Welcome to BA 595 online for Spring 2013! Before you completely freak out over an online research class, take a deep breath and know that we WILL get through this TOGETHER! I am not here to fail you - I am here to teach you. YOU just need to put forth the honest effort to complete the requirements of the syllabus and of this course.

I am very big on communication. I strive to make this course as interactive as an "on campus" course. Do not hesitate to contact me for anything - that is what I am here for. Always include your name and course in all correspondence. Email is the best way to contact me, not telephone. Let me know if something on the syllabus is unclear or needs elaboration. Please let me know if you find any broken links within the course.

You may post questions to the Virtual Office, however I will only check this 2-3 times a week (Thursday will be the last day of the week I check – I will not check it over the weekend). So, if you have something urgent, use email. I will answer emails within 24 hours – emails are not guaranteed answered between Fri 10 pm to Mon 8 am.

If you have any questions, please email me – I check my email several times throughout the day.

About the Instructor:

Greetings! I am Jennifer Flanagan, instructor for this course. I graduated with my BS in Business Administration from TAMU-C in 1998, my MBA from Texas Woman's University in 2004, and I graduated with my PhD in Educational Psychology (BA minor) in December of 2009. I am also a certified Texas Educator (grades 4-8 Math and 4-8 generalist).

Before teaching, I worked for 4 years as an HR/Payroll manager and Retail Manager. I began teaching in 2002 (5th grade) and taught for 4 years (Math, Science, and Social Studies, grades 5-12), as well as coaching for 2 years (tennis and cheerleading). I left teaching in 2006 to pursue my PhD full time and stay home with my son. I began teaching at TAMU-C in the Spring of 2005 as an adjunct faculty, and began teaching full time in 2006.

I live outside of Commerce with my husband (Cleon, 1998) and two sons (Bryan – 9, Brayden – 3).

BA 595.06W

Applied Business Research — *Spring 2013*

Instructor: Dr. Jennifer L. Flanagan, PhD
College of Business and Technology, Business Admin. & MIS
Office: BA 320 **Phone:** 903-468-8695 **Email:** Jennifer.Flanagan@tamuc.edu
Website: http://faculty.tamuc.edu/jflanagan *Emails answered within 24 hrs, not answered Fri 5pm-Mon 9am*

Office Hours: Monday/Tuesday/Thursday 9-11:15 am
*Also available by appointment. Times are subject to change – please see my website for updated hours

Textbooks:

Business Research Methods (9th ed) ISBN: 9781111826925	Authors: William G Zikmund, Barry J Babin, Jon C. Carr, Mitch Griffin	
Pocket Guide to APA Style (4th ed)	Author: Perrin	ISBN# 978-0-495-91263-7

Course Prerequisite: None - this should be one of the 1st courses taken toward your MBA.

Course Classification: Core Business Course

Course Description: A course 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 research literature in business and economics is conducted.

Course Objectives:

- Students will demonstrate the ability to use appropriate secondary data to solve business problems.
- Students will develop la research plan including a problem statement, hypotheses, related literature, and methodology.
- Students will understand the scientific method of research and be able to differentiate between descriptive, historical, correlational, and experimental research methods.

COURSE REQUIREMENTS

Activities / Assessments

Knowledge of the substantive material covered in the course is of central importance. Grades in BA 595 are based upon a student's work in content areas that 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 graduate level course, grading will include consideration of content as well as grammar, spelling, style, and organization. In addition late submission to any of the requirements in this course will not be accepted; therefore, students are responsible for adhering to the scheduled due dates for all requirements in this course. Assignments are due on specific dates, as assigned. Assignments will not be accepted after the due date.

Special notes about grades and assignments:

- Late Assignments: One grade will be deducted each week that papers are turned in late. Anyone caught plagiarizing will receive "0."
- All assignments should be submitted to the dropbox and will automatically be scanned through www.turnitin.com.
- Assignments NOT listed on the schedule may be assigned upon the discretion of the instructor. The instructor reserves the right to change this schedule as circumstances may dictate. All changes will be announced.
- Once you submit an assignment and receive a grade, you cannot resubmit corrections for more points!

Class Discussions (15%) - Each student will participate in ten online discussion forums on chapter topics. The discussion will only be available for a limited time period. Merely making a brief post or reply to each discussion thread will not ensure full credit. Discussions will be graded on quality of content. Discussion postings and replies should be reviewed for correct spelling, proper grammar, punctuation, and capitalization.

