Department of Human Resource and Technology
College of Business and Technology
The University of Texas at Tyler

TECH5303
Research Techniques in HRD & Technology

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Welcome

Welcome to the HRD online course TECH 5303 Research Techniques in HRD and Technology. I am your instructor, Greg Wang; and I look forward to meeting with you in our virtual classroom. This course is designed to help students with various backgrounds understand and practice the basic steps in conducting and reporting original research.

This course is developed in a modular format to assist you in organizing your time and efforts. In each module, we will learn a particular aspect of research and will provide resources for further investigation. Each module will specify required reading, writing, and discussion requirements.

Please read through each section of the Syllabus carefully. If you have any questions, make a note of them and we will address them in our Discussions area. Please refer back to the information contained in this Syllabus anytime you have a question regarding the basic course information. You may wish to print out the Syllabus for your future references along the learning process.

In case you are not familiar with accessing the Internet or have questions regarding technical requirements, you may want to look at the services available in the Technical Support section of the UT Tyler Blackboard home page. A list of basic technical requirements is also listed in this Syllabus for your convenience. In addition, you can access the UT Tyler website for general information and related student services.
**Introduction**

If this is your first time to take a Web-based online course, you will find it dramatically different from your previous experiences. There is no face-to-face contact with your instructor and fellow participants. You may feel you are working alone. You may feel confused and anxious because you can’t ask questions and receive immediate feedback.

Relax! You are not alone, and any anxiety you feel will go away as you become familiar with this environment. You may even begin to prefer this environment because of the flexibility that it affords you in managing your time and the learning materials.

I want to stress to both the experienced and inexperienced online course participants that the key to successful completion of this online course, or any online course, is organization and planning ahead. This syllabus outlines in detail my expectations of you as participant, including required textbooks, grading policies, assignments, and projects, and a schedule of readings and assignment/project due dates. This is not a self-paced course. Deadlines exist because the course is offered within the UT Tyler course schedule and to help you complete the course successfully in a timely manner. Within that framework, you have plenty of flexibility in managing your learning.

As mentioned earlier, the course has been designed in modules to assist you in organizing your efforts. There are five instructional modules that require you to read assigned text material, to respond to discussion questions, to prepare assignments, and/or to perform other tasks, such as reading or reviewing other material. The primary tasks in this course are the preparation and presentation of a research proposal and a final project.
Course Description and Prerequisites

Description

TECH 5303 – Research Techniques in HRD and Technology: An orientation in types of research, literature, and proposal development. A research project is required. Course topics include introduction to research, the research proposal (including identifying the research problem), review of related literature, research methodology, data collection and analysis, and the research summary (findings, conclusions, and recommendations for future research).

Course Prerequisites

To take this course, you need to be in graduate standing. If you are taking this course as part of the Master's of Science in Human Resource Development and have not completed a degree plan, please contact your program advisor for additional requirements and procedures.

Course Goals and Objectives

Goals

- Develop an understanding and appreciation of the nature of scientific thinking (the scientific method).
- Discuss and analyze the nature and purpose of research in HRD and technology.
- Develop an understanding of the preparation for and steps performed in an original research project.
- Conduct an original research project.

Student Learning Outcomes

Upon successful completion of this course, participants will be able to:

- Define, compare, and contrast validity and reliability in research.
- Write a detailed outline of a research proposal and explain each component.
- List four major sections of a research project and discuss the organizational structure of each section.
- Specify a detailed explanation of a research cycle, including the relationship of the cycle to the parameters of the scientific method.
- List and explain four major research methods, including characteristics, demands upon data, and the application of each method.
- Plan and conduct an original research project and write a research report.
Course Competencies

1. Computer-Based Skills: Participants will use a variety of skills in the online environment.
2. Communication skills: Participants will use a variety of communication skills in communicating their opinions, findings, expertise, and knowledge about various course topics to other participants and the instructor.
3. Interpersonal skills: Participants will interact as they discuss their individual research projects.
4. Problem Solving (Critical Thinking): Participants will use conceptual thinking, creativity, and innovation in developing and presenting their responses to module assignments.
5. Ethical Issues in Decision Making and Behavior: Participants will demonstrate ethical behavior in obtaining information and in documenting referenced material used in assignments.
6. Personal Accountability for Achievement: Participants will complete assignments according to the designated schedule and will participate in discussions in a timely manner.
7. Competence in Technology Principles: Participants will apply course concepts to their own area(s) of subject matter expertise.

