Instructors:	Joan Ash, Ph.D.
Phone:	503 494-4540 (24 hr. voice mail), **Fax:** 503 494-4551
Electronic mail:	ash@ohsu.edu

Class times:	**Note: Sakai will be available June 30**
	Week 1: July 7-10, On-campus sessions. 9 a.m. to 2 p.m.
	Weeks 2-6: July 14 – August 17, Distance session. Final paper due August 18.

Location:	**July 7-10, BICC 124**

Required Reading:
Berg, Bruce L and Lune, Howard. Qualitative Research Methods for the Social Sciences, 8th ed. Pearson, Allyn & Bacon, 2012. ISBN 9780205809387.

Crabtree, Benjamin F. and William L. Miller. Doing Qualitative Research, 2nd ed. Sage, 1999. ISBN 0761914986.

Beebe, James. Rapid Assessment Process: An Introduction. AltaMira, 2001, ISBN 0-7591-0012-8.

Ash et al. chapter draft from Friedman and Wyatt's Evaluation Methods in Medical Informatics, 2nd ed. (distributed)

Course Description:
Qualitative research methods are used to address the "why, what, and how" questions that are hard to answer with quantitative methods and yet are so important to answer in medical informatics. Informaticians who evaluate systems or conduct research within organizations will find this course a useful foundation when considering data gathering and analysis options.

Course Objectives:
- To review concepts, issues, and methods concerning qualitative inquiry in informatics.
- To apply concepts and techniques by designing and executing a practice project

Course Grading Policy:

      Grades will be based on scores from the written assignments and class participation. The point breakdown is as follows--

Class discussion (in class and online)	40%
Final paper	20%
Other written work	40%

Graduate Studies in the OHSU School of Medicine is committed to providing grades to students in a timely manner. Course instructors will provide students with information in writing at the beginning of each course that describes the grading policies and procedures including but not limited to evaluation criteria, expected time needed to grade individual student examinations and type of feedback they will provide.

Class grades are due to the Registrar by the Friday following the week of finals. However, on those occasions when a grade has not been submitted by the deadline, the following procedure shall be followed:

1) The Department[1] /Program Coordinator[2] will immediately contact the Instructor requesting the missing grade, with a copy to the Program Director and Registrar.
2) If the grade is still overdue by the end of next week, the Department[1] /Program Coordinator[2] will email the Department Chair directly, with a copy to the Instructor and Program Director requesting resolution of the missing grade.
3) If, after an additional week the grade is still outstanding, the student or Department[1] /Program Coordinator[2] may petition the Office of Graduate students for final resolution.

    1   For courses that are run by a specific department.
    2   For the conjoined courses (course number is preceded by CON_ that are run by Graduate Studies.

Note: Academic honesty is required for passing this course. See DMICE policy below. I am a librarian by background, and therefore insist on proper attribution in your papers. I also want to force you to look at high quality academic publications, so your references should primarily cite published journals.

Paper:

      Must be typed, single spaced, and free of grammatical and spelling errors. See instructions for format and content requirements.

Class discussion:

      Your grade for this will be based on class participation in the full class, but also on discussion board efforts.

Copyright Information

Every reasonable effort has been made to protect the copyright requirements of materials used in this course. Class participants are warned not to copy, audio, or videotape in violation of copyright laws. Journal articles will be kept on reserve at the library or online

for student access. Copyright law does allow for making one personal copy of each article from the original article. This limit also applies to electronic sources.

To comply with the fair use fair use doctrine of the US copyright law, Sakai course sites close three weeks after grades are posted with the Registrar. Please be sure to download all course material you wish to keep before this time as you will have no further access to your courses.

Syllabus Changes And Retention
This syllabus is not to be considered a contract between the student and the School of Medicine. It is recognized that changes may be made as the need arises. Students are responsible for keeping a copy of the course syllabus for their records.

DMICE Communication Policy
1. If the syllabus directs the student to contact the TA before contacting the instructor, the student should do so. Otherwise, the student should contact the instructor and allow 2 business days (not including weekends) for a response.
2. If the student does not receive a response from the instructor within 2 business days, s/he should contact the TA (if there is one). When contacting the TA s/he should cc the instructor and Diane Doctor at doctord@ohsu.edu.
3. If a student does not receive a response from the TA within 1 business day (not including weekends), s/he should contact Diane Doctor at doctord@ohsu.edu and cc the instructor and the TA.
4. If Diane does not reply within 1 business day (not including weekends), the student should contact Andrea Ilg at ilgan@ohsu.edu.

Students having difficulties with Sakai should contact the Sakai Help Desk at sakai@ohsu.edu or at (877) 972-5249. Sakai help is available M-F from 8am to 10-pm and weekends from Noon to 5pm. Do not contact the instructor.

ACADEMIC HONESTY
Course participants are expected to maintain academic honesty in their course work. Participants should refrain from seeking past published solutions to any assignments. Literature and resources (including Internet resources) employed in fulfilling assignments must be cited. See http://www.ohsu.edu/xd/education/library/research-assistance/plagiarism.cfm?WT_rank=1# for information on code of conduct for OHSU and
http://www.ohsu.edu/xd/education/teaching-and-learning-center/for-students/index.cfm
for more information on citing sources and recognizing plagiarism.

