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**Organizational Management & Leadership (OML) Program**

**OML 300: APPLIED RESEARCH METHODS FOR MANAGERIAL LEADERSHIP**

**Spring Semester (Session 2)**

**INSTRUCTOR:**             Erin Hager-Henthorne, EdD, MPA

**EMAIL ADDRESS:**       Erin.Hager-Henthorne@reinhardt.edu

**PHONE:**                        (770) 720-5926

**OFFICE HOURS:**    By appointment

**MODES OF COMMUNICATION**

Students are encouraged to communicate with the instructor through the Canvas Messaging System and/or through their Reinhardt University student email account.  Telephone calls are welcomed. I will to respond to all emails, Canvas course messages, and phone calls within 24 hours of receipt.

**COURSE SCHEDULE**  
Spring Semester / Session 2: March 11th - May 5th, 2024

**COURSE DESCRIPTION**

This course provides the practical and theoretical knowledge that forms the decision-making process involved in the management and leadership of an organization. The course is designed to introduce the student to the scientific bases for decision-making including research methods and designs, qualitative and quantitative research, and descriptive and inferential statistics. The course focuses on the techniques of decision making, the issues involved in decision making, reporting the analytical processes undertaken, and the formal presentation of analysis and decision. In addition the course provides the student of leadership an introduction to the basic methods, techniques, and procedures of applied research. Emphasis will be placed on both quantitative and qualitative methods employed in conducting applied research projects. A minimal background in mathematics or statistics is recommended. An expected outcome of this course will be the preparation of the students’ organizational leadership research project proposal.

**REQUIRED TEXTBOOK**

Leedy, P.D., & Ormrod, J.E. (2016).*Practical research: Planning and design* (12th ed.).  Pearson.

**REQUIRED RESOURCES**

* Access to a computer
* Reliable internet access with a recommended to minimum Internet speed of 512kbps.
* Web camera, microphone, and audio.
* The Canvas Learning Management System should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.
* Canvas requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

**SUGGESTED RESOURCE (Highly Recommended)**

Publication Manual of the American Psychological Association, (current edition).

**TECHNICAL DIFFICULTIES**

The Canvas Learning Management System maintains 24-hour, 7-day support. You may access technical support by selecting the help icon located in the left-side navigation menu within the Canvas course room.  Otherwise, call 762-499-0185.

Students experiencing issues with Reinhardt University email or Eagle Web should first visit the Reinhardt University Self-Help Desk at [https://reinhardtkb.blackbelthelp.com/Links to an external site.](https://reinhardtkb.blackbelthelp.com/)

The site features trouble shooting tips for common issues and a 24 hour, 7-day technical support chat feature.

You may also contact the Helpdesk at [helpdesk@reinhardt.edu](mailto:helpdesk@reinhardt.edu) or by phone at 1-877-447-2001.

**OML PROGRAM LEARNING OUTCOMES (PLOs)**

Upon completion of the Bachelor of Science of Organizational Management & Leadership degree, the individual student should possess the following qualities, abilities, and skills:

PLO 1: Critique the application of management / leadership theories across diverse organizational contexts and environments.  
PLO 2: Examine organizational issues through application of analytical principles and scholarly / professional literature.  
PLO 3: Evaluate organizational issues through analysis of legal, ethical, and moral dimensions.  
PLO 4: Develop adaptive strategies to promote problem solving, positive change, and innovation within organizations.  
PLO 5: Develop individual awareness and professional communication skills that influence outcomes.  
PLO 6: Develop awareness of global and multicultural issues in relation to organizational management and leadership.  
PLO 7: Demonstrate the ability to articulate positions and communicate findings through composition of APA Style scholarly / professional writings.

**COURSE LEARNING OUTCOMES (CLOs):**

Upon successful completion of this course, students will be prepared to:

* CLO 1: Conduct basic, entry-level research to develop an idea and evaluate it.
* CLO 2:  To explain the application and goals of qualitative and quantitative research  
  (measuring variables).
* CLO 3:  Identify, explain, and apply the terms of validity and reliability in the assessment of  
  research quality.
* CLO 4: To identify and discuss the various methods of research (empirical and non-empirical).
* CLO 5: Demonstrate the ability to create a working research proposal in APA format.