Course Requirements

Reading Assignments

- Each participant is responsible for completing the reading assignments in a timely manner.
- Deadlines are listed in the Course Outline.
- Discussion and written assignments are made with the assumption that required reading assignments are completed prior to completion of online discussion and written assignments.

Discussion Assignments

- Link to the Discussion Board is located on the left navigation bar.
- Each participant is responsible for participating in the asynchronous discussions of each module. The participation will include posting responses to prompts posted by the instructor as well as replying to other participants’ postings. Virtually all discussion prompts will be related to your learning and your research project. All class participants are expected to engage in presenting their own progress as related to their research project as well as contributing insights to others’ postings.
- Discussion postings should be made in a timely manner. Deadlines are listed in the Course Outline.
- Please note that all discussion postings must be completed by midnight Central Time on the due date.
- The quality of your discussion contributions is more important than the quantity. A participant’s comments should add to the discussion. I will let you know individually if your contributions to class discussion are not meeting my expectations.
• Note: When posting to the discussion area, please enter your comments directly into the discussion board. Do not attach documents to the discussion board, as this method is difficult for some students to access.

Written Assignments

• All written assignments are to follow APA format with 1” margins on all sides, double spaced with Time New Roman font size no less than 10. For the required page length specified in each module, it may include reference list but not include appendices such as questionnaire survey.

• All written assignments are to be completed in Microsoft Word, and submitted in a timely manner. Deadlines are listed in the Course Outline. Please note that all written assignments must be submitted no later than 11:59pm Central Time on the due date according to Bb system clock.

• All written assignments should be submitted to the designated link specified. If your Web connection is down for some reason, assignments may be faxed to 903-565-5650 attention to Dr. Wang. Please note that if your assignment is faxed, turnaround time for grading may be longer.

• Plagiarism is a serious academic offense. Please avoid the consequences of academic dishonesty by citing all sources that you use in your work. I occasionally use iThenticate online applications to check assignments if plagiarism is suspected. Other academic dishonesty include unauthorized collusion and cheating, as outlined in the Handbook of Operating Procedures, University of Texas at Tyler will not tolerate these behaviors. University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Student Affairs for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the student's official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.

• Late assignments will receive point reductions (see Grades & Grading within this Syllabus).

• The Final Research Project will be submitted to Blackboard as attachments instead of emailing to the instructor. Submission link will be made available prior to the deadline, or in the designated subject areas found under Discussion Board link. Because UT Tyler’s email has a designated box-size, emailed attachment may be return to you as undeliverable mail. To avoid such cases, please submit all assignment via Blackboard.

Completion Time

You should expect to spend as much time on an online course as you do in a face-to-face course. The amount of time required for this course will vary from student to student, depending on your chosen research project. Keep in mind that your project must be completed in this one semester. It is imperative that you learn to work independently on this project and that you pace yourself throughout the semester. Your project will not be one that can be completed in one or two weeks!
You will have access to all course materials from the start of the course to the end. You may look and study ahead, or go back and review, at any time during the course. All assignments have set due dates. Due dates are as of midnight Central Time on that date.

**Email and Course Discussions**

Email

To communicate by e-mail within the course with other participants or all participants, click Communications button on the left. Click Send E-mail to send a message. You are able to send messages to All Users or Select Users in the course, including the instructor. In the Communications area, you are also able to view all the participants’ e-mail addresses, if they have chosen to make their e-mail public. Click on Communications, then choose Roster, then type in the person's name you are trying to find, or choose all. This is also the method to view a student's home page if one has been created. If you need more instructions on how to send e-mail messages with Blackboard please read the student manual located in the Tools area of the course. The course e-mail is gwang@uttyler.edu.

