

Arkansas Tech University
PS 3143 Applied Professional Research

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Office: Virtually using Blackboard
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Office Hours: By appointment

Course Description

This course will provide an overview of professional research fundamentals, including instruction in applying citations and appropriate statistics in professional settings. Topics covered will include but are not limited to different types of research, the research process, ethics in research, reference citation models, and statistical concepts.

Required Course Texts

Salkind, N. (2012). *Exploring research* (8th ed.). Upper Saddle River, NJ: Pearson Education Inc.

Publication manual of the American Psychological Association. (2009). (6th ed., 2nd or later printing). Washington, D.C.: American Psychological Association.

Supplemental Reading List

Booth, W., Colomb, G., & Williams, J. (2008). *The craft of research* (3rd ed.). Chicago: The University of Chicago Press.

Creswell, J. (2009). *Research design: Qualitative, quantitative, and mixed methods approaches* (3rd ed.). Los Angeles: Sage.

Leedy, P. & Ormrod, J. (2010). *Practical research: Planning and design* (9th ed.). Boston: Pearson.

Royse, D., Thyer, B., & Padgett, D. (2010). *Program evaluation: An introduction*. Belmont, CA: Wadsworth.

Justification for the Course

This course examines different aspects of research as it relates to business or industry. By understanding how to conduct research, being able to comprehend the data, and using the proper

methods to present the findings, this will prepare the student to conduct research in a professional setting.

Course Objectives

1. To understand the different types of professional research and when to apply each type of research.
2. To identify and comprehend the different aspects of the research process.
3. To demonstrate the ability to correctly apply reference citations.
4. To gain a familiarity with statistical concepts in professional research.
5. To identify and evaluate ethical issues that may arise in professional research.

How Course Meets General Education Requirements

The general education curriculum at Arkansas Tech University is designed to provide a foundation for knowledge common to educated people and to develop the capacity for individuals to expand that knowledge over his or her lifetime. The University has identified a set of comprehensive goals that will allow students to accomplish these general education objectives. This course addresses the following specific Arkansas Tech University general education goals:

- Think critically
- Develop ethical perspectives
- Apply scientific and quantitative reasoning

Methodology

The objectives will be achieved through textbook readings, supplemental readings, PowerPoint presentations on assigned topics, on-line discussions, and individual assignments. Each week at least one PowerPoint presentation will be required to correlate with the assigned textbook readings.

Technology Competencies

Students are expected to demonstrate mastery and appropriate application of related technology competencies as determined by the Professional Studies Department. Those competencies include: word processing (MS Office), PowerPoint (2007 version or ability to see later version of power-point), on-line research, email, Blackboard, discussion board postings and list-serve knowledge.

Course Content

Course content is made available to you after you successfully complete with 100% accuracy the Introduction activities. The material is divided into Modules that include readings, videos, PowerPoint presentations, assignments, quizzes, tests, and so forth. Course elements are designed with the learning objectives and should be used for successful completion of the course.

Assessments

I do not accept late work without a valid documented excuse. It is up to you to provide necessary documentation that will guide me in my consideration to excuse any late submissions. I reserve all rights to determine if any late work will be accepted.

Assignments

Throughout the course, assignments will be given to reinforce the student's understanding of the course material as well as to apply different leadership concepts. All assignments will be posted in *Course Content* in Blackboard. All assignments will be due by 11:59 p.m. server Central Time on the due date specified on the *Blackboard Calendar*. All assignments must be submitted through Blackboard in order to receive credit. The Blackboard calendar is the official source for course due dates and activities.

Quizzes and Tests

There will be chapter quizzes for each chapter in the textbook discussed in the course. All quizzes will be available and completed through the Course Content in Blackboard. The dates of the quizzes are available on the Blackboard Calendar. During the course a midterm and final exam will be administered over the course material.

Participation/Discussion Board

Each week there is a lecture posted on Blackboard, a new related discussion board prompt will post. Discussions are part of your course grade. You are expected to post each week by 11:59 p.m. server Central Time on the due date (see Blackboard Calendar). Points will be deducted for each posting that is not submitted. In order to earn the full points for the discussion board, you must answer the post, as well as reply to other students' post in the class. Your answers should be relevant to the discussion topic and demonstrate your understanding of the topic. Participation will be assessed on the extent to which you reply to discussion prompts/questions as well as to the extent that you communicate with your other classmates regarding their posts. Remember, you will get out of the discussion boards what you put into them.

