



MSA 600: Foundations of Research Methods in Administration

Fall 2020 Course Syllabus

This course has been scheduled as a **Hybrid course**. The instructor and students will meet at the designated center/location for a stated number of class sessions and contact hours. Additional required interactions and activities will take place virtually throughout the course, as outlined by the instructor. Please review this syllabus carefully for the specific meeting dates and times and the specified online activities.

All students must wear a face covering or mask and maintain social distancing while attending face-to-face classes. Face masks/coverings are required in all public spaces on campus.

Instructor	Dr. Yucel T. Henderson
Office	Rowe Hall 222, CMU, Mt. Pleasant, MI 48859
Cell Phone	213-500-1590
E-Mail Address	hendely@cmich.edu
Office Hours/Availability	Tuesday & Wednesday 2-5 PM. Always available to assist via e-mail or WebEx

Course:	MSA 600
Course Title:	Foundations of Research Methods in Administration
EPN:	22384334
Location:	Rowe 229
Dates:	18 August 2020 – 29 September 2020
Course Day and Times:	Tuesdays, 5:30-8:20
Prerequisites:	Statistics Competency (as outlined in the Bulletin program requirements)
Instructor:	Dr. Yucel Henderson
E-Mail Address:	hendely@cmich.edu
Phone Numbers:	213-500-1590 (Cellular Phone)
Office Hours:	Before and after class sessions, by appointment and Always available to assist via e-mail or WebEx

ACADEMIC BIOGRAPHY

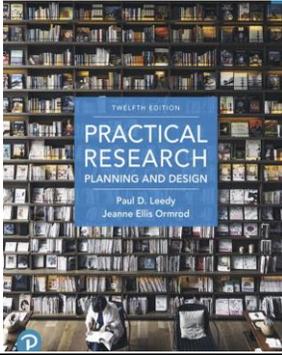
Dr. Yucel Henderson received her Doctorate degree in Organization Management with a specialty in Global Leadership from Colorado Technical

University. She holds an MA degree in Management and Leadership from Webster University with a comparative analysis thesis on the American and Arab business management practices. Her Bachelor's degree is in Architecture and Design from Bilkent University in Turkey with a minor in Environmental Design. For over a decade Dr. Henderson served in a variety of increasingly responsible positions with the Department of Defense programs in Europe and the U.S. and she spent the last few years working at executive levels with the Marine Corps. Previously, she taught as a part-time faculty member for Central Michigan University, Webster University, Southern New Hampshire University, and American College of Education. Her area of expertise includes international business, organization behavior, gender and generational issues in work place, multiculturalism, and cross-cultural leadership. Dr. Henderson's research interest is in initial trust formation between socio-culturally diverse work groups and cross-cultural marketing. Dr. Henderson is proud to be part of the MSA team at Central Michigan and takes this opportunity as the next step in her colorful career. Central Michigan University's core values - "integrity, respect, compassion, inclusiveness, social responsibility, excellence and innovation" - align with her own and they were the driving force behind her decision to join this exceptional academic community.

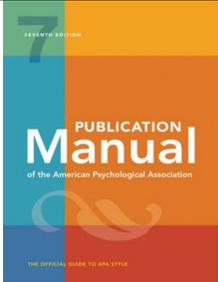
BLACKBOARD

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/>

TEXTBOOKS AND INSTRUCTIONAL MATERIALS



Title: Practical Research: Planning and Design, 12th Ed.
Authors : Paul Leedy and Jeanne Ellis Ormrod
ISBN : 9780134775654
Publisher: Pearson
Required: Yes



Title: Publication Manual of the American Psychological Association: 7th Edition
Publisher: American Psychological Association (APA)
ISBN/EAN: 9781433832178
Required: Yes

COURSE DESCRIPTION

Research methods and writing designed to build the skills and knowledge necessary to interpret, apply and report research in the field of administration. This course may be offered in an online or hybrid format.

COURSE GOALS AND OBJECTIVES

Upon successfully completing this course, the student will be able to:
After successful completion of this course, the student will be able to:

1. Discuss and identify appropriate administrative issues and topics that can be researched within the private, public and not-for profit sectors and be representative of researchable topics later used in the MSA capstone project.
2. Scrutinize, collect, evaluate, and synthesize research and professional literature to draw and support conclusions and make recommendations.
3. Evaluate research findings, draw conclusions and make recommendations to others in oral form using appropriate visual aids and/or presentation software.

