I. IDENTIFYING INFORMATION

Course: MSA 600
Course Title: Foundations of Research Methods in Administration
EPN: 22272774
Term: Summer II
Location: Joint Base Pearl Harbor-Hickam
Course Dates: 7/10, 7/11, 8/7, 8/8/2015
Course Days and Times: Fri 5:30PM-9:30PM; Sat 8:30AM-5:30PM;

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: Robert Stephens
Primary Phone Number: 808 655-4664
Secondary Phone Number: None
E-Mail Address: steph2rm@cmich.edu
Availability: 1 hour preceding class and 1 hour following class

Academic Biography:
Dr. Bob Stephens is the Director for Military Human Resources for US Army Hawaii at Schofield Barracks. He is experienced in research methods, strategic planning, HR topics, business management, law, ethics, financial and budgeting controls for business, real estate, investment strategies and customer service applications. His Masters is in Organizational Management from the University of Phoenix and his Ph.D. is in the same discipline from Capella University.

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
Edition: 1st
Publisher: Pearson
Required: Yes

Course Reserves: N\A
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

Lectures, discussions with both individual and group learning. Most classroom time will be used to develop actual research proposals chosen by the students. The core of the work will be in the initiation and development of these proposals, their purpose, construction, and eventual preparation prior to the student's MSA 699 projects.

VI. COURSE OUTLINE/ASSIGNMENTS

Pre-Class Assignment:
Students will be prepared to submit a typed APA two page paper when we meet during the first face to face session describing what they believe is the single most important issue/administrative problem in their organization or former organization that needs to be researched. The paper will 1. describe the problem, 2. describe the appropriate research method (refer to the CMU MSA 600 textbook you have) and 3. explain why you believe that this is a pressing issue worthy of research.

Course Outline:
Using the pre-class assignment as a starting point, we will use all classroom time and Blackboard time between face to face classes to develop, refine, and produce a quality-based, substantial research proposal as individuals and groups in presentations throughout the course.

Assignment Due Dates:
Problem statements will be examined and refined by the end of the second face to face meeting. Students will proceed to use their problem statements to complete their final research proposals by the end of the last face to face meeting. All class meetings, both in person and on Blackboard, have as their objective - a sharp, well focused proposal to prepare the student for their MSA 699 course projects.

Post-Class Assignment:
None
Student Involvement Hours:
At least 15 hours per week for the development of the individual research proposal

VII. CRITERIA FOR EVALUATION

Evaluation Criteria:

THE PROPOSAL (fine points)

1. The problem statement is well conceptualized and fits the purpose of the research
2. The research strategy is appropriate to the problem selected
3. The literature review is related to the topic identified in the problem statement
4. The references used are adequate, appropriate, and less than five years old
5. The research design (sample, data collection and data analysis methods) are appropriate to the format and type of the problem being researched
6. The analysis/synthesis flows from the data collected and fully explores the research question
7. The proposal paper reflects the APA format as used in MSA curriculum, and includes attention to grammar and syntax

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Chapter 1 = 125 points

Chapter 2 = 125 points

Proposal complete = 500 points

Presentation in class = 50 points

Class and groupwork = 100 points

Class contribution = 100 points

Total points available = 1000 points

Grading Scale:

940 - 1000 = A
900 - 939 = A-
870 - 899 = B+
840 - 869 = B
800 - 839 = B-
770 - 799 = C+
700 - 769 = C
Below 700 - E
Late Assignments:
Late assignments will be penalized 20% of the possible grade

Make-ups and Rewrites:
Allowed only under extraordinary circumstances and by prior arrangement with the professor

VIII. EXPECTATIONS

Attendance and Participation:
Students are expected to attend all face to face sessions and to contribute both in class and online (Blackboard) when directed to do so as groups and as individuals. Missing two face to face sessions will result in a one grade reduction in the student's final course grade.

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: gclsref@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: https://illiad.cmich.edu/

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](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 Student Disability Services at (800) 950-1144, extension 3018 or email [sds@cmich.edu](mailto: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](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**

Available as a separate handout and online on Blackboard for the benefit of the student learner.
Center Information

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647 FSS/FSDE
Joint Base Pearl Harbor-Hickam, HI 96853-5246

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