Questions or problems other than technical problems (see Technical Requirements in this Syllabus) may be submitted to the e-mail address above.

I usually “live” on the Internet and answer my e-mails on the same day I receive them. Occasionally, I will have meetings or trips that may prevent me from accessing the Internet in a timely manner. If my schedule will make me unavailable to answer e-mails for a day or two, I will put an announcement out so that you can plan accordingly. One caveat: technical problems in e-mail systems may slow down responses!

Discussions

This course will extensively use Discussions forum in Blackboard in which we can communicate asynchronously (anytime) via message postings. When you click the Discussion Board link located on the left navigation menu, a listing of general subject categories will appear in a table format. Each general subject category is represented by a clickable link. All threads (topics) pertinent to a general subject category will appear as links under that subject category. The instructor has control of what general subject categories are available for discussion in the course. At the instructor's discretion, students may or may not have the option of starting a new thread under the general subject categories and may or may not be able to edit their comments after they have been posted.

Students can (and will be required to) respond to threads in the course discussion. To respond to a thread:

- Click on Discussion Boards located in the left-hand navigation bar
• Click on a forum link to open it and view the contents within
• Open a message
• Click Reply to respond to the message

Your response will now appear in the table, along with your name as author and date/time of posting. Icons will appear on the right side of the table that indicate a response, edit, or delete option. If the edit icon or the trash can (delete icon) doesn't appear, the student doesn't have editing or deletion privileges.

If your instructor chooses to assign you to a group, you will also see Group Pages in the Communications area. Click on the Group Pages icon that displays all of the options assigned to the group. Only those students assigned to that group will see and have access to the group activities. This allows the students to communicate and post information on any projects assigned to them.

Check the discussions area often. Since the discussion is asynchronous, other responses will be submitted after your post. Be sure to check the discussions area each time you log into the course, to view any added material.

Grades and Grading

Final grades for the course will be determined based upon the following criteria for assessment:

• A – Exceptional work; demonstrates full understanding of topic in written assignments; demonstrates graduate-level written communication by attention to conventions of standard written English and good writing “flow”

• B – Good work; demonstrates basic understanding of topic in written assignments; acceptable demonstration of graduate-level writing; some lack of attention to detail in content or presentation.

• C – Shows only some understanding of basic concepts; written assignments lack attention to conventions of standard written English; incomplete responses; consistent lack of attention to detail.

• D – Failure to demonstrate understanding of basic concepts.

• F – Failure to complete assignments.

The work you will perform for this course is weighted as follows:

Research Topic Paper: 10%
Research Proposal Paper: 20%
Peer review-based learning: 10%
Research Project: 40%
Online Discussion Participation: 20%
Grading components are assigned weights based upon the work required of the participant and the importance to the course. A letter grade will be deducted for each day an assignment is submitted after the due date unless prior approval has been acquired from the instructor. Assignments may be submitted prior to the due date listed in the Course Schedule.

Textbooks

The required textbooks for this course are:


The optional textbook for this course are:


Class participants may purchase these texts, new or used, from the UT Tyler Bookstore or any other sources.

Accessing Library Resources

Students enrolled in this course have several options to access library resources. You may visit your home campus library or you may access the UT Tyler Online Library. You may also use the Robert R. Muntz Library at the University of Texas at Tyler. Follow the link below, and then complete the instructions at those sites for accessing information from a distant site: (http://library.uttler.edu)

Some links within the course lectures may refer to material located in the UT TeleCampus Digital Library: http://supportcenteronline.com/ics/support/default.asp?deptID=688. When you click on the link in the course, you will go to the UT TeleCampus Digital Library Proxy Login. You must login with your TeleCampus username and password. This is the same username and password you use to access your courses and the TeleCampus Information System (TIS). Once you enter your username and password, you will be directed to the material in the link. Please choose Full-PDF or Full-HTML version to view the contents. Adobe Acrobat is required to view PDF files.

