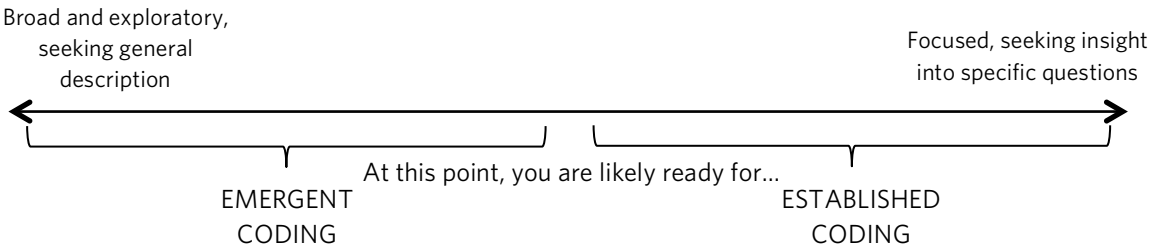
Module #4. Tools Appendix

1. DETERMINE THE BEST APPROACH TO ANALYSIS FOR YOUR QUALITATIVE DATA

1) Consider the data you have collected and want to analyze. At this point, how focused are your research questions?



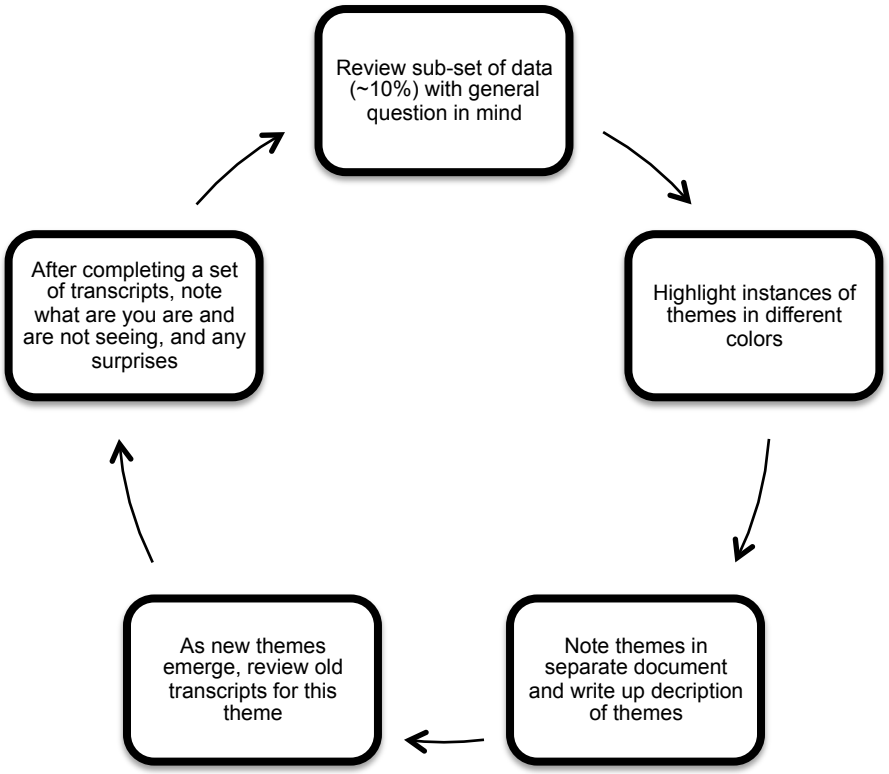
2) Emergent coding entails identifying codes that emerge from the data. Established coding, in turn, involves developing a set of codes (which can be modified) linked to your hypotheses before beginning the data analysis process. At this point, are you able to think of clear codes (categories) into which your data will fall? Use the space below to brainstorm and reflect.

While the two questions above should not definitively determine whether you adopt emergent or established coding as your mode of analysis, use them to help you decide which approach best fits the current phase of development of your research process.

2. EMERGENT CODING

In this section, we provide a series of tools to support the emergent coding process.

Protocol for Emergent Coding



Note-Catcher for Initial Review and Noting Themes Process

Theme	Description of/Notes on Theme	Instances of Theme
		Interview: Transcript Line: Interview: Transcript Line: Interview: Transcript Line: Interview: Transcript Line: Interview: Transcript Line:
		Interview: Transcript Line: Interview: Transcript Line: Interview: Transcript Line: Interview: Transcript Line: Interview: Transcript Line:

Worksheet for Reflection on Themes

You can use this worksheet to reflect on the themes identified after reviewing a sub-set of transcripts.

1) What themes have you identified in your review so far?

2) What themes affirmed your expectations? What themes surprised you? Why?

Affirmed Expectations	Surprise!

