Course Description

Examines applied research, quantitative research, and qualitative research designs and methodologies that are applicable to the public workplace. Outlines each step in the research process for the public sector professional.

Course Textbook


Course Learning Outcomes

Upon completion of this course, students should be able to:

1. Define research methods in the public administration context.
2. Identify terms used in public administration pertaining to research, such as research methods, theoretical constructs, and research tools.
3. Distinguish among types of research methods, theories, and tools that are applicable in public administration.
4. Apply research methods and evidence to manage ethical dilemmas and program outcomes in justice administration, emergency services, and the nonprofit sector.
5. Compare and contrast the usefulness of various research methods, theoretical constructs, and research tools in terms of solving real-world problems.
6. Use Microsoft Excel to analyze real-world data sets and solve case and scenario problems.
7. Synthesize lucid arguments with justifiable rationale for the selection of specific research methods, theoretical constructs, and tools for solving real-world problems in public administration.
8. Prepare a Microsoft PowerPoint presentation of a research project to include description of methods, data analysis, and findings.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Study Guide**: Each unit contains a Study Guide that provides students with the learning outcomes, unit lesson, required reading assignments, and supplemental resources.
2. **Learning Outcomes**: Each unit contains Learning Outcomes that specify the measurable skills and knowledge students should gain upon completion of the unit.
3. **Unit Lesson**: Each unit contains a Unit Lesson, which discusses lesson material.
4. **Reading Assignments**: Each unit contains Reading Assignments from one or more chapters from the textbook and/or outside resources.
5. **Suggested Reading**: Suggested Readings are listed in the Unit I-VI and VIII study guides. Students are encouraged to read the resources listed if the opportunity arises, but they will not be tested on their knowledge of the Suggested Readings.
6. **Learning Activities (Non-Graded)**: These non-graded Learning Activities are provided to aid students in their course of study.
7. **Unit Assignments**: Students are required to submit for grading Unit Assignments in Units I-VIII. Specific information and instructions regarding these assignments are provided below. Grading rubrics are included with each assignment. Specific information about accessing these rubrics is provided below.
8. **Ask the Professor**: This communication forum provides you with an opportunity to ask your professor general or course content related questions.

9. **Student Break Room**: This communication forum allows for casual conversation with your classmates.

**CSU Online Library**

The CSU Online Library is available to support your courses and programs. The online library includes databases, journals, e-books, and research guides. These resources are always accessible and can be reached through the library webpage. To access the library, log into the myCSU Student Portal, and click on “CSU Online Library.” You can also access the CSU Online Library from the “My Library” button on the course menu for each course in Blackboard.

The CSU Online Library offers several reference services. E-mail (library@columbiasouthern.edu) and telephone (1.877.268.8046) assistance is available Monday – Thursday from 8 am to 5 pm and Friday from 8 am to 3 pm. The library’s chat reference service, *Ask a Librarian*, is available 24/7; look for the chat box on the online library page.

Librarians can help you develop your research plan or assist you in finding relevant, appropriate, and timely information. Reference requests can include customized keyword search strategies, links to articles, database help, and other services.

**Unit Assignments**

**Unit I Project Topic**

Throughout this course, you will be working on a research project, in which you will use statistical techniques. You will also be using Microsoft Excel and PowerPoint to create charts and tables. In each of the Units I through VI, you will have an assignment related to this research project. Each assignment will be graded on an individual basis and will not be included in the final research project grade. However, each assignment is a part of the final research project paper and must be submitted via SafeAssign in Unit VII as part of the final version of your research project paper. You will then receive a final grade on your completed research project paper.

For the Unit I Project Topic, you will write a paper of at least two (2) pages explaining to your professor what you plan to research for your research project paper. Be sure to choose a topic that pertains to a leadership or organizational behavior issue.

You are required to use at least two resources to support your ideas. One source must be from the CSU Online Library, and the second source may be the textbook or a reliable source from the Internet. All sources used, including the textbook, must be cited and referenced appropriately.

If you would like more information on how to use the CSU Online Library, please watch the Success Center’s webinar located [here](#).

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**Unit II Annotated Bibliography**

Identify and clearly state the problem (the leadership or organizational behavior issue that you have selected to research).

The problem statement should be phrased in terms of a researchable question. For example, if a work group is not performing effectively, an effective problem statement might be "How can group performance be improved?"

A well-formed problem statement has:

1. **Focus**: The problem should be well defined and specific enough for the reader to gain a clear idea of the leadership or organizational behavior topic area and the direction of your study and research.
2. **Structure**: If the problem statement is sufficiently focused, it will provide a basis for decisions about which information to include and which to exclude from the paper.