Course Evaluation

Also, an end-of-semester evaluation specifically for this course will be made available for you to complete in the last week of instruction. This evaluation will be reported anonymously. Your comments and recommendations will be seriously considered as the course is updated. Your input throughout the semester contributes to my commitment to continually improve the quality and relevance of this course.
Technical Requirements and Assistance

This page is offered to provide a centralized listing of important links for technical assistance.

If you experience technical problems or have a technical question about this course, you can obtain assistance from the following site: [http://www.uttler.edu/it/index.html](http://www.uttler.edu/it/index.html)

You may also visit the following sites for helpful information:

Minimum Computer Requirements:
[http://www.telecampus.utsystem.edu/technicalinformation/computerrequirements.aspx](http://www.telecampus.utsystem.edu/technicalinformation/computerrequirements.aspx)

Browser Configurations and Plug-Ins
[http://www.telecampus.utsystem.edu/technicalinformation/computerrequirements.aspx](http://www.telecampus.utsystem.edu/technicalinformation/computerrequirements.aspx)

Frequently Asked Technical Questions

Navigation

In order to effectively participate in online learning, it is imperative that you understand how your course is arranged and how to access and contribute information. If you have a question regarding the navigation within this course please refer to the Blackboard Student Manual located in the Tools area.

Note that the Blackboard has been upgraded recently and there are many new features you may wish to explore.

University Policies

Students Rights and Responsibilities
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: [http://www2.uttler.edu/wellness/rightsresponsibilities.php](http://www2.uttler.edu/wellness/rightsresponsibilities.php)

Grade Replacement/Forgiveness and Census Date Policies
Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at [http://www.uttler.edu/registrar](http://www.uttler.edu/registrar). Each semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar. Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are
eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

**State-Mandated Course Drop Policy**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

**Disability Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

**Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

**Student Absence for University-Sponsored Events and Activities**
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation (This is apparently irrelevant to our online course, but I am required to list it here):
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. “Cheating” includes, but is not limited to:
- copying from another student’s test paper
- using during a test, materials not authorized by the person giving the test
- failure to comply with instructions given by the person administering the test
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program
- collaborating with or seeking aid from another student during a test or other assignment without authority
- discussing the contents of an examination with another student who will take the examination
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or
information about an unadministered test, test key, homework solution or computer program

- falsifying research data, laboratory reports, and/or other academic work offered for credit
- taking, keeping, misplacing, or damaging the property of U. T. Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially

ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

Course Outline

This course will be divided into five learning modules in the following structure.

Module One: Introduction to Research
Learning period: August 20—September 2.

Required readings:

Chapters 1 (if you are using an older edition of the textbook, current chapter 1 combined old version of chapters 1 and 2).

Additional required readings are posted under “Learning Content” in Module 1.

Assignments:

In Module 1, the online required assignment is your online self-introduction. Please go to Discussion Forum on the blackboard for detailed instruction. The due date for this assignment is September 2.

Module 2 – The Research Proposal
Learning dates: September 3-September 23.

Required Readings:

Chapters 2, 4, 5. Other required readings on the blackboard.
First writing assignment due: September 23
Online discussion due: September 23.

Module 3 – Review of Literature
Learning dates: September 26—October 23.

Required reading:
Textbook: Chapter 5. Additional readings are assigned in Module 3 learning content area.

Second writing assignment due: October 23
Online discussion due: October 23.

Module 4. Methodology and Data Analysis
Learning dates: October 24—November 20

Required readings:
Textbook: Chapters 6—11.

Online discussion due: November 20.

Module 5. Research Reporting
Learning dates: November 21—December 9.

Required readings:
Textbook: Chapter 12.

Final Project due: December 9.
Online discussion due: December 9.

Getting Started
You may wish to keep a printed copy of this syllabus so that you can refer back to the information contained anytime you have a question regarding the basic course information.

Please begin this course by clicking on the Modules button in the left-hand navigation bar, then choose Module 1.