Course Syllabus

Course Information

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EDAD 663 Doctoral Writing-Authoring the Doctoral Dissertation. Hours: 3.

**This course serves as the introductory class in the doctoral dissertation writing process.
We will be exploring the Doctoral Dissertation requirements of the Graduate School and the EDAD
Doctoral Program. The course is also a start to choosing and refining a topic, and completing a
rough draft of Chapter 1 of the five chapter dissertation process.**

Course Goals and Objectives

The cohort members will develop advanced skills and knowledge of writing academic papers using the
APA Style Manual 6th Edition.

The cohort member will gain an increased understanding of the dissertation writing process by review and
evaluation of completed dissertation examples.

The cohort member will compose and submit an advanced dissertation topic statement, a well developed
description of the significance of their proposed research and dissertation topic.

The cohort member will compose a summative reflection evaluating their preparedness to successfully
complete the dissertation process.

Design of the Class:

This is an online course with 100% of instruction and assignments delivered using the eCollege learning media platform and thus, some obvious technological resources will be required.

- o Access to a computer with Internet access (high-speed preferred)
- o Document Productivity Software (Microsoft Office preferred)

As a student enrolled at Texas A&M University-Commerce, you have access to an email account via myLeo - all my emails sent from eCollege (and all other university emails) will go to this account, so please be sure to check it regularly. Conversely, you are to email me via the eCollege email system or your myLeo email as our spam filters will catch yahoo, hotmail, etc. and I will not check for your email in spam.

When sending me an email be sure that you have the included your name and Course Number (EDAD 697) in the subject line.

This class design is based on constructivist learning principles. This means that the instructor creates an environment for learning by providing focus and guidance to the content. Assignments are designed to be learning experiences for students, and it is presumed and expected that students actively participate in the class through the construction of their own learning. As a graduate level course, the instructor expects quality work from each student supported by adequate preparation and involvement.

Class Participation:

Given the constructivist design of the class and the online delivery format, it is imperative that this course is interactive. It is my expectation (and I'm sure yours too) that all students participate fully in all activities and assignments in order to maximize their learning experience.

In order for this class to be interesting and beneficial, each student is expected to be prepared to lead

and/or enter into discussions, to ask relevant questions, and to share the results of their study and reflection. This means that each student should be:

(1) conscious of the class schedule and the requirements for each class (knowing what to be prepared for),

(2) self-disciplined (spending time to be fully prepared),

(3) eager to share with your classmates (participating actively by sharing what you have prepared). Participation is an extremely important part of your experience in this class. When you miss participating in a class assignment, not only do you miss information presented, but you miss the interaction of your classmates, which can lead to the loss of key learning experiences.

Regardless of circumstance, all assignments are due on the date specified.

Assignments:

Reflection on the Dissertation Writing Experience:

This assignment is designed for the student to reflection on personal expectations, concerns, and questions related to the dissertation writing process. Each student will post a response on the Discussion Board that includes the following:

- What are your thoughts on the dissertation process? Fears? Questions?
- What is a topic you are interested in pursuing? (Cover who, what, how, and why)?
- What resources can you use in the dissertation writing process?
- What are your strengths and weakness related to writing?

Each student will also respond to another cohort members post on this topic in the discussion board.

Discussion Threads:

Each Week Tab has at least one discussion thread that you will need to respond to. Please follow the discussion rubric to respond and post to each topic.
Discussion Thread Criteria:

- The discussants will demonstrate an observable understanding of the articles being discussed. The understanding will be at the critical thinking and synthesis level.
- The discussants will demonstrate an ability to engage the audience in a discussion that is relevant to the topics of the articles and related concepts. This can be done in a variety of ways including but not limited to:

- posing engaging questions;
- eliciting responses;
- engaging the learners in an activity or task.

- The discussants will demonstrate the ability to effectively organize the discussion. This includes:

- keeping the discussion focused on the topic;
- providing structure (beginning arguments, closing arguments,wrap-
up or synthesis);
- staying within the timeframe alotted for discussion;
- using effective media (if applicable).

- The discussants will demonstrate the ability to respond to questions effectively.
- The discussants will demonstrate the ability to relate the concepts discussed in the articles to personal and professional experience by using examples from everyday practices.

Dissertation Evaluation:

Utilizing a rubric (provided in the Doc Sharing tab) the student will evaluate a Chapter 1 from a self-selected dissertation that is related to your working topic in the reflection assignment.

Working Topic Selection:

The student will select a working dissertation topic for the purposes of this writing class. This topic may or may not be the student's final dissertation topic.

Final Submission of Chapter 1 Rough Draft:

Students will submit a final paper including Chapter 1 making corrections based on professor and peer feedback of previous assignments. This paper should follow APA and having the following sections:

The following format is directly from the Doctoral Dissertation Template approved by the TAMUC Gradiate School. (Please follow APA 6 formatting in your Style Manuals. You may also access a free online APA tutorial at Purdue Online Writing Lab).

CHAPTER 1

Papers should be double spaced, size 12 font (New Times Roman), and follow the formats for papers as specified by the APA Publication Manual. This is a scholarly work and should not be written in first person. All resources should be cited using APA format and your paper should also be free of technical errors (spelling, punctuation, proper use of grammar, etc.).

