



BGS 402 Research Methods 01W and 02W

COURSE SYLLABUS: Spring 2019

INSTRUCTOR INFORMATION

Instructor: Tina Lancaster

Office Location: AG/IT 233 C

Office Hours: Online, Monday-Saturday, 10 a.m.- 8 p.m.

Phone: 903-669-6221 (my cell, use it only in emergencies)

University Email Address: tina.lancaster@tamuc.edu

Preferred Form of Communication: **Email**

Communication Response Time: 4 -12 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Required Textbook:

Publication Manual of the American Psychological Association (6th Edition); ISBN: 9781433805615 TAMU-Commerce Bookstore prices: New \$33.30; Used \$26.65

Suggested Optional Textbook:

Perrin, R. (2011). Pocket Guide to APA Style (4th Ed.). Boston, MA: Wadsworth Cengage Learning. ISBN 9780495912637

Course Description

This course is to investigate the techniques of the research process as applied to business and economics. Experience is gained in defining research problems, designing a research project, and in collecting, analyzing, recording and interpreting data. Also, an analysis of pertinent literature in a subject of the student's choosing is conducted.

The syllabus/schedule are subject to change.

Student Learning Outcomes (Should be measurable; observable; use action verbs)

1. Demonstrate and utilize the various components of APA formatting.
2. Demonstrate the ability to conduct a review of the literature using scholarly sources.
3. Demonstrate the ability to create a formatted annotated reference list using scholarly sources.
4. Demonstrate the ability to develop a business related research question/problem.
5. Demonstrate and utilize the scientific research method through an analysis process using descriptive, historical, correlational, and experimental research methods involving a researched question/problem.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Students must become proficient using D2L Brightspace and should be able to use Microsoft Word. Students should know how to rename files and attach files to an email and to the appropriate drop box for file submission.

Instructional Methods

Instructional methods in this course involve writing assignments that will build toward the final research paper. There are also quizzes and discussion posts. The student is required to introduce themselves to their classmates and show understanding and acceptance of the Academic Honesty policy.

Student Responsibilities or Tips for Success in the Course

Students are expected to log into the course at least 3 times per week and check their emails. Announcements and emails are posted on Mondays and may come periodically. Also, even though the homework isn't due until Sunday nights at midnight, your instructor has limited availability on Sundays, so get your questions in early and often.

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

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C = 70%-79%
D = 60%-69%
F = 59% or Below

Assessments

Grading, Key Content Areas, and Assignments: Grades in BGS 402 are based upon a student's work in three key content areas: quality, consistency, and quantity. These content areas reflect the course objectives and the core communication skills that students are expected to learn. Each of these content areas represents a fixed percentage of the course's content. Since this is a junior level course, grading will include consideration of content as well as grammar, spelling, style, and organization. Extra credit will not be assigned.

Research Paper 20%
Module Assignments 20%
Quizzes 20%
Discussions 40%
Total 100%

RESEARCH PAPER

The research paper is worth 20% of your final grade. Students must use APA Style formatting and citation. Additional format instructions are provided along with assignment details. Assignments are expected no later than 11:59 p.m. (CST) on the day they are due. The research topic will be given in D2L.

Submitting papers: All written assignments/research papers must be submitted to the appropriate folder within D2L and be produced in 12-point, Arial or Times New Roman type, and double-spaced, with one inch margins. Always use block left format with jagged right margins. Always use tabs at the beginning of paragraphs. Proofread carefully. Grammar, punctuation, spelling, and style count heavily in this course.

QUIZZES

There will be quizzes given in each module throughout the semester for a total of 20% of your final grade. Please see the schedule on the last page for the dates the quizzes will be open. The quizzes will be timed and can only be accessed once; therefore, once you begin, you may not stop and come back to it later.

The quizzes should be taken by the student without their textbook. Make sure you have a reliable internet connection before beginning.

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MODULE ASSIGNMENTS

There will be module assignments given each week. These are worth a total of 20%. The module assignment will consist of one of the following: case study, research of relevant topics, or other written assignments. As a general guideline, your grade on this portion will be a function of the quality, quantity, and consistency.

Submitting Module Assignments: All written assignments must be submitted to the appropriate folder within D2L and be produced in 12-point, Arial or Times New Roman type, and double-spaced, with one inch margins with correct APA formatting. Always use block left format with jagged right margins.

Always use tabs at the beginning of paragraphs. Proofread carefully. Grammar, punctuation, spelling, and style count heavily in this course.

DISCUSSION BOARDS

The discussion board is worth 40% of your grade. The preferred pattern for the discussion activity is that it becomes a conversation, not necessarily a series of posts and replies.

The format for grading the discussions will apply to both semester-long and other discussions (including the section/readings). Grading will include quantity of postings and replies, quality of postings and replies, number and variety of topics discussed in discussions, frequency and regularity of discussions, and timeliness. Students are expected to share their thoughts, responses and/or ideas, in order to learn from each other's opinions. Initial postings and replies are not considered differently in the grading process. Although some professors may set minimum numbers or "appropriate" numbers of postings and replies, students in this class should be aware that the number of postings and replies is only one factor that goes into the grading. Grading of the discussions does tend to be somewhat cumulative, in that a few really outstanding posts or replies may not provide very many points. On the other hand, many low quality posts do not add much value to the discussions.

Students should also be aware that copying things off the internet and posting it should include an appropriate reference. Also remember that simply making this kind of posting without making personal observations is not a quality post. Duplicated posts that someone else has already made and replies that are essentially "me too" or "I agree" without further discussion are not quality postings. It is the responsibility of each student to keep up with the scheduled readings and discussions for the chapters. Please also note that heavy activity during the last few days cannot compensate for a lack of participation during the term. Plan to participate throughout the entire semester. Once the chapter discussions have been closed, they will not be re-opened and will be in read-only format.

IMPORTANT POSTING RULES:

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- 1) Postings may be a few sentences or a couple of paragraphs in length. The key to a quality post is that it provides thoughtful, clear analysis, and insight into the topic or questions. Your postings will be carefully read.
- 2) To achieve the highest possible score for discussion participation, student should maintain active engagement through consistency and quality. Quality is more important than quantity.
- 3) Plagiarism among students (copying others' postings) will not be tolerated. Please note that TAMU-C has explicit rules regarding plagiarism and will be subject to penalties. Students are advised to carefully read everyone's postings to ensure that no one has plagiarized your answer.
- 4) Students with very few or no substantive class participation will not receive the highest credit and failure to post at all will result in student not receiving participation points.
- 5) Proofread all posts and written communications to eliminate any offensive references, poor sentence syntax, misspelled words, etc. Keep errors to a minimum.

Rubric for Writing Assignments and Research paper:

Criterion	A-level qualities 90-100	B-level qualities 80-89	C-level qualities 70-79	D- or F-level qualities 60-60 or <60
Completeness	Complete in all respects; reflects all requirements	Complete in most respects; reflects most requirements	Incomplete in many respects; reflects few requirements	Incomplete in most respects; does not reflect requirements
Understanding	Demonstrates a sophisticated understanding of the topic(s) and issue(s)	Demonstrates an accomplished understanding of the topic(s) and issue(s)	Demonstrates an acceptable understanding of the topic(s) and issue(s)	Demonstrates an inadequate understanding of the topic(s) and issue(s)
Analysis, evaluation, and recommendations	Presents an insightful and thorough analysis of all issues identified; includes all necessary financial calculations	Presents a thorough analysis of most issues identified; includes most necessary financial calculations	Presents a superficial analysis of some of the issues identified; omits necessary financial calculations	Presents an incomplete analysis of the issues identified
APA Format	Demonstrates the correct APA format	Demonstrates some use of APA format	Presents little knowledge of APA format	Fails to incorporate APA format

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

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<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

Interaction with Instructor Statement

I strongly prefer email as the standard form of communication in this class. Please keep phone calls to a minimum. I expect your emails to be professionally prepared. For example:

Dear Mrs. Lancaster, Hello, Greetings, Good Morning/Afternoon, etc.,

Your message.

