

Construction Management Program

Construction Management Research Seminar, CMP 892

Fall 2018 Syllabus

Part 1: Course Information

Instructor Information

Instructor: Dr. Sinem Mollaoglu
Office: 201D Human Ecology Building
Office Hours: Mondays 1 – 3 PM

Please note that you would be better served if you email the instructor ahead of time to make an appointment even if you are planning for a visit during the office hours.

Office Telephone: 517-353-3252

E-mail: sinemm@msu.edu (Preferred method of contact): E-mail subject to the instructor should start with **CMP 892** for timely response. The instructor should get back to you via email within 48 hours of receiving the e-mail.

Course Time and Location

Course Day & Time: Mondays & 3:00 PM – 4:50 PM
Location: 209 Human Ecology Building

Course Description

Current areas and topics of research in construction management. Resources of research results, analysis of existing research, and development of preliminary proposal.

Prerequisite

Open only to graduate students in the College of Agriculture and Natural Resources or College of Engineering or College of Human Ecology.

Textbook & Course Materials

- McCuen, R. H. (1996). "The Elements of Academic Research", ASCE.
- Blake, G. and Bly, R.W. (1993). "The elements of technical writing", Longman, NY.
- IM, NAE and NAS. (1995). "On Being a Scientist: Responsible Conduct in Research", Institute of Medicine (IM), National Academy of Engineering & National Academy of Science. > Instructions to access this reading will be provided on the course site on D2L.
- Lecture notes and assignments will be handed out in the class or will be posted on the course site on D2L.

Recommended Texts & Other Readings

- Strunk, W.Jr. and White, E.B. (2000). "The Elements of Style", Third Edition, Longman, NY. Fowler, F.J. (2001). "Survey Research Methods", Third Edition, Applied social research method series Volume 1, Sage Publications, California.
- Singleton, Jr., R.A., Straits, B.C. (2005). Approaches to Social Research, New York, Oxford University Press.
- Yin, R. K., (2002). "Case Study Research. Design and Methods", Third Edition, Applied social research method series Volume 5, Sage Publications, California.
- Creswell, J.W. (2003). "Research Design: Qualitative, Quantitative, and Mixed Methods Approaches", Second Edition, Publications, California.
- Alley, M. (2003). "The Craft of Scientific Presentations Critical Steps to Succeed and Critical Errors to Avoid", Springer-Verlag New York, LLC.

Course Requirements

- Internet connection (DSL, LAN, or cable connection desirable)
- Access to Desire2Learn (D2L).

Course Structure

This course will be delivered online through the course management system and you will need your MSU NetID to login to the course from the D2L homepage (<http://d2l.msu.edu>).

In D2L, you will access online lessons, course materials, and additional resources. Activities may consist of readings, discussion forums, email, journaling, wikis, and other online activities.

Technical Assistance

If you need technical assistance at any time during the course or to report a problem you can:

- Visit the [Distance Learning Services Support Site](#)
- Visit the [Desire2Learn Help Site \(Desire to learn help\)](#)
- Or call Distance Learning Services: (800) 500-1554 or (517) 355-2345

Resource Persons with Disabilities (RCPD)

- To make an appointment with a specialist, contact: (517) 353-9642
Or TTY: (517) 355-1293
- Web site for RCPD: [RCPD My Profile](#)

Part 2: Learning Outcomes

The goals of this course are to introduce the students to the concept of research, give them the skills to effectively analyze and understand research products such as reports, papers, theses, and posters as the consumers of research, and build a strong basis for producing successful graduate research. The following learning outcomes are planned for this class and support our overall CM program learning outcomes. You will be assessed to see if you have accomplished them. At the end of this class you should be able to do the following:

1. Understand the concept of research and specific topics in the areas of CM;
2. Understand the elements of research design;
3. Using ethical principles and methods, successfully carry out research projects;
4. Develop effective search and analytical evaluation skills of the published literature;
5. Analyze research products (e.g., reports, proposals, papers, and theses);
6. Communicate written and verbal presentation of academic materials.

