EDAD 664 – Doctoral Writing-Authoring the Doctoral Dissertation: The Literature Review

Instructor: Dr. Alicia Maphies

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COURSE INFORMATION

Required Texts

Creswell, J. W. (2009). *Research design: Qualitative, quantitative, and mixed methods approaches* (3rd Ed.). Los Angeles, CA: SAGE.

Lunenburg, F. C., & Irby, B. J. (2008). *Writing a successful thesis or dissertation: Tips and strategies for students in the social and behavioral sciences*. Thousand Oaks, CA: Corwin Press.

Galvan, J. L. (2013). *Writing literature reviews: A guide for students of the social and behavioral sciences* (5th. Ed.). Los Angeles, CA: Pyrczak Publishing.

American Psychological Association (6th Ed.). (2010). Publication Manual of the American Psychological Association. Washington, DC: American Psychological Association.

Course Description
This course serves as one of the introductory classes in the doctoral dissertation writing process. The students will read and understand the Doctoral Dissertation Graduate School requirements and the EDAD Doctoral Program in the Doctoral Handbook. The course will also provide students the knowledge and skills needed to write their literature review and compile a list of appropriate references.

Student Learning Outcomes
Upon completion of the course, the student will:
- Develop advanced skills and knowledge of writing academic papers using the APA Style Manual 6th Edition.

- ☐ Apply skills learned in this course to revise their completed Chapter I: Introduction
- ☐ Analyze a completed literature review similar to their research topic.
- ☐ Compose and submit a draft of the literature review.
- ☐ Write references using the correct APA 6th edition style.
- ☐ Determine peer reviewed articles.
- ☐ Request articles and books from Inter-library loan.
- ☐ Retrieve peer reviewed articles from various databases.
- ☐ Create an Endnote web account and import citations into endnote

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

This is an online class. All instructional activities and assignments will be delivered and received online using the eCollege learning media platform.

Being a Successful Student

- [What Makes a Successful Online Student](#)
- [Self-Evaluation for Potential Online Students](#)
- [Readiness for Education at a Distance Indicator (SmartMeasures)](#)

    Login = tamuc   password = online

Given the constructivist design of the class and the online delivery format, it is imperative that this course is interactive. Students must participate fully in all activities and assignments in order to maximize his/her learning experience.

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) Aware 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), and
(3) Eager to share with his/her 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.

APA Format for Papers

Please follow APA 6 formatting in your Style Manual. You may also access a free online APA tutorial at **Purdue Online Writing Lab and at www.apastyle.org**).

Reflection papers should be double-spaced, size 12 Font, New Times Roman. Follow the format for papers as specified by the APA Publication Manual. This is scholarly work and should not be written in first person. All resources should be cited using correct APA format, 6th edition. The paper should also be free of technical errors (spelling, punctuation, proper use of grammar, etc.).

Late work
Late work is not accepted, unless prior approval received by the instructor. **Points may be deducted.** 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 may be required to work as a team on 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 stay current

Grading
Student Performance Evaluation: Evaluation will be based on successful completion of each of the performance expectations. Each performance assignment 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 grade book.

All assignments must be completed to earn an A in this course.

Grading Scale
  A = 90-100%
  B = 80-89%
  C = 70-79%
  D = 60-69%
  F = 59% or Below

TECHNOLOGY REQUIREMENTS

 The following technological resources will be required.

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

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, please include Course Number (EDAD 664) in the subject line.**

ACCESS AND NAVIGATION

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 Internet Explorer and Google Chrome.

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 into the course. If you do not know your CWID or have forgotten your password, please contact Technology Services at 903.468.6000 or helpdesk@tamu-commerce.edu.

COMMUNICATION AND SUPPORT

I will communicate with you through:
- Email
- eCollege Announcements
- Module Q&A Forum
- Virtual Office Hours as needed
- SKYPE

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.

When sending me an email, include Course Number (EDAD 664) in the subject line.

Another way to communicate with me is through Module Q&A. Each of the seven modules within our EDAD 664 course shell has a link entitled Module Q&A where you can post questions and review responses to questions that pertain to course information as we progress through this course, however, email is still the best method.

Prior to asking a question, please quickly review previous responses within a particular Module Q&A forum as your question may already have been addressed. You are welcome to respond to a classmate's question if you can accurately address the issue.

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…)

<u>COURSE AND UNIVERSITY PROCEDURES/POLICIES</u>

ADA Statement

<u>Students with Disabilities:</u>
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- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu

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.

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, you 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." 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 (2010) 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)

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.