GRADING

Student Performance Evaluation:

Evaluation will be based on the completion of each of the performance expectations. This course will be a pass/fail course based on participation and completion of tasks.

This is a 100% class. All of the instructional activities and assignments will be delivered and received online using the eCollege learning media platform. This is an online course and some obvious technological resources will be required.

- o Access to a computer with Internet access (high-speed preferred)
- o Document Productivity Software (Microsoft Office preferred)

As a student enrolled at Texas A&M University-Commerce, you have access to an email account via myLeo - all my emails sent from eCollege (and all other university emails) will go to this account. Please be sure to check it regularly. Conversely, you are to email me via the eCollege email system or your myLeo email as our spam filters will catch yahoo, hotmail, etc. and I will not check for your email in spam. When sending me an email be sure that you have the included your name and Course Number (EDAD 697) in the subject line.

Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0, or 8.0).

Your courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.

It is strongly recommended that you perform a "Browser Test" prior to the start of your course. To launch a browser test, login in to eCollege, click on the 'myCourses' tab, and then select the "Browser Test" link under Support Services.

eCollege Access and Log in Information (7.1)

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M

University-Commerce. To get started with the course, go to: https://leo.tamu-commerce.edu/login.aspx.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamu-commerce.edu.

Being a Successful Student

What Makes a Successful Online Student

Self-Evaluation for Potential Online Students

Readiness for Education at a Distance Indicator (READI)

o Login Information: Login = tamuc; password = online

Grading GRADING:
Student Performance Evaluation:

Evaluation will be based on successful completion of each of the performance expectations. Each expectation has been assigned points towards the total on which the final course grade will be based. The points for each assignment may be viewed in the gradebook. This is a competency based course. Accumulating 70% of the possible points for the course will be considered as a passing score.

Satisfactory Score   210-300
Unsatisfactory Score 209 and Below

Please Note: While students may receive numerical grades for various assignments listed in the syllabus based on the criteria provided by the instructor and which contribute to an overall grade average represented in the breakdown listed above, grades are given to primarily provide feedback to students and to guide the instructor in making an assessment of student work. The final grade awarded for the course,

however, will be at the sole discretion of the instructor and will be based on several factors, including but not limited to the rubric provided (see Rubric for Course Grade attached).

COMMUNICATION AND SUPPORT

I will communicate with you through:

- Email

- eCollege Announcements

Interaction with Instructor Statement

Email is the primary mode of communication that will be used in this course. I will attempt to answer emails within 24 hours. Please be sure that the email you have listed with TAMUC is the one you wish to use. Ecollege uses the MyLeo email that was provided to you upon admittance to the University, unless you have changed your primary email through the system.

eCollege Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week.

? **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with an eCollege Representative.

? **Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.

? **Email:** helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.

? Help: Click on the *'Help'* button on the toolbar for information regarding working with eCollege (i.e. How to submit to dropbox, How to post to discussions etc…

University Specific Procedures

ADA Statement:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148 StudentDisabilityServices@tamu-commerce.edu

Student Disability Resources & Services

Course Specific Procedures:

Citizenship:

All students enrolled at the University shall follow the tenets of common decency

and acceptable behavior conducive to a positive learning environment.

(See Student 92s Guide Handbook, Policies and Procedures. Conduct)

Late work:

Late work is not accepted. You will have plenty of notification and time to complete course assignments. If you know you are going to be out of town and unable to access a computer, plan ahead. See course semester outline at the bottom of this syllabus.

Attendance:

This is an online class therefore attendance is up to you! You will be required to work as a team via various activities. The quality of your contributions and regular participation in weekly activities will be considered attendance. It is strongly encouraged that you attempt to log into the course each day – Monday through Friday. Please check your MyLeo email for messages in order to keep current. If we do synchronous sessions via ClassLive PRO, these sessions will not be required.

Scholarly Expectations:

All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical, particularly at the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. Work submitted at the graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the undergraduate level.

Courtesy regarding Cell Phones/Electronic Devices:

If you carry a communication device/cell phone with you to a face to face class session, please be sure it is turned off. If you are involved in a crisis situation and need to be available via your cell phone, please talk with the instructor about the situation prior to the start of class. Your cooperation and your respect for our learning time are appreciated.

Dropping the Class:

At times, we become overloaded or have unplanned events that demand our attention. If you need to adjust your schedule by dropping this course, please follow university procedures to officially drop the class. Please do not just disappear. If you fail to officially drop the class, a grade must be assigned at the end of the course.

Incomplete Grades:

Per university policy, your must visit with the instructor, develop, and sign "A Plan for Completing the Grade of X" before you may receive an incomplete for the course. The reason for such requests is limited to "circumstances beyond student?s control which prevented student from attending classes during Finals Week or the preceding three weeks" (Policy A 122.07, EDAD 671 Online Course Syllabus – MacDonald - 6/5/2010 12

1998). You are notified that the deadline date for all plans is not to exceed one semester. Failure to fulfill plan requirements within the specified time will result in a course grade of F.

Academic Honesty:

Please see the TAMU-C Graduate Catalog and the Publication Manual of the American Psychological Association (2001) for the discussion of academic honesty. Academic honesty is especially important when it comes to citing/quoting sources in research papers and assignments. Students are responsible for reading this material and becoming familiar with the conventions for acknowledging sources of information. Consequences for academic dishonesty range from failing a specific assignment to expulsion from the University.

"Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty, which includes, but is not limited to plagiarism (the appropriation or stealing of ideas or words of another and passing them off as one?s own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments) and abuse (destruction, defacing, or removal) of resource material."

(Texas A&M University –Commerce, Graduate Catalog).

Plagiarism:

Plagiarism WILL NOT be tolerated and will result in an automatic F in the course. Various versions of your work and final papers will be run through Turnitin software - this is not meant to "catch" you in the act, but rather assist you in seeing possible areas that may be unintentionally plagiarized and allow for editing your work.

Words or ideas that require citations include, but are not limited to, all hardcopy or electronic publications whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. Submissions to any public meeting or private mailbox fall within the scope of words and ideas that require citations if used by someone other than the original author.

In a nutshell, the term "copyright" refers to a form of protection provided by the laws of the United States in Title 17 of the United States Code. Copyright protection is provided to authors of "original works of authorship" including literary,

dramatic, musical, artistic, and other intellectual works. One aspect of copyright that complicates things is that no publication, registration, or other action is required to secure copyright protection under U. S. Law. Copyright is secured automatically when the work is created.

Academic dishonesty in an online learning environment could involve:

Having a tutor or friend complete a portion of your assignment.

Having a reviewer make extensive revisions to an assignment.

Copying work submitted by another student to a public class meeting.

Using information from Online information services without proper citations.

Again, all papers, reports, etc. will be submitted for review by the online library service "Turitin". Specific instructions will be given at a later date for access and use.

Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

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Gee Library

Room 132

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Fax (903) 468-8148

StudentDisabilityServices@tamu-commerce.edu

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook).*

Course Calendar

Class Date	Topic	Readings	Assignments and Due Dates
Week 1			
Online-Week of	Course Introduction; Syllabus Review.	Read complete syllabus.	Discussion Board Reflection Question *(Questions in Syllabus and Discussion board Thread)* Assignment-Due Tuesday of this week.
	APA Overview,	Read Table of contents in APA 6 Manual and familiarize yourself with contents.	

		Library Services; Writing Center Resources		
			Familiarize yourself with contents of Chapter 1 from Doctoral Dissertation Handbook.	
		Review of Doctoral Dissertation Handbook (In Doc Sharing and on TAMUC Doctoral Program website)		
			Student-selected Chapter 1 Dissertation from Gee Library (or other) Dissertation Database.	
		Dissertation Review	View video and read article in Doc Sharing about selecting Dissertation Topics.	Completion of Dissertation Evaluation Assignment (use dissertation rubric in Doc Sharing). Due Thursday of this week.
		Dissertation Topic		Create Working Dissertation Topic. Insert in Dropbox and Doc Sharing.

			Other Discussion Threads (If assigned) in Discussion Tab for the week.
Week 2			
Online	Chapter 1 Doctoral Dissertation: Statement of the Problem Purpose of the Study		Create draft of Chapter 1 Introduction, the Statement of the Problem, and the Purpose of the Study. Insert in Dropbox and Doc Sharing by Thursday of this week. Discussion Threads (If assigned) in Discussion Tab for the week
Week 3			
Online	Chapter 1 Doctoral Dissertation: Research Questions (usually for, but not limited to Qualitative Research). Hypotheses (usually for, but not limited to Quantitative Research). Significance of the Study		Create draft of Chapter 1 Research Questions and Hypotheses, and the Significance of the Study. Insert in Dropbox and Doc Sharing by Thursday of this week. Discussion Threads (If assigned) in Discussion Tab for the week
Week 4			
Online	Chapter 1 Doctoral Dissertation:		Create draft of Chapter 1 Method of Procedure. Insert in

	Method of Procedure (including Steps, Collection of Data, Treatment of Data).		Dropbox and Doc Sharing by Thursday of this week.
			Discussion Threads (If assigned) in Discussion Tab for the week
Week 5			
Online	Chapter 1 Doctoral Dissertation: Definition of Terms Limitations Delimitations Assumptions Organization of the Dissertation Chapters		Create draft of Chapter 1 Definition of Terms, Limitations, Delimitations, Assumptions, Organizations of the Dissertation Chapters. Insert in Dropbox and Doc Sharing by Thursday of this week. Discussion Threads (If assigned) in Discussion Tab for the week
Week 6			
Online	Chapter 1 Doctoral Dissertation: Final Chapter 1 Dissertation Writing Assignment		Submit compiled Chapter 1 rough draft into Drop Box and Doc Sharing by Thursday of this week. Discussion Threads (If assigned) in Discussion Tab for the week
Week 7			
Online	Chapter 1 Doctoral Dissertation:		Discussion Threads (If assigned) in Discussion Tab for the week