4. Design practice research materials demonstrating graduate level competency in the application of the key elements of proposal formatting, chapter contents and APA (Not intended to be any portion of the student's MSA capstone project).
 5. Practice the construction of surveys, interviews, and typical research instruments used by administrators.
 6. Demonstrate an applied knowledge of the APA style and format.
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METHODOLOGY

This hybrid course is taught through a mix of in classroom and online discussions, video presentations, in classroom lecture, live streaming, and individual assignments. All materials are available on the Blackboard course site. A significant portion of the course grade is dependent on active student engagement. Rubrics for each assignment are posted with the assignment instructions on Blackboard and used for evaluation. This course is placed at the **graduate level to reflect the social and intellectual maturity required to integrate and synthesize knowledge, skills, and applications with real-world experiences.**

The material will be presented in a framework of the individual, corporate, and built environments. Lectures are tailored to the geographic background and intellectual curiosity of the students taking the course. Additionally, they will learn about the systems that support or hinder administration utilizing critical thinking skills. Students will be able to investigate an administrative topic of their choosing to better understand that topics impact on administrative issues.

This course is taught through a mix of discussion, lecture, and individual & group assignment. All materials, except the textbook, are available on the Blackboard course site. Course responsibilities are organized around (1) lectures, (2) readings, (3) research process in administration (4) group work and discussions, and (5) writing an individual research proposal.

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 an understanding of basic versus applied research, executing a research plan/methodology, analyzing research data, synthesizing literature, developing data analysis into a cohesive summary and set of conclusions coupled with recommendations. You will also learn how to use the APA style in your writing.

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

COURSE OUTLINE/ASSIGNMENTS

Week	Dates	Reading(s) & Assignments	Class Meeting
0	Up to 17 Aug	*Review the Syllabus & Blackboard **Obtain your textbooks	No
1	17-23 Aug	*Read Chapter 1 **Discussion Board responses due on Wednesday, 19 August by midnight . Peer responses due on Sunday, 23 August by midnight	Yes, in class on Tuesday August 18, 2020
2	24-30 Aug	*Read Chapter 3 **Individual Research Project: Topic Submission due on Sunday, 30 August ***Scholarly Article Review Paper due on Sunday, 30 August	Yes, in class on Tuesday August 25, 2020
3	31 Aug-6 Sep	*Read Chapters 2 & 5 **Individual Research Project: Assignment I due on Sunday, 6 September	Yes, in class on Tuesday, September 1, 2020 @ 5:30 PM
4	7-13 Sep	*Read Chapter 4 **Discussion Board responses due on Wednesday, 9 September by midnight . Peer responses due on Sunday, 13 September by midnight	Yes, in class on Tuesday September 8, 2020 5:30 PM
5	14-20 Sep	*Read Chapters 6, 7 & 11 **Individual Research Project: Assignment 2 due on Sunday 20 September ***Individual Research Project: Assignment 3 due on Sunday, 20 September	Yes, in class on Tuesday September 15, 2020 5:30 PM

6	21-27 Sep	*Read Chapters 8, 10 & 12 **Discussion Board responses due on Wednesday, 23 September by midnight . Peer responses due on Sunday, 27 September by midnight ***Individual Research Project: Assignment 4 due on Sunday, 27 September	Yes, in class on Tuesday September 22, 2020 5:30 PM
7	28 Sep-4 Oct	*Read Chapters 9 & 13 **Individual Research Project: Assignment 5 due on Sunday, 4 October ***Individual Project Presentations on Tuesday, 29 September	Yes, in class on Tuesday, 29 September 2020 @ 5:30 PM

* All Assignments must be submitted via the Assignment Blackboard by Sunday 11:59 PM of week noted unless otherwise specified.

** APA 7th Edition guidelines apply to all writing assignments.

ASSIGNMENTS

You must support your analysis with at least **five (5) scholarly references**. Make sure that these references are not used as required or recommended readings in this course. You will find that the CMU library is an excellent place to find these sources. However, this does not preclude you from using additional credible sources, including newspapers, trade journals, government reports, and white papers. You may also use course required or recommended readings as other sources over the required five (5) references.