**CREDIT HOUR STATEMENT**

Courses offered in an 8 week session are twice as intensive as those held during a traditional full semester. In addition to the 40 hour direct instruction residency component, students are expected to spend a minimum of 12 hours each week engaged with class activities classified as indirect instruction.

Direct instruction includes weekly asynchronous online lecture sessions, reading the assigned chapters of the textbook and supplemental course materials.  Indirect instruction includes, but is not limited to: conducting independent research, completion of online written assignments, composition of term papers, development of individual presentations and preparation for examinations.

**Georgia P.O.S.T. Uniform Academy Regulation 9.1.4**

Students who fail to demonstrate required skills on an assignment classified as a performance examination shall not be provided with structured remediation nor be retested. This regulation will not apply to assignments classified as practical exercises.

**REINHARDT UNIVERSITY ONLINE ATTENDANCE AND WITHDRAWAL POLICY**

Students must meet weekly online attendance requirements. An online week is defined as being Monday 12:00 AM (EST) through Sunday at 11:59 PM (EST). Deadlines for attendance are based on Eastern Standard Time.

A student will be considered in attendance for a given week of instruction if he or she participates in the course through the submission of a required assignment or attends a scheduled online interactive class session.

**Initial Course Participation**

A student who fails to participate during the first 8 calendar days of a course shall be administratively dropped from the course.

**Ongoing Course Participation**

Ongoing course participation is satisfied through the continued completion of weekly online course room activities. Students who do not participate in a course for 7 or more consecutive days are not satisfying ongoing course participation.  
  
Students who are not satisfying the ongoing course participation requirement shall be notified by a University representative via University email. The student must resume participation in the course within 3 calendar days following the sending of the notification.

Students who do not resume participation in the course will be administratively withdrawn from the course and be issued a grade of “W” or “F”.

A grade of “W’ will be issued if an administrative or voluntary withdrawal occurs before 11:59 PM (EST) on Monday of the fifth week of the course.

A grade of “F” will be issued if an administrative or voluntary withdrawal occurs after 11:59 PM (EST) on Monday of the fifth week of the course.

Students may be impacted academically and financially in the case of voluntary and administrative withdrawals. It is the student’s responsibility to understand these implications.

**ACADEMIC INTEGRITY**

All assignments must be completed on an individual basis. Students are expected to read and adhere to the Academic Integrity section of Reinhardt University’s Undergraduate Academic Catalog.

Cases of academic dishonesty may result in expulsion from the University, a failing grade for the course, or a failing grade for the assignment.

The following are recognized as unacceptable forms of academic behavior at Reinhardt University:

* Plagiarizing, that is presenting words or ideas not your own as if they were your own. The words of others must be enclosed in quotation marks and documented. The source of the distinctive ideas must also be acknowledged through appropriate documentation. (NOTE: Strictly adhere to APA citation and referencing guidelines to avoid this).
* Submitting a paper written by another student or another person as if it were your own.
* Submitting a paper containing sentences, paragraphs, or sections lifted from another student’s work or other publication; there must be written documentation.
* Submitting a paper written by you for another course or occasion without the explicit knowledge and consent of the instructor.
* Fabricating evidence or statistics that supposedly represent your original research.
* Cheating of any sort on tests, papers, projects, reports, etc.
* Using the internet inappropriately as a resource. See 3 above.

**COURSE EXPECTATIONS & EVALUATION**

This is a course based primarily on discussion and article critique assignments. Class participation is absolutely critical in the success of the students. Students are expected to have read the material and participate in meaningful conversation and offering of opinion on the subject matter covered in each week.

It is expected that previous courses the students have taken in the OML program will be used in the format of contributing to class discussions and written assignments.

Classes will include video lectures, class discussion, and writing assignments.

**COURSE REQUIREMENTS/ASSIGNMENTS**

Knowledge of the material presented in this course will be evaluated based on the satisfactory completion of all coursework. Methods of instruction and learning include module reading assignments, discussion postings, individual research, essay assignments, and submission of a final course paper.

Students are expected to complete all module activities during the week assigned and in the manner prescribed.  All graded assignments shall be submitted through the Canvas Learning Management System.  Specific directions for submission shall be contained within individual Module Academic Requirement pages.

See the **Course Summary** at the end of this syllabus for assignment due dates.  Due dates are also listed in the **Course Calendar**.

**Reading Assignments**

Students are expected to complete assigned readings for each module prior to participating in discussion forums and submitting written assignments.  All required reading assignments shall be provided within individual learning modules.

**Multimedia Assignments**

Periodically video lectures and other presentations shall be imbedded within individual modules for student viewing.  Students are highly encouraged to view these presentations which will serve to reinforce concepts gained through reading material.

**Discussion Assignments**

Students are expected to actively participate in module discussion assignments. See the **course summary** at the end of this syllabus for discussion assignment due dates.  Due dates are also listed in the **course calendar**.

All postings must adhere to APA 7th Edition guidelines regarding citations and referencing, and format. This category may also include individual / group presentations assigned by the instructor.

Discussion assignments shall be graded based upon the **OML 300 Discussion Assignment** **Grading Rubric.**

Students are highly encouraged to review the grading rubric for a given assignment in advance of submission.  See **"**[**How Do I View Rubrics in CanvasLinks to an external site.**](https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-the-rubric-for-a-quiz/ta-p/453)**"** for directions on accessing assignment grading rubrics.

When corresponding online it is important to be aware of [Netiquette](https://reinhardtuniversity.instructure.com/courses/9933/files/790980?wrap=1)[Download Netiquette](https://reinhardtuniversity.instructure.com/courses/9933/files/790980/download?download_frd=1) or proper etiquette online.  The [Netiquette Guidelines](https://reinhardtuniversity.instructure.com/courses/9933/files/790980?wrap=1)[Download Netiquette Guidelines](https://reinhardtuniversity.instructure.com/courses/9933/files/790980/download?download_frd=1)document explains how we should correspond online to ensure a safe and open learning environment for everyone. Feel free to disagree with one another in discussion but do so in a manner that is not demeaning to others.

**Article Critique Assignments**

Deadlines for module article critique assignments are listed in the **course summary** at the end of this syllabus.  Essay assignment due dates are also listed in the **course calendar**.

Students must meet the minimum word count specified for each assignment.  Assignments must adhere to the citation and referencing guidelines contained in the 7th Edition APA Manual, as well as proper formatting.

Essay submissions shall be graded based upon the **OML 300 Article Critique Grading Rubric**.

A course reflections essay shall be required during the last module of this course.  The essay is designed to assist students with meeting program exit requirements.   This essay submission shall be graded based upon the **OML 300 Reflective Essay Rubric**[.](https://reinhardtuniversity.instructure.com/courses/4703/rubrics/5755)

 See **"**[**How Do I View Rubrics in CanvasLinks to an external site.**](https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-the-rubric-for-a-quiz/ta-p/453)**"** for directions on accessing assignment grading rubrics.

**Examination**

A final examination will be administered during the last week of the course.  The examination shall consist of (4) essay questions based on subject matter tied to course learning outcomes.  Examination submissions shall be graded based on criteria contained with the **OML 300 Essay Grading Rubric**.

See **"**[**How Do I View Rubrics in CanvasLinks to an external site.**](https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-the-rubric-for-a-quiz/ta-p/453)**"** for directions on accessing assignment grading rubrics.

**Research Component**

Students are required to draft a research proposal identifying a research topic/problem within the field of organizational management and leadership, which takes into account social, political, or legal influences as well as practical significance to the student's profession. All topics must be approved in advance by the course instructor.

The paper should reflect an interest that explores the context of a management or leadership problem, of the student's choosing, to build the foundation of their capstone research project.

