Texas A&M University-Commerce

College of Business & Entrepreneurship
Applied Arts and Sciences Department

Syllabus – Fall 2013 (Aug. 26-Dec. 13)

COURSE INFORMATION

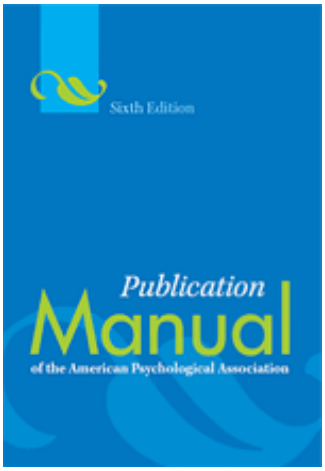
- BGS 402 01W and 02W Fearless Investigation - Research
- Internet Based

Professor Contact Information

- Alan Francis, Ed.D.
- Office Location: Business Administration Building - Room 335
- Office Phone: 903-468-3226
- Office Fax: 903-468-8751
- Office hours – Monday and Thursday 9:00 am – 1:00 pm
- Email address: Alan.Francis@tamuc.edu

Materials – Text, Readings, Supplementary Readings

Required Textbook: Publication Manual of the American Psychological Association (6th Edition)
ISBN: 1433805618



Suggested Optional Textbook: Perrin, R. (2011). *Pocket Guide to APA Style* (4th ed.). Boston, MA: Wadsworth Cengage Learning. ISBN-9780495912637

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 Outcomes/Objectives

This class is listed by the University as a Business Administration Applied Science Course and will enable students to:

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 business question/problem.

TECHNOLOGY REQUIREMENTS

The following information has been provided to assist you in preparing to use technology in your Internet based course.

The following technology is required to be successful in this course.
Internet connection – high speed recommended (not dial-up)
Word Processor (Microsoft Office Word – 2007 or 2010)
Access to University Library site
Access to an Email

Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (7.0, 8.0, or 9.0).

Courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.

It is strongly recommended that you perform a "Browser Test" prior to the start of your course. To launch a browser test, login to eCollege, click on the 'myCourses' tab, and then select the "Browser Test" link under Support Services.

COURSE REQUIREMENTS

Activities / Assessments

Knowledge of the substantive material covered in the course is of central importance. Grades in BGS 402 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.

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.

Academic Honesty Policy: Students are REQUIRED to submit the completed Academic Honesty Policy form (download form found under the Doc Sharing tab in the eCollege course) to the Dropbox within the

eCollege course. The purpose of this acknowledged form is to confirm that you have read and understand the Academic Honesty Policy. Grades for future assignments will receive a zero until this requirement is met.

Online Class Discussion: 16 at 5% each – 80% total: Each student will participate in online discussion forums. 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 Discussion Boards are worth up to 80% of your grade. Each student is required to make thoughtful posts as well as replies to other students' posts for the assigned topic and follow explicit instructions for posting requirements. **Note:** Five "Special Discussion" boards will not require replies and are notated on the *Syllabus Assignment Calendar*. All discussion boards for *Chapters 1 through 11* will require posts and replies (refer to *Syllabus Assignment Calendar* for post and reply deadline dates).

- It is the responsibility of each student to keep up with the scheduled discussions for each module. In order to achieve the highest possible score for discussion participation, students should post more than the minimum replies to show active engagement in the discussion. **Once the discussion topic has closed, it will not be reopened.**

- To help you understand the method of grading for discussion posts, please review the following:

Discussion Board Grading Rubric			
Max Score		**Description**	
70	**Proficient: Engaged in a professional conversation with colleagues (51-70 points)**	**Needs improvement: Conversation lacks substance (35-50 points)**	**Unacceptable: Did not engage in a professional conversation with colleagues (0-34 points)**
30	**No spelling, grammar, or APA formatting errors (30 points)**	**Minor errors in spelling, grammar, or APA formatting (20-29 points)**	**Major errors in spelling, grammar, or APA formatting (0-19 points)**
Total: 100			

Each Discussion Board will contain a discussion thread topic pertaining to a specific chapter in the textbook. Students will need to do an **Initial Post** to each Discussion Board topic along with the appropriate number of **Replies:**

1 Post **+** 1 Reply = "C"

1 Post **+** 2 Replies = "B"

1 Post **+** 3 or more Replies = "A"

- **Initial Post:** Student provides thoughtful and thorough responses to each topic for discussion. Student gives particular attention to increasing their knowledge as they relate to concepts from the text. 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.

- Posting an initial response and one reply to another student for a Discussion Board topic is a minimal requirement and this can put you in the 'C' range for a grade. Additional points will be reduced for not relating discussion to appropriate concepts in the textbook, not relating discussion to relevant topic, and not posting according to time schedule. Students who do not apply added value by being thoughtful and thorough to the discussion may earn a grade of zero for the discussion.

- **Students should complete a spelling and grammar check on all of their posts and replies.**

Follow the **Assignment Calendar** due dates for Posts and Replies for each Discussion Board. It is critical that students read ALL the postings for each topic. This will ensure that you not only respond to the topic questions but to your colleagues' comments as well. Also, it will help in ensuring against anyone plagiarizing your work.