Your references should be no older than five (5) years for the five (5) references that are required. However, if you find some historical data that is applicable to your assertions, opinions, or thinking, by all means provide. Nevertheless, they cannot count as part of the five (5) references as stated above.

I. INDIVIDUAL RESEARCH PAPERS (Total of 500 Points)

Research Papers is a **Five (5) part assignment** that consists of three (3) main papers, an annotated bibliography, and a presentation on the subject.

Assignment 1: Defining a Research Challenge (Week 3, 100 points)

Assignment 2: Annotated Bibliography (Week 5, 100 points)

Assignment 3: A Literature Review (Week 5, 100 points)

Assignment 4: Explaining a Research Methodology (Week 6, 100 points)

Assignment 5: Power Point Presentation (Week 7, 100 points)

All papers must follow APA 7th Edition guidelines. The students should keep a copy their work for their records. All papers should demonstrate graduate level use of language (includes grammar), recognition and formulation of a problem dealing with research methods in administration, exhibit collection of data obtained through observation, experimentation, or research. A bibliography should be provided and contain minimum of 5 (Five) scholarly resources. Papers will range in length from 3 to 10 pages depending on topics. A total of at least 15 sources should be included across the papers (1, 3, 4), all sources must appear in the annotated bibliography.

Specific Criteria are as follows:

Paper 1: Definition of the Issue/Problem (Week 3, 100 points)

Sets out problem and purpose of the research, which includes: Introduction, Problem Statement, Purpose of the Study, Research Questions, Scope/Limitations/Delimitations.

Begins with a problem (an unanswered question) related to a topic of interest. As you think about your topic of interest, answer these questions: What is the management/leadership dilemma or opportunity that could be investigated?

What is the purpose of my project?

What assumptions would underline such a problem?

Are there any existing data directly relevant to the research problem?

If so, can I access the data necessary to address the research problem?

If not, how can I collect the necessary data?

How will I interpret the meaning of the data as they relate to the problem statement?

Paper 2: Annotated Bibliography (Week 5, 100 points)

In Paper 2, you are expected to utilize and synthesize current, relevant, and credible sources sufficient in number to create the context for the problem and to demonstrate understanding of the problem/issue.

*NOTE: The Annotated Bibliography is detailed in the Paper 2 folder in Blackboard.

Paper 3: Literature Review (Week 5, 100 points)

Literature review aims to help you identify research possibilities as well as to gain new insights on the chosen topic. For Paper 3, you will utilize and synthesize

current, relevant, and credible sources sufficient in number to create the context for the problem and to demonstrate understanding of the problem/issue.

As you review the current literature on your topic of interest, answer these questions:

What is the purpose of the study and how does it differ from other studies?

What are the findings and how do they differ from other studies?

What are the limitations of the study?

Paper 4: Methodology (Week 6, 100 points)

The students are expected to distinguish typology being used and clearly identify what data are needed to answer the research questions. Paper 4 will explain the data being collected and analyzed in details. Also, It must include all methodological details appropriate to the typology being used (e.g., for surveys, describes population, sample, randomization). The Paper should build on precise and realistic planning and executed within the framework of a clearly conceived and feasible design. As you work on the methodology section of your paper, consider the following questions:

Will I be able to find a sufficient number of participants/subjects who will be willing to participate in the study?

Am I sufficiently knowledgeable to interpret the data I obtain?

Other Requirements:

References – 15 total to be used across all three papers

Data collection instruments, consent forms, and permission letter understanding, if **applicable**, will be in appendices section of the Paper.

Writing/Formatting: Reflects APA 7th Edition style, references cited in text and listed in references according to APA requirements.

Demonstrates control of syntax, grammar, coherence, paragraphs are focused and connected with transitions

Plagiarism rules apply to all papers.

Click on the following links to learn how to setup your paper as per APA 7th Edition guidelines.

<https://www.youtube.com/watch?v=a9hXY1xiZjo>

Individual Research Project Presentation (Week 7, 100 points)

The ability to clearly articulate your opinion/findings and provide a concise assessment in Power Point Presentation (PPP) Format. The presentations should be approximately 10 slides in length, including the title and references slides. Duration of presentations should be approximately 10 minutes long. You are expected to select and present the most

critical aspects of your work and develop 2 questions that could be used to stimulate classroom discussions. Slides must include introduction, literature review, methodology, results, discussions, conclusion, and references sections.

