

CENTRAL MICHIGAN UNIVERSITY

I. IDENTIFYING INFORMATION

Course: MSA 685: Integrative Analysis of Administration

Event #: Fall 2009//#22088498

Location: Rowe 229

Course Dates and Times: Thursday 5:30-9:20 p.m.

Meets: Aug 27-Sept 10

Instructor with Academic Biography:

Dr. Walter Schneider's Ph.D. is in Administration and his M.A. is in Mathematics. He has taught for the Master of Science in Administration Degree Program previously on-campus and off-campus in New Orleans, Louisiana; Dover, Delaware; Sudbury, North Bay, and Toronto, Ontario; Calgary, Alberta; Winnipeg, Manitoba, and Vancouver, British Columbia; Flint, Lansing, Saginaw, Traverse City, and Troy, Michigan; Guadalajara, and Mexico City, Mexico; Ft. Gordon and Fort McPherson, Georgia; Seymour Johnson and Fort Bragg, North Carolina; Dayton, Ohio; and San Juan, Puerto Rico. His present appointment follows three years as Associate Director for the Master of Science in Administration Degree Program, several years as Associate Athletic Director; Associate Dean in the School of Education, Health and Human Services; and Professor of Physical Education and Sport.

Instructor Contact Information:

Home Number: (989) 644-6880

E-mail Address: schne1wr@cmich.edu

Instructor Availability: Call/email when you have questions!

Degree Requirement: MSA

Prerequisites: Completion of 21 hours of graduate credits, including MSA 600, MSA 634 or MSA 635, and MSA 640

II. TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Required Text:

A.P.A. Manual, 5th edition

Student Guide to the MSA 685 Project (January 2009 Edition).

Other Materials:

Guidelines for Presentation of Plan B Projects (Will be e-mailed to those who register).

IRB forms (available in the *Student Guide to the MSA 685 Project* and on the MSA web site at <http://www.grad.cmich.edu/msa/handbks.htm>).

III. COURSE DESCRIPTION

MSA 685 builds upon the information and skills learned in MSA 600, the MSA Core, the Concentration coursework, and the student's employment experiences. The student learns the application of theory and research to practical issues and problems found in occupational situations. By joining theory, research, and practice with the practical workday world, the course is truly integrative of the student's knowledge, skills, and professional life.

The product is a Graduate level research Project! The student makes specific recommendations based upon the researched data obtained to solve concrete administrative problems, and adheres to approved research practices. Research topics should be related to the students' academic concentration and their work experiences.

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 a project proposal described below. The proposal demonstrates the relevance of the topic, the ability of the student to complete the project, and the student's general understanding and knowledge of the topic's literature. Following acceptance of the proposal, the data collection, data analysis and interpretation, summary, conclusions, and recommendations based upon the data gathered are presented in the finished project.

IV. COURSE GOALS AND OBJECTIVES

The objective is to develop the student's ability to undertake research on an issue which confronts senior management. The issue must be a real one and preferably exists at the organization where the student works. On completion of the project, most of the following competencies will have been demonstrated:

1. The ability to develop generalizations and conceptual frame works around which thoughts are organized.
2. The application of critical and creative analysis of administrative issues.
3. The application of decision-making concepts and theory.
4. The application of quantitative techniques to managerial decisions.
5. The application of research methods to the resolution of issues.
6. The ability to develop a set of alternative solutions to specific issues, to evaluate the solutions, and to select the most appropriate one(s).
7. The ability to present recommendations to senior management.

V. METHODOLOGY

Lecture/Demonstration/Discussion. All students are expected to bring their MSA 600 Proposal, as it was corrected, to each class meeting. Normally a ten-minute break will occur each hour of class.

VI. COURSE OUTLINE/ASSIGNMENTS

Pre-Class Assignment/Outline of Session Topics and Activities:

Find your corrected MSA 600 Proposal (even if you have changed your topic) and bring it to each class meeting.

Selection of the topic

Title of project

Preliminary pages

Text

Supplemental pages

IRB Policies and Procedures

Guidelines and Procedures

A. Course Format:

Part I of the course will consist of 12 hours of classroom sessions. The students will receive instruction on the research methodology and the form and structure of both the proposal and final project. This continues the development of the competencies learned in MSA 600.

The instructor reviews the student's proposal, notes any concerns, returns it to the student with appropriate feedback, and upon instructor approval of the proposal Part II begins.

Criteria for approval of the Proposal will be:

1. The project's relation to the student's area of concentration.
2. The project's focus on a real issue in the student's work place.
3. The project's promise of developing resolutions to issues which are relevant to management.
4. **The proposal must be submitted following the format found in the *Guidelines for Presentation of Plan B Projects*.**

At the completion of Part I (The Proposal has been approved by the instructor) the student must submit the IRB materials. **No data may be gathered for the**

project until IRB approval has been received. (Students must follow the IRB format presented in the *Student Guide to MSA 685 Integrative Project*.)

Part III consists of student research, analysis of data, and writing with continuing feedback between student and instructor on the progress of research and writing. It is complete when the final project is accepted.

The completed projects are due at the end of the course. If the project is not completed, the instructor may assign a grade of "I." Conditions of the "I" grade are described on Page 6 of this syllabus.

- B. An Integrative Project must reflect master's level Writing. Most Projects 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. The project report should be of sufficient depth to deal completely with the issue. Its minimum length is 35 written pages excluding tables, graphs, and appendixes.

The Project Proposal

Once accepted by the instructor, the proposal directs the student toward project completion. Students should not deviate from the approved proposal without prior instructor approval received through the development of an amended proposal. Proposals range in length from eight to twenty double-spaced typed pages.

