

Qualitative Methods Research Proposal

In the following pages you will find a sample of the BGS Qualitative Research Proposal designed for the ADMN 699 Capstone course. This document presents each chapter, and its sections, discussing what is required in a completed research proposal beginning with the title page and working through each chapter and section of the paper.

Please note that this document is a working draft and each instructor might have his or her own interpretations of what to include, how to order, format, or otherwise accomplish this proposal. If you see errors in this document please bring them to the attention of Dr. Kelley Wood, woodke@trinitydc.edu. Additionally, the examples provided might not be perfect. If you see an error, or question something in the examples make sure you correct it in your own submission.

*Full Title of the Paper

Your Full Name (as it appears on your transcript)

Trinity Washington University

I have adhered to the university policy regarding academic honesty in completing this
assignment

Submitted to **Instructor Title and Name on behalf of the faculty of the School of Business and
Graduate Studies in partial fulfillment of the degree requirements for the Full Name of the
***Degree Program
Semester Year

*Titles of the paper should include the subject of the study, then include a subtitle that indicates the type of method used in the study. For example: Managers and Dysfunctional Work Teams: A Qualitative Exploration of the World of Management. **Use the title Dr. or Prof. if the instructor does not have an earned doctorate. Do not use Mr. or Ms. *** For example, Master of Arts in Communication, Master of Science Administration in Federal Programs Management.

Abstract

The abstract consists of 150 to 250 words in a single paragraph, see the APA 6th Publication Manual section 2.04 for guidelines regarding items to be included. After the abstract one the same page and starting a new paragraph are keywords, *in italics*, that will assist others in researching scholarly work related to your topic. Remember there is no indent in this paragraph. Your instructor may determine the length of the abstract as long as it fits the parameters of no more than 250 words. The abstract should be comprised of the following sentences:

- One to two sentence(s) covering the general context of the research topic
- One to two sentence(s) covering the specific context of the research topic
- One to two sentence(s) regarding the research problem
- One sentence regarding the research methodology (data collection strategy)
- One sentence regarding the data analysis strategy
- One to two sentences regarding the significant findings (conclusions, recommendations, implications)

Keywords: Include topic, major theories and theorists, keywords others might use to find your work, research methods, and data analysis strategy.

*Note that the shortened title header and page number begin here on the second page with page # 2. When you set up your shortened title as the header, do that on the title page, then select different first page in the header design tab. Also, there should be no lists in an abstract. It is one solid paragraph, two if necessary. *Acknowledgements or Dedications would each have their own page following the abstract. *All front matter has regular, not bold, headings and *none of the front matter appears in the table of contents.*

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*Use Heading One, primary level heading, for each chapter, and Heading Two for each secondary level heading for each section within the chapter. Third level and below headings do not appear in the *Table of Contents*. The Table of Contents ends with the Appendices section. Use the MS Word *Design Heading* function to establish your two heading levels and to edit how they appear in the document. Then you can use the Table of Contents builder to auto-create the table of Contents. See the BGS writing resources page or Microsoft Help in MS Word can assist you with learning this.



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*Note: In APA 6th formatting the list of tables and the list of figures are on separate pages, however you may place them together on one page if the lists are brief. Tables are always first, and figures are always after.

Introduction

The introduction begins with a preamble section that is not labeled as a subsection. The introduction is both an expansion of your abstract and a more concise summation of the argument in the preamble of the literature review. Move from a brief discussion of the general context of the research problem to a brief discussion of the more specific context of the research problem. You are preparing your audience to understand and accept the statement of the problem. Since it is a summation of other author and theorists work remember to cite heavily at the end of the paragraphs or as needed in the text. For example, you might discuss in the general context the history of synthetic marijuana use. Then in the specific context you might discuss the upsurge in synthetic marijuana use in DC.

Statement of the Problem

You will provide one concise paragraph discussing your research problem. Be specific in describing this problem. This is a brief restatement of the discussion of the research problem in the preamble of the literature review. For example, you might discuss the problem of the recent increase in synthetic marijuana use among preteens in Northwest DC and the resulting risks to their health and lifestyle. Remember you have prepared the reader with the preamble above this section.

Purpose of the Study

Discuss in one paragraph what you will do in the research. This is made relevant and supported by the argument and discussion in the Literature Review. This is a brief statement of how you will investigate the research problem. Most research problems are more complex than can be addressed well in one research project, especially on at this level. The purpose serves to narrow the scope of the research by focusing on a segment of the problem. For example, the

purpose of this study is to examine the prevalence of the use of synthetic marijuana use among preteens, which will lead to a prevention and intervention model to be used in community centers citywide.

Significance of the Study

Discuss what the benefit of your potential results and accomplishing your research purpose for the population of your study, the academic community, and practitioners in your field. For example, health professionals, educators, staff members, and concerned citizens will have relevant information and health practitioners might make use of the intervention model developed to curb preteen use of synthetic marijuana.

Theoretical Perspective

There are a few approaches to this section and which you use might depend on whether your study is quantitative or qualitative. This might be a brief discussion of the theory your quantitative research study is investigating, or a brief discussion of the theoretical perspective of your qualitative research. You might have a specific theory that describes cause and effect and you would discuss that theory. Or you might perceive this problem to be a result of the discourse between parents and children and you would discuss the theory of *Cultural Hegemony* and the process of *De-centering* the discourse to change the source of power in negative language. In another example, you might compare the five common health behavioral models to the results of the study and suggest my own intervention model. So you would discuss the overarching theoretical field of behavioral change. Be certain to cover the background, purpose and uses of your theory or model.

Research Method

A concise paragraph describing the research method used to investigate the problem. This can later be condensed from the preamble of your research methods chapter. Cite the textbooks and research articles, which inform you. Creswell's *Research Design*, 3rd or 4th ed. have great discussions of qualitative research methods and useful checklists. Additionally, language from Merriam's, *Qualitative Research* can be very helpful.

Definition of Key Terms

Keep this brief, if extensive a glossary is required, which would belong in the appendices. Each definition appears as a third level heading in this section. Cite the sources of your materials. For example:

Cultural Hegemony is established through the use of language in particular. Words and phrases extend and reinforce the dominance of the *hegemon* on the subordinate members and sub-cultures of the society. Social institutions and mass media are both consciously and sub-consciously used to transmit the message of the hegemon's dominance (Joseph, 2002).