II.Scholarly Journal Article Review (Week 2, 350 points)

This is a 3-4-page (excluding the title and references pages) writing assignment that reports on the findings of an empirical study published in a scholarly journal with a publication date no more than five (5) years before the beginning of the current semester (i.e. not more than five years old). Your report must address the following questions within the specified sections:

The first section of the paper should be a summary of the article to answer the following questions:

- What is the key research problem identified in the study?
- What is the author(s) justification for conducting the study?
- What is the purpose of the study?
- Is this a quantitative, qualitative study or a mixed study?
- What is (are) the research question(s), objective(s) or hypotheses?
- What is the target population that the authors wanted to study (i.e., target population)?
- What data collection method(s) did the researcher(s) use?
- How were the data analyzed?
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The second section of the paper should answer the following questions:

- What are the major results/findings of the study?
- How do these results answer the original research question(s)?
- What conclusions did the author(s) reach?
- What did the researchers report as the implications of the study?

The third section of the paper should answer the following questions:

- What is the significance of the findings for your area of interest?
- If you were to conduct this study what would change and keep? Why?

You must support your analysis with at least five (5) scholarly references. Make sure that these references are not used as required or recommended readings in this course. You will find that the CMU library is an excellent place to find these sources. However, this does not preclude you from using additional credible sources, including newspapers, trade journals, government reports, and white papers. You may also use course required or recommended readings as other sources over the required five (5) references.

III. Discussion Board Responses (Weeks 1, 4, & 6, 150 points)

Students are expected to write their initial post no later than Wednesday of week 4 and respond to two colleagues' posts by the end of the week (Sunday). The discussion forums are not optional, nor are the discussion forum responses. Active participation in weekly discussions is essential. Active participation requires the student to develop a substantive initial posting for the discussion topic assigned by the instructor. The students may state their opinions in the post, but they must have resources to support their assertions. Agreeing or providing an opinion is not a sufficient response to the discussion.

Discussion forums initial response: The student initial discussion forum posting must be a minimum of 250 words and include in-text citations and references. This citation and reference may not be course materials. The student must list their reference source at the end of the posting. All posts must be posted directly to the forum do not post any responses as an attachment. Complete citations and reference must meet the standards of the APA style.

Discussion Forum Peer Responses: The student must respond to the discussion of two of their peers. The responses to peers also need to be substantive that will contribute to the discussion by asking questions, respectfully debating positions, and present supportive material related to the topic. Generic responses to a peer's discussion post are not sufficient and the student will not receive full credit for that response. The students are expected to build on ideas and add to the body of knowledge by conducting limited, peer-reviewed research. Discussion responses before or after the due date/time will not receive credit. The grades for the discussion forum initial and peer responses will be graded according to the rubric. Please check grammar and spelling before submitting a discussion post.

EVALUATION CRITERIA

This hybrid course is placed at the graduate level to reflect the social and intellectual maturity required to integrate and synthesize knowledge, skills, and applications with real-world experiences. The students are expected to critique, analyze and construct supporting documents on theoretical and practical aspects of the course material. All papers should reflect graduate-level writing (proper grammar, sentence structure, and spelling). All papers are to follow APA 7th Edition format and the student must keep a copy for their records.

Category	Details	Points
Individual Research Project	Paper 1: Defining a Research Challenge (100 points) Paper 2: Annotated Bibliography (100 points) Paper 3: A Literature Review (100 points) Paper 4: Explaining a Research Methodology (100 points) 5: Individual Presentation (100 points)	500 points
Discussion Board	Asynchronous Learning Activity	150 points

Scholarly Journal Article Review	Writing assignment that reports on the findings of an empirical study published in a scholarly journal	350 Points
TOTAL POINTS:		1,000 points

Grading Scale:

94% or above : A	87% - 89% : B+	77% - 79% : C+
90% - 93% : A-	84% - 86% : B	74% - 76% : C
	80% - 83% : B-	Below 74% : E

NOTE: CMU does not employ C- or D grades for graduate classes

Check your grades and feedback under "My Grades" on the left menu at least weekly

COURSE POLICIES AND EXPECTATIONS

Late Assignments

Students are responsible for ensuring assignments are submitted on time and that your submission is received. Late assignments receive zero credit unless pre-approved by the professor. All assignments must be completed on time unless other arrangements have been made with the professor before the scheduled dates. **If pre-approved, (i.e. papers, exams) will be penalized 10% of the assignment grade for each day the assignment is late.** These arrangements will not take place on the due date and must be based on extraordinary circumstances.