You will meet the objectives listed above through a combination of the following activities in this course:

Attendance and class participation

Quizzes

Attendance to Responsible Conduct of Research Workshop Series (RCR) Offered by the Graduate School

Homework Assignments

Project Assignments

Oral Presentation

Part 3: Course Outline/Schedule

This is the tentative class schedule. It may be changed, but your instructor will try to keep on schedule, however, certain topics may require more or less time than allocated considering varying student backgrounds. Each student will be responsible for keeping abreast of all changes that will be announced during class periods on an as needed basis.

Subject to change.

The tentative topics to be covered in this course are given below:

1. Introduction / Why study research methods? (1 class)
2. Science: The way to create and expand knowledge (1 class)
3. Mechanics and Elements of Research (1 class)
 - 3.1 Ethical Issues
 - 3.2 How to support your research project through courses and assistance at MSU
 - 3.3 Elements of Research Design
4. Literature Review (2 classes)
 - 6.1 Critical Thinking and Organization
 - 6.2 Search Tools on the Web and in the Library
 - 6.3 Referencing
 - 6.4 Idea Generation and Concept Mapping
5. Data Collection and Analysis Methods (2 classes)
 - 7.1 Types of Research (Quantitative, Qualitative, Mixed Methods)
 - 7.2 Data Collection Methods
 - 7.3 Survey Methods
 - 7.4 Handling of Human Subjects
 - 7.5 Data Analysis Methods (Qualitative, Quantitative, Mixed Methods)
 - 7.6 Validity and Reliability
6. Academic Writing and Research Project Organization (1 class)
 - 8.1 Technical Writing
 - 8.2 Thesis/ Proposal and Report Organizations
 - 8.3 Proposals, Research Reports
 - 8.4 Journal and Conference Papers
7. Presentations and Oral Communication (3 classes)

The table below describes the weekly activities including week, topic, readings, activities, and due date. The first two columns describe the week and date. The third column describes the topic. The fourth column describes the readings. The fifth column describes the activities. The sixth column indicates the due date. This is a tentative schedule subject to changes.

WEEK	DATE	TOPIC	Readings	Activities	Due Date
Week 1	8/29	1. Introduction	* Chapter 1		
Week 2	9/3	Labor Day / No Class			
Week 3	9/10	2. Science & Ethics	* Chapters 2 & 12 Readings assigned by RCR	> Class Discussion – Ethics ! SEPT. 13 – @ 6 PM – RCR	** RCR Attendance Proof Submission by 9/14 - 11 PM
Week 4	9/17	3. Keys to Success in Grad. School & Elements of Research	* Chapters 3-6	> Guest Speaker - Dr. El-Gafy @ 3 PM	
Week 5	9/24	4.a. Literature Review	* Chapters 7-8	> HW #1 – IRB Training DUE > Librarian's visit - Tom Volkening > Class Activity/ Peer Review	> 9/24 by 3 PM
Week 6	10/1	RCR / No Class	Readings assigned by RCR	! OCT. 4 @ 6 PM – RCR	** RCR attendance proof submission by 10/5 - 11 PM
Week 7	10/8	4. b. Lit. Rev. Continued	* Chapters 7-8 & Technical Writing Textbook	> Guest Speaker – Dr. Berghorn @ 3 PM > Reflections on the workshop	
Week 8	10/15	5.a. Data Collection & Analysis Methods	* Chapter 13	> Guest Speaker – Dr. Fan @ 3 PM ! OCT. 18 @ 6 PM – RCR	> Assignment #1 – Lit. Review Due – 10/15 by 3 PM ** RCR attendance proof

WEEK	DATE	TOPIC	Readings	Activities	Due Date
					submission by 10/19 - 11 PM
Week 9	10/22	RCR / No Class	Readings assigned by RCR	> HW #2 – Peer Review DUE	> 10/26 by 11 PM
Week 10	10/29	5.b. Methods Continued	*Chapter 13	> Guest Speaker - Dr. Syal @ 4:30 PM > Reflections on the workshop > Class Activity / Paper Review	
Week 11	11/5	RCR / No Class	Readings assigned by RCR	! NOV.8 @ 6 PM – RCR	** RCR Attendance Submission by 11/9 - 11 PM
Week 12	11/12	6. Academic Writing	* Chapter 14 & Technical Writing Textbook	> Reflections on the workshop > Class Activity	
Week 13	11/19	7. Oral Communication	* Chapter 15 and Handouts		
Week 14	11/26	Student Presentations		Assignment #2 - Presentation DUE	> 11/26 by 3 PM
Week 15	12/3	Overview		> Class Activities > Thesis Analysis – In class assignment / quiz >> RCR Alternative Assignment	> In-class submission >> 12/7 by 5 PM
Finals	12/10	Final Exam			12/10 – Monday 5:45- 7:45 PM

* McCuen, R. H. (1996). "The Elements of Academic Research", ASCE.

