HR 5023-103: Research Methods in Human Relations

Course Description:
This course is designed to prepare students to engage in a range of research endeavors utilizing different research designs, data gathering tools, sampling frames, and data analysis strategies. Social research will be examined from both quantitative and qualitative perspectives. Prerequisite: admission to the degree program in human relations or permission of department. Special focus will be upon designing and implementing a research project related to the student’s area of concentration in human relations.

Class Dates, Location and Hours:
- Dates: October 15 – 21, 2018
- Location: Hurlburt Field, Florida. Class will be held in Bldg. 90220, 221 Lukasik Ave.
- Hours: Monday - Friday 6:00 p.m.-9:30 p.m.; Saturday 8:00 a.m.-4:30 p.m.; Sunday 8:00 a.m.-12:00 p.m.
- Last day to enroll or drop without penalty: September 16, 2018

Site Director:
This military installation is not open to the general public. In order to take courses at this installation, students must have a current military or Department of Defense identification card which allows them to access the installation.

Email: aphurlburt@ou.edu. Phone: 850-581-3000.

Professor Contact Information:
- Course Professor: C. Kenneth Meyer, Ph.D.
- Mailing Address: 4917 Twana Drive
  Des Moines, IA 50310
- Telephone Number: (515) 276-3097
- Email Address: Kenneth.meyer@drake.edu
- Professor availability: The professor will be available via email to students before and after the class sessions. On-site office hours are half an hour before and after each class session, by appointment.

Textbook(s) and Instructional Materials:
Student materials are available at the OU Follett Bookstore located at 1185 Asp Avenue; Norman, OK, and can be ordered online, by phone, by email, or by fax. Ordering online at http://www.bkstr.com/oklahomastore/home is strongly recommended – students can track the status of their order within 48 hours. If an order has not been shipped within three days, students can contact the Follett textbook manager by phone (405) 325-3511, (800) 522-0772 (toll-free) or email 0831mgr@fheg.follett.com. Phone orders (ask for the textbook manager and identify yourself as an Advanced Programs student) can be placed 8 a.m. to 6 p.m. Monday through Thursday; 8 a.m. to 5 p.m. on Friday; 10 a.m. to 4 p.m. on Saturday (CST). Summer hours: 9 a.m. to 5 p.m. Monday through Friday (CST). Fax orders can be placed 24 hours a day at (405) 325-7770. Text prices are available online.
Course Objectives:

- To prepare human relations professionals to be both a consumer and producer of applied research to the human condition.
- To prepare the human relations professionals to understand the theoretical issues of inquiry relative to research design.
- To demonstrate an understanding of the scientific method.
- To understand issues of validity and reliability.
- To demonstrate a thorough understanding of the ethical issues relevant to social research.
- To develop a research project and appropriate methodological design to evaluate the research question.
- To demonstrate an understanding of basic descriptive and inferential statistics.

Overview:

This course will provide an introduction to the methodology of the social sciences as well as to human relations research. As a human relations professional, you need to know how to assess and evaluate services, read and analyze research published in your field, and understand the strengths and limitations of the published research. In short, you need to become a critical and competent consumer of both qualitative and quantitative research in your field of study. Social research will be presented from a number of different perspectives, including the quantitative and qualitative ones. As you prepare for this course, keep in mind that your background exposure in either statistics or mathematics is assumed to be minimal and if you can add, subtract, multiply, etc., you should not have difficulty doing the statistical part of this course. No matter what your experience has been in the past in learning and applying statistical notions, please do not let experiences that may have been intimidating or even negative cloud your desire and ability to learn in this course! During the course, the major elements associated with the scientific approach to the study of social data and organizational phenomena will be treated. The course contents will give special emphasis to the use of empirical theory and those quantitative concepts and techniques that are essential to the conduct and understanding of empirical research projects in contemporary society. Because simple answers to complex questions are hardly ever found in the social sciences, we draw inferences by using the scientific methodological approach and determine to the extent to which the inference we draw fit the data we have collected. As the course progresses, students should be able to use the research tools of the behavioral scientist systematically and accurately.

The course will consider such topics as internal and external validity, statistical validity, sampling procedure, and ethics of doing research that involve human subjects. Basically, the course is centered around workbook samples and exercises. These “on hand” exercises reinforce the fundamental assumption that “doing” constitutes a good basis for learning! Since all examinations and exercises will be “open-book and open-notes” (based on the text and other material used in class), you will not be required to memorize a large number of formulas used in the conduct of statistical testing. It will be important however, that you know when to use a certain statistic, research method, and how to interpret and report your quantitative results. The course format is a mixture of lecture, discussion, team learning, and individualized and team problem solving.