Course Objective/Learning Outcomes #1/2/3/4/5: The learner will confirm learning objectives by discussing how to conduct a literature review using scholarly sources, how to create a reference list of scholarly resources, and how to develop a business related research question/problem.

Course Objective/Learning Outcomes #2/4: The learner will confirm learning objective demonstrating the ability to conduct a literature review using scholarly sources.

Final Research Paper: 20% total: The Final Research Paper is worth up to 20% of your final grade. This is an INDIVIDUAL assignment. The student will prepare a research paper. Students MUST use American Psychological Association (APA, 6th edition) style formatting and citation. The Final Research Paper will involve a business topic that has been researched using *peer reviewed journal articles*. **Note:** A list of topics will be available under the *Doc Sharing* tab within the course.

Submitting papers: All written assignments must be submitted as a Microsoft Word file (*.doc* **or** *.docx* file extension) to the appropriate Dropbox within eCollege and be produced in 12-point Arial or Times New Roman Font, and double-spaced. Always use block left format with jagged right margins. Always use tabs at the beginning of paragraphs. Proofread carefully. Grammar, punctuation, and style count heavily

in this course. You will be amazed what *Spell Check* and *Grammar Check* will either miss or absurdly advise you to do. **All Final Research Papers submitted to the Dropbox will automatically be submitted to Turnitin.com which will produce an originality report for review. The percentage results that you receive from Turnitin must be less than 25%.**

Course Objectives/Learning Outcome #5: The learner will prepare a research paper that will demonstrate and utilize the scientific research method through an analysis process using descriptive, historical, correlational, and experimental research methods involving a researched business question/problem.

Final Research Paper Assessment Method using APA formatting (6th edition):

Final Research Paper	Points
Margins set to 1-inch Top/Bottom and 1-inch Right/left; Double-spaced; 12-point Arial or Times New Roman font; double-spaced	**5**
Title Page with paper title, author's name, and institution (Texas A&M University-Commerce) centered horizontally and vertically, and edited Header with Running head: TITLE IN CAPS and page number right aligned	**10**
Headers with Title (in all CAPS) left aligned and page numbers right aligned; main headings and subheadings for each section of the paper	**10**
Introduction, Discussion, Conclusion in APA format (6th edition); must include in text citations: Minimum ½ page Introduction, minimum 5 page Discussion, and minimum ½ page Conclusion; double-spaced content	**50**
A complete reference in APA format (6th edition) for each article (no URLs are to be used); hanging indent used for each reference; double-spacing	**10**
Spelling/Grammar/Punctuation	**15**
Total	**100**

Assignment Calendar

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	Percent	Points
Module I			
Academic Honesty Policy	September 4 (Required)	-	-
Chapter 1 Discussion	Post Sept 6-Reply Sept 9	5	100
Chapter 2 Discussion	Post Sept 13-Reply Sept 16	5	100
Special Discussion	**Post due by Sept 16 – No Reply Required**	5	100
Module II			
Chapter 3 Discussion	Post Sept 20-Reply Sept 23	5	100
Chapter 4 Discussion	Post Sept 27-Reply Sept 30	5	100
Special Discussion	**Post due by Sept 30 – No Reply Required**	5	100
Module III			
Chapter 5 Discussion	Post Oct 4-Reply Oct 7	5	100

Chapter 6 Discussion	Post Oct 11-Reply Oct 14	5	100
Special Discussion	**Post due by Oct 14-No Reply Required**	5	100
Chapter 7 Discussion	Post Oct 18 -Reply Oct 21	5	100
Chapter 8 Discussion	Post Oct 25-Reply Oct 28	5	100
Special Discussion	**Post due by Oct 28 – No Reply Required**	5	100
Module IV			
Discussion	Post Nov 1-Reply Nov 4	5	100
Discussion	Post Nov 8-Reply Nov 11	5	100
Discussion	Post Nov 15-Reply Nov 18	5	100
Special Discussion	**Post due by Nov 25-No Reply Required**	5	100
Module V **Final Research Paper**	**Dec 9**	20	100
Total =		**100**	**1700**

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 any time they wish. Grades will be determined as follows:

A =	90-100%	Outstanding Work
B =	80-89%	Good Work
C =	70-79%	Acceptable Work
D =	60-69%	Needs Improvement
F =	00-59%	Unacceptable Work

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.tamuc.edu/Login.aspx **or** http://www.online.tamuc.org. 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.

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.

Subject lines for all Email correspondence are required to have **BGS 402** 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. Students not active in the course within 4 days can be administratively dropped for non-attendance.

- 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.

Late Assignments

Assignments are due on specific dates, as assigned. Assignments will not be accepted after the due date.

Withdrawal Policy
Every student has the right to drop the course without penalty until the drop-date. 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

Academic Honesty Policy:

The Academic Honesty Policy form states that you agree to the following Academic Honesty Policy for TAMU-C, College of Business and Technology. Please take the time to read and ask questions at the beginning of the semester as this policy and procedures are strictly followed.

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.

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.
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 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)

Student Appeal of Course Grade: The CBT 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 CBT website under the ***Faculty Resource link.***