** Submit evidence for workshop attendance on D2L course website per instructions provided.

Part 4: Grading Policy

Graded Course Activities

The table below describes the graded course activities including points and activity description. The first column includes the points possible, and the second column includes a description for each activity.

Points	Description
6	Class Attendance & Participation
6	RCR Attendance or Alternative Assignment
12	Quizzes: (1) Referencing; (2) SPDC Seminar; (3) In-Class Analysis of a Thesis
8	Homework Assignments: (1) IRB Training; (2) Peer Reviews
26	Assignment #1 – Literature Review
10	Assignment #2 - Oral Presentation
32	Final Exam
100	Total Points Possible

Late Work Policy

The due date for all submittals will be firm. An electronic copy of each submittal will be submitted on the D2L site of the course in the assigned folders before the start of class on the due date. Following penalty system will apply to delays:

- Each 24 hours delay after the due date and time: - 20%;
- Submission after the due time will be considered as one-day delay;
- No submission will be accepted after the graded work is returned to the class.

Timely submission of all assignments and receiving a minimum success of 75% in the assignment #1 and #2 submissions are required in order to pass this course. No makeup assignment will be given.

Since the class policy is no makeup exams and assignments, it is the student's responsibility to plan ahead to avoid conflicts in advance of the submittal and exam dates. In case of genuine emergency, the students should bring it to the instructor's notice with appropriate substantiation. Excuses related to minor sickness, preplanned doctor's appointment, employment, sports, ROTC, student club activities, and other extracurricular activities will not be accepted.

Viewing Grades

Grades will be available via D2L course site to the students.

Grade Assignment

Cut-off percentage and earned grade.

95.0%	4.0
90.0%	3.5
85.0%	3.0
80.0%	2.5
75.0%	2.0
72.5%	1.5
70.0%	1.0
<70.0%	0.0

Viewing Grades

Generally homework and tests will be returned within 1-2 class sessions. Grades will be posted to D2L after the assignments have been graded. You are encouraged to visit with your instructor, at any time, to ask questions regarding grades or any other topic.

Part 5: Course Policies

Take the pledge! "For students by students" <https://honorcode.msu.edu/>

"As a Spartan, I will strive to uphold values of the highest ethical standard. I will practice honesty in my work, foster honesty in my peers, and take pride in knowing that honor is worth more than grades. I will carry these values beyond my time as a student at Michigan State University, continuing the endeavor to build personal integrity in all that I do."

Commit to Integrity: Academic Honesty

Article 2.3.3 of the [Academic Freedom Report](#) states that "The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." In addition, the (insert name of unit offering course) adheres to the policies on academic honesty as specified in General Student Regulations 1.0, Protection of Scholarship and Grades; the all-University Policy on Integrity of Scholarship and Grades; and Ordinance 17.00, Examinations. (See [Spartan Life: Student Handbook and Resource Guide](#) and/or the MSU Web site: [MSU Home Page](#).)

Therefore, unless authorized by your instructor, you are expected to complete all course assignments, including homework, lab work, quizzes, tests and exams, without assistance from any source. You are expected to develop original work for this course; therefore, you may not submit course work you completed for another course to satisfy the requirements for this course. Also, you are not authorized to use the www.allmsu.com Web site to complete any course work in this course. Students who violate MSU academic integrity rules may receive a penalty grade, including a failing grade on the assignment or in the course. Contact your instructor if you are unsure about the appropriateness of your course work. (See also the [Academic Integrity](#) webpage.)

Limits to Confidentiality

Essays, journals, and other materials submitted for this class are generally considered confidential pursuant to the University's student record policies. However, students should be

aware that University employees, including instructors, may not be able to maintain confidentiality when it conflicts with their responsibility to report certain issues to protect the health and safety of MSU community members and others. As the instructor, I must report the following information to other University offices (including the Department of Police and Public Safety) if you share it with me:

- Suspected child abuse/neglect, even if this maltreatment happened when you were a child,
- Allegations of sexual assault or sexual harassment when they involve MSU students, faculty, or staff, and
- Credible threats of harm to oneself or to others.