- The Chapter Discussion Boards are worth 100 points each. Each student is required to make thoughtful posts as well as replies to other students' posts for the assigned chapter(s) and follow explicit instructions for posting requirements.
- The discussion board will count for the class participation component of your grade. If you were attending class, you would be expected to contribute to each class session, so you should treat the discussion board as you would treat class participation. Keep in mind that *failure to post at all will result in student not receiving any participation points*. Plan to participate throughout the semester.
- It is the responsibility of each student to keep up with the scheduled readings and discussions for the chapters. Once the chapters have been closed, they will not be reopened.

Each Discussion Board will contain **one topic thread**. Students will need to do an **Initial Post** to each of the topics along with a minimum of one **Reply** to each of the topics. In order to receive full credit for posts and replies, please review the following:

- **Initial Post:** Student provides thoughtful and thorough responses to each topic for discussion and uses an appropriate critical thinking level. Student gives particular attention to increasing their knowledge as they relate to concepts from the text as well as personal experience. Student is timely with providing appropriate responses so the class and/or group members have an opportunity to participate.
- **Replies** to other students are also thoughtful and thorough and uses an appropriate critical thinking level. More than required replies to other students reflect actively engaging in class discussion.
- Students should do a spelling and grammar check on all of their posts and replies.
- It is critical that students read ALL the **Posts** for each discussion board topic. This will ensure that you not only respond to the topic question but to your colleagues' comments as well. Also, it will help in ensuring against anyone plagiarizing your work.

Discussion Grading Rubric

If 2 responses are required	If 3 responses are required
Your Post – 70%	Your Post – 60%
Your responses to others – 30%	Your responses to others – 20% each

APA Assignment (10%) - Create a reference page which coincides with your research topic. This assignment will require you to create a reference page for your research topic. You need to provide between 4 and 6 references for your topic. Your references should consist mostly of journal articles, but you should include at least one book and one book chapter in your list.
Your articles will come only from peer reviewed journals and **not** from a popular magazine or website. Page 225 of the 6th Edition APA manual gives a detailed explanation of what a peer reviewed journal is. Chapter 6 page 180 of the 6th Edition APA Manual provides detailed instructions on how to format references and Chapter 7 provides you with examples.

BREP Study (10%) - A goal of this class is to help you familiarize yourself with research methods. One manner to obtain this goal is to have you participate in research studies. Participating in research studies contributes to students and faculty at TAMUC, your understanding of how research is conducted, and human knowledge in general. All students in this class will be required to participate in the Business Research Experience Program (BREP), or complete alternative assignments (see your instructor for more information on alternative assignments).

Studies will be made available at: http://tamuc-cbe.sona-systems.com/Default.aspx?ReturnUrl=%2f
Students will need to log in as a NEW PARTICIPANT and request an account.

After creating an account, students will sign into the experiment system (SONA) and be asked to complete a prescreen survey. The prescreen takes about 30 minutes to complete, and will count as the first point. Then, students will need to select 4 other studies to complete. Some studies may be offered online, while others require face-to-face interaction.

If you fail to complete this portion of the class requirements, in effect, if you have an 'A' in the class but fail to complete your research participation (either through participating in research studies, alternative assignments, or a mixture of both) your final grade in the class will be a "B."

****ALL BREP STUDIES MUST BE COMPLETED BY THE END OF MODULE 5!!!!****

Alternate Paper (in lieu of BREP)- If you decide not to participate in the BREP, the following paper will replace the 100 points earned through the BREP: *Prepare a paper which evaluates the use of the scientific method in an actual research project. Find a research-based article in a business journal and appraise the methodology employed and the interpretation of the study's results and conclusions. This paper should be 2-3 pages in length. Submit to the dropbox by the BREP due date.*

Paper 1 – 100 points (15%) - Prepare a short term paper on a business/economics topic of your choice (minimum of 4 full pages of content). Follow American Psychological Association (APA) format. A large part of your grade for Paper 1 will be the use of proper formatting. The objective of this paper is for you to learn to use the APA Publication Manual. Use Times New Roman typeface, with 12-point font size, double-spaced. You are to assume this is a publishable paper. Use direct quotes sparingly in Paper 1. Be careful when you use direct quotes (see pages 170-171 in APA Publication Manual, 6th edition).

