



CAPILANO UNIVERSITY

COURSE OUTLINE		
TERM: Fall 2019	COURSE NO: INMA 545	
INSTRUCTOR:	COURSE TITLE: Research and Project Skills	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 3.0
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

COURSE FORMAT

Instructional hours: Once a week for three hours for 13-14 weeks. Fourth-hour activities: Special readings will be posted on moodle for weekly postings and class discussion, as well as information about lectures, guest-speakers or events that are part of your 4th hour activities.

COURSE PREREQUISITES/CO-REQUISITES

None

CALENDAR DESCRIPTION

This course is designed to develop postgraduate level skills of independent research, analysis, evaluation, writing and presentation; apply those skills in the undertaking of a piece of independent research and the production of a major postgraduate research project.

This course prepares the students for an individual research project in their chosen field to deepen their knowledge and understanding of a business issue and its application within their academic context as a whole. The course is designed for students from a variety of backgrounds, including Business, Tourism and Communications.

COURSE NOTE

N/A

REQUIRED TEXTS AND/OR RESOURCES

[Business Research Methods: Canadian Edition](#)

Alan Bryman, Emma Bell, Albert J. Mills and Anthony R. Yue
Additional readings will be posted to Moodle

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

1. Examine the range of research methods, justifying their potential relevance and applying to a chosen research topic.

2. Identify relevant literature, providing critical analysis of the theories, concepts, paradigms, principles and views.
3. Analyse ethical aspects of research design and undertake responsible research.
4. Plan a complex research activity in a systematic and creative manner.
5. Propose an appropriate research topic and/or work-based problem, formulating research questions and/or hypothesis.
6. Formulate an appropriate ethical research strategy, to plan the gathering, analysis and synthesis of complex and appropriate information

Research Ethics Board

To protect our participants, community, faculty and students, all research with human participants or human biological materials conducted under the auspices of Capilano University is subject to approval by our Research Ethics Board (REB). This includes research by faculty and students or by other researchers at Capilano University, and/or research that involves Capilano University employees or students.

In accord with the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#) (TCPS, 2014), the governing principles of the Capilano University Research Ethics Board correspond with the ethical principles of Respect for Persons, Concern for Welfare, and Justice.

All research involving human participants requires compliance with Capilano University's Research Ethics policy (S2002-01) and with the TCPS policy statement (TCPS, 2014). Research proposals must be submitted and approved by the REB before participants are recruited or data is collected.

COURSE CONTENT

WEEK	TOPIC (S)
1	Overview of business research Concepts of business research The need for business research
2	Business research process Components of a business research proposal
3	Issues in business Choosing a business research topic
4	Seminar: Issues in business
5	Literature review
6	Seminar: Literature review
7	Selecting and defining a business research problem
8	Seminar: Selecting and defining a business research problem
9	Business research methodology
10	The connection between theory and methodology
11	Seminar: The connection between theory and methodology

12	Seminar: critique of draft research proposals
13	Research proposal presentations
14-15	Final exam period

EVALUATION PROFILE

Assessment	% of Final Grade
Written Assignments	35%
Research Proposal	35%
Research Proposal Presentations	30%
Total	100%

ASSIGNMENTS

The assignment structure for this course is determined by the instructor in accordance with the learning outcomes outlined above. Please refer to the course syllabus and Moodle site for a detailed breakdown.

Written Assignments: This course will include a combination of short written assignments (e.g. reading responses, primary source analysis, literature review, research proposal, ethics module) and/or longer assignments such as a research project and essay.

Presentations: This course includes a presentation component, which may be an individual or group assignment (e.g. research finding, data presentation). Detailed instructions will be provided in class and on Moodle.

GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments

Late assignments will not be accepted.

Missed Exams/Quizzes/Labs etc.

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

Attendance

Students are expected to attend all classes and associated activities.

English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices

Students may use electronic devices during class for note-taking only. A casual check of your cell phone is fine but please be respectful of your peers as well as the preparation that went into your class sessions.

On-line Communication

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or Moodle; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS**Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-life/>

Capilano University Security: download the [CapU Mobile Safety App](#)

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: <https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.