De-centering is a means of changing the power of negative or oppressive words and phrases that hegemonic cultures subconsciously use to impose and maintain the power relationships in the cultures as defined and proposed by Jacques Derrida (Hatch & Cunliffe, 2006).

And so on...

Delimitations

Most research topics cover areas that are too complex to be addressed in a research study of any scope, especially a graduate research paper. This section is a brief discussion of what your study is and can accomplish, and by extension, what it is not. By naming the nature of your

study you will acknowledge the extent of what your research can accomplish. There are research directions and research questions suggested by your research topic but are not addressed in this research study. Discuss a few of these to show that you know where your research fits in its scholarly community and that you know what you can accomplish.

Limitations of the Study

Describe what your research design cannot accomplish due to the scope of the project, limitations of time and resources. However, do not adopt a negative tone; you are simply acknowledging reality, as does every other student in your position. For example, Due to the scope of this research project you are not able to collect data from the entire recommended sample of the population, the study is limited by the number of participants included, and cannot be generalized to the full population. Or that you used a convenience or snowball sample and your responses might be biased.

Summary

Then wrap up the chapter with the summarization of the chapter and a transition to the next chapter as described above. Review briefly your research problem, purpose, and research method. Then transitions to the next chapter. Notice that this section started with a secondary level heading. Each section within a chapter uses a second level heading, which appears in the table of contents, indented and below the chapter heading.

Literature Review

The literature review begins with a *Preamble*, which is not indicated with a heading. This is written as an extension from the introduction chapter. In 1-2 paragraphs discuss the general context of the research problem, which might include a brief history. Then, in 1-2 paragraphs of the more specific context of the research problem, which might cover the current or more local situation of the research problem. Then in 1-2 paragraphs discuss the research problem and state your working theory for the research study. Finish by discussing the topics that will be covered in the sections of the chapter. For example, you might discuss in the general context the history of synthetic marijuana use. Then in the specific context you might discuss the upsurge in synthetic marijuana use in DC. Finally discuss the problem of the lack of information and educational program designed to inform teenagers in DC of the dangers and risks involved in smoking synthetic marijuana. Refer to the examples given in the course.

Sections

One of each section as determined by the theoretical construct or theoretical framework and as many as necessary to support the academic argument and exhibit inclusion of the scholarly community(ies) and the student's competence and mastery of the subject. Do not forget current, previous research, and alternate research methods used to investigate your research topic. Additionally be certain to include critiques of the works you cover in this chapter. These develop the reader's understanding of the context of the research problem and lead to the discovery of the theoretical construct or theoretical framework, the research problem and the research questions. The literature review shows the unique approach of the study and how it adds to the body of knowledge and informs the scholarly or practitioner communities and includes the theories that will inform the research study

***Subject of Case Study**

This is an alternate section that applies only to case study research. Students pursuing a case study will present this additional section providing the background of the subject of their case study. This section will be titled for the case under study. This is a thorough discussion of the subject and not an exposition of the data you will discuss in the findings chapter. If you are conducting a study comparing multiple cases you will present a section for each case subject. The subject might be an organization, an agency, or a team; a nonprofit, or a corporation. Give a brief history, background, and purpose.

Review of Related Research

Review the research others have conducted and the methods they have used to explore research problems similar to your study. This places your research in the scholarly community and shows how you might add to the body of knowledge. Discuss their intent, their methods, what they found, and how they inform your perspective and your research project. This is similar to an annotated bibliography and should include four to six studies.

Theoretical Construct

In the qualitative research project this is called the *Theoretical Construct* and it starts with a statement of your working theory. Then outline the factors or elements, which make up the your working theory, and which describe the research problem. This is your opportunity to show your competence and your mastery of the literature ante the problem.

You will describe your theoretical construct as a model of your research problem. This is the precise meaning (working definition) the factors will have in your study and not the broader meanings that might be apparent in the literature review. You will also develop a visual

representation (figure) of your model and present it here in the paper. You might have instructors who ask that the theoretical construct appear in a separate chapter at their prerogative.

After you describe and define the working theory, name and define the phenomenon or the outcome state you are investigating, with citations. Then provide a brief description of each factor or element, much like your definition of key terms. This clarifies for the reader the specific nature of your variables and limits their interpretation by critics by providing your operational definitions of them.

Factor one. Use the name of this factor for the title of this heading, and provide a brief and concise paragraph of description. This is the working definition of this factor in your study, other definitions or uses will not apply to your study. Use citations to support this working definition. And so on for each factor which comprises the theoretical construct. These should not come as a surprise to your reader since they build on or are reduced from information in your literature review.

Factor two. and etcetera.

Then finish the theoretical construct section with a graphical model of your theory, see a few examples below.

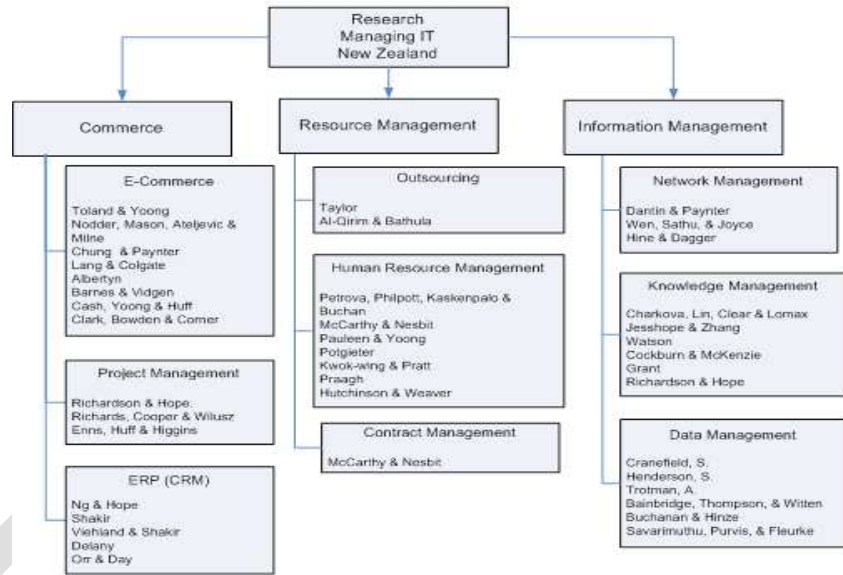


Figure 1. Qualitative theoretical construct as a literature map. (Mattern as cited in, Creswell, 2009, p.35). A map such as this shows the relationship between the factors (commerce and information management) and their sub-factors on *Research in Managing IT in New Zealand* and that research’s resulting factors.

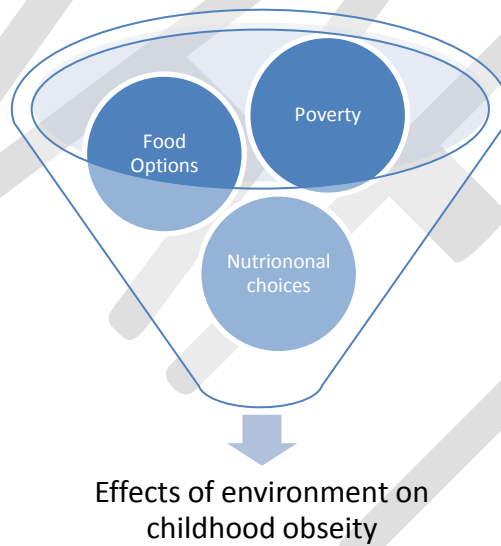


Figure 2. Qualitative theoretical construct as a process

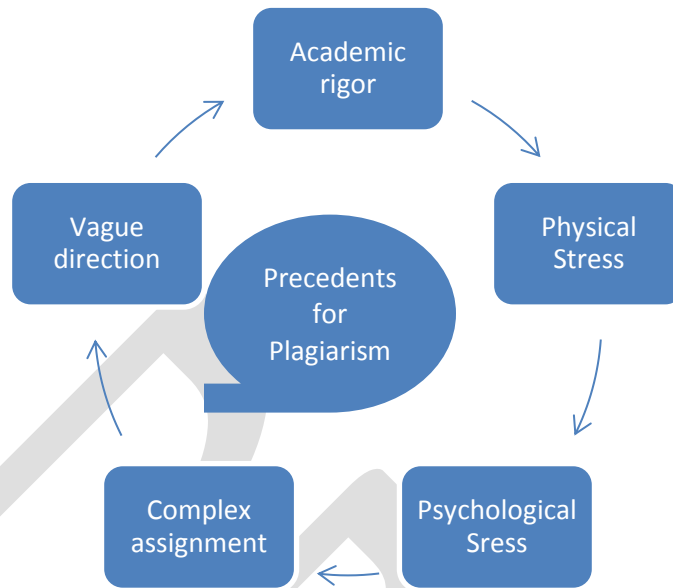


Figure 3. Qualitative theoretical construct as a cycle

Example – Qualitative Theoretical Construct

In this qualitative study of individual relative deprivation (IRD), during a disadvantage situation in the workplace, individuals are observed to react differently to the same experience. The goal of this research is to examine how increased IRD levels can produce different emotions thru the theory of discrete emotions. To aid in understanding how the unique emotions each individual experiences when dissatisfied in the workplace can be used linked to behaviors they will produce, the exit-voice-loyalty-neglect (EVLN) model is available.

Individual relative deprivation (IRD). IRD involves examining how individuals are prone to react differently to the same relative disadvantage. Feldman et al (2002) discuss that this can especially be the case when employees feel rewards they have received are less than what is deserved or if they view others being rewarded greater than themselves.

Discrete emotion. The individual emotional responses that an individual expresses from IRD are known as discrete emotions (Osborne et al., 2012). In the case of reactions to activities such as the furlough, emotions may vary from anger, sadness, gratitude or fear.

EVLN model behavior. Once discrete emotions are identified, they can be linked to the EVLN Model to potentially provide an indicator of what behavior the employee affected by the disadvantaged event will exhibit. As explained by Osborne et al. (2012) discrete emotions theory relates (1) *anger* to the behavior of *voice*, (2) *fear* to the behavior of *exit*, (3) *sadness* to the behavior of *neglect*, and (4) *gratitude* to the behavior of *loyalty* respectfully in the EVLN Model (Farrell, 1983; Osborne et al., 2012).

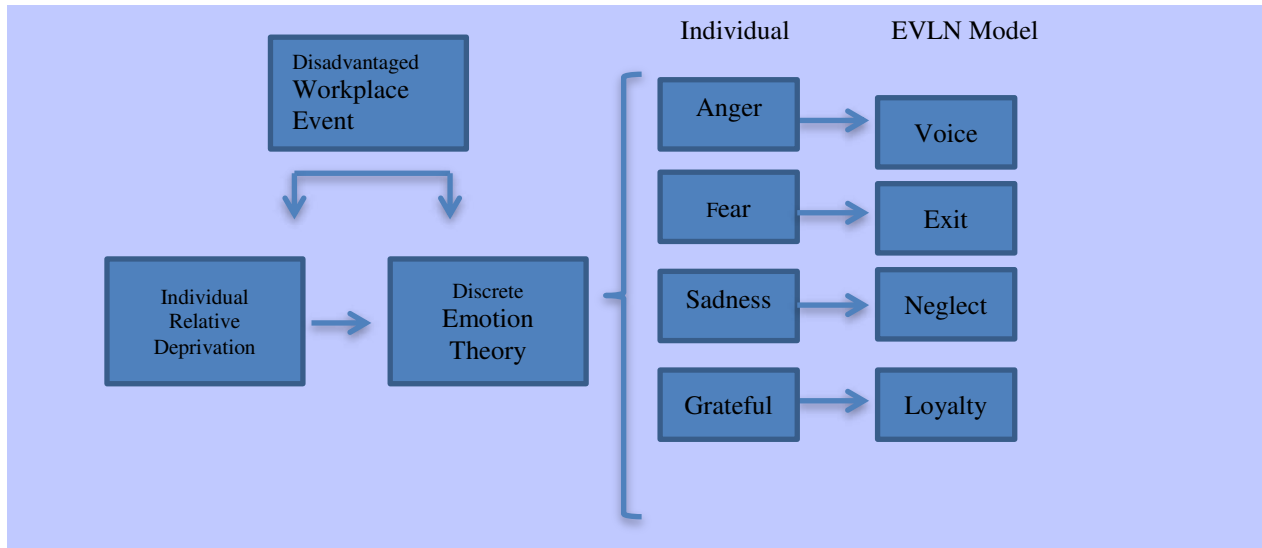


Figure 1. The model of the theoretical construct.

Brown, H. (2013) Examining the impact of mandatory furloughs on federal government employee job satisfaction through the lens of Relative Deprivation Theory. Trinity Washington University, Washington, DC.

