February 12, 2018

Dear Students,

Welcome to EMPA/MSAS 764: Research Methods for Administrative Studies. I appreciate you enrolling in this course and hope it will serve you well. As one of the EMPA and MSAS core classes, EMPA/MSAS 764 is designed to provide an important building block for your graduate studies and professional practice. The emphasis of the course is on helping you to frame research questions, seek subject matter expertise, and generate conclusions about the questions you studied. This skill set will help you develop some of the skills, such as compiling a program logic model, writing a literature review you may use in part for your professional report and pursuit of knowledge in a variety of professional disciplines, and develop a testing plan for determining whether or not program goals are met.

This course has been designed to be an online interactive course using the course management system Desire2Learn (D2L)( https://d2l.sdbor.edu/ ). If this is your first online course at USD I would suggest that you review the new student’s guide for online learning for valuable information to help you be successful as an online learner, as well as necessary information on how to log-in if you are not familiar with USD’s D2L environment. The guide can be found at the following URL: http://www.usd.edu/continuing-and-distance-education/upload/Online-Orientation-Guide.pdf.

As a note: It is very important that you login into the D2L course no later than May 18th to show that you are engaged in the course. It is further necessary, due to the intensity of this course that you begin module one immediately after the start of class.

Within the syllabus, content modules, and discussion threads you will find important information on assignments and due dates. Please note that the syllabus is the primary holder of course requirements, so please read the syllabus in its entirety.

As well, I would like to get know each of you as the course begins. This can be done in the discussions section of the course. I made the first entry and I would like you all to enter one. There will be other discussions posted throughout the semester, so be sure to participate in these asynchronous discussions with me and other students in the course.

Regarding technology, the University has established minimum hardware and software requirements to ensure the effective delivery of online courses. Those requirements are listed in the student guide located in the URL above. Furthermore, I will ask that you submit all of your assignments using the drop-box in D2L.
As well, you will want to ensure that you have the following required textbooks prior to the start of the course:


If you have any questions or concerns about the course, please feel free to e-mail me through the D2L e-mail program, or call me at (757) 788-1775. Please note that I seek to respond to emails within 48 hours Monday-Friday with exception of holidays. I will notify you if there might be an exception to this. I do not check regularly emails over weekends and holidays, so if there is an emergency, please call me.

I look forward to working with you this semester.

With all sincerity,

Dr. Jacqueline Faulhaber