

CENTRAL MICHIGAN UNIVERSITY
MSA 698 SYLLABUS
Spring I, 2019

IDENTIFYING INFORMATION

Course: MSA 698 Directed Administrative Portfolio

Term: Spring 2019

CRN: 22365763

Location: Rowe 226

Course Dates and Times: Mondays, 5:30-8:20 p.m.; 1/7/2019 – 4/29/2019. Class meets on 1/7, 2/4, 2/18, 3/4, 3/18, 4/29.

Instructor: Dr. Michael Dillon

E-Mail Address: dillo1md@cmich.edu

Phone Numbers: Cell: 989-941-6330

Office Hours: I would be happy to set a time to speak/meet with you. Please call or email for arrangements.

Academic Biography: Dr. Michael Dillon has been a fixed term faculty member, and now a Lecturer II, at Central Michigan University since January of 2016 for the Master of Science of Administration program. He has taught MSA 502, 503, 506, 510, 600, 601, 602, 603, 604, 613, 647, 677, 698, and 699. Prior to his current role, he has served as an adjunct faculty member at various universities. He has a work history in higher education and finance, has taken leadership roles in multiple non-profits, and has numerous academic publications and conference presentations. Research interests include collaborative action and power dynamics, adult learning theory, organizational learning, critical human resource and organizational development theory, leadership theory, action research methodology, hybrid and online learning, and qualitative research. Dr. Dillon holds an Ed.D. in Adult Education and Human Resource and Organizational Development from the University of Georgia, a Master of Arts in Organizational Leadership from Gonzaga University, a Dual Bachelors of Arts in Economics and Philosophy from the University of Pittsburgh, and recently completed a Project Management certificate at Central Michigan University. Dr. Dillon is originally from Pittsburgh, PA and currently resides in Midland, MI with his two teenage children and Foxy a Terrier rescue.

Prerequisites: Completion of 27 hours of graduate credits, including MSA 600, 601, 602, 603 or 604 (with grade of "C" or better).

II. TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Required Texts: A.P.A. Manual, 6th edition (2009); Textbooks for MSA 600, 601, 602, 603, and 604

III. COURSE DESCRIPTION: Intensive writing course integrating MSA core and concentration courses by developing a series of significant papers germane to current administrative issues. This course may be offered in an online or hybrid format. The course format is classroom instruction and student research/writing supported by instructor-student conferences scheduled as necessary. The classroom portion leads to the development of five comprehensive papers, covering MSA 601, 602, 603, and 604, and a Final critical analysis paper. Central to each paper is the integration of the student's area of concentration. This research is then folded into a fifth critical analysis paper which summarizes the learning that has taken place throughout the degree program, and includes a brief presentation to the class.

IV. COURSE GOALS AND OBJECTIVES

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

1. Conduct applied research in the field of Administration.
2. Analyze administrative issues and problems critically and creatively.
3. Identify, collate, synthesize, and use primary scholarly research sources to generate research questions to examine a professional work-related problem.
4. Apply quantitative and/or qualitative research methods to examine a professional work-related problem.
5. Develop research findings and make recommendations based on literature and data analysis.
6. Effectively present findings and recommendations to solve or improve upon a professional work-related problem.
7. Integrate concepts from MSA core and concentration courses into meaningful research

V. METHODOLOGY: In this face-to-face course it is vital that students (and the instructor) fully participate and engage. This means “bringing” your work/life/academic experiences to the classroom. Rich classroom dialogue is foundational to your success in the course. In order to have rich dialogue, read the material, contemplate the concepts and how they relate to your experiences and career goals, and fully engage. See the “evaluation” section for further guidance regarding how you will be graded. This is the capstone class for the CMU MSA degree program. Students are expected to effectively solve an administrative problem by applying concepts learned in all MSA core courses including: MSA 600 Foundations of Research Methods in Administration, MSA 601 Organizational Dynamics and Human Behavior, MSA 602 Financial Analysis, Planning and Control, MSA 603 Strategic Planning for the Administrator, and MSA 604 Administration, Globalization and Multiculturalism. Students will search for and apply scholarly literature to assist with solving the problem. The course consists of a series of class meetings which will provide an overview of the course expectations, writing requirements, and Library guidance. Instructor-student interaction occurs throughout the semester as needed.