Course Objective/Learning Outcomes #7, 8, 9, and 10: The learner will confirm the following learning objectives: a) Constructs an appropriate bibliography from scholarly sources of material for study and research, b) Utilizes secondary data appropriately, c) Generates an appropriate research plan, and d) Demonstrate the ability to develop appropriate hypotheses.

Paper 2 – 300 points (30%) - The student will select a research problem (it can be the same topic as Paper 1), prepare and turn in a prospectus indicating the background of the problem, the problem statement, the purpose of the study, the study's hypothesis(es), the methodology to be employed in the study, and a review of the literature (this can be from Paper 1 as long as you use the same topic) pertaining to the problem. You will develop a questionnaire to be used to solve your problem. In a Prospectus, you will devise a research plan that will explain your ideas in a structured format for your analysis – You will do everything except collect the data.

Note: You will not be collecting the actual data in this class. However, you should be aware of the following research procedure:

RESEARCH STUDIES/HUMAN SUBJECTS
Procedure A15.02
Texas A&M University-Commerce recognizes the need for investigation in which human beings may serve as research subjects. The University acknowledges and accepts its responsibilities for ensuring that the privacy, safety, health, and welfare of such subjects are adequately protected. All research, which involves any form of participation of human subjects, qualifies as human subject research. This includes certain survey research, research by students as well as by faculty and staff and both internally and externally funded research. In order to comply with federal regulations as well as to conform to guidelines of the University's Institutional Review Board (IRB), the principal investigator should obtain approval of their research protocol from the IRB prior to any contact with human subjects. If you are using humans in any of your research, contact your professor before proceeding with the research project. A determination will be made as to the need for IRB review and approval.

Paper 2 will be graded on content, organization, and format (see rubric at the end of the syllabus):

1. Paper 2 will develop into a finished "Prospectus for a Thesis". Student is to refer to the APA Publication Manual for the mechanical details of a prospectus preparation.

2. Students will download a copy of the Topic Form from Doc Sharing and save to desktop or flash drive. Complete the required information on the form, save and close, then submit the form file to the Topic Approval Dropbox by the due date on the syllabus.

3. Chapters for Paper 2 should start on new pages and follow this format:

   Chapter 1 - Student should include subheadings for each of the following elements when preparing **Chapter 1** on the prospectus:

   Title should be: Chapter 1: Introduction or Chapter 1

   Introduction

   A. **Background** – What led you into doing this problem? Why are you interested in this problem?

   B. **Problem Statement** – What is the problem of your study? You need to **be very specific**. When we talk about a "problem" in research, it does not necessarily mean that something is "wrong". You can have a "problem" where you are trying to determine the attitudes and opinions of a response group.

   C. **Purpose of the Study** – Why is your study important (not necessarily to get an 'A' in BA 595)? What is the significance of your study?

   D. **Study Hypothesis(es)** – An "educated guess" on the results of your study.

   Chapter 2 – Titled "REVIEW OF THE LITERATURE"

   A literature review is where you review published material related to your problem. IF YOU CHOOSE THE SAME TOPIC (PROBLEM) YOU USED FOR PAPER 1, YOU MAY USE THIS PAPER FOR YOUR REVIEW OF LITERATURE. If you choose a different topic for your Prospectus you must do another review of literature that relates to your new topic.

   Chapter 3 – Titled "METHODOLOGY"

   In this chapter you will tell the reader very specifically HOW you are going to solve your problem that was stated in Chapter 1. You must give very detailed information in this chapter. For example describe your proposed sample. This must be a realistic sample--how will you get names, addresses, etc. of your sample group. You cannot say you are going to survey people in Dallas. In other words, describe in detail the procedures and steps that will be used to gather the data.

   Chapter 4 – Titled "FINDINGS"

   Since you will not be collecting data you will not have any findings. However, develop one 'Table' and one 'Bar Graph' for this chapter. You will need to make up the data to be used for the 'Table' and 'Bar Graph'. You should also have a short explanation of your hypothetical findings.

Chapter 5 – Titled "SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS"

In this chapter all you will need to do is the Summary. You must have made-up data in order to do conclusions and recommendations. In the Summary you will need to state "what you did"--your problem statement. Also, in this Chapter, you need to tell "how you did it" --Methodology.

REFERENCES – This section will contain a list of alphabetized "References" from your literature review. You must have "References" in APA format.