Human Relations Research Laboratory course packet

The course packet includes material on the following topics, plus many other samples and cover letters, questionnaire types, etc.:

- Sample tables & graphs
b. Basic elements in empiricism
c. Research designs
d. Guidelines for research evaluation
e. Data processing & statistics
f. Take-home examination (required)

Note: Each student should bring to class a small electronic calculator (larger than a credit card) that you can operate with ease and accuracy in doing simple arithmetic calculations.

Assignments, Grading and Due Dates:

Student Involvement and Expectations:

Several student-related obligations are assumed:

1. attend all course seminar sessions, unless specific and individual approval is granted by the professor;
2. complete all required readings;
3. complete all course related assignments
4. participate qualitatively in class discussions and other course related activities (simulations, exercises, etc.); and
5. complete the final examination requirements.

The lectures will provide a great deal of additional material and, therefore, you should be prepared to take notes and integrate this material with your required readings.

Pre-Class Assignments:

Before the first class meeting, the student is expected to have read all of the assigned text readings. This is the only way that we can ensure informed discussions and effective note taking in class. As you read the material, try your hand at some of the exercises given after each chapter is presented. Do not despair if you find some of the material hard to understand. The professor will cover the material and a number of problems in class.

Course Outline:

First Module:

Scientific method, philosophic terms, hypothesis formation and testing, and the pros and cons of quantification or setting the stage for theoretical thinking, data collection, and data analysis.

Readings:

The following chapters should be read before the first day of class.

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Pages</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Beginning a Research Project: The Preliminary Steps</td>
<td>1-24</td>
</tr>
<tr>
<td>2</td>
<td>Designs for Description</td>
<td>25-55</td>
</tr>
<tr>
<td>3</td>
<td>Designs for Explanation</td>
<td>56-100</td>
</tr>
<tr>
<td>4</td>
<td>Measuring Variables</td>
<td>101-132</td>
</tr>
<tr>
<td>5</td>
<td>Sampling</td>
<td>133-171</td>
</tr>
<tr>
<td>6</td>
<td>Contacting and Talking to Subjects</td>
<td>172-211</td>
</tr>
<tr>
<td>7</td>
<td>Data Collection: Questions &amp; Questionnaire</td>
<td>212-247</td>
</tr>
<tr>
<td>8</td>
<td>Protection of Human Research Subjects &amp; Other Ethical Issues</td>
<td>248-269</td>
</tr>
</tbody>
</table>
Chapter | Title | Pages
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<tbody>
<tr>
<td>10</td>
<td>Combining Indicators: Index Construction [not assigned]</td>
<td>299-322</td>
</tr>
<tr>
<td>11</td>
<td>Univariate Analysis</td>
<td>323-367</td>
</tr>
<tr>
<td>12</td>
<td>Examining Relationships Among Variables: Tests of Statistical Significance</td>
<td>368-395</td>
</tr>
<tr>
<td>13</td>
<td>Examining Relationships Among Variables: Contingency Tables with Measures of Association, Analysis of Variance</td>
<td>396-429</td>
</tr>
<tr>
<td>14</td>
<td>Regression Analysis &amp; Correlation [not assigned]</td>
<td>430-466</td>
</tr>
<tr>
<td>15</td>
<td>Communicating Findings and Completing the Project</td>
<td>467-486</td>
</tr>
</tbody>
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Terms for Review:
Please provide a brief definition or description of the “Terms For Review” at the end of each assigned chapter. **These terms and definitions are due at the time the take-home final examination is submitted, November 4, 2018**

Second Module - Logic and Methodology of Social Science Research:
Literature review; fundamentals of research design; what is methodology; statement of problem; theoretical framework; common errors and mistakes in literature review and problem formulation; dependent and independent variables; and how to construct and analyze contingency tables.

Third Module:
How to use the computer and manage the data for electronic processing and analysis and measurement operations, issue of reliability and validity, and levels of levels of measurement.

Fourth Module - Descriptive Statistics in the Social Sciences:
Percentage, mean, medium, mode, range, standard deviation, and tests of significance and association.

Fifth Module - Survey Research:
How to ask questions, construct questionnaire and samples and ethical implications of different research approaches.

Sixth Module - Analysis of data:
Univariate, bivariate and multivariate.

Seventh Module:
Research paper presentation, discussion, and critique.

Final Examination:
The final examination is administered in two parts:
**Part 1** deals with students working in groups and assessing the accuracy of about 530 statements that are presented in the final examination portion of the Human Relations Laboratory. Students should begin working on these questions when they begin reading for the course and as the instructor presents the different modules. (Note: The questions for the first part of the examination are done in groups).

**Part 2** of the examination is given the last day of class and requires students to actually work with a data set and deal with the construction of property space reduction and substruction; formulation of hypotheses; testing of hypotheses, interpretation and analysis of tables and other quantitative displays;
calculation and analysis of descriptive and inferential statistics; construct data dictionaries and otherwise prepare data for electronic manipulation.

The final examination is designed to cover all of the assigned material in the learning resources and in the didactic portion of the course. Therefore, it is necessary to read the material, attend all classes, and ask questions where clarification is helpful. Part 2 of the examination is a take-home type and is to be sent to the instructor no later than two weeks after the last day of the class, November 4, 2018.

Grading:
This is a letter-graded course: A, B, C, D, or F. A score of 90% or better equals an “A” grade; 80-89% equals a “B” grade.

The points for each component of the course are assigned as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>First Module of Take Home Examination</td>
<td>530</td>
</tr>
<tr>
<td>Second Module of Take Home Final Examination</td>
<td>300</td>
</tr>
<tr>
<td>Chapter Terms</td>
<td>200</td>
</tr>
<tr>
<td>Interactive/Class Participation</td>
<td>200</td>
</tr>
<tr>
<td>Total Course Points</td>
<td>1230</td>
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Grading Rationale:
To earn a grade of “A”, an overall percentage of 90 percent is required; a grade of “B” for those that score over 80 percent correct, but less than 90 percent correct; and, a grade of “C” will be given to those who score 70 percent correct, but less than 80 percent correct. For Example: If one scores 350 points on the First Module, 275 points on the Second Module of the Take Home Final Examination, 200 points for the Chapter Terms, and 200 points for the interactive units, a total of 1230 points would be earned.

Each point is worth .08130 percent). Thus, 1230 points, multiplied by .08130, equals 99.99 percent or a grade of A for the course.

Notice: Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.
POLICIES AND NOTICES

Attendance/Grade Policy

Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc. are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution’s policy regarding “I” (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy. Students who receive Financial Aid must resolve/complete any “I” (Incomplete) grades by the end of the term or he/she may be placed on “financial aid probation.” If the “I” grade is not resolved/completed by the end of the following term, the student’s Financial Aid may be suspended make the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Integrity and Student Conduct

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

Academic misconduct is any act which improperly affects the evaluation of a student’s academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. Academic misconduct includes: cheating and using unauthorized materials on examinations and other assignments; improper collaboration, submitting the same assignment for different classes (self-plagiarism); fabrication, forgery, alteration of documents, lying, etc…in order to obtain an academic advantage; assisting others in academic misconduct; attempting to commit academic misconduct; destruction of property, hacking, etc…; intimidation and interference with integrity process; and plagiarism. All students should review the Student’s Guide to Academic Integrity at http://integrity.ou.edu/students_guide.html

Students and faculty each have responsibility for maintaining an appropriate learning environment. All students should review policies regarding student conduct at http://studentconduct.ou.edu/

Accommodation Statement

The University of Oklahoma is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your local OU Site Director.

Adjustment for Pregnancy/Childbirth-Related Issues

Should you need modifications or adjustments to your course requirements because of documented pregnancy-related or childbirth-related issues, please contact me as soon as possible to discuss. Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability. Please see http://www.ou.edu/content/eoo/faqs/pregnancy-faqs.html.
Title IX Resources

For any concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including advocates on-call 24/7, counseling services, mutual no-contact orders, scheduling adjustments, and disciplinary sanctions against the perpetrator. Please contact the Sexual Misconduct Office at smo@ou.edu or (405) 325-2215 (8-5), or the Sexual Assault Response Team at (405) 615-0013 (24/7) to report an incident. To learn more about Title IX, please visit the Institutional Equity Office’s website at http://www.ou.edu/content/eeo.html

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course. Advanced Programs does not provide duplicating services or office supplies.

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: http://www.goou.ou.edu/
INSTRUCTOR VITA  
C. Kenneth Meyer, Ph.D.

