

THE UNIVERSITY OF WESTERN ONTARIO

LONDON CANADA

MOS 3341F RESEARCH METHODS IN HUMAN RESOURCES

INSTRUCTOR: Chester Kam, Ph.D. Candidate
OFFICE: SSC 8434
OFFICE HOURS: TUESDAY 12:30-1:30pm or by appointment
E-MAIL: ckam@uwo.ca

PREREQUISITES:

One of: MOS 2242A/B, Statistical Sciences 2035, Psychology 2820E, Sociology 2205A/B and enrollment in 3rd or 4th year of BMOS.

Senate Regulations state, “unless you have either the requisites for this course or written special permission from your dean to enroll in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.”

OBJECTIVES: By the end of the course, you should be able to

- (1) Understand a range of research approaches that can be applied to human resource management problems
- (2) Read and understand research papers
- (3) Plan and execute your own research projects

REQUIRED TEXTBOOK:

Sekaran, U., & Bougie, R. (2010). *Research methods for business – A skill building approach*. West Sussex, United Kingdom: John Wiley & Sons.

REFERENCES (optional):

American Psychological Association (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

GRADING:

Class Attendance and Participation	10%
Individual Assignments	20%
In-class Poster Presentation	5%
Research Paper	35%
Exam	30%

1. Class Attendance and Participation (10%)

Attendance will be taken at the beginning of each class. In addition, you will be assigned a reading each week. The reading will be posted on webCT one week in advance. Make sure that you do the reading before coming to class. There will be short quizzes used for the purpose of checking whether you have done your reading. Students should also actively participate in class.

2. Individual Assignments (20%)

You will be given three individual assignments throughout the course. Details will be given during the course.

3. In-class Poster Presentation (5%)

You will be given the International Society Social Survey data (ISSP). You will apply what you have learned in class to writing a research paper based on this dataset. You will also prepare a poster presentation at the end of the course and students will exchange feedback with one another.

4. Research Paper (35%)

You will write a research paper based on the same topic as your in-class poster presentation. The length of the research paper is 15 pages or less (12 point font, double-spaced), excluding title page, abstract, references, tables, and figures. For fairness, materials beyond the page limit will not be read.

The structure of the paper is as follows:

- Abstract (summarize your paper in 120 words or less)
- Introduction (outline the topic of interest [1-2 pages]; review the literature and provide the theoretical background of your work [3-4 pages]; formulate testable hypotheses for your work [2-3 pages])
- Methods (describe the sources of data, measures, and processes of data analysis [2-3 pages])

- Results (report the findings of your analysis [1-2 pages])
- Discussion (discuss your findings and provide implications and limitations of your research [3-4 pages])

The paper must be written in paragraphs rather than in point form. Unclear writing will result in marks being deducted. You may obtain help from the Student Development Centre for your writing (<http://www.sdc.uwo.ca/writing/>).

It is strongly recommended that you discuss the topic of your research paper with me before beginning.

5. Test (30%)

There will be a closed book 3-hour exam, consisting of multiple choice and short answer questions. All materials from the lecture and the assigned readings will be included. More information will be given later in the course.

COURSE SCHEDULE

Class #	Date	Topic	Readings	Due
1	Sep 13	Introduction to Research	Chapter 1 and 2	
2	Sep 20	Research Process	Chapter 3 and 4	
3	Sep 27	Measurement Issues	Chapter 7	
4	Oct 4	Organizational Survey	Chapter 7	
5	Oct 11	Data Collection and Ethics	Chapter 8	Assignment #1 due
6	Oct 18	Quantitative Research (1)	Chapter 9	
7	Oct 25	Quantitative Research (2)	Chapter 9	Assignment #2 due
8	Nov 1	Statistical Analysis	Chapter 11 & 12	
9	Nov 8	Qualitative Research	Chapter 13	
10	Nov 15	Meta-analysis		Assignment #3 due
11	Nov 22	Poster Presentations		
12	Nov 29	Evaluation		

Research Paper (both softcopy and hardcopy) due on December 6 at noon (12pm).

POLICIES

Classes

Class attendance is mandatory and counts towards your grade. Please be punctual and arrive at the class on time. The use of cell phones during class is not acceptable because it disturbs other students: you may be asked to leave if you are distracting the class. Materials covered in class may differ from those covered in your textbook. In order to do well, you should attend classes regularly and read the textbook.

Plagiarism and Academic Misconduct

Plagiarism is defined as "The act of appropriating the literary composition of another, or parts or passages of his writings, or the ideas or language of the same, and passing them off as the product of one's own mind." (Excerpted from H.C. Black, Black's Law Dictionary, West Publishing Co., 1979, 5th ed., p. 1035.) According to the University policy, plagiarism will be severely punished.