See the **OML 300 Research Component Grading Rubric** for grading criteria.

See **"**[**How Do I View Rubrics in CanvasLinks to an external site.**](https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-the-rubric-for-a-quiz/ta-p/453)**"** for directions on accessing assignment grading rubrics.

The due date for submission is listed in the **course summary** at the end of this syllabus and in the **course calendar**.

The final paper must meet the following requirements:

* Written in APA 7th Edition format.
* Must be a minimum of (7) pages excluding the cover page and reference page.
* Must have a title page in APA format. An abstract will not be required.
* Must have a reference page in APA format.
* Must have a minimum of (5) acceptable scholarly references listed and cited in the body of the work.
* Double spacing is required between sentences and paragraphs per APA guidelines.
* Use Times New Roman 12 font when preparing the paper.
* Must demonstrate the ability to utilize short quotes, and summary/paraphrase in proper APA format.
* Plagiarism will not be tolerated…your paper must properly document all ideas and information not your own. Plagiarism or academic dishonesty may result in a failing grade for this course. Other sanctions may be imposed based on University policy.
* Do not attempt to copy and paste from research papers or essays available online. The instructor will diligently check all papers for plagiarism.

**Quality of Student Work**

Use of proper grammar, correct spelling, and writing principles are expected in all work. Full credit will not be granted for work that contains grammar or spelling errors.

**LATE / MISSING ASSIGNMENTS**

The instructor is under no obligation to grade assignments submitted after the scheduled due date.  However, exceptions may be granted due to exigent circumstances on a case-by-case basis.  It is the student’s responsibility to discuss these matters with the instructor in advance of an assignment’s due date.

See the **course summary** at the end of this syllabus for assignment due dates.  Due dates are also listed in the **course calendar**.

**EVALUATION & GRADING**

The following grading scale will be utilized in the determination of the student’s final course grade:

|  |  |
| --- | --- |
| **Grade Percentage** | **Corresponding Letter Grade** |
| 90-100% | A |
| 80-89.9% | B |
| 70-79.9% | C |
| 0-69.9% | F |

A final grade of B or higher is required.

**FINAL AVERAGE BREAKDOWN**

Each individual assignment shall be graded on a scale of 0-100 in accordance with the grading scale and specific assignment grading rubric.

|  |  |
| --- | --- |
| **ASSIGNMENT CATEGORY** | **FINAL GRADE PERCENTAGE** |
| Discussion Assignments (4 total submissions) | 15% |
| Article Critique Assignments (5 total submissions) | 30% |
| Research Proposal (1 submission) | 35% |
| Examination (1 submission) | 20% |

**GRADE GRIEVANCE POLICY**

A student with a grade grievance is encouraged to discuss the issue with the instructor involved. If the grievance remains unresolved, the student must discuss the concern with the appropriate School Dean. Failing resolution at that level, the student may seek satisfaction from the Provost of the University.

A student may appeal for a grade change within 30 days of the posting of grades. An appeal form may be obtained from the Office of the Provost.

**ONLINE ACADEMIC SUPPORT SERVICES**

Reinhardt University offers academic support services for online students through BrainFuse HelpNow. Services include access to live tutors, writing lab assistance, and study center resources. These resources are offered at no additional charge and are available on demand through [Course Resources](https://reinhardtuniversity.instructure.com/courses/9933/pages/course-resources).

**NON-DISCRIMINATION STATEMENT**  
Reinhardt University does not discriminate in any of its policies, programs, or activities on the basis of race, color, age, culture, national origin, socioeconomic status, gender, religious belief, sexual orientation, physical (dis)ability or genetic information.

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 documented disability requiring an accommodation, please contact the Academic Support Office (ASO).

Reinhardt University is committed to providing reasonable accommodations for all persons with disabilities. Therefore, if you are seeking classroom accommodations under the Americans with Disabilities Act, you are required to register with the Academic Support Office (ASO). ASO is located in the basement of Lawson Building. Phone is 770-720-5567. To receive academic accommodations for this class, please obtain the proper ASO letters/forms.