Summary

And of course, end your chapter with a brief discussion of what you have covered in this chapter and transition to the next chapter. Discuss the research problem, working theory, and some of the topics or literature reviewed. Then, transition to the next chapter.

Research Methods

The research methodology section describes the worldview or philosophy, the underpinning practices and procedures for conducting and replicating your research, and the type or research study this is (in depth interviews, focus groups, document analysis). It also informs scholars and practitioners regarding the rigor and the appropriateness of your methodology in relation to the scholarly community in which the research belongs. Some research methodologies are rigid in their expectations and do not allow for variance, while others allow for variation in the form of the research design, which can make each research project unique. This is acceptable as long as the research design is approved by your faculty and can be replicated. It is often helpful to find a similar study and mimic its methods. Be sure to paraphrase in your own voice, then cite and reference the source. Please do not over invest your time until your instructor has approved your research methodology. Cite the textbooks and research articles, which inform you. Creswell's *Research Design*, 3rd or 4th ed. have great discussions of qualitative research methods and useful checklists. Additionally, language from Merriam's, *Qualitative Research*, and Remler and Van Ryzin's, *Research Methods in Practice*, can be helpful.

Begin the chapter with a preamble (a discussion of what will be covered or accomplished in this chapter and is presented without a subsection heading). Here you might address the worldview or philosophy that guides your research and provide a general discussion of your methodology. Your research methodology is essentially concerned with your strategy for collecting data and informing your readers of how you will ensure the replicability and rigor of your strategy. Your research design might vary depending on whether or not you intend to introduce an intervention and measure its results. Intervention research studies would then

include both the plan for the intervention and the instrument you will use to measure the effects of the intervention. Research studies that plan to measure and explain an existing phenomenon without an intervention would include the data collection instrument. Think of this as the warm up for the full discussion of your data collection strategy in the sections below.

****Institutional Review Board (IRB) and Ethical Conduct in Research***

This section also provides important information used for preparing the Institutional Review Board (IRB) approval request. As you know by now the IRB must approve your research prior to interacting with human subjects or collecting data from human subjects. It is recommended that studies that do not intend to interact with human subjects apply and receive approval from the IRB to prevent unintended harm to others and the loss of the resulting research data. *Please be certain to use the BGS specific IRB forms and procedures.*

All research regardless of whether or not it interacts with humans must apply to and be approved by the IRB. All research involving human interaction must include a signed informed consent form. Subjects under the age of eighteen and others who are not able to sign for themselves are not included in BGS student research. You will need to keep the consent forms and information confidential and separate from the data. Confidentiality means that you may not reveal who participated in your research, unless otherwise directed by an agent of the university, which should come through the IRB, the Dean's Office, or your instructor. Your instructor or the IRB can ask to review your consent documentation to verify the authenticity of your participants.

A common pitfall for students is that they test their data collection instruments with likely subjects or begin to collect data *PRIOR* to receiving approval to their research by the IRB. These students must destroy this data and it cannot be used in the research study. Violation of this policy might lead to an *academic dishonesty hearing* and the potential for being *dismissed from the university*.

Research Questions

List and then discuss each of the general questions that determine what methods you will use and what type of data you will collect. These are indicated by the research problem and bound by your theoretical perspective and your research methodology. These are later made obvious in the argument of the Literature Review. For example,

Example – Qualitative Research Questions

This qualitative research study will investigate the study's working theory that most voting citizens of the US are unaware of the Obama administration's Open Government Initiative by asking the following questions:

Research question one (RQ1): Does data availability portray the government as being transparent?

This question will seek to evaluate the principle of transparency upon which the OGI is founded. The researcher wants to know whether citizens perceive transparency in the same way that the government sees it in this initiative. Horsburgh et al., (2011) raise the issue that transparency can be interpreted widely and therefore may be hard to determine what actions the government takes are evaluated as transparent and from whose perspective they should be evaluated.

Research question two (RQ2): How does the concept of open government encourage citizens to be more involved in government initiatives?

According to the Open Government Partnership program, citizens are calling for more openness in government and greater civic participation in public affairs, and seeking ways to make their governments more transparent, responsive, accountable, and effective (n.d). This question seeks to inquire whether the government by being open and availing data online through various agency websites has indeed increased citizens' participation or collaboration in government initiatives that would affect them in one way or another. The researcher will also want to know what level of involvement was there before the initiative and if there has been an increase in involvement, is it directly related to the OGI.

Research question three (RQ3): Does the public relate data availability to democracy?

One of the goals of the OGI is to increase the government's efficiency and enhance democracy. President Obama in this regard is quoted as stating that "...Openness will strengthen our democracy and promote efficiency and effectiveness in Government," (2009). The researcher seeks to understand the perspective of citizens to whom this information has been made available, do they know it exists? What are they doing with the information – is it of any use to them? And lastly, by having all this data online, do they think the government is being more democratic? One key question that the researcher will ask here is whether the participants would think of the government as less democratic if this initiative had not been in place.

Musyoki, E. (2013). An evaluation of the open government initiative under the Obama administration. Trinity Washington University, Washington, DC.

***Please note** that it is important to distinguish and understand that prior to your Research Design (or Research Strategy) section there is a difference between studies involving human intervention and

those that rely on secondary forms of data. In a human intervention study, after the *Research Questions* you would begin with the sections: *Setting*, and *Population*. Studies using a combined qualitative strategy would present *Setting*, *Population*, and *Data Sources*. Studies using only secondary data would start with *Data Source(es)* after the preamble and then move to the *Research Design* section. A study involving both human participants and secondary data you would use all three sections. All three of these sections are described below. Use the ones appropriate to your study.

Setting

For studies involving human participants discuss where you will find your potential research participants. For example if you are conducting an observation in the courtyard of the Reagan building you would describe that location and environment in detail, and why it is appropriate to finding the population. If you are recruiting from a specific government agency you would describe it briefly and then give detail about why it is an appropriate setting for recruiting your population. It is important to note that most organizations and agencies view recruiting for research studies much as they would soliciting, and recruiting is covered by the same policies and practices as soliciting. This includes their resources, such as email, and grounds or campus. Please gain written organizational permission, or inquire about how far from their entrances or grounds you need to be to avoid difficulty, especially if the specified organization or agency is your employer.

Example

Potential participants will be found using the Internet as a recruitment tool. The recruitment script (see Appendix A) will be posted on Facebook group page created for this study and LinkedIn professional groups. The recruitment script will have a link to the informed consent document, created in Google Docs. If a participant does not give consent they cannot proceed. Those who give consent will be taken to a second Google Doc form, which contains my contact information. I will make appointments with potential participants to conduct the interview at the local library, making use of a small meeting room.

