I. IDENTIFYING INFORMATION
Course: MSA 600
Course Title: Foundations of Research Methods in Administration
EPN: 22261630
Term: Fall I
Location: Southfield Center
Course Dates: 8/26, 9/2, 9/9, 9/16, 9/23, 9/30, 10/7, 10/14/2014
Course Days and Times: Tue 5:30PM-10:00PM;
Prerequisites: Statistics Competency (as outlined in the Bulletin program requirements).

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 https://blackboard.cmich.edu/webapps/login/. 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 https://blackboard.cmich.edu/webapps/login/.

Instructor: James Loughran
Primary Phone Number: 734-765-5777
Secondary Phone Number: N/A
E-Mail Address: lough1jw@cmich.edu
Availability: Before and after class, and by appointment. available by telephone in the mornings between 9-Noon

Academic Biography:
Dr. Loughran’s educational background includes earning a PhD in Organization and Management from Capella University, a Master of Science in Administration from Central Michigan University, and a BBA in Marketing from Eastern Michigan University. He has over twenty years of leadership and marketing experience from a Fortune 40 organization in various roles such as planning, buying, developing, recruiting, staffing, training and organizational development. He also has served in various academic leadership positions such as the MBA Department Coordinator, Director of Academics, Campus Leader and as a Director of Graduate Programs.

On a personal side, he currently resides in Southern Michigan with his wife and two daughters. The oldest is ten and the youngest is seven. His family is most important to him. As you are doing right now, he had to balance many challenging factors to reach his academic goals. Therefore, he has great respect for all of you. He knows firsthand that you are giving up precious time to reach your professional and academic goals!

II. TEXTBOOKS AND INSTRUCTIONAL MATERIALS
Order books from MBS at http://bookstore.mbsdirect.net/cmu.htm

Textbooks and Course Materials:
Title: MSA 600: Foundations of Research Methods in Administration (custom text for CMU) (E-book Available)
Author: CMU
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

After successful completion of 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.
6. Demonstrate an understanding of research methodologies by developing a practice research proposal that may or may not be applicable to the student’s MSA capstone project (instructors and students should be aware of the multiple submission policy found in the Academic Integrity Policy).
7. Demonstrate an applied knowledge of the APA style and format.

V. METHODOLOGY

This course is organized around (1) lectures, (2) readings, (3) one-on-one and instructor-to-student interactions (4) tailored individual and team learning activities, (5) student presentations, (6) writing an individual research proposal, and (7) taking examinations.

The content is designed to provide a broad and comprehensive understanding of how research is conducted and will be useful for many of your core and concentration classes. Emphasis is on the overall research process and includes a variety of diverse topics including selecting a research topic, conducting a scholarly literature review, developing and executing a research plan/methodology, analyzing research data, and synthesizing literature and data analysis into a cohesive summary and set of conclusions and recommendations. You will also learn how to use the APA-style in your writing.

Students must be actively involved throughout the entire term in order to successfully complete course requirements. Assignments require that you read text chapters, participate in common project done by all students, and develop an individual research proposal and submit it for instructor review at designated times throughout the semester.

VI. COURSE OUTLINE/ASSIGNMENTS
Pre-Class Assignment:
Review syllabus, obtain course text and commence reading Chapters 1 and 2.

Course Outline:
The following outline communicates the activities that will take place during the semester.

Outline of Session Topics and Activities:
The following outline communicates the activities that will take place during the semester.

8/26/14: Research Methods Overview & The Problem: The Heart of the Research Process

Introductions
Topics:
Course Overview:
Blackboard Overview
Discuss: Primary learning activities for the semester
Discuss: Chapter 1 - The Nature and Tools of Research
Discuss: Chapter 2 - The Problem: Heart of the Research Process

Instructional activities: Lectures presented by instructor
Student-to-student interaction: Introductions and discussion about topics, readings and lecture

Common Research Project 1: Review the data provided in this case study and the associated data file depicting the high incomplete rate in the MSA capstone course. Develop what you think would be a primary research question and an associated series of sub-questions (no more than 4 sub-questions). Teams present in class in night 2

9/2/14 Review of the Related Literature & Planning Your Research Project

Due: Research statement and problem objectives due in Blackboard before class start
Due: Present Common Research Project 1

Topics:
CMU Librarian presentation: (Monica Craig) Research tools and assistance
Discuss 3- Review of the Related Literature
Discuss: 4- Planning your Research Project

Instructional activities: Participate in lectures presented by instructor

Student-to-student interaction: Discuss relevant points, share their research statement and objectives and ask questions about topics, readings and lecture

9/9/14: Writing the Research Proposal

Due - Analysis and evaluation of scholarly journal article due in Blackboard before class start
Discuss: Chapter 5. Writing the Research Proposal

Instructional activities: Participate in lectures presented by instructor and review and discuss research proposal.

Student-to-student interaction: Discuss relevant points and ask questions about topics, readings and lecture

Common Research Project 2

Some related literature articles are provided on Blackboard. Use the articles as the input for a brief literature review activity related to this research problem (why there is a high incomplete rate in the capstone class). Review the articles and discuss at least three key points from the literature related to why students might not finish capstone-like projects.