The REQUIRED components of the Proposal are:

1. The Proposal **must follow** the ***GUIDELINES FOR PRESENTATION OF PLAN B PROJECTS!***
2. Project Title Page. The title should be descriptive and suggest the Project's purpose (Appendix B & Pages: 6, 11, & 12).
3. Table of Contents (Appendix G & Pages: 7, 11, & 18).
4. Chapter I, Chapter II, & Chapter III (Pages: 22 & 23).
5. Appendices (if applicable): Cover Letter, Permission Letter, & Questionnaire (*Student Guide to the MSA 685 Project*: Pages 9-11).
6. 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 A.P.A. Format!

7. If you have more than one Table, a List of Tables Page follows the Table of Contents (Appendix H & Pages: 7, 11, & 19).
8. 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).

VII. THE FINAL REPORT PRESENTATION

Students must follow the most recent edition of the *A.P.A. Publication Manual*, and the *Guidelines for Presentation of Plan B Projects*.

Format: (Follow the *Guidelines for Presentation of Plan B Projects* to the letter!)

- a. Blank page
- b. Executive Summary
- c. Title Page
- d. Table of Contents
- e. List of Tables (optional)
- f. List of Figures (optional)
- g. The Text:
 - I. INTRODUCTION
 - II. REVIEW OF LITERATURE
 - III. METHODOLOGY
 - IV. DATA ANALYSIS
 - V. SUMMARY, CONCLUSION(S), AND RECOMMENDATIONS

APPENDICES (OPTIONAL)
LIST OF REFERENCES

COPIES:

The student must submit **two copies of the final project** to the instructor.

Students must **always return the previously corrected draft** with each new draft.

Students must submit the Plan A & B Completion Sign-off form with the final draft.

This form is found at the Graduate Studies web site:

<http://www.grad.cmich.edu/pdf/Plan%20AB%20Signoff.pdf>.

Students should **always** retain a copy of any materials submitted to the instructor.

Post-Class Assignment:

Complete the Project.

Assignment Due Dates:

Submit the Proposal as soon as possible following the last class meeting. Expect the completed project to take from 4 months to one year to be completed.

Student-Involvement Hours:

150+

Continuous Registration (MSA 619). Any on-campus student who has completed all academic course work except the final project (Plan B project or internship, thesis, dissertation, doctoral project) must be enrolled in at least one CMU graduate credit hour each fall and spring semester until graduation (summer sessions as well if summer course work is normally required in the program). The Continuing Registration for Final Research Project within the student's home department can fulfill this one credit hour requirement. If, after all academic course work except the final project is completed, a student does not enroll each semester (and summer, where appropriate) until graduation, the student must enroll retroactively for each missed semester (and summer, where appropriate) once s/he returns to complete the project. A student can request a leave of absence by submitting a Leave of Absence Request form to the College of Graduate Studies; if approved; continuous registration will be waived during the approved leave period. Regardless of whether the student has a leave of absence, the student must still complete the degree within the [time-to-degree limitations](#) set forth under the degree requirements.

VIII. CRITERIA FOR EVALUATION

Type of Performance: Submitted/Approved Final Project

Evaluation Criteria: Quality of the Content, the Scope, the Depth, and the format.

Late Assignments: One year is the maximum time.

Rewrites: Generally until an acceptable final product is submitted.

Attendance Policy: Students are expected to attend all scheduled class meetings.

Class Participation: Students are expected to participate in class discussion.

Extra Credit: None

Grading Scale: A through C- and E

Incomplete: The (I) Incomplete is a temporary grade used in cases when a student is unable to complete course requirements because of illness or other justifiable

circumstances. An (I) Incomplete will be assigned if the student has received approval of the Proposal and received IRB Approval.

Copies of Assignments: Attention CMU students: It is your responsibility to retain a copy of any materials that you mail or hand in to your instructor.

IX. SUPPORT SERVICES AND OTHER REQUIREMENTS

Library Services: Check out the Park Library web site at <http://www.lib.cmich.edu/> for library hours and resources. The reference desk can be e-mailed at libref@cmich.edu. Sample MSA 685 projects can be found on the Off-Campus Library Services web site at <http://ocls.cmich.edu/>

Academic Dishonesty: Written or other work which students submit must be the product of their 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 on pages 30-33 of the 08-09 *Bulletin*.

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 TDD (989) 774-2568.

X. SELECTED BIBLIOGRAPHY

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Birley, G., & Moreland, N. (1998). *A practical guide to academic research*. London: Kogan Page.

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- Gummesson, E. (2000). *Qualitative methods in management research* (2nd ed.). Thousand Oaks, CA: Sage.

Business Plan/Feasibility Study

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- Bickman, L., & Rog, D. J. (Eds.). (1998). *Handbook of applied social research methods*. Thousand Oaks, CA: Sage.
- Eglash, J. (2001). *How to write a .com business plan: The Internet entrepreneur's guide to everything you need to know about business plans and financing options*. New York: McGraw-Hill.
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- Desberg, P., Trimble, K. D., & Colbert, J. A. (1996). *The case for education: Contemporary approaches for using case methods*. Boston: Allyn and Bacon.
- Franklin, R. D., Allison, D. B., & Gorman, B. S. (Eds.) (1997). *Design and analysis of single-case research*. Mahway, NJ: L. Erlbaum Associates.
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Experimental Research

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Business and Management Practices (Bus/Management) (available through FirstSearch)

PsycINFO (available through FirstSearch)

Social Sciences Abstracts (SocialSciAbs) (available through FirstSearch)

Sociological Abstracts (SocAbs) (available through FirstSearch)

Wilson Business Abstracts (WilsonBusiness) (available through FirstSearch)

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