

Arkansas Tech University**PS 3143 Applied Professional Research****CRN 22435**

Instructor: Fred Prasuhn, Ph.D.**E-mail:** fprasuhn@atu.edu**Office:** Virtually using Blackboard IM**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.

Optional

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

With very few exceptions, I make all course content available at the beginning of the course. When new material is released I will post an announcement. Each learning module may include Power Point Presentations, Discussion Boards, Assignments, quizzes, and other relevant items for the module. All material/activities that are submitted for the learning modules will be due as posted in the Course Calendar, 11:59 pm central (23:00 hours GMT-6).

I use Blackboard Calendar to display due dates.

Due dates are *tentative* and will be adjusted as the needs of the course dictate. An announcement will be posted of any changes made.

Course Learning Modules

These are located in Course Content in Blackboard.

Class Power Point Presentations

Class Power Point Presentations can be located on Blackboard within each Module in the Course Content section.

Assessments

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 the "Course Content" tab in Blackboard. All assignments will be due as posted in the Course Calendar, 11:59 pm central (23:00 hours GMT-6). All assignments must be submitted through Blackboard in order to receive credit. See Blackboard Manual for instructions on submitting work. https://en-us.help.blackboard.com/Learn/9.1_2014_04/Student/060_Assignments/010_Submit_Assignments

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" tab in Blackboard. All quizzes/tests will be due as posted in the Course Calendar, 11:59 pm central (23:00 hours GMT-6). All quizzes/tests must be submitted through Blackboard in order to receive credit. During the course a midterm and final exam will be administered over the course material.

Participation/Discussion Board

New discussion forums exists for all modules. Points will be deducted for each posting that is not submitted. In order to earn the full points for the discussion board, you must follow participation

guidelines set by the instructor and outlined in the grading rubric. 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 the discussion prompts, 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.*

All discussion posts have 2 due dates! Your (1) personal original post date and (2) your responses/discussions with peers date. Original post due dates are on the course calendar. Responses and discussions are open until the end of the module. Remember, this is a discussion board: think, share, learn, ask questions. Treat it like a large text message conversation.

I feel that the discussion forum portion of the course is very important, and I grade it accordingly. Please do not take this component of the course lightly. Your best course of action is to post early and often, and to make sure you are posting something thoughtful. Please be aware that you are required to post an initial response in the discussion forum before the overall due date, and a MINIMUM of two responses to classmates before the end of the learning module. **Please be aware that you WILL NOT receive full points for meeting MINIMUM requirements.** Meeting the minimum only guarantees that you will not receive a failing grade for your participation. Expect to earn a "C" or "D" grade in the discussion forum each week if you only meet minimum requirements.

What I Look for in Your Initial Post: Your initial post should demonstrate that you have reviewed the assigned material, understand it, and know how to apply it. Before you hit submit, read your post and make sure you have accomplished these things. I want to know that you can take what we cover in class and apply it in your personal, academic, and/or professional life.

What I Look for in Your Responses to Others: Your responses to others should also be thoughtful. Simple statements of agreement ("I agree", "You are right", "Awesome response") will not count toward your two response minimum. Also, please remember that two responses is the minimum requirement, meaning that is the minimum amount of work that you need to do to receive a passing grade. Consider meeting the minimum as producing "D" quality work. As with most things in life, you will not receive full credit in the discussion forum for putting forth minimum effort.

How I Grade: I will use the rubric attached to the discussion prompt to grade your discussion forum participation. I posted course rubrics in Course Resources; these do not include examination rubrics. You do not need to write a two page essay for each post. Usually a few paragraphs for your initial post and a solid paragraph for each response to a classmate will be fine. Although there is a grammar component to grading, I am more concerned with the content

of your posts than if you are using commas correctly. Just ensure the length of your posting is sufficient to intellectually and logically share your thoughts in response to the prompts.

Please do not hesitate to contact me with any questions.

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.

I post updates and information using Announcements; therefore, it is necessary that you check Blackboard frequently. 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 a 24 hour period.

Grading Summary

All assignment have points values as listed on respective rubrics, on the assignment, and in the grade book. At the end of the term all points earned will be divided by total points possible for the course to arrive at your course grade. I keep all grades in Blackboard Gradebook.

Grading Scale

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 3 working days. Working days are defined as Monday-Friday, no weekends or holidays.

Make-Up Policy/Late Work

Discussion Board: Discussion board participation will not be accepted past the due date except in cases where you have worked something out with me beforehand or if there is a documented emergency. The discussion board will be made unavailable at 11:59PM on the due date.

Assignments, Exercises, and Quizzes: **I do not accept late work** except in cases where you have worked something out with me beforehand, or if there is a documented emergency. It is better to be ahead than behind. Be proactive with your work.

Midterm and Final: The midterm and final will not be accepted after the due date except in cases where you have worked something out with me beforehand, or if there is a documented emergency.

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- [Link to Disability Services](#)

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