Population

For studies involving human participants calculate and then discuss the suggested *demographics* and the *sample size* of the population. Be sure to support your population choice and then the type of sampling you will use to determine the sample (with citations). Next discuss the population's size and the calculation of your representative sample. For example,

Example

I will seek a purposive voluntary sample of nonprofit professionals over 21 years of age, who are current or past volunteers for a non-profit organization within the mid-Atlantic area. I am affiliated through this professional organization with an estimated 50 persons who meet the criteria for this research study and The researcher will use *snowball sampling* and ask these professionals to recommend colleagues who might be eligible to participate. The researcher anticipates a population pool of 50-100 potential participants. I will interview 10 to 12 participants. Small participant research (also known as small n research) is the expected norm in qualitative research. Such small studies enable the researcher to gain a deeper understanding of participant experience and to develop a thick, rich description of that experience (Creswell, 2009; Merriam, 2009). Recruitment materials are found in Appendix A.

*Data Source(s)

In some studies you might combine qualitative strategies and use both interviews and documents from an organization or agency. If you are using any form of secondary data, which might include documents or other non-human intervention methods you would discuss where and how you will find those documents, media, or other data sources and how you will determine which to include in the study.

For example, in a content analysis (analysis of several documents) you might describe the databases you will search for relevant scholarly articles, and offer some examples of search terms and criteria you will use. Then show some examples of articles you have retrieved in a list of brief annotated bibliographies. Or you might use a publicly available data set. The data might be from a data set found as a result of a search of the Department of Labor statistics site or the

ICPSR site. Name the research study, state why this data was developed and its purpose. Discuss the data set, the information, and the variables that will be used from that data set in your research study.

Ethical Considerations

There are always ethical considerations to a greater or lesser degree depending on whether or not you are using human subjects and the level of invasiveness your intervention or data collection instrument. Think them through carefully. Look at other similar studies for suggestions. Be sure to discuss what is required of the participant, what their rights are, what risks the participant might encounter, and what benefits the participant might accrue. You might use the NIH certification training and the standard informed consent document as guides. It is important to paraphrase from these resources in your own voice to show that you understand your responsibility in conducting ethical research. Please note also whether or not your study is approved by the BGS IRB Committee. Your readers need to know you understand your responsibilities, that you will communicate appropriately with the participants, and that your research is aligned with the BGS and Trinity IRB policies. Use the language in Creswell's *Research Design*, Merriam's *Qualitative Research*, and Remler and Van Ryzin's *Research Methods in Practice*.

Research Design

Discuss in narrative form the detailed step by step process of how you will conduct the entire research study (the collection of your data). Think of this as the operator's manual for your experiment that you might share with others so they can be assured that it is replicable and of the rigor of your experiment. Give a step-by-step description of how to conduct your data collection so that another could follow in replicating your methodology. You might start in

another document by making a bulleted list, and then narrate that list here in this section. The description needs to have enough good detail to eliminate assumptions or the need to ask questions, without becoming so granular in detail that no one will read it. It is a balancing act between too much information and not enough information. Cite the textbooks and research articles, which inform you. Creswell’s *Research Design* (3rd or 4th ed.) and Merriam’s *Qualitative Research* have great discussions of quantitative research methods and useful checklists. Additionally, language from Remler and Van Ryzin’s *Research in Practice* is very helpful.

Discuss where and how the interaction with your subjects will take place. If you are conducting an intervention and then a survey, describe where the interview will take place, how you have arranged the setting to ensure the appropriate level of quiet, intimacy, and privacy, and so on.

In some studies researchers find it helpful to develop a coding key, or an instrument to compare data to standardize the analysis of their data. This might be a simple table or a complex chart. Two examples are given in the table and the figure below.

Table 1. *The coding key for transformative learning*

Categories of TL	TL points
Reflective practices	
1.	Did they experience Critical Self Reflection?
2.	Did they experience Reflective Dialogue?
3.	Did they experience Reflective Action?
Examination of self	
4.	A disorienting dilemma?
5.	Self-examination with feelings of fear, anger, guilt, or shame?
6.	A critical assessment of assumptions and relationships?
7.	Recognition of one’s discontent and the process of transformation are shared
Examination of roles and relationships	
8.	Exploration of options for new roles, relationships, and actions?
9.	Provisional trying of new roles?
10.	Building competence and confidence in new roles and relationships?
Planning	
11.	Planning a course of action?
12.	Acquiring knowledge and skills for implementing one’s plans?
Reintegration of new meaning schema	
13.	A reintegration into one’s life on the basis of conditions dictated by one’s new perspective?

APPENDIX: Examples from the Keyword List
 (The "general conflict" terms listed below were those labeled as a specific conflict type only after found with one of the specific conflict words through a Boolean computer search that searches for two specified words within a set context, such as a sentence.)

General Conflict	Task Conflict	Emotionality	Importance	Satisfaction
fight				settle
agree		abuse	flexible	
alike		affect	frown	handle
argue		aggravate	handle	ignore
ask		anger	ignore	norm
challenge		annoy	open	attitude
compare		bitch	quiet	benefit
compete		bitter	resolve	cheerful
concern		bother	reward	comfortable
conflict		bullshit	secretive	content
confusion		clash	value	enjoy
consider		crazy		fun
contest	Task Conflict	discomfort	Importance	glad
contradict	differ	emotion	amplitude	happy
control	disagree	feel	amount	like
counter	discuss	friction	big	nice
decide	ends	frown	breadth	pleased
differ	generate	frustrate	consequences	positive
disagree	goals	fury	extent	satisfied
discuss	ideas	hate	great	
dispute	negotiate	hostile	huge	Performance
disruption	opinion	irritant	little	achievement
diverse	perspective	irritate	magnitude	appraisal
interpret	task	mad	nothing	aptitude
issue	viewpoint	moody	outcome	bad
misconception	work	negative	range	competent
misdirected		nuisance	result	constructive
misinterpreting	Procedural	nuts	size	correct
oppose	Conflict	pissed	small	effective
problem	allocate	rage	Resolution	efficient
split	assign	remorse	Potential	finish
trouble	delegate	reproach	conclude	good
yell	direct	resentment	decide	impress
Relationship	distribute	scorn	determine	improve
Conflict	divide	screaming	fix	mistake
backstabbing	duty	stink	de-escalate	perform
banter	means	stress	handle	profit
barb	order	tension	impossible	productive
bicker	organize	uneasiness	improve	promoted
complain	plan	unprofessional	manage	quick
conflict	procedures	wrestle	mediate	raise
destroy	process	Acceptability	mend	recognition
destructive	reorganize	accept	patch	results
difficult	responsibility	afraid	reconcile	reward
disgruntled	schedule	avoid	rectify	slow
dislike	supplies	close	remedy	success
disrupt	way	confidential	repair	terrible
enemy	what		resolve	useful
fault	when		restore	worst
	who			