VI. COURSE OUTLINE/ASSIGNMENTS

<u>Week</u>	<u>Dates</u>	<u>Assignments</u> (Assignments due by Sun 11:59pm of week noted unless otherwise specified)	<u>Class time</u>
0	Up to 1/6/19	Review the Syllabus and Blackboard Obtain your textbooks	no
1	1/7 – 1/13	Research Proposal: Main problem and main question due	Yes, Monday
2	1/14 – 1/20	Research Proposal: Full “Mind Map” due	no
3	1/21 – 1/27	“Slim” Annotated Bibliography for 601 paper due	no
4	1/28 – 2/3	Optional “Free read” of 601 paper due	no
5	2/4 – 2/10		Yes, Monday
6	2/11 – 2/17	601 paper due	no
7	2/18 – 2/24		Yes, Monday
8	2/25 – 3/3	603 paper due	no
9	3/4 - 3/10		Yes, Monday
10	3/11 – 3/17	604 paper due	no
11	3/18 – 3/24		Yes, Monday
12	3/25 – 3/31	602 paper due	no
13	4/1 – 4/7		no
14	4/8 – 4/14	Critical Analysis draft paper due	no
15	4/15 – 4/21		no
16	4/22 – 4/28	Critical Analysis paper due	no
17	4/29	Student Presentations during class	Yes, Monday

VII CRITERIA FOR EVALUATION

Evaluation:

Assignment	Points	Percentage
601 paper	100	20
603 paper	100	20
604 paper	100	20
602 paper	100	20
Critical Analysis Paper	80	15
Presentation	20	5
Total	500	100
You must submit all assignments in order to potentially pass the course		

Assignment detail

Students will produce 4 papers and a final critical analysis paper all related to their area of concentration. Your papers must reflect master's level writing. You can expect the 5 papers will require a minimum of 150-clock hours of work for completion. Cognitive tasks must be specifically designed to relate directly to the student's professional work assignments, or the approval of the instructor. The papers should be of sufficient depth to deal completely with the issue.

Minimum length is 8 to 10 pages for each of the 4 papers, and 7 to 8 written pages for the final critical analysis, excluding tables, graphs, and appendixes. The papers address the same main problem question, and each paper has a unique sub-question.

- Paper 1 applies content and theory from MSA 602 to an issue/problem/research related to the student's concentration.
- Paper 2 applies content and theory from MSA 603 to the same issue/problem/research developed in paper 1 and is related to the student's concentration.
- Paper 3 applies content and theory from MSA 604 to the same issue/problem/research developed in papers 1 and 2 and is related to the student's concentration.
- Paper 4 applies content and theory from MSA 602 to the same issue/problem/research developed in papers 1-3 and is related to the student's concentration.
- The final critical analysis paper draws conclusions and makes recommendations based on the insights discovered in papers 1-4.

Each of the 5 papers must include the following:

- Title Page (should be descriptive and suggest the paper's purpose).
- Table of Contents Contain an introduction, body of the paper, and conclusion.
- Appendixes (if applicable)
- Reference List (every citation, in the Text, must be correctly listed in the Reference List) The References in the back of this Syllabus are in correct APA format. There must be 6 to 10 scholarly references per paper.
- If you have more than one Table, a List of Tables Page follows the Table of Contents
- If you have more than one Figure, a List of Figures Page follows the Table of Contents or the List of Tables Page (if there is a List of Tables Page).

Students must follow the most recent edition of the A.P.A. Publication Manual when submitting the papers required for this course.

Paper format:

- Blank page
- Executive Summary
- Title Page
- Table of Contents List of Tables (optional)
- List of Figures (optional)
- The Text: Introduction (organizational background, the research problem, the main research question, and the sub-question for the paper), Literature Review, Conclusions, Recommendations.
- References
- Appendixes (if applicable)

The student must submit all five papers electronically to the instructor via the submission links in Bb. Students should always retain a copy of any materials submitted to the instructor.

Individual Feedback: The instructor reviews the student's individual papers, notes any concerns and returns them to the student with appropriate feedback in Blackboard.

The Final Synthesis Report Presentation: You will present during the last course meeting (approx. 15 minutes w/ student Q/A). You should prepare a short PowerPoint.

Late Assignments: 20% penalty for each day late. No work accepted after 2/27/19.

Make-ups and Rewrites: Not accepted

Attendance Policy: Students need to be present and engaged for each class meeting, and to keep abreast of any announcements in Blackboard.

Grading Scale:

94-100 A 90-93 A- 87-89 B+ 84-86 B 80-83 B- 77-79 C+ 74-76 C <73 E

General:

1. Academic Dishonesty: Written or other work which a student submits must be the product of his/her own efforts. Plagiarism, cheating, and other forms of academic dishonesty, including dishonesty involving computer technology are prohibited. Further information on Academic Dishonesty can be found in the current Bulletin.
2. 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 Disabilities Services at 989-774-3016 or by e-mail at sds@cmich.edu at least 4-6 weeks prior to the start of class. SDS is located in the Park Library, room 120. Students may find additional information and forms at http://www.cmich.edu/Student_Disability_Services.htm .

Student's Rights and Responsibilities:

<http://www.cmich.edu/policies-procedures/code-student-rights>

SELECTED BIBLIOGRAPHY

See individual courses MSA 610,602,603,604