Assignment submissions

All assignment must be submitted via appropriate assignment section on the Blackboard. Verification of assignment submission is an exclamation mark (!) in respective assignment area in Gradebook. Submissions are to be in MS Word put all your work on one-word document. Multiple file submissions will be returned for resubmission as a single file, if the resubmit is after the due date the submission will be considered as a late submission. Failure to do so eliminates the opportunity to submit Scores will be posted on the website under Gradebook--if a score is missing or entered incorrectly let me know. You should review your grades at least once a week NLT Week 3 of the session.

Make-ups and Rewrites

Make-ups and Rewrites are not accepted. There will be no extra-credit assignments or extra-credit work accepted at any time during this course. Requests for extensions must

be made in advance and accompanied by appropriate written documentation. Computer problems are not an acceptable reason for not meeting course requirements/expectations.

Attendance Policy

Students may be divided into groups for in-person and online participation in class meetings to prevent the spread of COVID-19. Students are expected to attend all online and in-person class sessions.

Lively discussions make for lively learning. Online class attendance does not mean passive observations of a class video stream. It is rather a safe alternative for fully interactive engagements. Absences due to personal choice will impact the grade received for the course. You are expected to participate in the course with me and class members, by reading assigned material(s), supplying comments during discussions in a timely fashion and participating in the assignments. Students are expected to effectively maintain email communication and check the Course Website at levels that ensure timely awareness of course requirements and expectations - no exceptions. It is expected that students will demonstrate mutual respect to one another during class discussions. Under no circumstances will personal demeaning discourse be acceptable.

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>

Instructor Communication

The instructor will respond to email inquiries within 48 hours. The Instructor will grade all assignments within one week of the due date.

Netiquette (Internet + etiquette)

All members of the class are expected to follow rules of common courtesy in all email messages, discussions and live chats. Following are a few tips for appropriate netiquette:

Use your name in all correspondence

Make the subject line informative in your e-mails and discussion posts

Use appropriate Salutations (i.e. "Hello Dr. Smith ", "Dear Dr. Smith") "Jane" " Hey " is inappropriate when addressing a classmate or a member of the faculty).

Messages should be concise and to the point. Write in short paragraphs; this makes things easier for the readers.

Avoid abbreviations

Use a cheerful tone but be cautious when using humor. Tone is sometimes lost in an email or discussion post and your joke might be taken seriously or sound offensive.

Use upper- and lower-case letters. ALL UPPER CASE means you are shouting! Carefully use exclamation mark in your emails and discussion posts. Use of the unnecessary exclamation mark (!!!!) in the email demonstrates anger or excitement.

Read your message before you send it. Always consider how your reader might interpret your message when they read it.

Understand that inappropriate communications will result in a lower overall grade

SUPPORT SERVICES AND OTHER REQUIREMENTS

Library Services

CMU offers you a full suite of library services through the University Library. 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 library website at <https://www.cmich.edu/library/Pages/default.aspx> for more information.

Writing Center

The CMU Writing Center is a free service for all CMU students, providing help with grammar, citations, bibliographies, drafts, and editing of academic papers. For additional information and to submit work, visit

<https://www.cmich.edu/colleges/chsbs/Centers/WritingCenter/Pages/default.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 the Student Disability Services office in Park Library 120, telephone (989) 774-3018 and TTY (989) 774-2568 or sds@cmich.edu. Please see 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.

VRC (Veterans Resource Center)

The VRC serves CMU students who are; Veterans, Active Military (including National Guard and Reserve), Spouses and dependents of Veterans and Active Military.

The VRC Staff helps students:

- Get the most out of their CMU experience,
- Access educational benefits, including those applicable to spouses and dependents
- Build academic and social networks,
- Successfully make the transition from military environments to our centers across the U.S., our main campus, or online learning.

Veterans' Resource Center Contacts -

Phone: (989) 774-7991

Email: veterans@cmich.edu