Figure 4. Coding chart for conflict emotion charts

****PROTOCOLS****

In the sections below you will describe the development of your intervention and your data collection instruments: how they were derived from the working theory, why the types of questions were used, discuss the types of responses expected, and provide examples. For example, you might give a pre- and post-test to cause an increase in competencies. The intervention would be the educational seminar or training event to increase the competency. The pre- and post-tests would replace the interview or the questionnaire.

***Intervention Protocol**

This section is only included if you are interacting with your participants beyond an interview. For example you might interview participants, then ask them to attend a seminar or workshop, and later interview them again. The seminar or workshop would be considered an intervention, much like a quasi-experiment.

In this section discuss the objectives of the intervention, how the intervention was developed, and how it will proceed. Then provide the supporting materials as necessary (agenda, handouts, brochures, etcetera) in your appendices. If you are presenting a seminar or a training event you would need to discuss how it was developed, the theories that support its use, citing and referencing your sources. Then discuss where, when, and how you will administer the intervention. Discuss where the interaction with your subjects will take place, and why it is appropriate.

Interview Instrument

Discuss how the interview questionnaire was developed. Discuss how the interview will be conducted and provide the supporting materials. What was the logic behind the determination of specific questions? What information might you gain from their use in your interview questionnaire? Discuss the types of questions included and the types of data they will provide. Also, be certain to give an example of each response type you might use. For example, open-ended, semi-structured, probing, and clarifying. Creswell's *Research Design* (3rd or 4th ed.) and Merriam's *Qualitative Research* discuss why researchers use these questions, what a researcher expects for responses, and show examples. Further, you might refer to Schensul, Schensul, and LeCompte's *Essential Ethnographic Methods*, 2nd or 3rd ed., for a discussion of developing an interview and administering it to your participants. The authors offer many helpful tips for first time interviewers.

Example

Examples of open-ended questions.

“Would you tell me what your opinion is on government transparency?”

“How would you define open government?”

Examples of the probing questions include the following:

“Tell me more about your experience participating in government initiatives,” “Would you please clarify what you mean by ...”

Probing questions will help the researcher get more detailed information on the subject matter as they make the participant to speak in more detail. Please see the questionnaire attached (Appendix C).

Data Analysis Strategy

In this section provide a concise discussion of your intended strategy for analyzing your qualitative data. It is important for your audience to know what you will do with the collected data and that it fits well with your worldview, research philosophy, and research strategy. For example,

Example One

Qualitative data analysis searches to describe general statements about relationships and themes present on the data. Wolcott (1994) states the term analysis is a generic term that embraces the three basic categories when analyzing data: description, analysis and interpretation. He suggests these categories are not exclusive; neither visibly separated by a line, yet identifying and distinguishing each one may be useful to organize and present the data. In qualitative data, especially content analysis, the data collection and gathering is simultaneously receiving some kind of interpretation. The reading of the data to follow the criteria to inclusion on the database, leads to initial interpretation and understanding of the concepts, and it depends on the researcher, the analysis can begin while collecting data (Marshall & Rossman, 2006). Reflecting over the conceptual framework, and questioning the data, the ideas emerge on categories through the engagement with the texts. Categories of inclusive patterns and meaning, yet exclusives, are generated according to the existing framework. In a related strategy, themes are discovered within the data, and the researcher creates deductive constructed-analysis (Marshall & Rossman, 2006).

This study analyzed the first coding process through *Initial* coding. This type of coding was chosen to examine, compare and search for similarities and differences throughout the data, and as Charmaz contextualizes “..to remain open to all possible theoretical directions indicated by your readings of the data.” (2006, p.46). The second level coding chosen, was *Pattern* coding. Pattern coding gave to this study the basis to explain major themes underneath the segments of the data; patterns in human relationships, the search for causes and explanations to the possible phenomenon, and finally, the platform to construct frameworks and processes. To conclude, a *Triangulation* of the patterns and themes, creates new levels of understanding the existing knowledge by reviewing the interviews in a comparative analysis with the previous two levels of coding (Saldaña, 2009).

Example Two

Qualitative data analysis is designed to describe general statements about relationships and themes present on the data. Wolcott (1994) states the term analysis is a generic term that embraces the three basis categories when analyzing data: description, analysis and interpretation. He suggests these categories are not exclusive; neither visibly separated by a line, yet identifying and distinguishing each one may be useful to organize and present the data. In qualitative data, especially content analysis, the data collection and gathering is simultaneously receiving some kind of interpretation. The reading of the data to follow the criteria to inclusion on the database, leads to initials interpretation and understanding of the concepts, and it depends on the researcher, the analysis can begin while collecting data (Marshall & Rossman, 2006). Reflecting over the conceptual framework, and questioning the data, the ideas emerge on categories through the engagement with the texts. Categories of inclusive patterns and meaning, yet exclusives, are generated according to the existing framework. In a related strategy, themes are discovered within the data, and the researcher creates deductive constructed-analysis (Marshall & Rossman, 2006).

This study analyzed the first coding process through *Initial* coding. This type of coding was chosen to examine, compare and search for similarities and differences throughout the data, and as Charmaz contextualizes “..to remain open to all possible theoretical directions indicated by your readings of the data.” (2006, p.46). The second level coding chosen, was *Pattern* coding. Pattern coding gave to this study the basis to explain major themes underneath the segments of the data; patterns in human relationships, the search for causes and explanations to the possible phenomenon, and finally, the platform to construct frameworks and processes. To conclude, a *Triangulation* of the patterns and themes, creates new levels of understanding the existing knowledge by reviewing the interviews in a comparative analysis with the previous two levels of coding (Saldaña, 2009).

Summary

As always summarize the chapter to remind your audience of what was covered and to reinforce it on their memory. Discuss your setting and population (or data source), research design, and your data analysis strategy. Then, transition to the next chapter.