All assignments and work submitted to this course should be students' individual work. Students' assignment in this course will be submitted TurnItIn, a service designed to check for plagiarism. Students are responsible for understanding the university's policy of plagiarism and other scholastic offenses. It is the responsibility of the students to read the university's policy on scholastic offenses:

<http://www.uwo.ca/univsec/handbook/appeals/scholoff.pdf>

Exams. The instructor and proctors are experts in identifying cheating incidents. Moreover, advanced technologies make computerized cheating and exam analyses possible, and these will be conducted for all students on all exams. Offenders will be given the maximum possible penalty to ensure course integrity. To avoid being associated with a cheating incident, keep your scantron hidden from others, do not sit near friends, and do not look at other people's exams.

No electronic devices (including cell phones), textbook, and notes will be allowed during exams.

Submitting your Assignments

All students are required to hand in an assignment to my mailbox (ckam@uwo.ca) before the beginning of the class. In case I do not receive your document, remember to save (i.e., cc) a copy in your inbox so that the time of your assignment submission will be recorded. In addition, students are required to hand in a hardcopy of the assignment at the beginning of the class. The softcopy of the assignment must be the same as the hardcopy of the assignment. All assignments should be turned in on time. A late assignment will be penalized with a 20% deduction for each 24-hour period that it is late. Assignments that are more than 3 days late will not be marked and will be automatically given a grade of zero.

Pleas for Grade Adjustments. There will be no grade adjustments made in this course. Needing a certain average to maintain good standing in your home faculty or to obtain entry into a desired faculty is not grounds for special exam scoring, grade adjustments, or exam-reweighting. Under no circumstances will grade adjustments be allowed.

Communications

WebCT will be used as the course website. Students can log in with their username (corresponding to their UWO email address) and associated password. Course information and notes may be posted as needed.

After you send an e-mail message to me, expect me to reply to you within 24 business hours (i.e., weekends and holidays excluded). I do not usually check e-mails on weekends and holidays.

Exam Make-up

There will be one scheduled make-up exam. If you cannot attend the scheduled exam or the make-up exam, you will receive a score of zero on that test. Further information is listed below, under the topic of “Further Information from the Department”

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Accessibility

DAN Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may wish to contact Services for Students with Disabilities (SSD) at 661-2111 #82147 for any specific questions regarding an accommodation. More information about “Accessibility at Western” is available at: <http://accessibility.uwo.ca>.

FURTHER INFORMATION FROM THE DEPARTMENT

General Information

If, on medical or compassionate grounds, you are unable to meet your academic responsibilities, i.e., unable to write term tests or final examinations or complete course work by the due date, you should follow the instructions listed below. You should understand that academic accommodation will not be granted automatically on request. You must demonstrate that there are compelling medical or compassionate grounds that can be documented before academic accommodation will be considered. Read the instructions carefully. In all cases, action must be taken at the earliest possible opportunity, preferably prior to the scheduled examination, test or assignment.

1. Check the course outline to see if the instructor has a policy for missed tests, examinations, late assignments or attendance. The course outline should include the preferred method of contact (e-mail, phone, etc.).
2. Inform the instructor prior to the date of the scheduled time of the test or examination or due date of the assignment. If you are unable to contact the instructor, leave a message for him/her at the department office.
3. Bring your request for accommodation to the Academic Counselling Office, Room 2105, Social Science Centre, telephone 519 661-2011 or fax 519 661-3384. Be prepared to submit documentation of your difficulties.
4. If you decide to write a test or an examination you should be prepared to accept the mark you earn. Rewriting tests or examinations or having the value of the test or examination reweighted on a retroactive basis is not permitted.

TERM TESTS and MID-TERM EXAMS

1. If you are unable to write a term test, inform your instructor (preferably prior to the scheduled date of the test). If the instructor is not available, leave a message for him/her at the department office.
2. Be prepared, if requested by the instructor, to provide supporting documentation (see below for information on acceptable forms or documentation). Submit your documentation to the Academic Counselling Office.
3. Make arrangements with your professor to reschedule the test.
4. The Academic Counselling Office will contact your instructor to confirm your documentation.

FINAL EXAMINATIONS

1. You require the permission of the Dean, the instructor, and the Chair of the department in question to write a special final examination.

2. If you are unable to write a final examination, contact the Academic Counselling Office in the first instance to request permission to write a special final examination and to obtain the necessary form. You must also contact your instructor at this time. If your instructor is not available, leave a message for him/her at the department office.
3. Be prepared to provide the Academic Counselling Office and your instructor with supporting documentation (see below for information on documentation).
4. You must ensure that the Special Examination form has been signed by the instructor and Department Chair and that the form is returned to the Academic Counselling Office for approval without delay.

Note: Make sure you know the date, time and location of the special examination. For more information see Examinations - Common Situations (visit: <http://counselling.ssc.uwo.ca/procedures/examinations.asp>).

LATE ASSIGNMENTS

1. Advise the instructor if you are having problems completing the assignment on time (prior to the due date of the assignment).
2. Submit documentation to the Academic Counselling Office.
3. If you are granted an extension, establish a due date.
4. Extensions beyond the end of classes must have the consent of the instructor, the Department Chair and Dean. A Recommendation of Incomplete form must be filled out indicating the work to be completed and the date by which it is due. This form must be signed by the student, the instructor, the Department Chair, and the Dean's representative in the Academic Counselling Office.

SHORT ABSENCES

If you miss a class due to a minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate.

EXTENDED ABSENCES

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. This must be done by the appropriate deadlines. (Refer to the Registrar's website for official dates.) The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed of your difficulties.

DOCUMENTATION

- **Personal Illness:** If you consult Student Health Services regarding your illness or personal problem, you should request a Student Medical Certificate from the physician. Once your documentation has been assessed, the academic counsellor will inform your instructor that academic accommodation is warranted.
- If you were seen by an off-campus doctor, obtain a certificate from his/her office at the time of your visit. The off-campus medical certificate form must be used. <http://www.uwo.ca/univsec/handbook/appeals/medicalform.pdf>. The doctor must provide verification of the severity of the illness for the period in question. Notes stating "For Medical Reasons" are not considered sufficient.
- **In Case of Serious Illness of a Family Member:** Obtain a medical certificate from the family member's physician.
- **In Case of a Death:** Obtain a copy of the newspaper notice, death certificate or documentation provided by the funeral director.
- **For Other Extenuating Circumstances:** If you are not sure what documentation to provide, ask an Academic Counsellor.

Note: Forged notes and certificates will be dealt with severely. To submit a forged document is a scholastic offense (see below) and you will be subject to academic sanctions.

ACADEMIC CONCERNS

- You need to know if your instructor has a policy on late penalties, missed tests, etc. This information may be included on the course outline. If not, ask your instructor.
- You should also be aware of attendance requirements in courses such as Business and English. You can be debarred from writing the final examination if your attendance is not satisfactory.
- If you are in academic difficulty, check the minimum requirements for progression in your program. If in doubt, see your Academic Counsellor.
- If you are registered in Social Science courses but registered in another faculty (e.g., Arts or Science), you should immediately consult the Academic Counselling Office in your home faculty for instructions.

FAILED YEAR

For procedures for completing a Waiver of the Progression Requirements, go to (http://counselling.ssc.uwo.ca/procedures/ss_petition.pdf; DEADLINE IS JUNE 30). Also visit: http://counselling.ssc.uwo.ca/bmos_petition.pdf.

In your petition letter, you must address all of the following questions:

- What were the extenuating circumstances which contributed most significantly to your poor academic performance.) When did the problem(s) arise? Appropriate supporting documentation (eg. medical note from a doctor to document problems, or a letter from a family member or close personal friend to support compassionate grounds) must be submitted with the petition. If you need more information regarding the submission of appropriate documentation, please contact the Dean's Office.
- Answer the following questions:
 1. What attempts did you make at the time you were encountering problems that affected your academic performance to contact your instructors, Academic Counsellors, the staff in Student Development Centre (Learning Skills Counsellors), the Ombudsperson, or Student Health Services?
 2. What academic accommodation did you request at the time you were experiencing major problems that were affecting your academic performance?
 3. What steps did you take to minimize the impact on your academic work of the difficulties that you were encountering?
 4. Approximately what percentage of classes did you attend in each course?
 5. What assignments/tests/labs/quizzes/exams did you complete in each course?
 6. Please record the grades you received for assignments/labs/tests/quizzes/exams, etc in each course. If you failed to complete all the course requirements, explain and provide reasons.
 7. Please list the final grade earned in each course in which you were registered during the past academic year.
- Why do you think you would be successful in University-level academic studies, if your petition was granted?
- What are your academic goals?
 - What is your long-term degree/program objective?
 - In what specific program do you wish to register during the coming year?
 - What specific courses do you wish to take during the coming year?

NOTE: In (b) and (c), do not list courses or programs for which you are not currently eligible. You must check the prerequisites for the program and courses you wish to take.