

Doane University

BUS 680 - Foundations of Research

16/WIN1

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Course Information

BUS 680 - Foundations of Research
16/WIN 2016 (10/17/16 – 12/17/16)
Thursdays
3 Credit Hours

Instructor Information

Kathie L. Court, PhD
Doane University

Contact Information

Office: 303 North 52nd Street, Lincoln, NE 68504
Email Address: kathie.court@doane.edu (this email is the best way to contact me)
Phone: 402-466-4774
Fax: 402-466-4228

Communicating With the Instructor

This course uses a “three before me” policy in regards to student to faculty communications. When questions arise during the course of this class, please remember to check these three sources for an answer before asking me to reply to your individual questions:

1. Course syllabus
2. Announcements in Blackboard
3. The “Student Questions” discussion board

This policy will help you in potentially identifying answers before I can get back to you and it also helps your instructor from answering similar questions or concerns multiple times.

If you cannot find an answer to your question, please first post your question to the “Student Questions” discussion board. Here your question can be answered to the benefit of all students by either your fellow students who know the answer to your question or the instructor. You are encouraged to answer questions from other students in the discussion forum when you know the answer to a question in order to help provide timely assistance.

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, you are welcome to contact me via email or phone. My preference is that you will try to email me first. I will usually respond to email and phone messages from 8am to 5pm on weekdays, please allow 24 hours for me to respond.

If you have a question about the technology being used in the course, please contact the Doane University Help Desk for assistance (contact information is listed below).

Course Catalog Description

This course provides students with a basic foundation in qualitative and quantitative research methods. It is a conceptual introduction to research methods and terminology and prepares

students to complete their research projects or thesis capstone. Course content includes an introduction to: research and the nature of data, qualitative and quantitative assumptions, research design, sampling, data collection, data analysis, ethical issues in the treatment of human subjects, writing a literature review, the use of an appropriate style manual, and scholarly writing.

Course Overview

Students will participate in the research process to address a question that interests them.

Course Prerequisites

None

Course Textbook and Materials

Required

Graff, G., & Birkenstein, C. (2013). *"They say/I say": The moves that matter in academic writing* (3rd ed.). New York: W. W. Norton. ISBN: 978-0-393-93584-4

Holdstein, D. H., & Aquilino, D. (2013). *Who says?: The Writer's research*. Oxford, UK: Oxford University Press. ISBN: 978-0199947355

Schick, K., & Schubert, L. (2014). *So what?: The writer's argument*. New York, NY: Oxford University Press. ISBN: 978-0-19-994907-6

Optional

Resource	Purpose
<i>APA Manual (Publication manual of the American Psychological Association)</i> (6th ed.). (2010). Washington, DC: American Psychological Association.	All postings must follow APA format. Online resources, such as Purdue Owl also may be used. (https://owl.english.purdue.edu/owl/section/2/10/)
Hacker, D., & Sommers, N. I. (2011). <i>A writer's reference</i> (7th ed.). Boston, MA: Bedford/St. Martins.	Hacker and Sommers (2011) is our course's final authority on grammar, composition, and style.
Machi, L. A., & McEvoy, B. T. (2012). <i>The literature review: Six steps to success</i> (2nd ed.). Thousand Oaks, CA: Corwin Press.	Machi and McEvoy (2012) describe in detail an effective process to create a literature review.

Other course material may include articles, documentaries, movies, audio clips, etc., which will be available in Blackboard.

Learning Objectives

Course Objectives

At the completion of this course students will be able to:

1. Apply the research process to a specific question.
2. Create a scholarly argument.
3. Apply online database searches effectively and efficiently.
4. Analyze scholarly references to support a scholarly argument.
5. Evaluate the ethical issues associated with the treatment of human subjects.
6. Summarize and verbally describe research that addresses a specific question.

Weekly Objectives

- In the 1st week, you will be able to describe the research process that you will use to address a specific question.
- In the 2nd week, you will be able to apply the research tools to locate research articles.
- In the 3rd week, you will evaluate your research articles and remember ethical issues associated with human subjects.
- In the 4th week, you will explain the method to develop a scholarly argument and analyze what you have learned about developing a scholarly argument.
- In the 5th, 6th and 8th weeks, you will analyze scholarly references to support a scholarly argument and apply the method to develop a scholarly argument.
- In the 7th week, you will summarize and describe your research in written format
- In the 8th week, you will analyze what you have learned about scholarly research and summarize and describe your research in written and oral formats.

Course Requirements

Attendance Policy

This also strongly suggests that you should **not plan to take any vacations** during this course. This is a condensed, fast-pace, course and it would be extremely difficult to catch up after a prolonged absence.

Email and Internet

You must have an active Doane University e-mail account and access to the Internet. *All instructor correspondence will be sent to your Doane University e-mail account.* Please plan on checking your Doane Gmail account regularly for course related messages.

This course uses Blackboard for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. The Blackboard Course Site can be accessed at <http://bb2.doane.edu>

Campus Network or Blackboard Outage

When access to Blackboard is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by midnight).