References

The references section is written in the hanging indent style and with a sentence space of 1.5 for improved readability. There must be a reference for every work cited, and nothing should be referenced that is not cited, in the entire document.

See the APA 6th Publication Manual, chapter 7 for the appropriate reference styles for each type of source used.

Your reference section should include every work cited in the paper. The reference section of an APA research paper is unlike a bibliography from other publishing styles. The reference section of this paper may only include works that you have cited in the document. You may not include items that influenced you, or are recommended reading, only include what you have actually cited.

For example,

Corra, M. (2009). The state of Black America: On the heels of the election of Barack Obama as the first African American President of the United States. *The Western Journal of Black Studies*, 33(3), 192-211.

District of Columbia Board of Elections. (2013, January 9). Administrative Hearing No. 13-01 Re: Formulation of proposed charter amendment ballot language. Washington, DC.

Duffy, B., Wake, R., Burrows, T., & Bremner, P. (2008). Closing the gaps: Crime and public perceptions. *International Review of Law Computers & Technology*, 22, 17-44.

Engstrom, R. L. (1994). The voting rights act: Disfranchisement, dilution, and alternative election systems. *Political Science & Politics*, 685.

Hartnagel, T. (1979). The perception and fear of crime: implications for neighborhood cohesion, social activity, and community affect. *Social Forces (University Of North Carolina Press)*, 176-193.

Lanning, K. (2008). Democracy, voting, and disenfranchisement in the United States: A social psychological perspective. *Journal of Social Issues*, 64(3), 431-446.

Appendices

For one appendix, please label as a chapter with a first level heading *Appendix*. Then title the document with a subsection heading. For multiple appendices please label as a chapter with a first level heading *Appendices*. Then label each appended document with a first level heading, *Appendix A* with the title of the document as a subsection heading, *Appendix B* subsection heading, and so on with a page break between each Appended document.

Sample of a single appendix:

Appendix

Document Title

Then place the document below.

Sample of a multiple appendices:

Sample of an appendix with multiple sections

Appendices

Appendix A: Document Title

Then place the document below.

Add a page break.

Appendix B: Document Title

Then place the document below.

Add a page break.

And so on.

Examples of appendices are found below.

Appendix A: Recruitment Materials: English

October 2013

Dear Parents/ Guardians:

My name is _____ and I am a graduate student at Trinity Washington University. I am studying Health Administration with a focus on Public and Community Health Management.

I am sending this letter to explain why I would like you to participate in my research study. While many parents have a great deal of influence over how their children diet and exercise while young; this study will provide you with health and dietary information to benefit you and your family's lifestyle. I am studying whether parental health education can help increase health understanding, behaviors, attitudes and beliefs about childhood obesity. The research study will only include parents of children in grades Pre-kindergarten and Kindergarten.

With your permission; I will ask you to complete a 25 questioned survey, next I will provide you with daily useful health educational materials about improving your child's health and physical activity, to reduce childhood obesity and finally I will ask you to re-take the initial survey for understanding. The survey would take about 20 minutes. The survey and all health information will be provided in English and Spanish.

Your participation in this study is completely voluntary and is not associated with _____ Elementary School or the District of Columbia Public School System and will not affect you or your rights in any way. You may quit this study at any time, by simply writing on the survey "I want to stop" or "I do not wish to participate." The study will be conducted beginning the week of October ..., 2013 through October, 2013. The first survey will be provided to you during the drop off / pick up times and again during the Parent Wellness meeting.

There are minimal risks involved; this study will be used for education purposed only, as I seek to gain better understand of parental health education and how health promotions can benefit schools.

To protect your confidentiality, your name will not appear on the survey, I will only use data and results from the survey, without including your name. This survey will not be shared with anyone other than myself, _____ (student researcher) and my Professor Dr. _____, at Trinity Washington University. If you have any questions or if you would like to receive a final copy of this research study after completion, please feel free to contact me at (202) 884-9620.

This letter will serve as a consent form for your participation and will be kept in my personal locked file for a minimal of three years after completion of the study. If you have any questions about this research, please call Dr. _____, my research supervisor for this project or the School of Professional Studies at Trinity Washington University at (202) 884-9620.

Please return this form to Ms. Student directly by October, 2013.

Sincerely

An Eager Student

Lee-Kane, A. (2013). Health Literacy Promotion: Improving Parental Health Literacy Regarding Childhood Obesity Using a School Based Health Education Intervention. Trinity Washington University, Washington, DC.



Appendix B: Recruitment Materials: Español

Octubre 2013

Queridos Guardas de Padres/:

Me llamo el _____ y yo somos un estudiante de graduado en la Trinidad Universidad de Washington. Estudio la Administración de Salud con un foco en la Dirección de Salud de Comunidad y Público.

Envío esta carta para explicar por qué me gustaría usted participar en mi estudio de investigación. Mientras muchos padres tienen mucha influencia como su dieta de niños y ejercicio mientras joven; este estudio le proveerá de salud e información alimenticia para beneficiar usted y el estilo de vida de su familia. Estudio si la educación sanitaria paternal puede ayudar a aumentar entendimiento de salud, comportamientos, actitudes y creencia con la obesidad de infancia. El estudio de investigación sólo incluirá a padres de niños en Prejardín de infancia de grados y Jardín de infancia.

Con su permiso; le pediré completar una 25 revisión preguntada, después le proveeré de la salud útil diaria materiales educativos sobre el mejoramiento de salud de su niño y actividad física, reducir la obesidad de infancia y finalmente le pediré volver a tomar la revisión inicial para el entendimiento. La revisión tomaría aproximadamente 20 minutos. La revisión y toda la información de salud serán proporcionadas en inglés y español.

Su participación en este estudio es completamente voluntaria y no tiene que ver con _____ Elementary School o el Público de District of Columbia el Sistema Escolar y no afectará usted o sus derechos de ningún modo. Usted puede dejar este estudio en cualquier momento, por simplemente escribiendo en la revisión “quiero pararme” “o no deseo participar.” El estudio será conducido comenzando la semana de Octubre ..., 2013 en Octubre., 2013. La primera revisión le será proporcionada durante la gota lejos / recogen tiempos y otra vez durante la reunión de Salud Paternal.

Hay riesgos mínimos implicados; este estudio será usado para la educación intentan sólo, cuando procuro adelantar mejor entienden de la educación sanitaria paternal y como las promociones de salud pueden beneficiar escuelas.

