CIS 5382-110, CRN: 80086, Research Methods
Fall 2020

Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

Dates: August 24, 2020 – December 11, 2020
Location: Online
Modality: This is a 100% online course, and uses the A&M-Central Texas Canvas Learning Management System [https://tamuct.instructure.com/].

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Randy Brown
Office: Virtual. I will have some office hours in FH 323J, but those are TBD and may be flexible.
Phone: 254-519-5462 NOTE: Unless I'm in FH 323J, I won't be answering. Use Inbox/Email 1st.
Email: For course related communications, please use Canvas "Inbox"
        For non-course related, use rwbrown@tamuct.edu
COBA Department Main Phone Number: (254) 519-5437
COBA Department Main Email: cobainfo@tamuct.edu
COBA Department Main Fax#: (254) 501-5825

Office Hours
Due to the COVID Epidemic and changing social distancing requirements, Physical Office hours are TBD. Best bet is to email me and schedule either a virtual visit or F2F visit in FH 323J.

Student-instructor interaction

Please send all course related correspondence through Canvas "Inbox". Please use TAMUCT email only when Canvas is not available (or for non-course related correspondence). I check email several times a day during the week and at least once during the weekends. I will attempt to respond within 24 hours Mon-Thurs and within 48 hours on Fri through Sun. Please do not hesitate to stop by my office during the scheduled office hours or contact me via phone, Canvas Inbox, or TAMUCT email, if there are any personal problems or challenges that are hindering your regular progress in the course.

WARRIOR SHIELD

Emergency Warning System for Texas A&M University-Central Texas
Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account.

Connect to Warrior Shield by 911Cellular [https://portal.publicsafetycloud.net/Account/Login] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

COVID-19 SAFETY MEASURES

 To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University-Central Texas has adopted policies and practices to minimize virus transmission. All members of the university community are expected to adhere to these measures to ensure their own safety and the safety of others.   Students must observe the following practices while participating in face-to-face courses, course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.) and co-curricular programs:

- Self-monitoring—Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction. Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities.

- Face Coverings— Face coverings must be worn inside of buildings and within 50 feet of building entrances on the A&M-Central Texas Campus. This includes lobbies, restrooms, hallways, elevators, classrooms, laboratories, conference rooms, break rooms, non-private office spaces, and other shared spaces. Face coverings are also required in outdoor spaces where physical distancing is not maintained. The university will evaluate exceptions to this requirement on a case by case basis. Students can request an exception through the Office of Access and Inclusion in Student Affairs.

    o If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office of Student Conduct. Additionally, the faculty member may choose to teach that day's class remotely for all students.

- Physical Distancing—Physical distancing must be maintained between students, instructors, and others in the course and course-related activities.

- Classroom Ingress/Egress—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.
- The university will notify students in the event that the COVID-19 situation necessitates changes to the course schedule or modality.

COURSE INFORMATION

Course Overview and description

This course examines timely topics related to computer-based systems. The course develops research skills, problem-solving skills, applies the scientific method refines presentation skills, and promotes team involvement. The course operates in a distributed team environment using the Internet as its communication vehicle.

Course Objective or Goal
To develop an understanding of research and what is used to conduct research
Student Learning Outcomes
At the conclusion of the course the student will be able to:
1. Understand research methodologies, philosophy, and science
2. Understand and know how to review a scientific paper
3. Understand methods for designing research
4. Think abstractly to apply scientific research to a real-world problem
5. Learn in depth about a research method 6. Practice presentation skills to an audience about a scientific tool

Competency Goals Statements (certification or standards)
Graduates should demonstrate ability to:
1. Write effectively on technical and non-technical subjects in computer information systems.
2. Use skills and abilities to research and evaluate current and emerging trends and technologies in order to build effective organizational solutions.

Required Reading and Textbook(s)
Book 1:
a. Business Research Methods, 13th Ed.
b. Authors: Schindler
c. ISBN: 9781259918933

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

COURSE REQUIREMENTS

Reading Assignments:
All assigned chapters will be used as the basis for class and/or blackboard discussions. Study the assigned readings before each class.

Attendance/Participation Policy:
Class attendance is required. The policy as officially stated by the University will be enforced. Students are expected to make arrangements with the instructor before missing a series of classes due to job requirements. Students are responsible for any material missed during an absence. In all cases, the responsibility remains with the students to meet/obtain all course requirements/changes. If you are not present the class period your presentation is scheduled, the presentation grade is zero. Regular course progress is expected. It is each student's responsibility to review the blackboard and syllabus for the latest information, assignments and examinations. NOTE: Attendance will be taken each class period.