As with all discussion posts there are 2 due dates: 1) your personal original post date and 2) your responses/discussions with peers date. Original post due dates are on Blackboard Calendar.

Responses are typically due two days following your original post due date. Responses and discussions are open until the end of the module. Your original posting should be a minimum of 200 words. Respond to the posts of at least two of your peers with a response relevant to the topic at hand. Your grade is based upon the quality, depth, and content of your discussion and peer review posts. Remember, this is a discussion board: think, share, learn, ask questions. Treat it like a large text message conversation.

Discussion “response assignments” are placed on Blackboard Calendar. This is a placeholder to remind you about responding to discussion postings and to mark the office due date.. There is not a grade associate with this specific “assignment” since your posting and responses are scored with your original discussion posting. You do not submit anything to the response assignment/link.

E-mail/Discussion Board Decorum

PLEASE INCLUDE THE SECTION NUMBER OF THE COURSE YOU ARE ENROLLED IN WHEN SENDING THE INSTRUCTOR AN EMAIL.

This is an online course; therefore a majority of our conversations will take place via email and discussion board. Please use common sense (no slang, use correct grammar, etc.) when sending emails and posting to discussion boards. This is a college level course and I expect you to be on a college student level with your postings and emails. I do not expect you to be a perfectionist, but I do expect you to be courteous and respectful.

To avoid the emails you send going into my junk file, you should use your ATU e-mail account for ALL communications. In most cases, I will respond to your emails within one business day.

Grading Summary

Your course grade is based on several elements:

- Assessments
- Chapter Quizzes
- Final Exam
- Participation/Discussion Board
- Assignments
- Midterm Exam

Rubrics are assigned to each activity in the course and provide you with guidance on the work and what is valued in your assessment.

Grading Scale (in percentage)

90-100	=	A
80-89	=	B
70-79	=	C
60-69	=	D
Under 60	=	F

Returning of Assignments

I will do my best to have graded assignments back to you within 5 working days. Working days are defined as Monday-Friday, no weekends or holidays.

Make-Up Policy/Late Work

I will not accept late work unless there is an unavoidable or extenuating circumstance. I will consider each instance individually and try to work with you the best I can. It is the instructor's decision whether to award half-credit for late assignments. There is no making up on exams. If you miss an exam, you will lose the 50 points.

Course Policies*Academic Misconduct*

University policy will be followed. At a minimum, the student (and any student caught assisting in the misconduct) will be given an automatic "F" for the test/assignment in question and possibly an "F" for the course. Subsequent cases of plagiarism will result in a minimum of one letter grade course reduction for each incident. In addition, any student who aids another student in plagiarism (e.g., provides a completed homework assignment to another student for submission) will be treated as also being involved in plagiarism and appropriate penalties will apply. Egregious cases of plagiarism (i.e., large sections copied from another source) will result in an automatic "F" for the course.

Excessive Unexcused Absences/Missed Assignments

If, at any time during the semester, you miss three assignments, you will be referred to the Tech Early Warning Program. If you are unresponsive within the following two class sessions, you will be dropped from the course by your instructor with an "F" for excessive absences or non-performance. It is your responsibility to contact the instructor when you cannot attend class or are having a problem completing an assignment.

Campus policy outlines the dates for dropping a course with a "W". If you have a failing score and do not drop before the stated deadline, you will receive an "F" on your transcript for the course; therefore, it is in your best interest to monitor your status in the course and take

advantage of the opportunity to withdraw with a “W” rather than remaining in the course and receiving an “F”. Tech has a very lenient withdrawal policy which allows a student to withdraw with a “W” until almost the end of the semester.

You are responsible for explaining to the instructor the reason for absences due to sickness, accident or death in the family. For absences which make it difficult for you to contact the instructor, such as an emergency, you should contact the Student Services Office, Doc Bryan Student Services Center, Room 233, (479-968-0239) to have the instructor notified.

University Testing and Disability Services- <http://www.atu.edu/testing/>

If a student has a disability that qualifies under the Americans with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office of University Testing and Disability Services for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact the Office of University Testing and Disability Services if they are not certain whether a medical condition/disability qualifies.

Contact Information:

University Testing and Disability Services-Arkansas Tech University

Doc Bryan, Suite 171

Russellville, AR 72801-2222

Voice Telephone: (479) 968-0302 Fax: (479) 968-0375 TTY Service: (479) 964-3290