APPENDIX – This section will contain a copy of your survey questionnaire.

Note: Start each Chapter on a new page.

Course Objective/Learning Outcomes #7, 8, 9, and 10: The learner will confirm the following learning objectives: a) Constructs an appropriate bibliography from scholarly sources of material for study and research, b) Utilizes secondary data appropriately, c) Generates an appropriate research plan, and d) Demonstrate the ability to develop appropriate hypotheses.

Mid Term Essay – 100 points (10%) – You will have a TIMED essay midterm. Once you log in, you must finish the test. TESTS WILL NOT BE RESET, so do not log in to take the test unless you are ready to sit down and take it! A review will be posted with more details prior to the test. Dates are on the syllabus.

Final Exam – 100 points (10%) - You will have a TIMED essay midterm. Once you log in, you must finish the test. TESTS WILL NOT BE RESET, so do not log in to take the test unless you are ready to sit down and take it! A review will be posted with more details prior to the test. Dates are on the syllabus.

Grading

Grading in this class will include percent and points so that students can determine at any time in the class where they stand. The grade book will be available through eCollege and students may access it at anytime they wish. Grades will be determined as follows:

BREP Experiments (5 credits)	
OR Alternate Paper	10%
APA Assignment	10%
Paper 1	10%
Paper 2	30%
Discussions	10%
Topic Approval Form (paper 2only)	5%
Academic Honesty Statement	5%
Midterm and Final Exam	10% each
	100% total

A =	90+ percent of total points	Outstanding Work
B =	80-89 percent of total points	Good Work
C =	70-79 percent of total points	Acceptable Work
D =	60-69 percent of total points	Needs Improvement
F =	00-59 percent of total points	Unacceptable Work

Student Appeal of Course Grade: The CBE now has an online printable form for: **Student Appeal of Course Grade.** The form along with TAMU-C Procedure 13.99.99.R0.05 is located on the CBE website under the ***Faculty Resource link.***

ACCESS AND NAVIGATION

Access and Log in Information

This course will be utilizing eCollege to enhance the learning experience, eCollege is the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: https://leo.tamu-commerce.edu/login.aspx.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamu-commerce.edu. If at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the eCollege HelpDesk, available 24 hours a day, seven days a week. The HelpDesk can be reached by clicking on the HelpDesk link in the Help pages as described above, or by sending an email directly to helpdesk@online.tamuc.org. You may also reach the HelpDesk by calling (toll-free) 1-866-656-5511.

Student Support

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week. If you experience issues while taking your exams or at any other point, feel free to contact the support desk.

- **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with an eCollege Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.
- **Email:** helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.
- **Help:** Click on the *'Help'* button on the toolbar for information regarding working with eCollege (i.e. How to submit to Dropbox, How to post to discussions etc…)

COURSE AND UNIVERSITY POLICIES

Course Policies

Communicating with your Instructor: Since this is an online course, communication will be conducted via MyLeo Email. All Email correspondence will be through eCollege and MyLeo. There are several alternate ways to contact me – please see my website for more details.

Subject lines for all Email correspondence are required to have **BA 595 AND YOUR SECTION #** as the first item in the subject line. All email messages must contain student name as the last line in the message. Without the correct subject line and student identification, Email Spam filters used by TAMU-C will place your message in a junk Email folder where your message will be automatically deleted. Remember to professionally compose your Email messages with proper grammar and spelling and by using a professional tone toward your instructor.

Properly addressed and signed Emails will be replied to within 24 to 48 hours Monday-Friday. If a face-to-face conference is needed between the student and instructor in the instructor's office, an appointment **must** be made several days in advance by the student.

Attendance & Participation: 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. 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.

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** at the top 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.

Withdrawal Policy: Every student has the right to drop the course without penalty until the drop-date. Students dropping the course during this period will be given a **'Q'**. If you choose to stop attending class, you may be dropped from the course due to excessive absences. If you are not satisfied with your grade in the course and wish you to drop, it is YOUR responsibility to drop the course. A student may drop a course by logging into their myLEO account and clicking on the hyperlink labeled 'Drop a class' from among the choices found under the myLEO section of the Web page

Student Conduct: All students are expected to conduct themselves in a professional manner at all times. You are adults and will be treated as such. Discriminatory, rude, and inappropriate language will not be tolerated in this class and students will be asked to leave or drop the class (these same rules apply for online discussions). If a student continues to act in the same manner during future classes, the instructor reserves the right to drop the student from the course.