9/16/14: Qualitative Research Methodologies

Due: Present Common Research Project 2
Discuss: Chapter 6 Qualitative Research
Discuss: Chapter 7 Historical Research
Instructional activities: Participate in lectures presented by instructor
Student-to-student interaction: Discuss relevant points and ask questions about topics, readings and lecture

9/23/14: Quantitative Research Methodologies and Strategies for Analyzing Collected Data

Due: Survey/Interview questions for Research Paper due in Blackboard before class start

Discuss: Chapter 8 - Descriptive Research
Discuss: Chapter 10 - Mixed-Methods Research

Instructional activities: Participate in lectures presented by instructor
Student-to-student interaction: Discuss relevant points and ask questions about topics, readings and lecture

Common Research Project 3: This week you must develop a few relevant questions focused on why so many students do not complete the capstone project. These questions would be included on a survey and should include scaled (e.g., Likert) responses. Also provide a brief description of your methodology for administering the survey including who will be included in your sample and why, how many surveys will be distributed; how they will be distributed and returned, expected response rate, and so forth.

When you develop the survey questions ask yourself if those questions will collect the right information to help you answer the research questions. Everyone must do this assignment. You can type your comments directly into the provided text box (preferred) or attach a Word document. Present your potential survey questions and methodology in week 6.

9/30/14: Analyzing Quantitative Data

Due: Present Common Research Project 3
Discuss: Chapter 11 Strategies for Analyzing Quantitative Data

Instructional activities: Participate in lectures presented by instructor and review the Student Guide to the CMU Capstone Project Part 2 (available in PDF format from the CMU MSA website)

Student-to-student interaction: Discuss relevant points and ask questions about topics, readings and lecture

10/7/14: Writing the Final Research Report

Discuss: Chapter 12 Writing the Final Research Report

Topics: Recap key points of the course and discuss exam, final paper and presentations. How to develop and write the final research report and requirements for the CMU capstone project. Provide individual feedback and guidance to students as needed.

Instructional activities: Participate in lectures presented by instructor and review the Student Guide to the CMU Capstone Project Part 1 (available in PDF format from the CMU MSA website)

Student-to-student interaction: Discuss relevant points and ask questions about topics, readings and lecture

10/14/14: Course Final Deliverables

Due: Research Paper due in Blackboard before class start
Exam: Final Exam
Presentations: Research Paper Presentations

Assignment Due Dates:

See the outline of session topics and due dates

Post-Class Assignment:
None

Student Involvement Hours:
Students will be expected to prepare and study for class assignments. As a general rule, students should expect to prepare at least 9-12 hours for each class session.
VII. CRITERIA FOR EVALUATION

Evaluation Criteria:

- Research statement and problem objectives (50)
- Analysis and evaluation of scholarly journal article (50)
- Survey/Interview questions for Research Paper (50)
- Final exam (100)
- Common Research Project (150) 75 x 3 group presentations
- Research Paper (400) and Presentation (100)
- Participation (100) (12.5 x 8 classes)
- Total 1000

Grading Scale:

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<thead>
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<th>Points</th>
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<tr>
<td>A</td>
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<td>940 to 1,000</td>
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<td>A-</td>
<td>90-93.9%</td>
<td>900 to 939</td>
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<td>B+</td>
<td>88-89.9%</td>
<td>880 to 899</td>
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<td>B</td>
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<td>E</td>
<td>&lt; 72%</td>
<td>719 or below</td>
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NOTE: CMU does not employ C- or D grades

Late Assignments:
Assignment due dates are clearly stated in outline and required to be submitted in Blackboard unless otherwise noted. Grades for late submissions are reduced by one full grade per day up to three days. No submissions are accepted after three days beyond the due date or after the last day of course session.

Make-ups and Rewrites:
There will be no extra-credit assignments or extra-credit work accepted at any time during this course.

VIII. EXPECTATIONS

Attendance and Participation:
Active participation in all learning activities is expected. CMU students are required to actively participate throughout the entire class -- participation is an integral part of the complete education. The instructor will lower student grades for lack of participation regardless of student academic assignment grades.

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/ess/studentaffairs/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://gcls.cmich.edu for more information.

Reference librarian contact information:
1. By phone: (800) 544-1452.
2. By email: oclsrer@cmich.edu
3. By online form: http://www.cmich.edu/library/gcls/Pages/Ask-a-Librarian-Request-Form.aspx

Documents on Demand office contact information:
1. By phone: (800) 274-3838
2. By email: docreq@cmich.edu
3. By fax: (877) 329-6257
4. By online form: http://www.cmich.edu/library/gcls/Pages/Documents-on-Demand.aspx

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/

Mathematics Assistance Center

The CMU Mathematics Assistance Center provides free tutoring in mathematics and statistics to students enrolled in select courses. Tutoring is available online and via telephone. To see what courses qualify and to register with the Math Assistance Center, visit http://global.cmich.edu/mathcenter/tutoring-request.aspx.

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 https://www.cmich.edu/ess/studentaffairs/SDS/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


Center Information

CMU Southfield Center
26555 Evergreen Road
Southfield, MI 48076
Phone: (248) 357-8600
Fax: (248) 357-8606

Email: southfield.center@cmich.edu

Office Hours: Monday-Friday – 9 a.m. – 6 p.m.
Extended Day: Monday - 9 a.m. - 7 p.m.

Resource Center Hours: Monday-Friday – 9 a.m. – 6 p.m.

*We sometimes close for meetings, so please contact the center before visiting.

Please note: Students may not bring their children to class or to the Resource Center.

The CMU Southfield Center is on Evergreen Road, between 10 and 11 Mile Roads. We are located in Suite 119 in the Travelers Tower building.

MAP http://goo.gl/maps/CzgJ0