In an effort to uphold the principles and practice of academic honesty, faculty members at OHSU may use originality checking systems such as Turnitin to compare a student's submitted work against multiple sources.

To protect student privacy in this process, it will be necessary to remove all personal information, i.e. student name, email address, student u-number, or any other personal information, from documents BEFORE submission.

STUDENT ACCESS
OHSU is committed to providing equal access to qualified students with disabilities. Student Access determines and facilitates reasonable accommodations, including academic adjustments and auxiliary aids, for students with documented disabilities. A qualified student with a disability is a person who meets the academic and technical standards requisite to admission or participation in a particular program of study. As defined by the Americans with Disability Act (ADA), a person with a disability has a physical or mental impairment that substantially limits one or more major life activities of the individual. This may include, but is not limited to, physical conditions, chronic health issues, sensory impairments, mental health conditions, learning disabilities and ADHD. Student Access works with students with disabilities from all of OHSU's educational programs and at each campus.

Each school has an assigned Program Accommodation Liaison (PAL), who acts as an "in-house" resource for students and faculty concerning access issues for students with disabilities. The PAL works in collaboration with Student Access to implement recommended accommodations for students with disabilities.

It is recommended that you contact Student Access to consult about possible accommodations if you a) received disability accommodations in the past, b) begin experiencing academic difficulties, and/or c) are given a new diagnosis from your healthcare provider.

Learn more about Student Access:
Phone: 503 494-0082
Email: studentaccess@ohsu.edu
Website: www.ohsu.edu/student-access

USE OF SAKAI
This course will have an online component, which can be accessed through Sakai, OHSU's online course management system. For any technical questions or if you need help logging in, please contact the Sakai Help Desk.

Hours: Sakai Help Desk is available Mon – Fri, 8 am – 10 pm and weekends and holidays 12 pm – 5 pm
Contact Information:
(Toll-free) 877-972-5249
(Web) http://atech.ohsu.edu/help
(Email) sakai@ohsu.edu

Class Schedule and Assignment List
(subject to change)
BMI 561/661

On Campus Segment

Date	Topic	Reading Due
July 7	<u>Introduction</u>	As much of Crabtree (C&M) as possible
	Lecture: Intro to qualitative inquiry	Focus on Ch. 1-2 for the day
(Day 1)	Lecture: Research design	Berg Ch. 1-3
	Discussion: Intro to course/syllabus	
	Discussion: Ethics and IRBs	
	Brainstorm topics for papers	
	Homework: Design Plan (written)—due July 8	

July 8	<u>Interviews and Focus Groups</u>	C&M Ch. 4-6
(Day 2)	Lecture: Interviewing	Berg Ch. 4-5
	Lecture: Focus Groups	Ash chapter
	Review design Plans	
	Activity: Practice interviewing	
	Activity: Practice focus groups	
	Homework: Interview plan—due July 9	

July 9	<u>Theory, Observation, and RAP</u>	C&M Ch. 3
(Day 3)	Lecture: Role of theory; RAP	Berg Ch. 6
	Lecture: Observation	Beebe Ch. 1,2 & 6
	Review Interview Plans	McMullen paper
	Activity: Practice observation methods	
	Brainstorm observation plans	
	Homework: Observation Plan due July 10; Observe in community	

July 10	<u>Analysis and Communicating Results</u>	C&M Ch. 7-11, 18
(Day 4)	Lecture/demo: Analysis	Berg Ch. 11-12
	Lecture: Communicating results	Beebe Ch. 3, 5
	Review observation plans	
	Activity: Introduction to coding	
	Brainstorm for Research Proposals	
	Homework: Research Proposal (due July 13 through Sakai)	

Distance Segment		Reading due
July 14-20 (distance week 1)	Ethical considerations distance lecture Conduct observations in the field	Beebe Ch. 7

Assignment Due Reflexive Journal due July 20

July 21-27 (distance week 2)	Case studies lecture Conduct interviews in the field	C&M Ch. 16 Berg Ch. 10

Assignment Due Fieldnotes due July 27

July 28-Aug 3 (distance week 3)	Action research lecture Analyze data	C&M Ch. 15 Berg Ch. 7

Assignment Due Interview documents due August 3

August 4- 10 (distance week 4)	Rethinking theory lecture	

Assignment Due Analysis and interpretation August 10

August 11-17 (distance week 5)	Pulling it all together	

Assignment Due Final paper due on August 18

<h1 style="text-align:center">Written Assignments</h1>

On Campus Segment:

July 8: The Design Plan

July 9: The Interview Plan

July 10: The Observation Plan

July 13 (distance):   The Research Proposal

Distance Segment:

July 20: Reflexive journal
     Your assumptions about what you expect prior to interviews and observation.
     Your biases (example: if they don't use electronic information sources, I might feel disappointed)
     Your values (example: I value family members helping one another; I value the usefulness of information technology)
     Your attitudes (example: I know I don't know everything)
     Your feelings (example: I'm nervous about doing this the first time)

July 27: Fieldnotes
     Please send me fieldnotes for one especially "meaty" one-hour observation period

August 3: Interview documents
     Please send a copy of your interview guide and notes from two different interviews

August 10: Analysis and interpretation
     Please list your major themes and briefly describe them. For each one, give a sentence or two about what they might mean.

August 18: Final paper
     Use the AMIA 5 page template I will send.
     Include: introduction, method, results, discussion, and conclusion sections.