Academic Integrity: If you are to excel in this course, the need for collaboration is undeniable, even in cases of individual work. There is a fine line in this process. You are encouraged to seek the help and advice of others. However, you ***must*** do your own work. Please ask me if you have questions about what is proper and what is not.

Intellectual Ownership: When reviewing the literature, one frequently peruses written thoughts, findings, conclusions, and perspectives of individuals and organizations that may be used to create credibility and/or rationale from investigative studies. A problem, however, is how to capitalize on such information, yet not violate the principles of intellectual ownership. One solution involves answering two questions: (1) what is plagiarism? (2) How is plagiarism avoided? Simply stated, plagiarism is claiming another person's or organization's works as one's own. Such violations may be avoided by knowing how to use and acknowledge the works of others. The 6th Edition of the Publication Manual of the American Psychological Association states: "Authors do not present the work of another as if it were their own work" (p. 16). "Whether paraphrasing, quoting an author directly, or describing an idea that influenced your work, you must credit the source" (p.170). Quotation marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you will need to cite it in the text.

Some people seem to believe that anything found on the Internet is free to use as they please. The "cut and paste" option also makes it easy to plagiarize. However, information on the web must be properly cited just as you would any "hard copy" periodicals. In this course, APA style citation is expected. Any written assignments must include in text citations as well as a separate reference page. The following web site provides valuable insight relating to what constitutes plagiarism and how it may be avoided: http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml.

To avoid plagiarism an individual must give credit wherever he or she uses:

- ☐ another individual's idea, opinion, or theory
- ☐ facts, statistics, graphs, and drawings that are not common knowledge
- ☐ quotations of another individual's spoken or written words
- ☐ paraphrase another individual's spoken or written words

Any deviation from the guidelines concerning quotes and citations constitutes plagiarism, as it suggests that you are trying to submit someone else's work and creativity as your own. In accordance with the

Texas A&M University-Commerce Code of Student Conduct Section 5.b [1, 2, 3], the penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. If you have any questions, please let me know.

Acts of plagiarism will result in writing assignments and research projects assigned a grade of '0' for the first offense. Upon the second offense, student will be referred to the Dean of Student Services and will receive a grade of 'F' for the course with possible removal from the program and university. TAMU-C has purchased a license for TurnItIn.com which checks for plagiarism. All submitted course requirements may be submitted to this service. If the report generated notes that your work is plagiarized, you will receive an 'F' for that course requirement and course. If you are unsure what constitutes plagiarism and how to avoid it. Visit the following websites: *http://www.plagiarism.org/*
http://www.unc.edu/depts/wcweb/handouts/plagiarism.html
http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml

University Policies

Requests for Special Accommodations: Requests from students with disabilities for reasonable accommodations must go through the Academic Support Committee. An individual instructor cannot decide to make accommodations for you without that Committee's approval.

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 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

Student Requirements: "All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment". (See Student's Guide Handbook, Policies and Procedures, Conduct)

Academic Honesty Policy: Per the new Academic Honesty Policy for College of Business and Technology, please download the file (Academic Honesty Policy) located in Doc Sharing and read the policy. Once you read the policy, please type in your Name, Campus Wide Identification Number (CWID), and Date at the bottom of the form, save the file, close the file, then upload the file to the **Academic Honesty Policy** Dropbox.

By submitting the form with the requested information you state that you have read and agree to abide by the Academic Honesty Policy. **You need to have your Academic Honesty Policy submitted by the date on the schedule.**

Academic Honesty Policy
Texas A&M University-Commerce
College of Business and Technology

Statement of Ethical and Professional Conduct:

The College of Business and Technology at Texas A&M University-Commerce faculty, staff and students will follow the highest level of ethical and professional behavior. We will strive to be recognized as a community with legal, ethical and moral principles and to teach and practice professionalism in all that we do.

In an academic environment we will endeavor to not only teach these values but also to live them in our daily lives and work. Faculty and staff will be held to the same standards and expectations as our

students.

Failure to abide by these principles will result in sanctions up to and including dismissal.

