

**MOS 3341F: RESEARCH METHODS IN HUMAN RESOURCES**

**FALL 2012**

**COURSE TIME/LOCATION:** Tuesday 9:30AM – 12:30PM, SSC 2036

**INSTRUCTOR:** Yang Ye, MSc, PhD Candidate

**OFFICE:** SSC 6323

**OFFICE HOURS:** Tuesday 1:30-2:30PM or by appointment

**E-MAIL:** [yye8@uwo.ca](mailto:yye8@uwo.ca)

**PREREQUISITES**

One of the following courses: 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.”

**GENERAL INFORMATION**

The course provides a general introduction to scientific research methods for business. Topics include features of empirical research, theory and hypothesis, the general process of research; data collection methods, measurement issues, experimental studies, data analysis, and research reports. Themes in human resource management such as recruitment, selection, performance appraisal, and diversity in the workplace will be included in the format of cases as illustrations to these topics.

**REQUIRED TEXTBOOK**

Sekaran, U., & Bougie, R. (2010). Research methods for business – A skill building approach, 5<sup>th</sup> edition. West Sussex, United Kingdom: John Wiley & Sons.  
ISBN: 978-0-470-74479-6.

**COURSE FORMAT:**

Each class consists of two one-hour-and-twenty-minute sessions. Within each session, there will be some lecturing as well as active learning in terms of group discussion, group activity, and mini-projects. During these learning activities, you will have the opportunity to work with each other to evaluate and critic scientific research as well as to design research tools

and projects. You will also be exposed to various examples and cases of existing research conducted by scientists, companies, and government agencies.

## LEARNING OUTCOMES

Upon successful completion of this course, you should know how to:

- 1) Design a research study;
- 2) Develop questionnaires;
- 3) Design experiments;
- 4) Collect, prepare, and analyze data;
- 5) Communicate research findings;

Moreover, you should also be able to:

- 1) Discriminate between good and not-so-good research;
- 2) Be aware of sources of biases in research and the limitations of research;
- 3) Become a more sophisticated consumer of information. Evaluate the validity of information received and judge it for what it truly represent;

## EVALUATION

You are required to complete all components of this course, and there are no exceptions to this. Extra assignments to improve grades will NOT be allowed. Grades will not be adjusted on the basis of need. You are responsible for their grades in this course. Please monitor your own performance during the course.

Component	Percentage of Course Grade
Attendance and participation	15%
Assignments	20%
Oral Presentation	5%
Mid-Term Exam	30%
Final Exam	30%

### - Attendance and Participation (15%)

Attendance will be taken at the beginning of each class. Participation of each student will be graded after each class. You are expected to do the required readings before class and strongly encouraged to attend classes and to actively participate in class discussions and activities, as the learning objectives will not be met without the active participation of each of you.

### - Assignments (20%)

There will be **two** individual assignments throughout the course. Details about each assignment will be provided during relevant classes.

**- In-class Oral Presentation (5%)**

At the end of the course, each student will prepare and give a 10-min oral presentation to introduce a research project and the findings. Details about the topics, content, and evaluation will be provided during relevant classes.

**- Exams (30% + 30%)**

Both two exams are multiple-choice + short answers in format.

The midterm exam will be **in class (Oct. 23)**, and will be scheduled for **2 hours (9:30 – 11:30AM)**. The final exam will be scheduled for **3 hours** during the final exam period (Dec 8 – 19). Both are closed book examinations.

You are responsible for material covered in the classes as well as the assigned chapters/sections in the textbook. Please note that Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not redundant.

## **LEARNING ENVIRONMENT AND ACCESSIBILITY**

The classroom is where all the fun happens and there should be nothing on the way. As instructor, I am responsible of creating and enforcing a safe and supportive learning environment for everyone. If anyone feels concerned about certain things that may happen or are happening in the classroom, such as speaking in public or feeling offended by others during discussions, please let me know in a way with which you feel comfortable. I will make sure that your concerns are addressed.

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 also wish to contact Services for Students with Disabilities (SSD) at 519-661-2111 ext 82147 for any specific question regarding an accommodation. More information about “Accessibility at Western” is available at: <http://accessibility.uwo.ca>

## COURSE SCHEDULE

<b>Class</b>	<b>Date</b>	<b>Theme</b>	<b>Topic</b>	<b>Readings</b>
1	Sept 11	The Research Mindset	Breaking the Ice	Ch 1, 2
2	Sept 18		The Scientific Mindset	Ch 2, 3
3	Sept 25		Theory, Hypothesis, and Research Design	Ch 4, 5
4	Oct 2	Data Collection	Operational Definition and Questionnaire Design (1)	Ch 6, 7 (139-156)
5	Oct 9		Questionnaire Design (2)	Ch 8, 7 (156-167),
6	Oct 16		Interview and Observational Methods, Mid-Term Review	Ch 8
7	Oct 23		Mid-term Exam	Ch 1 - 8
8	Oct 30	Research Design and Data Analysis	Experimental Designs	Ch 9
9	Nov 6		Correlational Studies and Sampling	Ch 5, 10
10	Nov 13		Data Preparation and Analysis	Ch 11, 12
11	Nov 20	Communication of Research	The Research Report	Ch 14
12	Nov 27		Oral Presentations	
13	Dec 4	Conclusions and Review	Oral Presentations (cont., if required), Exam review	

## UNIVERSITY POLICY ON ILLNESS

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation supplied (see below for process) indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy [<http://www.uwo.ca/univsec/handbook/general/privacy.pdf>].

Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note: it will not be sufficient to provide documentation indicating simply that the student was seen for a medical reason or was ill.)

A form to be completed by off-campus physicians is available at:  
<http://counselling.ssc.uwo.ca/forms/medicalNote.pdf>

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

In the case of a final examination in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact your instructor and the Faculty Academic Counselling Office as soon as

possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. In general, retroactive requests for grade revisions on medical or compassionate grounds will not be considered.

## **UNIVERSITY POLICY ON CHEATING AND ACADEMIC MISCONDUCT**

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses (see section 9.0 below). Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating. Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring. A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson, Room 251 University Community Centre, (519) 661-3573.

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar. Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

## **PROCEDURES FOR APPEALING ACADEMIC EVALUATIONS**

In the first instance, all appeals of a grade must be made to the course instructor (informal consultation). If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Assistant Program Director or Designate of the BMOS program. If the response of the Assistant Director is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty in which the course of program was taken. Only after receiving a final decision from the Dean, may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office.

## **SUPPORT SERVICES**

The Registrar's office can be accessed for Student Support Services at <http://www.registrar.uwo.ca>

Student Support Services (including the services provided by the USC listed here) can be reached at: <http://westernusc.ca/services/>)

Student Development Services can be reached at: <http://www.sdc.uwo.ca/>.

Students who are in emotional/mental distress should refer to Mental Health@Western <http://www.uwo.ca/uwoom/mentalhealth/> for a complete list of options about how to obtain help.”

## **IMPORTANT DATES**

September 14, 2012 Last day to add a full course or a first-term half course

November 5, 2012 Last day to drop a first-term half course without academic penalty

December 5, 2012 Fall Session classes end

December 8-19 Mid-year examination period

**For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: <http://www.uwo.ca/univsec/handbook/>**