Instructor: Dr. Beheruz N. Sethna

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Office Hours: M, W: 1:30-4:30 p.m.; T: 1:00-2:30 pm., and by appointment

Prerequisites: Enrollment in this course requires compliance with the College of Business Policy for Major Status and completion of ECON 3402 and CISM 2201 or consent of department chair. You are expected to have a basic understanding of statistics for this course.

Course Description: This course is designed to meet the rapidly growing need for a systematic approach to the business research process, and its implementation in terms of strategic decision making. Both primary and secondary sources of information are considered along with research design, measurement, sampling, data collection, processing, analyses, and interpretation.

Course Objectives: Research has become an important tool in the world of business today. It is increasingly being used to improve decision-making and formulate new strategies. This course aims to provide an understanding of the value and limitations of business research. Students will be introduced to some key research methods and design issues.

Upon successfully completing the course, the student should be able to:

1. Have knowledge of the key terms and concepts in the business research process. (LG 2)
2. Be able to analyze business situations, and apply basic quantitative skills to solving business problems and developing effective strategies. (LG 2)
3. Recognize how diversity, ethical, global, and multicultural considerations affect the business research process and decision-making. (LG 5)
4. Have knowledge about a variety of secondary sources of information including online data banks, the Internet and the Web, and be able to collect and analyze relevant information from these sources (LG 3).
5. Have knowledge about primary research, including research design, sampling procedures, measurement issues, development of a data collection instrument, and data collection, processing, analyses and interpretation. (LG 2)
6. Be able to use statistical tools to analyze and interpret the results (LG 3).
7. Be able to effectively communicate the results of a research project. (LG 1)


Note: Explanation of the question mark above: I am very sensitive to the costs of text books, so you can have considerable flexibility (within reason) with regard to which edition you buy so as to save money, assuming that you will occasionally be willing to make the extra effort to find the correspondence between one edition and another.
My Teaching Philosophy:

This section is a very important one. Please read it carefully and ask me questions if you are confused.

The bottom line (here it is, perhaps paradoxically, at the very top!) is: How can I be of maximal service to you in helping you succeed in this course and beyond?

Please refer to the course objectives listed on the previous page. This course, as is true for many university courses at this level, has multiple objectives. In 1956, a committee of educators chaired by Benjamin Bloom, developed a classification system of learning objectives, which later became known as Bloom’s Taxonomy. That system was later modified by Lorin Anderson. Presented below is the sense of that taxonomy, arranged in increasing order of complexity.

Knowledge (Remembering): Recalling data, information, terms, terminology.
Comprehension (Understanding): Understanding the meaning of the above, and stating a problem in your own words.
Application (Applying): Using what was learned above in new and different situations.
Analysis (Analyzing): Analyzing material or data to determine relationships or lack thereof.
Synthesis (Creating): Putting the components parts together to create a new understanding of a situation.

The first component and, to a large extent, the second one, can and will be learned from the text book. These are not unimportant. When you write a letter applying for a job, or go for a job interview, or write your first report for your boss, you must know the terminology appropriate to the field. You cannot, for example, hope to get anywhere if you don’t know the difference between a population and a sample, or if you use one term when you should have used another. So, tests will cover such material. However, the instructor can be of little help here. It will not be the best use of your time or mine for me to use a class session to read from PowerPoint slides describing these terms, when you know how to read the text book or slides yourself. So, I will expect you to read the material on your own (you will be tested on it). If you have questions or cannot understand something, I am at your service to help you understand it; however, having got an F in mind-reading when I was in graduate school, these conversations will, of necessity, be at your initiative.

So, I can be of most service to you in helping you with the next four stages of the modified Bloom’s Taxonomy shown above. Thus, I will spend class time (and private time, if you request it) largely on helping you with the Analysis and the Evaluation part of the objectives shown above. These two will help you succeed in this course and after the course, even after you graduate.

What can you expect from me?

Engagement and Commitment of time and effort: I have high standards, but want to help you reach those standards. There is a high bar you have to reach, but my shoulders are available for you to stand on to reach that bar. If I need to get down on my hands and knees to help you reach a bar, I shall do so.