Actionable Conduct:

There are five different types of actions that will bring sanction. They are:

1. **Illegal activity**: Violation of any local, state or federal laws that prohibit the offender from performance of his or her duty.
2. **Dishonest Conduct**: Seeking or obtaining unfair advantage by stealing or receiving copies of tests or intentionally preventing others from completing their work. In addition falsifying of records to enter or complete a program will also be considered dishonest conduct.
3. **Cheating**: The unauthorized use of another's work and reporting it as your own.
4. **Plagiarism**: Using someone else's ideas and not giving proper credit.
5. **Collusion**: Acting with others to perpetrate any of the above actions regardless of personal gain.

Sanctions:

In the case of staff or faculty the immediate supervisor will be the arbiter of actionable behavior and will use Texas A&M University-Commerce and/or Texas A&M University System Policy and Procedures as appropriate to guide sanctions.

Faculty, guided by clearly delineated policy in the course syllabus, will be the arbiter for in-class violations. All violations will be reported to the Dean of the College of Business and Technology to assure equity and to provide appropriate counsel. In addition, the Dean will maintain records of violations by students. Second violations will be reviewed by the Dean and sanctions beyond those of the faculty up to and including suspension and permanent expulsion from Texas A&M University-Commerce will be considered. Faculty and students are guided by the current undergraduate and graduate catalogs of the University as well as The Student's Guidebook.

Faculty, staff and students will always be afforded due process and review as appropriate.

COURSE SCHEDULE

Note: The instructor reserves the right to change any of the following dates and content.
Any changes in this syllabus will be communicated to you in class, in eCollege or via email by the instructor.

Assessments	Due Date
Module I – Chapter 1, 2, 3 and 8 Discussion 1-1 Discussion 2-2 **Academic Honesty Policy**	Module 1 due by 2/1 by 11 pm ***Academic Honesty Statement due to the DROPBOX by 2/1!!!***
Module II – Chapters 4 and 5 Discussion 2-1 Discussion 2-2 **APA Assignment**	Module 2 due by 2/22 by 11 pm ***APA Assignment Due in the dropbox by 11 pm 2/22!!!***
Research Topic Approval	**Research Topic is due on or before 2/25 in the dropbox****
Module III – Chapter 6 and 7 Discussion 3-1	Module 3 due by 3/1 by 11 pm
Midterm Exam (Ch. 1-8)	Open ***ONLY 3/4-3/8 (DUE by 11 pm on 3/8!!)*** Please see the Assignments section of the syllabus, and ecollege, for more details. A review will be posted in eCollege.
Spring Break March 11 – 15 Have Fun!	No Assignments/Discussions
Module IV – Chapters 9, 10, 11, and 12 Discussion 4-1 Discussion 4-2	Module 4 due by 4/5 by 11 pm
Module V – Chapters 13, 14, 15, and 16 Discussion 5-1 Discussion 5-2 Discussion 5-3 BREP/Alternate Paper should be completed by the end of Module V!! Upload to dropbox the alternate assignment.	Module 3 due by 4/26 by 11 pm **BREP is due by DUE 5/1!!!**
Final Exam (Ch. 9 - 16)	Open ***ONLY 4/29 – 5/3 (DUE by 11 pm on 5/3!!)*** Please see the Assignments section of the syllabus, and ecollege, for more details. A review will be posted in eCollege.
Research Paper **Paper 1** **Paper 2**	**Paper #1 by 11 pm 3/22** **Paper #2 by 11 pm 5/7**