Research your topic and select at least three (3) peer-reviewed, scholarly resources that you could use to support your research project paper. Prepare an annotated bibliography with the references you selected. You are required to prepare an annotation for each article. Each annotation should consist of a review and critical analysis of the articles. Each
annotation should be approximately one (1) page. In the review section of the annotation, you should provide a brief explanation of the article and its findings. In the critical analysis section, you should analyze the author's methodology, findings, and/or conclusions. Also, you should include the value of each article provided. This portion of your project should consist of no less than three (3) pages. Be sure all references are presented in APA format.

If you would like more information on how to create an Annotated Bibliography, please watch the Success Center’s webinar located [here](#).

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**Unit III Literature Review**

Write a literature review of the research study that you will conduct for your research project paper. You must address at least six (6) scholarly resources in this section. This may include the sources of your annotated bibliography. Approach this section as a “mini book report” on each of the reference sources that significantly informed your analysis and proposed solutions. Give the reader an overview of what information you found most relevant to your research. You may have found conflicting opinions/theories related to your topic area. Identify and discuss why you have chosen your research design. The section should be at least six (6) pages in length.

All sources used, including the textbook, must be cited and referenced according to APA standards. If you would like more information on how to create a Literature Review, view the Success Center’s example located [here](#).

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**Unit IV Project Topic**

**Analysis with Charts, Graphs, Measures of Central Tendency, Rates, and Ratios: Qualitative Analysis**

For the Unit IV Project Topic, you will write a paper of at least five (5) pages analyzing the data that you will use to complete the overview of your project.

- Use at least two resources to support your ideas. One source must be from the CSU Online Library, and the second source may be the textbook or a reliable source from the Internet. All sources used, including the textbook, must be cited and referenced appropriately.

- Include at least two charts and a table. If possible, use a median, mean, mode, or standard deviation in your analysis. Also, consider rates and ratios as a way of comparing information. Support your analysis with reference to appropriate research material.

Note: Students must have software capable of creating, editing, and saving Microsoft Office document files (.doc .docx), Microsoft Excel spreadsheet files (.xls .xlsx), and Microsoft PowerPoint presentation files (.ppt .pptx).

Students may access a 60-day trial version and/or purchase the required Microsoft software at [http://technet.microsoft.com/en-us/evalcenter/jj192782.aspx](http://technet.microsoft.com/en-us/evalcenter/jj192782.aspx). The Microsoft trial version can only be downloaded one time.

If you would like more information on how to use the CSU Online Library, please watch the Success Center’s webinar located [here](#).

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**Unit V Project Topic**

**Quantitative Analysis using Theory**

In this section of your project, you will use one of the theories discussed on pages 55-76 of your course textbook. Using one of the theories, explain how the results support your conclusions.

- This analysis should be no less than five (5) pages.
- Any references used should be scholarly in nature and should follow APA format.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.
Unit VI Project Topic

Recommendations and Draft Paper Submission with References

It is now time to pull together your previous work into a draft paper. You may need to rearrange paragraphs to make the research project paper flow smoothly as you transition from the various components. This submission should be no less than 10 pages in length. In addition to the components from the previous units, you will need to identify your solution and describe what should be done and how it should be done. Provide a timeline, if needed, of who is responsible for completing general tasks, and include any other recommendations you might have to improving the situation about which you are writing.

All sources used, including the textbook, must be referenced according to APA style; paraphrased and quoted material must have accompanying citations. Be sure to choose your references judiciously.

Note: Citing an author's work within your text documents your research, identifies the source for readers, and enables readers to locate the source of information in the alphabetical reference list at the end of the paper. To use the ideas or words of another person without crediting the source is plagiarism. Plagiarism in its purest form involves copying passages either verbatim or nearly verbatim, with no direct acknowledgment of the source. The most common form of plagiarism is to paraphrase information from your source material without citing it properly. Paraphrasing does not relieve you of the obligation to provide proper identification of source data. The best way to avoid plagiarism is to make sure all quotes, ideas, or conclusions not your own are given proper acknowledgment in your text.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

Unit VII Research Paper

Submit the final version of your paper including all the previous section(s) that you have submitted in the previous units and updated according to your professor’s feedback. The research project paper must consist of no less than 15 pages (including title and references pages) in APA style. All sources used, including the textbook, must be referenced; paraphrased and quoted material must have accompanying citations.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

Unit VIII PowerPoint Presentation

Submit a PowerPoint presentation consisting of 7-15 slides in which you present your research project and its findings to an audience of your peers. Within Unit V, you were required to discuss and implement one of the theories discussed on pages 55-76 of your course textbook. Within the PowerPoint Presentation for Unit VIII, please address the theory you decided to implement in your research project and the concepts you learned from integrating this specific theory. The PowerPoint presentation should contain the following slides:

- Title slide
- Content slides (Note: You must have 7-15 content slides.)
  - At least three slides address the theory you picked for your research project. Explain or illustrate the concept(s) you learned from implementing this theory into your research project.
- Reflection slide(s)
  - On your reflection slide(s), please explain the top three ideas/concepts that you will be taking away from this research project. Under each idea, please explain how you plan to integrate these ideas in your future endeavors.
- References slide
  - You are required to use a minimum of two (2) outside sources from the CSU Online Library. All sources used, including the textbook, must be cited and referenced according to APA standards.

If you would like more information on how to create strong presentations, watch the Success Center’s webinar located here.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.
APA Guidelines

The application of the APA writing style shall be practical, functional, and appropriate to each academic level, with the primary purpose being the documentation (citation) of sources. CSU requires that students use APA style for certain papers and projects. Students should always carefully read and follow assignment directions and review the associated grading rubric when available. Students can find CSU’s Citation Guide by clicking here. This document includes examples and sample papers and provides information on how to contact the CSU Success Center.

Grading Rubrics

This course utilizes analytic grading rubrics as tools for your professor in assigning grades for all learning activities. Each rubric serves as a guide that communicates the expectations of the learning activity and describes the criteria for each level of achievement. In addition, a rubric is a reference tool that lists evaluation criteria and can help you organize your efforts to meet the requirements of that learning activity. It is imperative for you to familiarize yourself with these rubrics because these are the primary tools your professor uses for assessing learning activities.

Rubric categories include: (1) Assessment (Written Response) and (2) Assignment. However, it is possible that not all of the listed rubric types will be used in a single course (e.g., some courses may not have Assessments).

The Assessment (Written Response) rubric can be found embedded in a link within the directions for each Unit Assessment. However, these rubrics will only be used when written-response questions appear within the Assessment.

Each Assignment type (e.g., article critique, case study, research paper) will have its own rubric. The Assignment rubrics are built into Blackboard, allowing students to review them prior to beginning the Assignment and again once the Assignment has been scored. This rubric can be accessed via the Assignment link located within the unit where it is to be submitted. Students may also access the rubric through the course menu by selecting “Tools” and then “My Grades.”

Again, it is vitally important for you to become familiar with these rubrics because their application to your Assessments and Assignments is the method by which your instructor assigns all grades.

Communication Forums

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

Once you have completed Unit VIII, you MUST unsubscribe from the forum; otherwise, you will continue to receive e-mail updates from the forum. You will not be able to unsubscribe after your course end date.

Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.

Ask the Professor

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

Student Break Room

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.
Grading

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<tr>
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<td>Unit III Literature Review</td>
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<td>Unit VII Research Paper</td>
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<td>Unit VIII PowerPoint Presentation</td>
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Course Schedule/Checklist (PLEASE PRINT)

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
# Course Schedule

By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

## Unit I: Selecting a Research Approach and Reviewing the Literature

<table>
<thead>
<tr>
<th>Review</th>
<th>Learning Activities (Non-Graded): See Study Guide</th>
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<tr>
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<td>Chapter 2: Review of the Literature</td>
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<td>Suggested Reading: See Study Guide</td>
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<td>Submit</td>
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## Notes/Goals:

## Unit II: The Use of Theory

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## Notes/Goals:

## Unit III: Writing Strategies and Ethical Considerations

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<td>Literature Review</td>
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## Notes/Goals:
## Course Schedule

### Unit IV
#### The Introduction and the Purpose Statement

**Review:**
- Unit Study Guide
- **Learning Activities (Non-Graded):** See Study Guide

**Read:**
- Chapter 5: The Introduction
- Chapter 6: The Purpose Statement
- **Suggested Reading:** See Study Guide

**Submit:**
- Project Topic

**Notes/Goals:**

### Unit V
#### Research Questions and Hypotheses

**Review:**
- Unit Study Guide
- **Learning Activities (Non-Graded):** See Study Guide

**Read:**
- Chapter 7: Research Questions and Hypotheses
- **Suggested Reading:** See Study Guide

**Submit:**
- Project Topic

**Notes/Goals:**

### Unit VI
#### Quantitative Methods

**Review:**
- Unit Study Guide
- **Learning Activities (Non-Graded):** See Study Guide

**Read:**
- Chapter 8: Quantitative Methods
- **Suggested Reading:** See Study Guide

**Submit:**
- Project Topic

**Notes/Goals:**
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