NOTE 1: (from TAMU-CT Student Catalog): Student absences are considered by the University to be strictly between the individual student and faculty member. The faculty member has the responsibility and authority to determine whether make-up work can be done because of absences. Students may request make-up consideration for valid and verifiable reasons such as illness, death in the immediate family, legal proceedings, or participation in University-sponsored activities. Students who participate in University-sponsored activities are responsible for obtaining a written explanation for their absence from the faculty/staff member who is responsible for the activity.

NOTE 2: As this is an online course, there will be weekly discussions (most weeks, not all) which will account for your participation. Participation will count as 10% (100 Points) of your total grade. Each discussion will be worth 10 points, so if there are more than 10, only the 10 best scores will be retained.

Term Paper:
Each Student will be required to write a Research Paper, which will consist of a complete manuscript with introduction (a research question/motivation), literature review (a discussion of the importance of the issue and a review of the relevant literature), method section, results or analysis strategy section, discussion section, and a complete list of references. If you do an excellent job on the paper, you will have a viable research project that may be suitable for conference submission. Your paper for this class must be unique and differ substantial from any papers you have completed or are working on for other classes. In the required paper, students will select and explore a current topic/trend in Strategic Information Systems for a specific (student selected) industry.

It will consist of at least ten (A really good paper will have that or more!) double spaced pages (not including title page, table of contents, bibliography, appendixes, etc.) in length with 1"

margins formatted in APA style, using 11 (Arial) or 12 (Times Roman or Calibri) point font. This is a professional paper – do not use informal language. Do not over quote your references, instead summarize what they say in your own words, and provide reference to the article. Every claim you make in the paper should have a peer-reviewed academic reference. Wikipedia is NOT academic and should not be used unless it is unavoidable. The paper must be submitted in MS Word format (.rtf, .doc, .docx). All parts of the paper will have varying points, but the total for all parts will be 500 points (50% of your grade). See calendar/Canvas for deadline details. As this is the primary focus of this course, the "homework" assignments will be applying the chapters to your paper. You will also have a presentation!

NOTE: I HIGHLY recommend you utilize the Writing Center. Please see information on the Writing Center later in this syllabus and on Canvas. They can help you with many of the common issues students have with writing and following APA guidelines

Exams:
There will be two exams (a mid-term and a final) worth 20% (200 points) of your total grade each. The Mid-Term will cover chapters 1-9 and the Final will cover 10- 17 (i.e. not comprehensive)

Late Submissions:
Homework Assignments will be considered late if submitted after the due date/time. A late penalty of 5% per DAY (max of 20% deduction per week) will be applied. That means that NO submissions will be accepted if submitted more than 5 weeks after the due date. In addition, discussions MUST be completed within the week during which the discussion is assigned (i.e. late discussions will **NOT** be allowed). Late tests will **NOT** be accepted! NOTE: **NO** work will be accepted after 12/11/2020.

Other Notes about assignments:
Most (ALL) assignments will be submitted via Canvas.
1. All assignments are due at the beginning of the next class day after being assigned.
2. If there are multiple parts, submit all parts in a SINGLE zip file. I would suggest you create a folder for each assignment, then you can zip that entire folder at once.
3. Make sure all parts are labelled in a logical manner that makes it easy for me to figure out which part of the assignment is which.

Grading Criteria Rubric and Conversion

Assignment	Points	Percent	My Grade
Paper Assignments	200	20%	
Final Term Paper	200	20%	
Presentation	100	10%	
Exams (2)	400	40%	
Participation	100	10%	
Totals	1000	100%	

Percentage	Points	Grade
90.0-100%	900-1000	A
80.0-89.9%	800-899	B
70.0-79.9%	700-799	C
60.0-69.9%	600-699	D
0-59.9%	0-599	F

Posting of Grades

All student grades will be posted on the Canvas Grade book and students should monitor their grading status through this tool. Grades for weekly assignments, discussions, quizzes and exams *should* be posted (no guarantees) within 7 days following the due date. Canvas Grade Book has weighted columns for each of the groups of assignments (e.g. Homework, Term Paper, Participation/Attendance, Case Studies, and Exams) as well as a weighted column for the entire course. These columns put 0's for all incomplete assignments, so they all start at 0% and go up as you submit assignments. So, at any given time, you can see what your grade would be if you did no additional work.

HOWEVER; Canvas does not set this up by default, so… To view the gradebook as I intended it to look, please go to the gradebook on Canvas, find the gear icon in the upper right corner (not quite all the way at the top…), click the down arrow beside the gear, and enable the "Treat ungraded as 0" option.

Grading Policies

1. All Discussions MUST be completed during the week(s) they are assigned – no late submissions will be accepted!
2. All Exams MUST be completed by the posted due date – no late exams will be accepted!
3. All other assignments MUST be competed by the course end date (12/11/2020). After 11:50pm on Friday 12/11/2020, the course will no longer accept submissions and may even disappear!

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

Week	Date	Content	Assignments Due at End of Week (Sunday)
1	24-Aug	Syllabus/Introductions	Syllabus Acknowledgement, Introduction Discussion
2	31-Aug	Chapters 1 & 2	
3	7-Sep	Chapter 3	Term Paper: Topic Selection, Week 2 Discussion
4	14-Sep	Chapter 4 & 5	Term Paper: Research Question, Week 3 Discussion
5	21-Sep	Chapter 6 & 7	Term Paper Proposal, Week 4 Discussion
6	28-Sep	Chapter 8	Week 5 Discussion
7	5-Oct	Chapter 9	Week 6 Discussion
8	12-Oct	Mid-Term Exam	Mid-Term Exam, Week 7 Discussion
9	19-Oct	Chapter 10 & 11	Term Paper: Outline, Term Paper: Plagiarism Discussion
10	26-Oct	Chapter 12	Week 9 Discussion
11	2-Nov	Chapter 13	Week 10 Discussion
12	9-Nov	Chapter 14	Week 11 Discussion

13	16-Nov	Chapter 15	Term Paper: Rough Draft, Week 12 Discussion
14	23-Nov	Chapter 16 & 17	Term Paper: Presentation Posted, Week 13 Discussion
15	30-Nov	Presentations	Term Paper: Presentation Critique, Week 14 Discussion
16	7-Dec	Final Exam	Paper: Final Paper (Due 12/11/2020) Final Exam (Due12/11/2020)

Important University Dates

Please refer to the online TAMUCT calendar found here
(http://catalog.tamuct.edu/undergraduate_catalog/general-
information/academic20calendars20and20final20exam20schedule/)

TECHNOLOGY REQUIREMENTS AND SUPPORT
Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.

Logon to A&M-Central Texas Canvas [https://tamuct.instructure.com/] or access Canvas through the TAMUCT Online link in myCT [https://tamuct.onecampus.com/]. You will log in through our Microsoft portal.

   Username: Your MyCT email address. Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

Other Technology Support

For log-in problems, students should contact Help Desk Central

24 hours a day, 7 days a week

   Email: helpdesk@tamu.edu
   Phone: (254) 519-5466
   Web Chat: [http://hdc.tamu.edu]
   Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

[https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FForm%2FStart%2F53b8369e-0502-4f36-be43-f02a4202f612].

Faculty cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, working with others in an unauthorized manner, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be referred to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](#),
[https://www.tamuct.edu/student-affairs/student-conduct.html].
If you know of potential honor violations by other students, you may [submit a report](#),
[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our Access & Inclusion Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

Important information for Pregnant and/or Parenting Students
Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit Student Affairs [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these requirements and guidelines online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender–including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring

Tutoring is available to all A&M-Central Texas students, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors will return at the Tutoring Center in Warrior Hall, Suite 111 in the Fall 2020. Student success coaching is available online upon request.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing studentsuccess@tamuct.edu .

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

University Writing Center

The University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free service open to all TAMUCT students. For the Fall 2020 semester, all services will be online as a result of the COVID-19 pandemic. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours online Monday thru Thursday from 6:00-9:00 p.m. The UWC is also offering hours from 12:00-3:00 p.m. on Saturdays.
Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via WCOnline [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

University Library

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all

ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our Library website [http://tamuct.libguides.com/index].

For Fall 2020, all reference service will be conducted virtually. Please go to our Library website [http://tamuct.libguides.com/index] to access our virtual reference help and our current hours.

OPTIONAL POLICY STATEMENTS

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the Title IX webpage [https://www.tamuct.edu/compliance/titleix.html].

Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the referral online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the Behavioral Intervention Team website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

OTHER POLICIES

INSTRUCTOR POLICIES

1. Instructor reserves the right to modify the syllabus during the course of the semester for the benefit of the students.
2. Instructor reserves the right to supplement the material presented in the text with addition material that may benefit the students by either providing additional information or a different point of view.
3. Instructor expects that the students will act in a curious and professional manner in all interactions with other students and the instructor.
4. Instructor reserves the right to modify grading rubrics. Changes to grading rubrics are only made to current and/or future assignments.
5. Any changes made will be announced on Canvas.

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