** Several sample documents are located under docsharing – please check these out! **

Paper 1 Grading Rubric

Paper Component	Criteria	Points Possible (100)
Title Page	• Includes title of paper, name of author, institutional affiliation, running head, and page number. • May include author note. • Follows APA guidelines for placement and formatting of each part.	5
Abstract	• Provides a brief summary of the contents of the paper in an accurate, non-evaluative, concise manner. • Is 100 to 200 words in length. • Begins on a new page immediately following the title page. • Follows APA guidelines for running head, page number, abstract heading, paragraph indent, text alignment, and line spacing. • Is free from errors in text entry (typos), grammar, and usage.	10
Introduction	• Presents and defines the specific topic of the paper. • Describes the manner in which the topic will be explored. • Citations, if used, are from peer-reviewed journals only. • Begins on a new page following the abstract. • Title of paper is at the top of the new page before the introduction begins. • Follows APA guidelines for running head, page number, paragraph indents, text alignment, and line spacing. • Follows APA guidelines for content and format of citations in text. • Is free from errors in text entry (typos), grammar, and usage.	15
Body	• Presents previous research on the topic in a systematic manner (e.g., grouped by conceptual agreement, by similar methodologies, by historical development). • Presents / cites research from peer-reviewed journals only. • Identifies relations, contradictions, gaps, and inconsistencies in previous research presented. • Is identified by an appropriate APA Level 1 heading. • Follows APA guidelines for running head, page number, paragraph indents, text alignment, and line spacing. • Follows APA guidelines for content and format of citations in text. • Is free from errors in text entry (typos), grammar, and usage.	25
Conclusion	• Summarizes the main points of the research presented in the body. • Suggests the next step(s) in addressing the topic. • Citations, if used, are from peer-reviewed journals only. • Is identified by an appropriate APA Level 1 heading • Follows APA guidelines for running head, page number, paragraph indents, text alignment, and line spacing. • Follows APA guidelines for content and format of citations in text. • Is free from errors in text entry (typos), grammar, and usage.	15
References	• Has an entry for each reference cited in text. • Includes entries (four or more) from peer-reviewed journals only-. • Has no entries for references not cited in text. • Begins on a new page immediately following the conclusion. • Is identified by an appropriate APA Level 1 heading. • Follows APA guidelines for running head, page number, paragraph indents, text alignment, and line spacing. • Make sure you are writing in 3rd person! • Follows APA guidelines for content and format of each entry. • Is free from errors in text entry (typos),	30

Note 1: The overriding criterion is original work and authenticity. If it is determined that the paper is not an original work and/or the paper is not the work of the student, a grade of 0 will be assigned to the paper.

Note 2: Papers must be submitted to the dropbox and must have a turnitin score of 25% or less. Any paper over 25% will receive a 0.

Paper 2 Grading Rubric

Paper Component	Criteria	Points Possible
Title Page	• Includes title of paper, name of author, institutional affiliation, running head, and page number. • May include author note. • Follows APA guidelines for placement and formatting of each part.	10
Table of Contents	• Begins on a new page following the title page. • Lists the major parts of the study and the page number on which each part begins (Includes each component listed below in the order listed). • Is free from errors in text entry (typos).	10
Abstract	• Provides a brief summary of the study in an accurate, non-evaluative, concise manner. • Is 100 to 200 words in length. • Begins on a new page following the Table of Contents. • Follows APA guidelines for running head, page number, abstract heading, paragraph indent, text alignment, and line spacing. • Follows APA guidelines for content and format of citations in text. • Is free from errors in text entry (typos), grammar, and usage.	20
Introduction	• Presents background information for the study, the purpose of the study, a problem statement, and hypothesis (es). • Citations, if used, are from peer-reviewed or scholarly sources only (See Note 3 below). • Begins on a new page following the Abstract. • Has an appropriate APA Level 1 heading to identify the chapter. • Has appropriate APA Level 2 headings to identify each part of the introduction (see first item in this section for list of parts). • Follows APA guidelines for running head, page number, paragraph indents, text alignment, and line spacing. • Follows APA guidelines for content and format of citations in text. • Is free from errors in text entry (typos), grammar, and usage.	20
Review of Related Literature	• Presents previous research on the topic in a systematic manner (e.g., grouped by conceptual agreement, by similar methodologies, by historical development). • Presents / cites research from scholarly or peer-reviewed sources only (See Note 3 below). • Identifies relations, contradictions, gaps, and inconsistencies in previous research presented. • Begins on a new page following the Introduction. • Has an appropriate Level 1 heading to identify the chapter. • Follows APA guidelines for running head, page number, paragraph indents, text alignment, and line spacing. • Follows APA guidelines for content and format of citations in text. • Is free from errors in text entry (typos), grammar, and usage.	40

Continued

Paper 2 Grading Rubric (continued)

