I. IDENTIFYING INFORMATION

Course: MSA 600
Course Title: Foundations of Research Methods in Administration
EPN: 22290035
Term: Spring I
Location: Fort Riley Center
Course Dates: 1/8, 1/9, 1/22, 1/23, 2/5, 2/6/2016
Course Days and Times: Fri 6:00PM-10:00PM; Sat 8:00AM-5:00PM;

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: Patricia Freeland
Primary Phone Number: 865 588-0450
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E-Mail Address: freel1p@cmich.edu
Availability: Evenings after 6 pm

Academic Biography:
Patricia Freeland has a PhD in political science. She publishes and teaches in the areas of public administration and American politics.

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
Required Materials: N/A
Recommended Materials:
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, discussion, and exercises. Each student will present a research proposal, classmates and I will provide feedback.

VI. COURSE OUTLINE/ASSIGNMENTS

Pre-Class Assignment:
Go to the Library on the CMU webpage. From there click “Research Guides” and from there select the MSA link. Review two of the links in particular, "Developing a Research Question” and "MSA Research Methodologies".

Bring to class a 1-2 page description of a research topic that could be developed into a research proposal. You should choose topics where you could collect the necessary information at some point to carry out this research. . THIS IS ESSENTIAL: CHOOSE A TOPIC THAT YOU COULD COMPLETE IN A REASONABLE AMOUNT OF TIME. YOU DO NOT NEED TO ACTUALLY COLLECT DATA OR ANALYZE DATA IN THIS CLASS. However, YOU MUST BE ABLE TO DESCRIBE HOW YOU WOULD COLLECT INFORMATION ON YOUR TOPIC. The data collection should be reasonable; something that you could collect on your own or acquire from another source, such as from your employer.

Your topics should be management related. This could involve something related to your job, a nonprofit organization, or church. It could involve a business proposal.

This is often the most difficult part of the class, and the part that hinders students' progress. There are no points given for this, but the sooner you develop your topic, the faster your progress will likely be in this class.

You should read chapters 1-5 in your textbook.

Course Outline:

Weekend One
1/8: Introduction to the class, discussion of proposed research topics.

1/9: Developing a research proposal

Weekend Two

1/22: Bring in a minimum of 4 pages of your research proposal.

Read chapters 6, 8, 9

Mid-Term Exam (in groups) (25 points) You will be asked to develop a research design

1/23: Discussion of mid-terms and groups will be allowed to modify exams.

Literature reviews.

Weekend Three

2/5:

Chapters 11 and 12

Each student will present research proposal to class in a PowerPoint (10-15 minutes each) Answer questions about proposal

2/6

Turn in individual research proposal (50 points)

Group Examination (25 points)

Your final individual research proposal must follow the MSA template that will be posted on the course Blackboard site. The final paper will be approximately 10-15 double-spaced pages and include bibliographies that include at least 8 academic references. APA style must be used. If your proposal encompasses a survey or interviews, the questions must be included.

Assignment Due Dates:

The pre-class assignment is due no later than the BEGINNING OF CLASS, 1/8

Second Weekend: Mid-term examination, a minimum of 4 pages of your research proposal.

Third Weekend: Present research proposal to class, turn in final version of your research proposal on last day of class, group examination on last day.

Post-Class Assignment:

None
**Student Involvement Hours:**
You will need to allot 20 to 40 hours outside of class for the writing of your paper. In addition, you need to come to class having read the chapters in your textbook.

**VII. CRITERIA FOR EVALUATION**

**Evaluation Criteria:**
Your MSA Research Proposal will be a research design with a literature review. It is an individual project. You are to choose a problem to research, preferably at your place of employment. Feel free to disguise the name of your organizations, individuals, etc. Your topic will ideally reflect your emphasis in the MSA program.