These reports may trigger contact from a campus official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like to talk about these events in a more confidential setting you are encouraged to make an appointment with the MSU Counseling Center.

Emergency Situations in the Classroom

In the event of an emergency arising within the classroom, the instructor will notify you of what actions that may be required to ensure your safety. It is the responsibility of each student to understand the evacuation, "shelter-in-place," and "secure-in-place" guidelines posted in each facility and to act in a safe manner. You are allowed to maintain cellular devices in a silent mode during this course, in order to receive emergency SMS text, phone or email messages distributed by the university. When anyone receives such a notification or observes an emergency situation, they should immediately bring it to the attention of the instructor in a way that causes the least disruption. If an evacuation is ordered, please ensure that you do it in a safe manner and facilitate those around you that may not otherwise be able to safely leave. When these orders are given, you do have the right as a member of this community to follow that order. Also, if a shelter-in-place or secure-in-place is ordered, please seek areas of refuge that are safe depending on the emergency encountered and provide assistance if it is advisable to do so.

Inform Your Instructor of Any Accommodations Needed

From the Resource Center for Persons with Disabilities (RCPD): Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at 517-884-RCPD or on the web at rcpd.msu.edu. Once your eligibility for an accommodation has been determined, you will be issued a Verified Individual Services Accommodation ("VISA") form. Please present this form to me at the start of the term and/or two weeks prior to the accommodation date (test, project, etc.). Requests received after this date may not be honored.

Understand When You May Drop This Course

Drops and Adds

It is the student's responsibility to understand when they need to consider un-enrolling from a course. Refer to the [Michigan State University Office of the Registrar](#) for important dates and deadlines.

The last day to add this course is the end of the 5th day of classes. The last day to drop this course with a 100 percent refund and no grade reported is 1/4th through the semester. The last day to drop this course with no refund and no grade reported is the middle of the semester. You should immediately make a copy of your amended schedule to verify you have added or dropped this course.

Commercialized Lecture Notes

Commercialization of lecture notes and university-provided course materials is not permitted in this course.*

*Note: The Code of Teaching Responsibility requires instructors who permit students to commercialize their class lecture notes to include a statement in their course syllabi that gives such permission. Absent such permission, students may not do so.

Internet

Some professional journals will not consider a submission for publication if the article has appeared on the Internet. Please notify your instructor in writing if you do not want your course papers posted to the course Web site.

Disruptive Behavior

Article 2.III.B.4 of the [Academic Freedom Report \(AFR\)](#) for students at Michigan State University states: "The student's behavior in the classroom shall be conducive to the teaching and learning process for all concerned." Article 2.III.B.10 of the [AFR](#) states that "The student has a right to scholarly relationships with faculty based on mutual trust and civility." [General Student Regulation 5.02](#) states: "No student shall . . . interfere with the functions and services of the University (for example, but not limited to, classes . . .) such that the function or service is obstructed or disrupted. Students whose conduct adversely affects the learning environment in this classroom may be subject to disciplinary action through the Student Judicial Affairs office.

Attendance

Students whose names do not appear on the official class list for this course may not attend this class. Students who fail to attend the first four class sessions or class by the fifth day of the semester, whichever occurs first, may be dropped from the course.

Participation

Students are expected to participate in all online activities as listed on the course calendar.

Regular attendance to classes and at least three of the RCR workshops are required. Evidence of attendance to workshops will be required. If you have a course conflicting with the RCR workshops, please inform the instructor and submit the alternate assignment by the last lecture of the semester.

Students will sign in at every lecture to help the instructor keep track of attendance and participation during class hours. The students are also to submit evidence of their attendance at the RCR workshops using course site on D2L during the week of each workshop. Students will follow the instructions provided on D2L for these submissions.

Build Rapport

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

Complete Assignments

Assignments for this course will be submitted electronically through *D2L* unless otherwise instructed. Assignments must be submitted by the given deadline or special permission must be requested from instructor before the due date. Extensions will not be given beyond the next assignment except under extreme circumstances.

All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments will affect the student's grade.

SIRS FORMS

Michigan State University takes seriously the opinion of students in the evaluation of the effectiveness of instruction, and has implemented the SIRS (Student Instructional Rating System) process to gather student feedback. This course utilizes the online SIRS system. You will receive an e-mail sometime during the last two weeks of class asking you to fill out the SIRS online form at your convenience.

Please note the final grade for this course will not be accessible on STUINFO for seven days following the University grade submission deadline published by the Office of the Registrar unless the SIRS online form has been filled out. You will have the option in the online SIRS form to decline to participate in the evaluation of the course we hope, however, that you will be willing to give us your frank and constructive feedback so that we may instruct students even better in the future.

Approval to use Classroom Photographs

The School of Planning Design and Construction wishes to use classroom photos on the SPDC website. An approval form has been provided at the end of this syllabus, for you to indicate approval or lack of approval for SPDC to use or not use any photos taken in this class.

Part 6: Other Course Information

Responsible Conduct of Research Workshops:

Responsible Conduct of Research (RCR) Workshops are conducted by the Graduate School at MSU. **Early Registration to all workshops is required at:**

<http://grad.msu.edu/rcr/>

Attendance of at least three of the RCR workshops are required for this course. The students are to submit evidence of their attendance at the RCR workshops using course site on D2L during

the week of each workshop. Students will follow the instructions provided on D2L for these submissions.

If you have a course conflicting with the RCR workshops, please inform the instructor and submit the alternate assignment by the end of last day of the semester. Information regarding the alternate assignment will be provided on the D2L course site.

Location & Times: Room 103 Erickson Hall (the Kiva) / Thursdays between 6 - 7:30 PM

Note: List 'Sinem Mollaoglu' as your research integrity consultant in the registration process.

9/13/2018 : RCR – Data and Data Management

10/04/2018: RCR - Authorship

10/18/2018: RCR - Plagiarism

11/08/2018 : RCR – Conflict of Interest, Peer Review and Collaboration

RCRs continue in the Spring semester and are required to receive the RCR certification from the graduate school.

Quizzes:

Announced and unannounced quizzes may be given on various topics of the course such as referencing.

Homeworks:

1. Institutional Review Board (IRB) Training
2. Peer Review

Assignments:

1. Conducting a literature review: using library resources, referencing, using concept mapping tools, writing skills.
- 2 . Critical analysis of a research Plan B report or a Plan A / PhD thesis in CM.

Oral Presentation:

Development of a roadmap at graduate school or a pre-research proposal in the form of a presentation.

Consent Form for Students in the School of Planning, Design and Construction

The purpose of this form is to provide some examples of current student achievements to an audience outside of the Michigan State University campus. For the purposes of both publicity and accreditation, we need to illustrate examples of work of our students in their various years of study. In order to use information pertaining to you and/or your academic endeavors, your consent is being requested allowing us to share information as determined by the School of Planning, Design and Construction. The information we are interested in possibly sharing is your name, your major, your actual or potential graduation date, your focus area and abstract, photographs and/or work produced in an SPDC course, such as a document, project, etc. Examples of this include individual research papers, class projects, Practicum Reports, scholarly articles and all or part of a thesis in which you were the sole author or part of a team that produced the document

Please indicate below whether or not you are willing to allow us to utilize some or all of the items mentioned above for university development, publicity, advertising, communication or marketing purposes. There is no penalty for you if you decide not to give your consent or withdraw all or part of it at a later date.

If you grant consent, this will remain in effect until withdrawn by contacting SPDC's Student Services, Pat Daughenbaugh at daughenb@msu.edu or call (517) 432-3393.

- YES, I give consent for you to use some or all of the following data elements in your university development, publicity, advertising, communication or marketing pieces. Data elements include Name, major, graduation date, focus area and abstract, photographs and work produced in an SPDC course.

- No, I do NOT give consent for you to use some or all of the following data elements in your university development, publicity, advertising, communication or marketing pieces. Data elements include Name, major, graduation date, focus area and abstract, photographs and work produced in an SPDC course.

Print Name _____ SPDC Major _____

Signature _____ Date _____

Code of Teaching Responsibility

This class will meet the University's Code of Teaching Responsibilities. This document can be found at: [Code of Teaching Responsibilities](#)

Collection of student work

For the purposes of accreditation of the Construction Management Program, some student work will be retained for future use without any personal identification or information on the material.