Paper Component	Criteria	Points Possible
Methodology	• Has a section that describes the survey. • Has a section that describes the study participants. • Has a section that describes the data collection process. • Begins on a new page following the Review of Related Literature. • Has an appropriate APA Level 1 heading to identify the chapter. • Has an appropriate APA Level 2 heading to identify each section. • Follows APA guidelines for running head, page number, paragraph indents, text alignment, and line spacing. • Follows APA guidelines for content and format of citations in text. • Is free from errors in text entry (typos), grammar, and usage.	50
Findings	• Begins on a new page following the Methodology. • Has an appropriate APA Level 1 heading to identify the chapter. • Make sure your 2 graphics are formatted in accordance with APA guidelines.	20
Summary	• Reiterates the problem statement. • Reiterates the study methodology. • Begins on a new page following the Findings. • Has an appropriate APA Level 1 heading to identify the chapter. • Follows APA guidelines for running head, page number, paragraph indents, text alignment, and line spacing. • Follows APA guidelines for content and format of citations in text. • Is free from errors in text entry (typos), grammar, and usage.	30
References	• Has an entry for each reference cited in text. • Includes entries (four or more) from scholarly or peer-reviewed sources only (See Note 3 below). • Has no entries for references not cited in text. • Begins on a new page following the Summary. • Has an appropriate Level 1 heading. • Follows APA guidelines for running head, page number, paragraph indents, text alignment, and line spacing. • Follows APA guidelines for content and format of each entry. • Is free from errors in text entry (typos),	50
Follows APA (overall)	• Has the cover letter written to accompany the study questionnaire (Appendix A) – if applicable. • Has the questionnaire used in data collection (Appendix B) - if applicable. • Has an appropriate APA Level headings • Follows APA guidelines for running head, page number, paragraph indents, text alignment, and line spacing. • Written in 3rd person! • Follows APA guidelines for content and format of citations in text. • Is free from errors in text entry (typos), grammar, and usage.	50

Note 1: The overriding criterion is original work and authenticity. If it is determined that the paper is not an original work and/or the paper is not the work of the student, a grade of 0 will be assigned to the paper.

Note 2: A paper must be submitted to the dropbox and must have a turnitin score of 25% or less. Because many of you are using paper 1 in your paper 2, I will look at each % individually, taking into account paper 1. A paper with a Turnitin score greater than 25% will be looked at carefully. Any paper over 50%, after paper 1 is taken into account, will receive a 0.

Note 3: Maintain documentation to show that each reference is from a scholarly or peer reviewed source.

PLEASE SIGN AND RETURN BY DUE DATE ON SYLLABUS

(upload to dropbox with typed name at the bottom)

Academic Honesty Policy
Texas A&M University-Commerce
College of Business and Technology

Statement of Ethical and Professional Conduct:

The College of Business and Technology at Texas A&M University-Commerce faculty, staff and students will follow the highest level of ethical and professional behavior. We will strive to be recognized as a community with legal, ethical and moral principles and to teach and practice professionalism in all that we do.

In an academic environment we will endeavor to not only teach these values but also to live them in our daily lives and work. Faculty and staff will be held to the same standards and expectations as our students. Failure to abide by these principles will result in sanctions up to and including dismissal.

Actionable Conduct:

There are five different types of actions that will bring sanction. They are:

6. **Illegal activity**: Violation of any local, state or federal laws that prohibit the offender from performance of his or her duty.
7. **Dishonest Conduct**: Seeking or obtaining unfair advantage by stealing or receiving copies of tests or intentionally preventing others from completing their work. In addition falsifying of records to enter or complete a program will also be considered dishonest conduct.
8. **Cheating**: The unauthorized use of another's work and reporting it as your own.
9. **Plagiarism**: Using someone else's ideas and not giving proper credit.
10. **Collusion**: Acting with others to perpetrate any of the above actions regardless of personal gain.

Sanctions:

In the case of staff or faculty the immediate supervisor will be the arbiter of actionable behavior and will use Texas A&M University-Commerce and/or Texas A&M University System Policy and Procedures as appropriate to guide sanctions.

Faculty, guided by clearly delineated policy in the course syllabus, will be the arbiter for in-class violations. All violations will be reported to the Dean of the College of Business and Technology to assure equity and to provide appropriate counsel. In addition, the Dean will maintain records of violations by students. Second violations will be reviewed by the Dean and sanctions beyond those of the faculty up to and including suspension and permanent expulsion from Texas A&M University-Commerce will be considered. Faculty and students are guided by the current undergraduate and graduate catalogs of the University as well as The Student's Guidebook.

Faculty, staff and students will always be afforded due process and review as appropriate.

_____ _____

Student name (printed) Date

_____

Student's Signature

Topic Approval Form (paper 2 only)

(you will not complete a topic form for paper 1)

Name:

Proposed Topic:

Problem Statement:

Variables being studied (ie, sales and expenses, hours studying and grades, etc):

Hypothesis (es):

Sample of an article in a peer-reviewed journal: