I. IDENTIFYING INFORMATION

Course: MSA 600
Course Title: Foundations of Research Methods in Administration
CRN: 22225939
Term: Spring I
Location: Online
Course Dates: 1/7, 3/1/2013
Course Days and Times: 
Prerequisites: Statistics competency.

Blackboard
Blackboard is a web-based learning management system licensed by CMU. Within Blackboard, a course website, also known as a shell, is automatically created for every CMU course. Face-to-face courses may or may not incorporate Blackboard, whereas Blackboard course shells are always used for online courses and will be available to you prior to the course start date. Seeing the course shell listed in Blackboard with unavailable adjacent to its title is an indication that your instructor has not made it available and is in no way indicative of registration status. To access Blackboard, open a web browser and enter http://blackboard.cmich.edu. After the site loads, enter your CMU Global ID and password in the respective spaces provided. Click the "login" button to enter Blackboard and then the link to the appropriate course to enter the course’s Blackboard shell. If you need assistance, contact the IT Helpdesk at 989-774-3662 / 800-950-1144 x. 3662. Self-guided student tutorial resources are also available at http://www.cmich.edu/blackboard.

Instructor: Jack Hill
Primary Phone Number: 248-853-5838
E-Mail Address: hill3jc@cmich.edu
Availability: By appointment

Academic Biography:
Earned a Ph.D. in Education Evaluation and Research at Wayne State University, an MSA in Healthcare Administration at Central Michigan University, and a BS in Math & Computer Science at Lawrence Institute of Technology. Has worked in Healthcare in many capacities: student, technologist, instructor, supervisor, manager, and director.

II. TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Textbooks and Course Materials:
Title: Foundations of Research Methods in Administration (custom)
Author: CMU
Edition: 2nd 08
Publisher: McGraw-Hill
Required: Yes

Order books from MBS at: http://bookstore.mbsdirect.net/cmu.htm

III. COURSE DESCRIPTION

An introduction to research methods designed to build the skills and knowledge necessary to conduct and interpret primary research in the field of administration.

IV. COURSE GOALS AND OBJECTIVES

Upon successfully completing this course, the student will be able to:

1. Determine administrative issues and topics that can be researched within the private, public and not-for-profit sectors.
2. Identify, collect, evaluate, and synthesize research and professional literature to draw and support conclusions and make
recommendations.
3. Identify, evaluate, and synthesize research data to draw and support conclusions and make recommendations.
4. Effectively and concisely communicate research findings, conclusions and recommendations to others in written form using standard written English (grammar, spelling, sentence structure, syntax etc.) and following APA format.
5. Effectively and concisely present research findings, conclusions and recommendations to others in oral form using appropriate visual aids and/or presentation software.

V. METHODOLOGY
Readings, lectures, presentations, discussions, case studies, and exams.

VI. COURSE OUTLINE/ASSIGNMENTS

Pre-Class Assignment:

Read chapters #1 and #2 of textbook.

Develop a research statement and problem statement.

Course Outline:

Week #1 - #3: Foundations of Research Report Writing
• Scholarly articles as a tool in research
• Developing a research proposal
• Introduction to APA style (including reference, tables and formatting)
• Review of plagiarism
• Literature review (including introduction to the library and Internet resources, and scholarly articles)
• Methods for developing an annotated bibliography

Week #4 - #5 Foundations of Conducting Administrative Research
• Research problems (including definitions, constraints, etc)
• Research questions (as distinguished from problems)
• Research methodologies
• Quantitative methods (includes experimental, survey, research typologies such as program evaluation, hypothesis testing, feasibility study, program design, policy analysis, cost/benefit analysis and operations research)
• Qualitative methods (interviewing, field observation, and secondary data analysis)
• Introduction to the Institutional Review Board (IRB) (including the application process and the ethics involved when using human subjects)
• Research instrument development and testing
• Sampling techniques

Week #6 - #7: Foundations of Research Analysis and Presentation
• Data analysis (includes an understanding of the employment of statistical tools within measures of central tendency and relationships, utilizing inferential statistics, gathering data results from computer programs and interpretation of the data for reaching conclusions)
• The complete research report
• Basic presentation skills
• Presentation by students of their research papers

Week #8: Final Examination Week

Reference: MSA 600 Master Course Syllabus.

Assignment Due Dates:
Week following assignment.

Post-Class Assignment:
Student Involvement Hours:
About 4-6 hours per week

VII. CRITERIA FOR EVALUATION

Evaluation Criteria:
Pre-class research statement and problem objectives: 10%
Data gathering tool(s): 10%
Analysis of and evaluation of scholarly journal article: 15%
Annotated bibliography of scholarly journal articles: 10%
Final examination: 15%
Research paper: 30%
Participation: 10%
Total: 100%

Grading Scale:

As defined by MSA Department:

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<tr>
<th>TOTAL SCORE (%)</th>
<th>GRADE</th>
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<td>100-94</td>
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<td>93-90</td>
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Late Assignments:
Generally, late assignments will not be accepted unless arrangements are made with the instructor.

Make-ups and Rewrites:
As a general rule, no make-up exams will be given.

VIII. EXPECTATIONS

Attendance and Participation:
Each student is expected to complete assignments on time, which will require weekly participation.

Academic Integrity:

Because academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited. A breakdown of behaviors that constitute academic dishonesty is presented in the CMU Bulletin (https://bulletins.cmich.edu/).

Student Rights and Responsibilities:
Each member of the Central Michigan University community assumes an obligation regarding self conduct to act in a manner consistent with a respect for the rights of others and with the University's function as an educational institution. As guides for individual and group actions within this community, the University affirms the general principles of conduct described in the Code of Student Rights, Responsibilities and Disciplinary Procedures at https://www.cmich.edu/about/leadership/office_provost/dean/Pages/Code-of-Student-Rights.aspx.

IX. SUPPORT SERVICES AND OTHER REQUIREMENTS

Global Campus Library Services (GCLS)

CMU offers you a full suite of library services through its Global Campus Library Services (GCLS) department. Reference librarians will assist you in using research tools and locating information related to your research topic. The library’s Documents on Demand office will help you obtain copies of the books and journal articles you need. Check out the GCLS website at http://ocls.cmich.edu for more information.

Reference librarian contact information:
1. By phone: (800) 544-1452.
2. By email: oclsr@cmich.edu
3. By online form: http://ocls.cmich.edu/reference/index.html#form

Documents on Demand office contact information:
1. By phone: (800) 274-3838
2. By email: docreq@cmich.edu
3. By fax: (877) 329-6257

Writing Center

The CMU Writing Center is a free online service for all CMU students, providing help with grammar, citations, bibliographies, drafts, and editing of academic papers. Suggestions and feedback are typically provided within two business days. For additional information and to submit work, visit http://webs.cmich.edu/writingcenter/

ADA

CMU provides individuals with disabilities reasonable accommodations to participate in educational programs, activities and services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements should contact Susie Rood, Director of Student Disability Services at (800) 950-1144, extension 3018 or email her at sds@cmich.edu, at least 4 weeks prior to registering for class. Students may find additional ADA information and forms at http://go.cmich.edu/support_services/academic/StudentDisabilityServices/Pages/default.aspx

Note to faculty: CMU Administration will notify you if applicable; otherwise, the student will provide a "Notification Letter to the Instructor" outlining the accommodations the student is approved to receive.

X. BIBLIOGRAPHY


Corbin, J., & Strauss, A. (2008). Basics of qualitative research: Techniques and


Center Information

Student & Enrollment Services for CMU Online Courses
(800) 688-4268 or (989) 774-1129 or cmuonline@cmich.edu

Drop & Withdrawal Policy for Online Courses
http://global.cmich.edu/courses/drop-withdraw.aspx

Academic Calendar and
Credit/No Credit Deadlines for Online Courses
https://www.cmich.edu/global/calendar/Pages/default.aspx

Office of Information Technology Help Desk
https://www.cmich.edu/office_provost/OIT/help/help_desk/Pages/default.aspx

Pre-Class Checklist for Online Courses
http://www.global.cmich.edu/cmuonline/checklist.aspx

Online Learning Resource Center
http://www.global.cmich.edu/cmuonline/about/

Certified Testing Center & Proctoring Information
https://www.cmich.edu/global/cmuonline/proctoring/Pages/default.aspx

Harassment and discrimination: You have a right to feel safe and supported while pursuing your degree at CMU. If any professor, student, or staff member makes you feel that you have been discriminated against, disrespected or stuck in a hostile environment, the Office of Civil Rights and Institutional Equity (OCRIE) is here to help: Bovee UC 306, (989) 774-3253. For resources and more information, please see https://www.cmich.edu/office_president/OCRIE/

Sexual misconduct policy: With the exception of the confidential resources named explicitly within the Sexual Misconduct Policy, all CMU staff and faculty are responsible employees and are required to report any information they know about possible sexual misconduct to the Title IX Coordinator in OCRIE at (989) 774-3253. This means that any information you may divulge about such an incident in the classroom or with a faculty member cannot be confidential. Reports to OCRIE are intended to provide options and resources to survivors. Please keep these reporting obligations in mind as you seek support from staff and faculty you trust, and know that there are also support centers on campus that will maintain confidentiality, which include Sexual Aggression Peer Advocates (989-774-2255) and the CMU Counseling Center (989-774-3381). For resources and more information, please see https://www.cmich.edu/office_president/OCRIE/