

CENTRAL MICHIGAN UNIVERSITY
MASTER OF SCIENCE -ADMINISTRATION
MSA 600 - ADMINISTRATIVE RESEARCH AND REPORT METHODS
FALL 2009 – course # 22088492

Professor: Dr. Scott J. Smith, CAA
Phone: 774-2859
Office Hours: HP 2238 T/W 5:00-6:00 pm
Class Time: Tuesdays: 6:00 pm - 8:50 pm
Email: scott.j.smith@cmich.edu
T/R 9:15-10:45 am
Classroom: HP 1303

Course Description: MSA 600 is designed to acquaint the student with research processes and tools that can be used in selecting and developing the problem, project or issue for analysis. This course includes the philosophy and methodology of research and report formulation in the administrative environment. The course provides the student with background concerning research applications. During this course, each student will formulate research questions and develop specific sections of a research proposal. Many students utilize this opportunity to develop a research proposal that may be used as the basis for their MSA 685 paper, however, there is no requirement to utilize MSA 600 project proposal as the MSA 685 paper topic. A different topic may be selected and each course is evaluated and graded on its own merits.

Course Objectives: After completing this course, the student:

1. Be able to evaluate the quality of research information presented by other professionals and practitioners.
2. Be able to effectively communicate his/her research to others in both oral and written form.
3. Be able to identify issues, collect, and analyze data and draw conclusions and make recommendations based upon research.
4. Be familiar with the Institutional Review Board (IRB) process and IRBnet and be capable of completing the process, when necessary.
5. Be familiar with and complete CITI training.
6. Be familiar with the APA writing style.
7. Be able to develop an applied research proposal.

Course Text/Materials:

Leedy, P. D., & Ormrod, J. E. (2010). *Practical Research: Planning and Design* (9th ed.). Upper Saddle River, NJ: Pearson. ISBN: 9780137152421

American Psychological Association. (2010). *Publication Manual of the American Psychological Association* (6th ed.). Washington, DC: Author. (Optional)

Student Guide to the MSA 685 project- (January, 2009). Mt. Pleasant, MI: Central Michigan University. (Access to this guide will be provided in class.)

Other Materials: Research articles from scholarly Management and Administration journals. Other materials will be handed out in class.

Optional Materials: As required for individual assignments.

Methodology: The course will consist of lectures, discussions, library database research, group work and reporting, quizzes, individual written assignments and two exams. Some class time will be used to develop parts of working research proposals and other instruments. The students will prepare pieces of an applied research proposal and begin thinking about possible topics for an MSA 685 project. All work will be structured to provide the best learning environment to maximize the value of your time while you study administrative research and report methods.

Major Assignments:

1. For **readings-based questions**, see Appendix A (attached).
2. For **Research Article Critique** description, see Appendix B (to be provided in class).
3. For **Research Problem Definition**, see Appendix C (to be provided in class).
4. For **Literature Review**, see Appendix D (to be provided in class).
5. For **Method**, see Appendix E (to be provided in class).
6. For a sections of a **Research Proposal description**, see Student Guide to the MSA 685 project.

Evaluation:

Homework (discussion questions and other assignments provided by the instructor)	10%	100 points
Research article critique	10%	100 points
Quizzes (not announced)	10%	100 points
Attendance and report at a research seminar/symposium	5%	50 points
Exams (2 @ 15% each)	30%	300 points
Literature Review	15%	150 points
Other sections of a research proposal	15%	150 points
Participation and attendance	<u>5%</u>	<u>50 points</u>
Total	100%	1,000 points

Criteria for Evaluation:

Type of Performance: Each student will be expected to complete assignments that are concise, researched appropriately, contain relevant content and follow proper format and grammatical structure. Each students must demonstrate his or her understanding and in-depth analysis of class material covered in readings, assignments, lectures, and discussions.

Evaluation Criteria: See Appendices (*How I Will Evaluate Your Work*), Student Guide to the MSA 685 project, and a handout on *Criteria for Good Research* (provided in class).

Late Assignments: All assignments, projects, and presentations must be completed and turned in on time (or early) in order to receive full credit. Late assignments or postponed presentations will result in the grade being lowered one (1) full letter grade. In-class quizzes, assignments and other in class work missed may not be made up. Exams must be taken as scheduled and will include material from class lectures, class presentations and discussions and content from the course text which may or may not be presented in class sessions.

Make-Ups and Rewrites: Individual students will be notified by the professor if an assignment needs to be rewritten. There are no allocations for make-up work.

Attendance Policy: All students are expected to attend all class sessions unless an extenuating circumstance, including illness, results in an excused absence by the instructor.

Class Participation: A participant's course participation grade will be based on the instructor's assessment of the quality of the participant's constructive contributions to the learning experiences of all course participants. A high participation grade may be earned by asking text-informed questions about course subject matter, but simply attending classes will not earn participation credit. When speaking in a class session, a participant should usually address the members of the class, not the instructor. Exchanges will be orderly, cooperative, informed—in short, constructive. Every participant will be involved in class discussions, but no one participant may dominate any discussion. A participant must contribute constructively to class discussion to receive a high course participation grade.

Your participation is essential to the success of this class. I define participation as more than attending class and asking an occasional question. Full participation consists of demonstrating that you are prepared for class (i.e., that you have read the assignment, completed individual assessments as assigned, and thought about the issues raised), asking thoughtful questions, responding respectfully to your peers, and engaging productively in all class discussions. Note that "talking" is not the same as "participating." In fact, excessive talking without offering useful ideas or perspectives may be considered disruptive.

You cannot participate if you are not in class. Therefore, it is clearly in your best interests to attend class. Participation opportunities missed due to absences or registering after the beginning of classes cannot be made up.