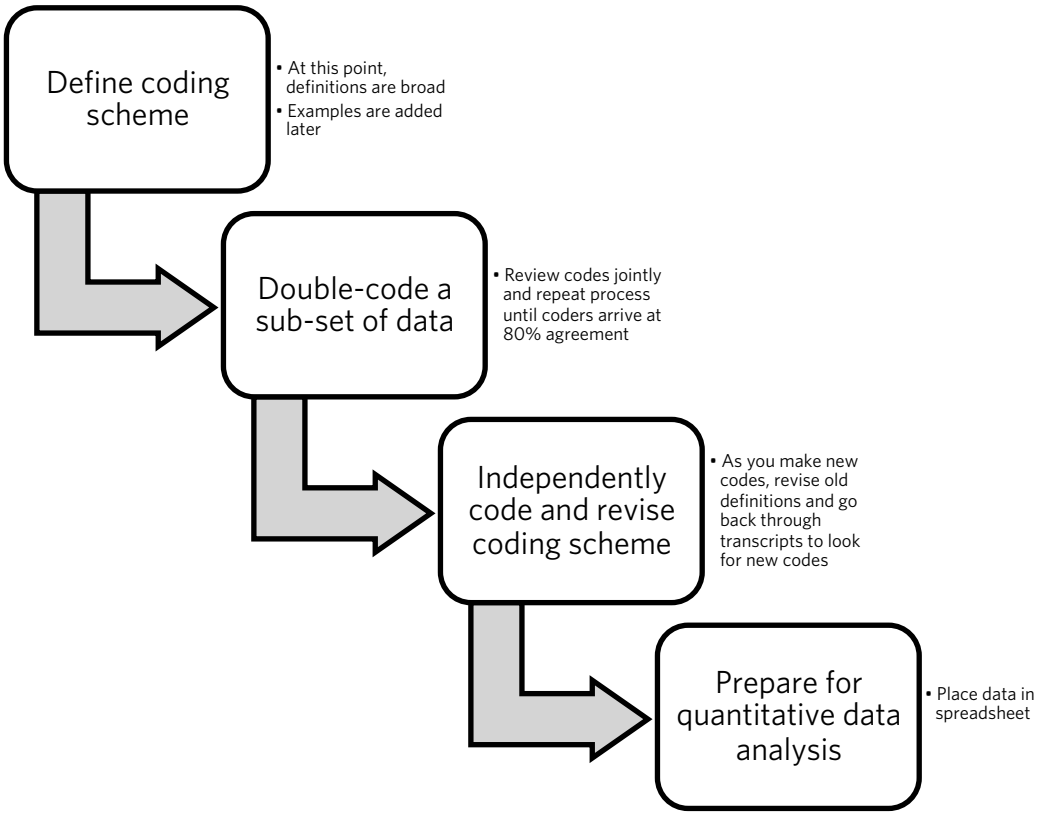
3) What themes did you expect to arise that did not?

Why do you think these surprises arose?

3. ESTABLISHED CODING

In this section, we provide a series of tools to support the established coding process.

Protocol for Established Coding



Note-Catcher for Developing and Revising Coding Scheme

Code	Definition	Example

Protocol and Note-Taker for Double-Coding

Step	Description		✓
1	Determine how many transcripts to double-code. You should double-code around 5-10% of the total transcripts or artifacts. One helpful rule of thumb is to code one more transcript than code in your scheme. So, if you have developed a four-code scheme, code five transcripts on the first round of review.		
	How many transcripts or artifacts do you have total? _____ x 0.05 = _____ How many codes do you have in your coding scheme? _____ + 1 = _____ Opt for the smaller figure.		
2	Find a double-coder. Identify someone who can code this sub-set of transcripts or artifacts.		
	Double-coder: _____		
3	Review the coding scheme with the double-coder. Review the coding scheme in-depth with the double-coder. Address any questions she or he has about the scheme.		
4	Double-code. Each of you independently codes the same set of transcripts using the coding scheme.		
5	Meet and compare. After completing a double-review of the transcripts, meet and compare your codes:		
	5.1	Each code that one of you gives should be compared to the code the other person gave to the same segment.	
	5.2	Talk through each disagreeing code and determine which code to use. Determine whether a new code should be added.	
	5.3	Note the proportion of segments for which you and your fellow coder had initial agreement (see note-catcher below).	
	5.4	If you reach 80% agreement, move on to independent coding. If you do not, repeat step 4 with a separate sub-set of transcripts.	

Note-Catcher for Comparing Codes

Tally of Agreed Codes	Tally of Non-Agreed Codes
Total agreed:	Total non-agreed:
Total agreed / (Total agreed + total non-agreed) = _____ x 100% = _____	