Doane University
BUS 680 – Foundations of Research - Online
Syllabus
As of: 5/5/2017

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Instructor Information

Katherine M. Najjar PhD
Doane University

Contact Information

Office: 303 North 52nd Street, Lincoln, NE 68504
Office Hours: by appointment

Email Address:
Katherine.Najjar@doane.edu
(this email is the best way to contact me)
Phone: 402.719.6471: I ask that you do not telephone me on Fridays, unless you have a pressing emergency.

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
● Check your Doane email regularly
● Log in to the Blackboard course daily
● 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

Course Requirements

Attendance Policy

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 you would be challenged to catch up after a prolonged absence.

Online Course
This is an online course and any face-to-face sessions will be held using Zoom. All assignments and course interactions will utilize internet technologies.

Computer Requirements
This course requires that you have access to a computer that can access the internet. You will need to have access to, and be able to use, the following software packages:
● A web browser (Chrome or Mozilla Firefox)
● Adobe Acrobat Reader (free)
● Adobe Flash Player (free)
● Microsoft Word

You are responsible for having a reliable computer and internet connection throughout the course.

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.

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). ***Do not use gmail to submit your assignments.***

Attendance/Participation
Preparation for class means reading the assigned readings & reviewing all information required for that week. *Attendance* in an online course means logging into the Blackboard and on a regular basis and *participating* in the all of activities that are posted in the course.

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 this 8-week course.

Course Information
BUS 680 ONL – Foundations of Research
17/WIN2 2017 (1/9/17 – 3/11/17)
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
Holdstein, D. H., & Aquiline, D. (2013). *Who says?: The Writer's research*. Oxford, UK: Oxford University Press. ISBN: 978-0-19-9947355
Schick, K., & Schubert, L. (2014). *So what?: The writer's argument*. New York, NY: Oxford University Press. ISBN: 978-0-19-994907-6

Recommended

Resource	Purpose
APA Manual (Publication manual of the American Psychological Association) (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. (2016). *A pocket style manual: APA version* (7th ed.). Boston, MA: Bedford/St. Martin's. ISBN: 978-1-319-01113-0	Hacker and Sommers (2016) is our course's final authority on grammar, composition, and style.

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
Research Paper	40
In class/Online Discussion Contribution	35
Research Presentation	15
Individual Journals	10
Total	100

1. **Research Paper**
    Using the required and recommended resources, as well as no less than 6 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.

2. **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 Katherine.Najjar@doane.edu.
    - Discussion Board: The discussion board will be available for discussion and information sharing in addition to classroom activities.

3. **Research Presentation**
    Students will design, create, and post a formal 10 – 12 minute video about their research topics. The presentation will include why the topic is important to them and to the discipline of management, what questions the literature review answered, and what questions remain unanswered.

4. **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?

Course Schedule

Week	Assignments
Week 1	1. Initial Journal 2. Self-Introduction 3. Post Summary of Holdstein & Aquiline 4. Review and respond to classmates' summaries of Holdstein and Aquiline
Week 2	1. Create and post management issue scenario 2. Review and respond to classmate's management issue scenario 3. Identify and post examples of Quantitative – Content Analysis and Quantitative – Existing Statistics or Documents Research Methods 4. Review, and respond to classmates' posted examples assigned 2 types of research methods
Week	1. Submit NIH PHRP training completion certificate 2. Post reaction to ethical treatment of human subjects 3. Respond to classmates' reaction to ethical treatment of human subjects 4. Create and post Venn Diagram 5. Review and respond to classmates' Venn Diagrams
Week 4	1. Post Summary of Schick and Schubert 2. Review and respond to classmates' summaries of Schick and Schubert 3. Create and post management issue scenario and Analysis of Research with related citeable notes 4. Review and respond to classmates' management issue scenario and Analysis of Research with related citeable notes.
Week 5	1. Create and post completed Related Research section 2. Review, and respond to classmates' completed Related Research section
Week 6	1. Create and post completed Critical Analysis 2. Review, and respond to classmates' completed Critical Analyses
Week 7	1. Create and post completed Introduction and Conclusion 2. Review, and respond to classmates' completed Introduction and Conclusion
Week 8	1. Create and post Final Presentation 2. Review and respond to classmates' Final Presentation 3. Submit Final Journal 4. 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.

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.

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.