Central Michigan University
College of Graduate Studies
Master of Science in Administration

Master Course Syllabus

<u>**MSA**</u> <u>**699**</u> <u>**Applied Research Project in Administration**</u>   <u>**3 (Spec)**</u>
Design. No. Title   **Credit(Mode)**

I.   **Bulletin Description:**
       Research project on a practical organizational administrative issue and/or
       problem integrating theoretical, methodological, and applied knowledge from
       core and concentration coursework with student's professional experience.
       This course may be offered in an online format.

II.   **Prerequisites:** MSA 600, MSA 602 or 634 or 635, MSA 603 or 640, all with a
       grade of C or better; 24 hours of graduate credit.

III.   **Rationale for Course Level:**
       This Capstone research course is open only to graduate students who have
       fulfilled prerequisites and are nearing completion of the MSA program. This
       course reinforces the foundational knowledge and skills associated with MSA
       core administrative courses and a student's specific MSA concentration. In
       addition, this course emphasizes the use of quantitative and qualitative analysis
       to conduct an applied research project while applying principles that synthesize
       information in the student's area of concentration.

IV.   **Suggested Textbooks:**
       Student Guide to the MSA Capstone Project; published by Central Michigan
       University (current edition)
                                          And
       Publication Manual of the American Psychological Association (APA); latest
       edition

V.   **Other Requirements and/or Materials for the Course:**

       For online or hybrid delivery, students must have access to a computer and the
       ability to connect to the Internet for interaction with other class members and
       the instructor. Computer and high-speed Internet access are needed to access
       and view online materials (e.g. videos, PowerPoint, Excel and/or Word
       documents, and additional text and web-based course materials) as well as
       submit required course assignments. Headphones are recommended.

       No additional requirements for face-to-face offerings.

VI.   Student Learning Course 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. Present and defend their research when it comes under scholarly and/or professional scrutiny.

VII.   Suggested Course Outline:

The online version follows a similar format over the first 8 weeks of the semester. After that, students work independently on the capstone project.

Module 1	Administrative Research Writing • Introductions • Review of syllabus	5%
	• Overview of capstone project experience • Overview of the Student Guide to the MSA Capstone project • Overview of the Research Review Application process and the IRB process	10%
Module 2	• Review of plagiarism • Review of APA writing style • Proposal writing: organization and contents • Strategies for success • Review of grading rubric	20%
Module 3	Individual One-on-One sessions between instructor and student	10%
Module 4	Individual One-on-One sessions between instructor and student	10%

Module 5 and 6	Individual One-on-One sessions between instructor and student
	WebEx conference with all students
	⬝ Progress Report
	    a. Instructor and student(s) will discuss progress towards completion of the Plan B project.
	    b. Identification of common concerns
	    c. Identification of shared resources
	    d. Peer review
		25%

Module 7	Individual One-on-One sessions between instructor and student	10%
Module 8	Individual One-on-One sessions between instructor and student	10%

Instructors in this course will use an interactive computer mediated learning environment. As a result, students may expect any number of instructional methodologies, including technology-based instruction, online discussion forums, presentations, lectures with enhanced audio and video introductions and explanations, web resources, and individual projects.

Students will be required to familiarize themselves with the current software protocols for interactive online activities. The computer-based course will include student/teacher interaction via live classroom and presentations, discussion forums, virtual office hours, document sharing, e-mail, etc.

A. Course content will be posted in a Blackboard course shell. This content will be the syllabus, assignments, articles/assigned readings, multimedia presentations, discussion questions, and websites that support the learning objectives.

B. For online courses, PowerPoint or interactive presentations will be provided in lieu of face-to-face lectures and will be supplemented with an audio track narration (provided with transcripts) that elaborates on the concepts presented.

C. Drafts and the final project assignments will be submitted through the "assignments" area of the Blackboard course shell.

VIII. Suggested Course Evaluation:

A. The grading rubric will be provided to students. The MSA 699 capstone project will be graded based on the standards set forth in the rubric including adherence to APA format, evaluation per each of the 5 chapters, references, writing and formatting.

B.

Relationship to concentration	5%
Administrative relevance	5%
Definition of the problem	10%
Literature review	15%
Methodology	10%
Data analysis	15%
Summary, conclusions, & recommendations	10%
References	10%
Writing/formatting/executive summary	20%
total	100%

Syllabus Prepared By:

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Typed Name of Faculty, Credentials

11/10/17
Date