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Sincerely, Thank you, Regards, etc.

Your full name

Remember to professionally compose your e-mail messages with proper grammar, spelling, and a professional tone. Properly addressed and signed e-mails will be replied to within 4-12 hours Monday-Saturday, 10-8. If a face-to-face conference is required between the student and the instructor in the instructor's office, an appointment must be made several days in advance by the student.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Papers or documents will not be accepted for grading through fax or as e-mail attachments. REMEMBER, the instructor does not grade late or incorrectly submitted assignments.

Late work is not accepted. This document outlines the due dates for all homework, but most will be due on Sunday nights at midnight.

No attendance policy will be imposed for this online course. However, students will need to complete all assignments and course requirements consistent with the assignment schedule. Excused absences will not generate extra time for meeting deadlines and scheduled events. Writing assignments must be delivered prior to the established deadline when "excused absences" interfere with the course calendar. Late work receives a grade of zero. Students may submit work before the due dates; however, assignment grades will be posted after the assignment due date. Since late assignments are not accepted, you are strongly encouraged to submit assignments prior to the due dates. Students will be expected to participate consistent with course objectives and goals. I expect that your completed assignments will always reflect your best effort.

It is the student's responsibility to:

- Stay active in the course by logging into the course on a regular daily basis.
- Always read every course announcement on the homepage of the course. Feedback for assignments, university announcements, and major department announcements will be posted to this forum. These announcements are placed in your course to help you so please take the time to read and understand each announcement. These announcements are time sensitive so they will only be available for a limited period of time.
- Learn to proficiently use the D2L system.
- Be able to proficiently use Microsoft Office and a computer operating system (Microsoft Windows).
- Be able to save documents created to Microsoft Office 2013 or 2016
- Have one reliable and one backup reliable Internet connection.

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- Be proactive in reading all the reading and writing assignment instructions. Read all assignments several times and schedule a time in which to complete the assignment. To be successful, you will need to read assignment instructions many times.
- Ask questions about assignments via e-mail well before the due date. Submit all assignments before or on the due date. I can usually tell when an assignment is submitted as a last minute effort.
- Submit assignments in the appropriate format and to the appropriate submission folder.
- Read the instructor's individual grade comments in the Gradebook attached to each assignment.
- Ask questions that are not answered in the course syllabus, individual assignment details, or posted to course announcements.
- Always submit your best effort.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx) webpage and [Procedure 13.99.99.R0.01](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

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Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun.

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Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE OUTLINE / CALENDAR

Assignment	Comments	Due Date
Read Syllabus	D2L	01/20/2019
Submit Academic Honesty Policy	D2L	01/20/2019
Student Introduction	D2L	01/20/2019
Module 1 Assignment		01/27/2019
Module 1 Discussion		01/27/2019
Chapter 1 /Syllabus Quiz		01/27/2019
Read Chapter 2		02/10/2019
Research Topic	Send in an email	02/06/2019
Module 2 Assignment		02/10/2019
Module 2 Discussion		02/10/2019
Module 2 Quiz		02/10/2019
Read Chapters 3 & 4		02/24/2019
Module 3 Assignment		02/24/2019
Module 3 Discussion		02/24/2019
Module 3 Quiz		02/24/2019
Read Chapter 5		03/10/2019
Module 4 Assignment		03/10/2019
Module 4 Discussion		03/10/2019

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Module 4 Quiz		03/10/2019
Read Chapter 6		03/24/2019
Module 5 Assignment		03/24/2019
Module 5 Discussion		03/24/2019
Module 5 Quiz		03/24/2019
Read Chapter 7		04/07/2019
Module 6 Assignment		04/07/2019
Module 6 Discussion		04/07/2019
Module 6 Quiz		04/07/2019
Read Chapter 8		04/21/2019
Module 7 Discussion		04/21/2019
Module 7 Quiz		04/21/2019
Research Paper		05/05/2019

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