Para proteger su confidencialidad, su nombre no aparecerá en la revisión, voy a datos sólo usados y resultados de la revisión, sin la inclusión de su nombre. Esta revisión no será compartida con nadie además de mí, Sotavento-_____ (investigador de estudiante) y mi Madera de Profesor doctor _____, en la Trinidad Universidad de Washington. Si usted tiene alguna pregunta o si le gustara recibir una copia final de este estudio de investigación después de la finalización, por favor siéntase libre de ponerse en contacto conmigo en (202) 884-9620.

Esta carta servirá como una forma de consentimiento para su participación y será guardada en el archivo cerrado con llave de mi personal durante un mínimo de tres años después de la finalización del

estudio. Si usted tiene alguna pregunta sobre esta investigación, por favor llame doctor _____, el profesor de este proyecto o la Escuela de Estudios Profesionales en la Trinidad Universidad de Washington en (202) 884-9620.

Por favor devuelva esta forma a _____ directamente hacia octubre., 2013.

Sinceramente,

An Eager Student

Lee-Kane, A. (2013). Health Literacy Promotion: Improving Parental Health Literacy Regarding Childhood Obesity Using a School Based Health Education Intervention. Trinity Washington University, Washington, DC.

Appendix C: Informed Consent Form**Informed Consent Form, page 1**Title of your Research Study

I would like to invite you to participate in a research study examining _____, which will add to the knowledge related to _____.

My name is _____. and the data collected in this interview will help fulfill the requirements for a Master of Science in Administration in _____ at Trinity Washington University. I am under the supervision of my faculty advisor Dr. _____.

Participation Requires of You: To (describe what they will do, i.e. to be interviewed, to complete the survey, etcetera) _____. There is no planned use of deception involved in this study.

Your Privacy: Your participation in this study and your responses will be kept confidential. Any reference to you will be by pseudonym, including any direct quotes from your responses. This document and any notes or recordings that might personally identify you as a participant in this study will be kept in a locked place that only the researcher will have access to. Only the researcher and the research supervisor might know who has participated in this study. Three years after the completion of this research study all personally identifying information will be destroyed.

Risks to you: There are five acknowledged risks generally associated with participation in research studies such as this one: Physical, psychological, social, economic, and legal. The researcher foresees minimal risk for those who choose to participate in this study. There are no foreseen physical risks associated with this study; other risks might include the following:

You might experience anxiety, discomfort, or negative emotions as a result of responding to the questions asked of them in this research study. If you experience a negative reaction, you may choose to skip the question, to withdraw from the study, or you may contact my faculty advisor or the BGS Institutional Review Board, especially if your discomfort continues after the study. See the contact information on the page below.

You might experience social, economic, or legal implications if you share your responses or your participation in this study with others. If you choose to participate in this study, you are encouraged to keep your participation in this study and your responses confidential. The researcher will maintain your confidentiality throughout the study, and will destroy the records of your participation three years after the study is complete.

Benefits to You: There are not foreseen direct benefits to you regarding participation in this study beyond the general knowledge that you are assisting in furthering the knowledge related to this research topic,

and assisting the researcher in completing the MSA degree requirements. There is no compensation associated with participation in this study.

Informed Consent Form, page 2 – Page Break here

Title of your Research Study

This document acknowledges you understand of your rights as a participant in this study, which the researcher has explained to you prior to signing this document.

I acknowledge that the researcher has explained my rights, the requirements of this study, and the potential risks involved in participating in this study. I understand there is no compensation for, or direct benefit of participating in this study. By signing below and providing my contact information I am indicating that I consent to participate in this study, that I am at least 18 years of age, and I am eligible to participate in this study.

You may withdraw from this study at any time by notifying me by email. If you have any concerns regarding your participation in this research study you may contact my faculty advisor, Dr. _____, or the BGS IRB committee. You may ask for a copy of this document for your own records.

Signed Name: _____ Date: _____

Printed Name: _____

Phone Number, Email Address, or Postal Address: _____

Thank you for your participation,

Student's name
MSA in _____
Trinity Washington University
Email Address: @students.trinitydc.edu

Dr. _____
MSA Program
Trinity Washington University
@mail_address: @trinitydc.edu
(202) 884-9620

BGS Institutional Review Board Committee
(202) 884-9620, or
Email BGS@trinitydc.edu with BGS IRB in the subject line.

The BGS Institutional Review Board (IRB) oversees the ethical practice of research involving human participants conducted by students of the trinity Washington University School of Professional Studies.

Lee-Kane, A. (2013). Health Literacy Promotion: Improving Parental Health Literacy Regarding Childhood Obesity Using a School Based Health Education Intervention. Trinity Washington University, Washington, DC.

Appendix D: Survey Instrument

Insert an MS Word friendly version of your survey or questionnaire here. This should be all the questions included and the text should be exact as it was reviewed and approved by the IRB committee.

*Note that if you copy directly from Google Forms or Survey Monkey you will bring many macros and other security issues with the text and then you will cause security issues in working with your document for the Trinity BGS Faculty. This survey needs only the text and images necessary for the faculty and the BGS IRB committee to review, it does not need to be exact in format and font. It might work best to copy your instrument into a separate word document. Then save it as an RTF or Formatted Text. Use the contents of that document to paste into your appendix.

Interview Example:**Open-ended Questions**

How do you define your culture or cultural background?

Given the definition of authentic leadership presented to you, can you describe how you express yourself as an authentic leader?

How would you define who you are in the sense of your leadership identity?

Can you tell me more about your experience as a Latina woman leader?

Semi-directed Questions***Self-awareness***

How do you think your culture has influenced your strengths and weaknesses as a leader?

In what ways does your cultural background shape your emotions, motives, and goals?

What role does your cultural background play in your acceptance of your leadership identity, who you are at the deepest level?

Moral Perspective

How does your culture influence your professional decision-making (versus external influences, such as societal pressure, popular trends, etc)?

How does your culture inform your values and morals?

Balanced Processing

How do you feel your culture has influenced you to seek out or overlook others' opinions in your decision making?

In what ways does your cultural background make you more or less open to other's perspectives?

Relational Transparency

How does your culture influence your professional relationships with others? (Are you more/less open, honest, outgoing, private, etc?)

How does your culture influence how you communicate with others

Henderson, Z. M. (2012). *Latina Authentic Leadership: The Implications of Culture on Authentic Leadership among Latina Women Leaders*. Trinity Washington University, Washington DC.