Score	Attendance & Participation Criteria
0/50	Demonstrates consistently poor attendance and consistently poor preparation; may be disruptive in class and hinder the learning of others; consistently fails to participate in class activities.
25/50	Demonstrates inconsistent attendance/timeliness/preparation in class activities; may be disruptive in class; is frequently not prepared.
35/50	Demonstrates consistent attendance and preparation; occasionally participates in class discussions, and regularly participates in other class activities.
45/50	Demonstrates consistent attendance, preparation, and participation in all class activities and discussions; occasionally demonstrates insight by asking questions or making statements that add to and facilitate the class discussion.
50/50	Demonstrates consistent attendance, preparation, and participation in all class activities and discussions; consistently demonstrates insight by asking questions, making statements that add to and facilitate the class discussion, or building upon others' comments.

Grading Scale:

95% - 100%	A	77% - 79.49%	C+
89.5% - 94.99%	A-	73% - 76.99%	C
87% - 89.49%	B+	70% - 72.99%	C-
83% - 86.99%	B	Below 70%	E
79.5% - 82.99%	B-		

I am a firm, but fair grader/evaluator. Being concise, yet thorough in content that is referenced by research, is required for higher scores on assignments. Using the concepts and methods from the textbook, using an APA writing style, as well as an in-depth analysis of a business problem/issue will increase your probability of earning higher scores/grades on assignments. Logical, creative, well-organized and application-based research proposal sections will earn a potentially higher score/grade. Even though the standards of achievement are high, I encourage you to ask for assistance, guidance, and support. I am here for you to learn and be the best you can be in understanding and applying administrative research methods and principles. Please communicate with me as soon and as often as you feel necessary. My time is available for you always!

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 is assigned in cases in which the student has completed satisfactorily the major portion (50%) of the course requirements and has the ability to complete the remaining work without re-registering for the course. Further information on (I) Incomplete can be found on page 44 of the 08-09 Bulletin.*

Accommodations for Disabled Students: *CMU provides students with disabilities reasonable accommodation to participate in educational programs, activities or services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements should first register with the office of Student Disability Services (120 Park Library, #517-774-3018, TTD #2568), and then contact the instructor as early as possible.*

Academic Integrity: *The CMU Academic Senate has approved the Policy on Academic Integrity which applies to all university students. Academic dishonesty includes cheating on examinations; plagiarism (intentionally or carelessly); fabrication, forgery and obstruction; multiple submission (same or substantially same work for credit in two or more courses); complicity (assisting or attempting to assist another in academic dishonesty); misconduct in research and creative endeavors; computer misuse and misuse of intellectual property. Copies of the full policy are available on the CMU website at <http://academicsenate.cmich.edu/noncurric.htm> and in the Academic Senate*

Office in Room 108 of Bovee University Center. All academic work is expected to be in compliance with this policy.

Classroom Civility: *Each CMU student is encouraged to help create an environment during class that promotes learning, dignity and mutual respect for everyone. Students who speak at inappropriate times, sleep in class, display inattention, take frequent breaks, interrupt the class by coming to class late, engage in loud or distracting behavior, use cell phones (including texting) in class, use inappropriate language, are verbally abusive, display defiance or disrespect to others, or behave aggressively toward others could be asked to leave the class and subjected to disciplinary action under the Code of Student Rights, Responsibilities and Disciplinary Procedures.*

Bibliography: Available upon request.

Course Outline:

The instructor reserves the right to change the below class outline and schedule to accommodate the needs of the class as a whole.		
One readings-based question is due at the beginning of each class period for which readings are assigned (see Appendix A), unless I assigned other homework.		
<u>Text</u> 1	Week 1- 8/25	Class overview, overview of the MSA 685 Project, introduction to formal research, discussion of all assignments, discussion of the APA writing style, discussion of CITI training
2	Week 2- 9/1	Tools of research
3	Week 3- 9/8	Research questions; problem statements
4	Week 4- 9/15	Writing the literature review
5	Week 5- 9/22	Planning a study
	Week 6- 9/29	Ethical Issues and Institutional Review Board (IRB)
6	Week 7- 10/6	Writing a proposal
	Week 8- 10/13	Exam #1
7	Week 9- 10/20	Qualitative research methodologies
8	Week 10- 10/27	Qualitative research methodologies (cont)
9	Week 11- 11/3	Quantitative research methodologies
	Week 12- 11/10	Quantitative research methodologies (cont)
10	Week 13- 11/17	Experimental research
11	Week 14- 11/24	Statistical analysis
12	Week 15- 12/1	Catch up, course conclusion and evaluations
	Week 16- 12/8	Final Exam-December 8 @ 6:00 p.m.

Note: Statistical Review and APA work will be scattered throughout the semester.

Appendix A - Discussion questions

Unless I state otherwise or provide alternative homework assignments, one readings-based question is due at the beginning of each class period for which readings are assigned. They can be hand-written or typed. Provide them on a separate sheet of paper and don't forget to include your name.

The questions must cover the contents of that week's assigned readings and be conceptual in nature. They may address issues poorly understood by a student, applications of concepts, methods, and principles discussed in the textbook, controversial issues, etc. Note that these questions cannot cover class maintenance issues (e.g., What topics will be covered on the final exam?) or address issues that have already been well covered in the textbook. The answers to your questions should not be easily found in the textbook. For example, a good question is: "If I develop my own theory, what would it take to prove that this theory is true?" A bad question is "What is a theory? Please define." If it takes you more than 3 minutes to find an answer to this question in your textbook, you probably did not read Chapter 3.

The questions will be graded based on (1) their depth and complexity, (2) demonstrated critical thinking and (3) relevancy to course learning objectives and assigned readings. Any adaptations of end-of-chapter questions from any textbook will be considered **plagiarism**.