

Doane University
BUS 680 – Foundations of Research
Syllabus
As of: 1/24/2017

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Instructor Information

Kathie L. Court, PhD

Doane University

Contact Information

Office: 303 North 52nd Street, Lincoln, NE 68504

Office Hours: Monday - Thursday 2:00 – 5:45 pm; Friday 10:00 am - noon

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 process will help you find answers to your questions before I can get back to you and prevents duplication of questions, which is a time saver for all of us.

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 by me. 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. I will usually respond to email between the hours of 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).

How to Succeed in this Course

- Search Doane University Library databases regularly
- Write, review, and edit your research paper sections regularly
- Communicate with your instructor
- Create a study schedule so that you don’t fall behind on assignments

You should plan to work on this course every day. This means that you absolutely must have a reliable and consistent internet connection throughout the duration of the course. This also strongly suggests that you should not plan to take any vacations during this course. This is a condensed, fast-paced, course and it would be extremely difficult to catch up after a prolonged absence.

You are responsible for having a reliable computer throughout the course. Always bring a laptop with you to class. Be prepared to engage in the class assignment. This course requires you to be present, both physically and mentally, in every class.

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 daily for course related messages.

We will use the "Send Email" tool in Blackboard. This tool uses the Doane Gmail client.

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>

Course Information

BUS 680 – Foundations of Research
17/SPRG 2017 (3/13/17 – 5/13/17)
Fred Brown Building – Room tba
3 Credit Hours

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
- Hacker, D. & Sommers, N. (2016). *A pocket style manual: APA version* (7th ed.). Boston, MA: Bedford/St. Martin's. ISBN: 978-1-319-01113-0
- Holdstein, D. H., & Aquiline, D. (2017). *Who says?: The Writer's research*. (2nd ed.). Oxford, UK: Oxford University Press. ISBN: 978-0-19-063347-9
- Schick, K., & Schubert, L. (2017). *So what?: The writer's argument*. (2nd ed.). New York, NY: Oxford University Press. ISBN: 978-0-19-029740-4

Recommended

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.

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 apply the research tools to locate research articles.
- In the 2nd week, you will be able to describe the research process that you will use to address a specific question.
- 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 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%

Assignment Contribution towards Grade:

Assignment	Percentage/Points toward Grade
In class/Online Discussion Contribution	40
Research Topic – Paper	35
Individual Journals	15
Research Topic – Presentation	10
Total	100

1. In-class/Online Discussion Contribution

Several times during the term, students will be asked to communicate with each other on a discussion board in Blackboard. Discussion forums are:

- Student Questions: This discussion forum will be available for students to ask the professor questions. The idea is that if one student has a question about the class, others will as well. Questions about individual grades or issues specific to that student should be emailed to kathie.court@doane.edu.
- Peer-Reviewed Articles: Students will attach a PDF file of one peer-reviewed article that uses the type of research method listed in the title of each discussion thread. Students are encouraged to search for articles in their area of interest. In this exercise, students are building a list of potential references to use in their Research Topic Paper.
- Elements of Research: Students will attach PDFs of the research they plan to include in their papers, along with citeable notes and a summary of the research and why the researcher's work was a good choice.
- Discussion Board: The discussion board will be available for discussion and information sharing in addition to classroom activities.

2. Research Topic - Paper

Using the required and recommended resources, as well as no less than six peer-reviewed journal articles, students will research and write a 10-15 page paper on an approved topic related to Management. This paper must follow APA format.

3. Individual Journals

Individual Journal entries will give students the opportunity to reflect on their own learning in a private forum and to engage in a one-to-one dialogue with the professor. There will be two journal entries, one at the beginning of the term and one at the end. Each journal should be four to six paragraphs long.

In the first entry, students will reflect on the questions that they have about research, what steps they plan to take to address those questions, and how the answers to the questions might help them in the future.

In the final entry, students will reflect on the original questions that they had and if those questions were answered. If students' questions were answered, were the answers what students expected? How do the answers change students' thinking about research? If students' questions were not answered, what steps might students take to answer them? Now that students know more about research, what additional questions do students have?

4. Research Topic - Presentation

Students will design and present a formal 8–12 minute presentation about their research topic with 3–5 minutes for questions from the class. The presentation will include why the topic is important to them personally and in the area of management, what questions the literature review answered, and what questions remain unanswered.

Course Schedule

Week	Assignments
1	1. Initial Journal 2. Create and post management issue scenario
2	1. Submit NIH PHRP training completion certificate 2. Post reaction to ethical treatment of human subjects 3. View Doane Library Videos and identify and post examples of research methods: Content Analysis and Existing Statistics
3	1. Post Summary of Holdstein & Aquiline 2. Create and post Venn Diagram
4	1. Post Summary of Schick and Schubert 2. Create and post Analysis of Research section comprised of citeable notes
5	1. Identify and post examples of research methods: Nonreactive Research and Phenomenological Study 2. Create and post completed Related Research section
6	1. Identify and post examples of research methods: Case Study and Ethnographic Study 2. Create and post completed Critical Analysis

Week	Assignments
7	<ol style="list-style-type: none"> 1. Identify and post examples of research methods: Grounded Theory and Narrative Study 2. Create and post completed Introduction and Conclusion
8	<ol style="list-style-type: none"> 1. Create and submit Final Presentation 2. Submit Final Journal 3. Submit Final Paper

See Blackboard Schedule for specific Assignments and Due Dates.

Course Policies

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.

Late or Missed Assignments

ALL assignments must be finished and posted in Blackboard to complete the course. I encourage you to complete your work ahead of time to prevent possible stress due to computer problems, work schedules, family demands, travel delays, illness and so on. At my discretion and only in extreme circumstances will I allow a student to make up missed or late assignments. Unless I have been notified **BEFORE** the assignment is due and have provided you the opportunity to submit your assignment late, I may deduct points for a late assignment. Any assignment submitted more than 48 hours past the due date, will receive a 0.

Doane University Policies

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.

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 not acceptable.

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. Remember the following when writing a paper:

- 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.

Anyone found cheating in any form will receive a grade of F in the course and the case will be referred to the Academic Integrity Committee for whatever action it deems advisable. Also, if you cheat in my course, you are not welcome to enroll in this or any other course I may teach in the future. For more information on academic integrity, please visit the website:

<http://catalog.doane.edu/content.php?catoid=4&navoid=191>

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.

Students interested in services related to a disability should notify the college of any special circumstances that would affect their ability to compete equally in the college environment. To assist the college in providing services, documentation of such disabilities must be provided by qualified professionals upon request. Students can access services at any time by initiating the process described above.

Please contact Doane prior to beginning classes so your needs can be anticipated, reviewed and accommodated.

College of Professional Studies

Angie Klasek

Lincoln Undergraduate Program Services Coordinator

402.466.4774

angie.klasek@doane.edu

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

I view the course syllabus as an educational contract between an instructor and students and will make every effort to avoid changes to the course syllabus or to the schedule. However, unforeseen events may make changes necessary and I reserve the right to make those changes. I will notify students as soon as possible about any changes using Blackboard Announcements, which will generate an email to students' Doane email accounts. Please remember to check your Doane University email and the course Blackboard Announcements daily. It is your responsibility to stay informed concerning this course and to adjust as needed if assignments or due dates change.