Services](http://drc.uga.edu/) (<http://drc.uga.edu/>).

APPLYING TO THE ONLINE INTERDISCIPLINARY QUALITATIVE STUDIES CERTIFICATE PROGRAM

APPLICATION MATERIALS

Students who have completed Master's and doctoral degrees at an accredited institution of higher education may apply to be admitted to the online Interdisciplinary Qualitative Studies Certificate program.

NB: Students who have been admitted to the University of Georgia Graduate School should see the Qualitative Research Program website for information on how to apply for the on-campus Certificate program.

Applicants seeking to complete the Certificate program are accepted as non-degree students.

Applicants are responsible for submitting application materials required for admission. These items include the following items:

- On-line application for admission
- Application-processing fee
- Transcripts

International applicants must submit the following additional materials:

- Official TOEFL or IELTS scores sent by testing agency
- Certificate of Finances form

Completed materials should be mailed to:

Graduate Admissions
University of Georgia
320 E. Clayton St., Suite 400
Athens, GA 30602-4401
USA

Supplemental materials required by the Qualitative Research Program include:

- (1) Statement of purpose
- (2) CV or resume, and
- (3) Writing sample

These should be mailed directly to:

Academic Advisor
Department of Lifelong Education, Administration, and Policy
University of Georgia
315 River's Crossing
850 College Station Road
Athens GA 30602, USA

Application materials are reviewed by the Graduate School and the academic program.

The Graduate School reviews the program's recommendation and makes the final determination on acceptance. Applicants must be admitted to the Graduate School before they are eligible to register. Official acceptance is conveyed to the applicant in a formal letter issued by the Office of Graduate Admissions. Admission is granted for a specific semester and is validated by registration for that semester.

GRADUATE SCHOOL POLICIES

ACADEMIC HONESTY

Every student must agree to abide by UGA's academic honesty policy and procedures known as [A CULTURE OF HONESTY](http://www.uga.edu/honesty/ahpd/culture_honesty.htm) (http://www.uga.edu/honesty/ahpd/culture_honesty.htm) when applying for admission to the University of Georgia. [A CULTURE OF HONESTY](#) and the University of Georgia Student Honor Code work together to define a climate of academic honesty and integrity at the University.

Academic integrity is an adherence to a high standard of values regarding life and work in an academic community. Pursuit of knowledge and the creation of an atmosphere conducive to learning are both definite aspects of academic integrity, but its basis lies in the standard of honesty.

Students and faculty who suspect that an act of academic dishonesty has taken place should contact the Office of the Vice President for Instruction.

CONTINUOUS ENROLMENT POLICY

Graduate students must register for a minimum of three hours of credit during any semester in which they use UGA facilities and/or staff time. All enrolled students pursuing graduate degrees at the University of Georgia must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least two semesters per academic year (Fall, Spring, Summer) until the degree is attained or status as a degree-seeking graduate student is terminated.

PROBATION AND DISMISSAL

Students may be dismissed by their department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Termination of students will follow policies and procedures adopted by the department and reported to the Graduate School. The department must immediately notify the Graduate School of a dismissal. The student will be prevented from enrollment in future terms. Dismissal by an academic department may be appealed to the dean of the Graduate School after all avenues of appeal have been exhausted at the departmental level. This should be completed within 30 calendar days of the decision resulting from an appeal to the department. When students are terminated by a department, but not simultaneously by the Graduate School, they may apply for admission to another graduate program; however, they may not apply for admission to the same department from which they were dismissed.

Students with a cumulative graduate course average below 3.0 for two consecutive terms are placed on academic probation by the Graduate School. They then must make a 3.0 or higher semester graduate average each succeeding semester that their overall cumulative graduate average is below 3.0. These students are no longer on probation when their cumulative graduate average is 3.0 or above. If they make below a 3.0 semester graduate average while on probation, they are dismissed. When students repeat a graduate course, the last grade will be utilized to calculate the cumulative graduate average that is used for probation, dismissal, admission to candidacy and graduation. Grades of S, U, I, and V will not be used in calculating the cumulative graduate average. However, when a grade of I converts to F, this may result in an action of probation or dismissal for the semester in which the conversion takes place, even if the student is not registered for the semester in which it converted. When students

are dismissed under the terms of this policy, they may not apply for admission to another graduate program offered by the University.

Students who are dismissed by the Graduate School for academic reasons may appeal the dismissal to the dean of the Graduate School. The appeal must be submitted to the dean within 30 calendar days following receipt of notice of dismissal. Information concerning the appeal process may be obtained in the Graduate School.

TRANSFER OF CREDIT

No transfer of credit will be accepted for this program.

APPEALS

University of Georgia students have the right to appeal academic decisions. Usually the appeal goes first to the unit responsible for the decision (for example, grades or departmental requirements to the department; college or school requirements to the school; university requirements to the Educational Affairs Committee). An unfavorable ruling at one level can be appealed to the successive levels (viz. a department ruling can be appealed to the college in which the institutional unit is located; a college-level ruling can be appealed to the University Council Educational Affairs Committee; the Educational Affairs Committee ruling can be appealed to the President of the University; and the President's ruling can be appealed to the Board of Regents).

Appeals of academic matters should be referred to the

Office of Vice President for Instruction,
101 Franklin House,
(706) 542-4336

Policies regarding appeals in the Graduate School may be obtained from the

Office of the Dean,
320 E. Clayton Street, Suite 400
(706) 425-3111 or 425-3215

APPENDIX 1: ADVISING FORM FOR ONLINE IQS PROGRAM

Course work (15semester hours)					
	Sem/yr	Grade	Course #	Course Name	Notes
<input type="checkbox"/>	Fall		QUAL 8400E	Qualitative Research Traditions	
<input type="checkbox"/>	Spring		QUAL 8410E	Designing Qualitative Research	
<input type="checkbox"/>	Summer		Elective		
<input type="checkbox"/>	Fall		QUAL 8420E	Analyzing Qualitative Data	
<input type="checkbox"/>	Spring		QUAL 9400E	Advanced Seminar in Qualitative Studies	
<input type="checkbox"/>	Summer		Project OR Second elective (check with adviser)		

APPENDIX 2: QUAL 8700E GUIDELINES FOR RESEARCH PROJECT

QUAL 8700E: Practicum in Educational Research

The purpose of this course is to demonstrate your knowledge and understanding of qualitative research methodology. This is done through conducting a qualitative research study, and analyzing and representing findings in the form of a manuscript-length report suitable for submission to a journal.

Since students undertaking the online Interdisciplinary Qualitative Studies Certificate program have already designed a study and generated and analyzed data as part of their coursework, the object of this supervised study is to bring together skills and knowledge gained to refine and craft the findings of a qualitative study for an intended audience.

Students taking this course must first submit a proposal of no more than two pages to the instructor of the course that outlines

1. The background to the study
2. An argument for why the study contributes to relevant literature
3. An outline of the study's design and/or analytic methods used
4. Intended audience (e.g., journal requirements)
5. The scope of the work to be undertaken for this course.

This proposal will be reviewed, and must be approved before students register for the course.

The supervised research experience will involve:

- Reviewing literature relevant to the topic of research
- Reading and reviewing literature on writing and representing in qualitative research
- Reading and review of relevant methodological literature pertaining to the study
- Peer review and discussion of qualitative methodologies
- Application of knowledge gained to the creation of a final manuscript

Students will orally present the findings of the paper to a panel of two faculty members (the supervisor of the course and one other faculty member selected for relevant areas of expertise).

To complete the course, students must submit the paper to a journal of choice for review.