Attendance/Participation

Preparation for class means reading the assigned readings & reviewing all information required for that week. *Attendance* is showing up for class. *Participating* is contributing to the class discussion in a substantive way.

Studying and Preparation Time

The course requires you to spend time preparing and completing assignments. A three-credit course requires 144 hours of student work. Therefore expect to spend approximately 18 hours a week preparing for and actively participating in class during this 8-week course.

Submitting Assignments

All assignments, unless otherwise announced by the instructor, **MUST** be submitted via Blackboard. Each assignment will have a designated place to submit the assignment.

Drop and Add dates

If you feel it is necessary to withdraw from the course, please contact your MAM Academic Advisor for full details on the types of withdrawals that are available and their procedures.

Subject to change notice

All material, assignments, and deadlines are subject to change with prior notice. It is your responsibility to stay in touch with your instructor, review the course site regularly, or communicate with other students, to adjust as needed if assignments or due dates change.

Academic Integrity

Doane University expects and requires all its students to act with honesty and integrity, and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is manifested in various measures. Gehring, et al, (1986) suggests that four categories of academic dishonesty exist¹:

- a. Cheating
- b. Fabrication
- c. Facilitating academic dishonesty
- d. Plagiarism

Remember:

- their idea, their words – in-text citation should include author(s), year, and page number.
- their idea, your words – in-text citation should include author(s) and year.
- your idea, your words – no citation required.

If you are found guilty of academic dishonesty, your academic career could be finished. The severity of the consequences is not worth taking the risk. I will never knowingly allow any student to plagiarize or cheat. For more information on academic integrity, please visit the website: <http://catalog.doane.edu/content.php?catoid=4&navoid=191>

Course Grading

Grades and Grading Scale

Assignment of letter grades is based on a percentage of points earned. The letter grade will correspond with the following percentages achieved. All course requirements must be completed before a grade is assigned.

A+	97-100%	B+	87-89.9%	C+	77-79.9%	D+	67-69.9%
A	93-96.9%	B	83-86.9%	C	73-76.9%	D	63-66.9%
A-	90-92.9%	B-	80-82.9%	C-	70-72.9%	D-	60-62.9%
						F	Below 60%

Summary of Assignments

Item	Points	Type	Date
Submit Initial Journal	100	Journal	Week 0
Summarize and Discuss Holdstein and Aquiline (2014)	100	Discussion	Week 1
Create management issue scenario	50	Element of Research	Week 2
Identify, post, review, and discuss 2 types of research methods	100	Research Methods	Week 2
Create, post and discuss Venn Diagram	50	Element of Research	Week 3
Post and discuss NIH PHRP training completion certificate	100	Discussion	Week 3
Summarize and Discuss Schick and Schubert (2014)	100	Discussion	Week 4
Post and discuss management issue scenario and Analysis of Research with related citeable notes	50	Element of Research	Week 4
Identify, post, review, and discuss 2 types of research methods	100	Research Methods	Week 5
Post and review Related Research	50	Element of	Week 5

		Research	
Identify, post, review, and discuss 2 types of research methods	100	Research Methods	Week 6
Post and review Critical Analysis	50	Element of Research	Week 6
Identify, post, review, and discuss 2 types of research methods	100	Research Methods	Week 7
Post and review Introduction and Conclusion	50	Element of Research	Week 7
Post and Review Final Presentation	150	Research Presentation	Week 8
Submit Final Paper	250	Research Paper	Week 8
Submit Final Journal	100	Journal	Week 8

See the requirements for the specific Assignments on Blackboard.

How to Succeed in this Course

- Check your Doane email regularly
- Attend all classes
- Communicate with your instructor
- Create a study schedule so that you don't fall behind on assignments

Accessibility Statement

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at Doane University facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities. Doane University staff coordinate transition from high schools and community colleges, in-service training for faculty and staff, resolution of accessibility issues, community outreach, and collaboration between all Doane University regarding disability policies, procedures, and accommodations.

Student Conduct Statement

Students are required to adhere to the behavior standards listed in **Doane University Policy Manual**

Appropriate classroom behavior is defined by the instructor. This includes the number and length of the individual messages online. Course discussion messages should remain focused on the assigned discussion topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. Inappropriate discussion board messages may be deleted if an instructor feels it is necessary. Students will be notified privately that their posting was inappropriate.

Student access to the course Send Email feature may be limited or removed if an instructor feels that students are sending inappropriate electronic messages to other students in the course.

Technical Support Contact Information

For technical assistance 24 hours a day, 7 days a week, please contact the Doane University Technology Office Help Desk:

Phone: 402-826-8411

Email: helpdesk@doane.edu

Web: <http://www.doane.edu>

Syllabus Disclaimer

The instructor views the course syllabus as an educational contract between the instructor and students. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes face-to-face, via email or in the course site Announcements. Please remember to check your Doane University email and the course site Announcements often.