Hard work: I will work hard to help you succeed.

Help, if you need it and ask for it: In this course, there is no such thing as a dumb question. Ask; please ask. Ask me in class (preferably), and ask me outside of class. Ask me over e-mail, and ask me in person.
Correspondingly, what do I expect from you?

Engagement and Commitment of time and effort: None of the above will work if you are not totally engaged and committed to your own success. Period. You have to want to climb and work to climb to reach the high bar. When I visited Yellowstone National Park 40 years ago, there was a sign at the entrance that said (words to this effect – not an exact quote): “It takes time to enjoy this park. If you don’t have the time, we suggest you return when you do.” I ask you to follow the same approach. This course takes a lot of time. If you don’t have the time and the commitment, come back when you do.

Hard work: Expect to work really hard in this course. If I (past my 67th birthday) can work really, really hard for your success, I will certainly expect that you, who are somewhat younger, will work really, really hard for your own success. Expect to put in several hours of work each week outside of class time. This course will include much work in statistics. I will work hard to help you with that. But, you must resolve to do the same. If you have had the prerequisites but are less comfortable with statistics, that means that you will need to work even harder (with my assistance) to overcome that limitation.

Ask questions, and ask for help: Ask for help during class, during office hours, and over e-mail. Although this is the start of my 40th year of teaching at the university level, I must have missed the class session where they taught us how to read minds, so I still don’t know how to read your mind and know that you don’t understand the third paragraph on Page 203 of the text book. I can’t help you if you don’t help yourself and you don’t ask for help.

(Note the correspondence of the three above headers with the preceding three headers.)

Class Schedule:

MKTG 3808-01 (Business Research): Monday and Wednesday, 9:30-10:50 a.m., Room 2328 Miller Hall

MKTG 3808-02 (Business Research): Monday and Wednesday, 11:00-12:20 p.m., Room 2328 Miller Hall

Grading Plan:

- Tests 30%
- Group Project (including interim reports) 50%
- Project Contributions – Peer / Instructor Evaluations 10%
- Class Participation & Attendance 10%

Grades will be assigned as follows (the instructor reserves the right to adjust the cutoff lines):

A 90-100
B 80-89
C 70-79
D 60-69
F 59 or below
Make-up policy.

1. Don’t miss a test.
2. If you must miss a test for a serious medical reason, you must notify me in writing before class on the day of the test, and provide a written excuse from a medical practitioner. If you have to miss a test for university business (such as presenting a paper or being part of a UWG team which is away on a trip), you must notify me in writing at least a week prior to the test.

You will have one week to reschedule and retake the test unless your illness is one that prevents you from retaking it in that time.

Each project team will have a research project that you will work on throughout the semester.

Contributions to the Project as assessed Peer / Instructor Evaluations are something that I take very seriously. The ability to contribute to, and interact with, your project team is a skill that is essential in corporate America.

Each person within the team will evaluate themselves and the other team members on contribution to the class project team assignments. The evaluation form is already on D2L.

The grade on this dimension will start from a base whose percentage is equal to that of your overall project grade and then be adjusted to reflect your individual contribution to the project.

Your Class Participation & Attendance grade consists of:

- Attendance (being in the classroom)
- Class Participation (actively engaged in classroom discussions)
- Professionalism in Class (being attentive, prepared, and respectful)

Attendance Policy: You are expected to attend every class meeting. Whether or not you have an excused absence, you are responsible for anything presented, distributed, discussed, and assigned in class.

Assignments Due: All assignments are due on the date listed in the Course Schedule at or before the beginning of the class period, unless otherwise stated by the instructor.

Student Rights and Responsibilities: Please carefully review the information at the following link: http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf. The document at this link contains important information pertaining to your rights and responsibilities in this class.

Americans with Disabilities Act

Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is
available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given.

**UWG Email Policy**

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student’s responsibility to check his or her email. You are expected to check your e-mail several times a day.

**Credit Hour Policy**

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

For approximately fifteen weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside of the classroom each week. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.

**University of West Georgia Honor Code**

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing. The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student’s conduct record at UWG. Additionally, the student is responsible for safeguarding his/her computer account. The student’s account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions.