

COURSE SYLLABUS

HRDV/MNGT 6000

Course Number

Dr. James Mallory

Instructor

Integrated Studies

Course Title

843-873 9108

Phone Number

Fall 1 2005

Term

jemallory@aol.com

E-Mail

U.S. Naval Hospital

Campus Location

1. **Course description:** Students are expected to synthesize and integrate the learning experience acquired in their area of study and evaluate the research and current topics relative to this area of concentration. Techniques used to accomplish these goals may vary.
2. **Incoming competency of the student expected by the instructor:**
Students must have effective speaking and writing skills and be able to integrate graduate studies into an original research project. Students will be required to design, organize, and conduct a research project. They will be required to report findings verbally and in writing. All required courses in the area of study must have been taken.
3. **Course Statement of Objectives:**
 - A. To develop an understanding of research as a methodology;
 - B. To gain experience in the preparation and delivery of original research;
 - C. To provide an opportunity for students to conduct research in their field of study;
 - D. To demonstrate a comprehensive understanding of management or human resources development functions.
4. **Text:** MLA Handbook For Writers of Research Papers (5th ed.)
5. **Supplemental Readings:**
Professional journals associated with the research topic.
Business Encyclopedia: Chapter 5, A Management Audit.
Handout material and Webster University Research References.

6. **Visual Aids:**

Overhead
Power Point

7. **Course Requirements:**

% of grade

Project written report

80

Oral presentation

20

In order to qualify for a grade the research project must have been approved by the Instructor.

8. **Research Project:**

The project report is a critical document which when properly prepared and presented can have positive results for any organization. You should keep this in mind while preparing your final document. You should plan on no less than 30 pages devoted to your findings and recommendations excluding all material except the paper contents (text). Only MLA will be accepted as the, research paper/project report, guidelines and format. Evidence of a search of the relevant literature must be evident. This is documented as part of the works cited page and appropriate referrals will be documented in the text. Quality of work (graduate level expected), meeting time lines, insight into management problems and functions, and ability to relate prior course work to the project will be considered in the evaluation. The final project report form will be discussed during the first class meeting.

9. **Research Project:**

Students must choose to write a research paper, conduct an operational audit, or conduct a management audit.

The Research Paper topic will focus on a specific area of interest associated with your program major. From the area of interest students will select a research topic and develop from three (3) to five (5) research questions. The questions will become the foundation for your research project and will be presented with the paper proposal.

An *Operational Audit* is similar to a *management audit* approach but is much more limited in scope. It may be undertaken either by a special task force of organizational people or by outside independent analysts. It is a means of providing management with objective appraisals of the performance of a specific function. This function may be departmental in nature or a cross sectional analysis of some function pertinent to all departments.

A *management Audit* is a thorough description and analysis of an organization's purpose philosophy, policies functions operations,

structures, markets, sources of financing, strengths, problems, and probability for future operations. This is normally accomplished by research, interviews with key personnel, and analysis of operations.

9. Management students will apply the full range of core courses to a total organization and all its departments including top management. HRDV students will apply the central concepts of each HRDV core class exhaustively in analyzing the human resources department or function.

10. Class Schedule:

Week 1 Introduction to the course goals, objectives, and discussion of individual assignments. Introduction and discussion of each students background assignment and plans. Detailed discussion of the paper format, presentation requirements, and critical dates.

Week 2 Individual reports on selected organization and project proposal. Turn in the written project proposal which will include the premise, how organization selected, who contacted, authority for study, schedule of meeting, general organizational description, and plan for audit (how I will do it).

Week 3 - 6 Field research, individual problem solving with Instructor. Phone: 843 873 9108; Fax: 843 873 0126; e-mail: jemallory@aol.com

Week 7 Progress check, review of reports content and form, critique and feedback. Discussion relative to the oral presentation style and expectations.

Week 8 Trial oral presentation, critique, and feedback

Week 9 Formal oral presentation and project report delivered in final form (1 copy).

Reviewed/Approved by _____ **Faculty Coordinator/Chair** _____ **Date** _____