Education
- 1979 Ph.D. in Political Science, The University of Oklahoma
- 1970 M.P.A., Master of Public Administration, The University of Oklahoma
- 1969 M.A. in Political Science, The University of Oklahoma
- 1965 B.A. in Social Science, St. Thomas University, St. Paul, MN

Current Positions
Thomas F. Sheehan Distinguished Professor of Public Administration, Department of Public Administration, Drake University, Des Moines, Iowa

Frequently Taught Advanced Programs Courses
- HR 5023 Research in Human Relations
- PSC 5243 Managing Public Programs
- PSC 5143 Program Evaluation
- PSC 5253 Human Resource (Personnel) Administration
- PSC 5173 Bureaucracy and the Policy Process
- PSC 5913 Introduction to Analysis
- HR 5023 Research in Human Relations
- HR 5110 Human Resource Development

Major Areas of Teaching and Research Interest
- Leadership and management issues in complex organizations
- Applied decision-making in public, private and non-for profit organizations
- Research methods and quantitative and qualitative analysis
- Violence and authority
- Workplace transformation
- Urban planning and administration
- Human resource management and development
- Workplace issues in contemporary society

Representative Publications and Presentations

Recent Books:
- Co-Author, Managing Public Service Organizations, Millennium HRM Press, Inc., 2009
- Co-Author, Human Relations in Action, Millennium HRM Press, Inc., 2010
- Co-Author, Conducting the People’s Business, Millennium HRM Press, Inc., 2011
- Other Authored Books: A complete listing of the 26 books by Meyer are available upon request.

Selected Recent Articles:


Co-author, “Historical Stream in the Development of ‘Economic Theory’” (Forthcoming, 2016)


Recent presentations

Representative Honors and Awards Received
- Teacher of the Year, College of Health and Pharmacy, Drake University, 2005
- Nominee, Madelyn Levitt Teacher of the Year Award, Drake University, 1996-200; 2006
- Outstanding Teacher of the Year Award, 1996-1997, Drake University, April 8, 1997; 2002; and 2008
- Regents’ Award for Superior Teaching, The University of Oklahoma, 1986
- American Society for Public Administration, Outstanding Contribution Award, 1983
- National Science Foundation Fellowship, The University of Oklahoma, 1969
- Pi Alpha Alpha, National Honorary Society for Students in Public Administration and Public Affairs
- Pi Sigma Alpha, National Political Science Honorary Society
- Beta Gamma Sigma, National Business Honorary Society
- The Harry I Wolk Distinguished Research Award, Spring, 2002, 2016

Major Professional Affiliations
- National Association of Schools of Public Affairs and Administration (NASPAA), Executive Council Member, 1988-1991
- American Society of Public Administration, 1965-present
- International Personnel Management Association, 1993-present
- Industrial Relations Research Association, 1997-present

Dr. C. Kenneth Meyer, BA, MA, MAPA, Ph.D., is Thomas F. Sheehan Distinguished Professor of Public Administration, Department of Public Administration, Drake University, Des Moines, Iowa. Previously, he held teaching, research, and administration positions at The University of Oklahoma, Winona State University, State University of New York, and the University of South Dakota. His research covers the areas of violence and the police, social indicator and quality of life measurement and evaluation, voting behavior, human resource management, and public and private management-areas in which he has over 300 publications. In addition, he has done extensive consulting in the areas of public policy analysis and administrative organization and development at the state and regional levels of government. He previously served on the Executive Council of the National Association of Schools of Public Affairs and Administration (NASPAA), and presently serves on a number of national committees with the American Society for Public Administration.

His most recent publications include "Violence Against Authority: An Analysis of Violence at the Street Level", "Norms of Professional Behavior in Highly Specialized Organizations," "An Organizational Perspective on Training and Development in the Public Sector," "Situational Effects
in Police Officer Assaults: The Case of Patrol Unit Size," "Sports, Politics and Other Gold Rush Games: Why the Bad guys are Increasingly Winning," and "Violence at the Street Level: An Analysis of Police Officer Casualties and Fatalities," *Practicing Public Management*, and numerous cases studies that were co-authored with Professor Lance Noe, such as: "Aids in the Public Workplace," “Creating a “New” Olin County Metroplex,” “The Loophole That Works 24-7 Without Benefit;” “The Dress Dress Code;” “Throwing the First e-stone;” “Competition from Behind Bars;” “The Healthcare Dilemma;” “New Direction for the Department of Personnel,” “Security and the Street Level Bureaucrat,” “Bad Rules, Bad Employees or Is that a Motel 24 I see up There.” “To Separate With or Without Voice is the Question or A Collision of Bureaucratic and Professional Norms,” “Between a Rock and a Bolder,” “Long Distance Management,” “Goats, Guns and Gas.”