Your research proposal will be graded on the basis to which you integrate the concepts of this class and the quality of the writing. You should:

- Have a literature review regarding the topic you will be studying
- Discuss what research techniques you will use (survey, document analysis, etc.)
- Explain potential benefits and drawbacks to your approaches
- Be specific as to your variables, along with the data collection methods and statistical analysis to be used.
- Follow the guidelines of the Publication Manual of the American Psychological Association (APA) and the research proposal template found on pages 78-88 of your textbook

**Grading Scale:**
Research Proposal: Your grade will be based on your use of terms from the textbook, practicality of the suggested method(s), the appropriateness of the research topic, the quality of the literature review, use of APA standards, and the writing quality.

Exams: The exams are group based and open book and open note. You will be given the opportunity to improve the midterm exam after discussion. Exams can be typed on a lap-top or hand-written.

Note: Much of this class is group based. Everyone will be given the same grade on the exam unless someone is identified as a free rider. I pay attention to what people contribute and I will listen if group members complain that someone isn't contributing fairly. If you are not present for an exam, you will need to make up the exam as an individual.

Individual Research Proposal = 50 points; each exam = 25 points.

A = 94 and up; A- = 90-93; 89-87 = B+; 86-84 = B; 83-80 = B-; 79-77 = C+; 76-74 = C. Any grade below a 74 will not receive credit for the class.

**Late Assignments:**
Late assignments will lose two points for each day late.

**Make-ups and Rewrites:**
Any paper that is not written at the graduate level will be returned to the student(s) and will involve a reduction in points.

**VIII. EXPECTATIONS**

**Attendance and Participation:**
Attendance is very important in a graduate level class. You are allowed 2 hours of absence without penalty for the 3 weekends. After those 2 hours you will lose 2 points from your final average UNLESS THE ABSENCE IS CLEARED BY ME. Therefore, make certain you check with me if you are going to miss class.

**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: gclslref@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.

**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, 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

A bibliography will be discussed in class.

The CMU Library website has a number of resources to assist you in the development of your research proposal.
Welcome to CMU Fort Riley!

The Education Center houses our office and most of our classrooms. It is located at 211 Custer Avenue. Occasionally, classes will be held in building 215, right next to 211.

Weather: We follow the garrison weather policies - please check the garrison site at http://www.riley.army.mil/About-Us/Weather/ for updates. If post closes down, we work from home on laptops, and check our voicemails. Our office hours also follow any delays that are mandated.

Cancellations/rescheduling: 24 hours before class we will email your cmich.edu email if a class is rescheduled due to weather, and we will update the office voicemails to match the message.

Office contact info: Office number: 785-784-4402 or 785-239-8238. Email: fort.riley@cmich.edu. Office hours: Monday - Friday 8:00 AM - 4:30 PM. The office is closed on all U.S. Federal Holidays.

First night of class: The Fort Riley Program Administrator will work until 6:15 PM the first Friday night of each class, to be available for questions and to make announcements. Please be in your seats by 5:45 PM the first night of class, so we do not impact the instructors class time.

Military Installation Access: Visitors without a DOD ID card who wish to enter Fort Riley are reminded that a temporary Fort Riley Access Pass or Badge is required. If you know the exact date of your visit, it is HIGHLY RECOMMENDED to get a temporary pass or badge early by stopping by the Visitor Control Center or emailing http://www.riley.army.mil/About-Us/Weather/. Emails will be answered within 48 hours Mon-Fri and 72 hours if received Sat-Sun. Please note there are longer wait times for passes during periods of higher traffic - especially weekday mornings and weekday afternoons-when Soldiers and civilian employees are traveling to work and physical fitness activities. If you're unable to get a pass early, make sure to allow extra time the day of your visit to get through processing at the Visitor Control Center. The Visitor Control Center (Bldg 885) is located just prior to the Henry Gate Access Control Point (Exit 301, U.S. Interstate Highway 70) and is open 24 hours a day, 7 days a week.

In order to comply with federal Real ID Act standards, as of March 1, Fort Riley requires additional identification for visitors with a driver’s license from the following states: Illinois, Minnesota, Missouri and Washington For a full list of acceptable forms of ID click here.