



**HIED 650 Doctoral Research Practicum**  
**COURSE SYLLABUS: Summer 2020-**  
**online course**

**Instructor:** Dimitra J. Smith, PhD. Associate Professor  
 Department of Higher Education and Learning Technologies  
**Office Location:** Education North Room # 104E  
**Office Hours:** Available by appointment (Tuesdays - 10:00 -12:00 noon CST; and  
 on Wednesdays 10:00 am-1:00 pm CST via distance communication)  
**University Email Address:** [Dimitra.smith@tamuc.edu](mailto:Dimitra.smith@tamuc.edu)  
**Preferred Form of Communication:** Email  
**Communication Response Time:** Within 48 hours

**COURSE INFORMATION**

**Materials – Textbooks, Readings, Supplementary Readings Textbook(s) Required**

**Required:**

Pan, M. L. (2017). *Preparing literature reviews: qualitative and quantitative approaches*.  
 New York, NY: Routledge.

*Publications Manual of the American Psychological Association* (6<sup>th</sup> ed.). (2011).  
 Washington D.C.: American Psychological Association.

**Strongly Recommended:**

Galvan, J. (2014). *Writing Literature Reviews* (6<sup>th</sup> ed.). Glendale, CA: Pycszak Publishing.

**Suggested:**

Heppner, P. P., & Heppner, M. J. (2004). *Writing and publishing your thesis, dissertation,  
 and research: A guide for students in the helping professions*. Belmont, CA:  
 Brooks/Cole.

Ivers, M. (2010). *Random House Guide to Good Writing*. New York, NY: Ballantine

Books.. Pycszak, F. & Bruce, R. (2014). *Writing empirical research reports* (8<sup>th</sup> ed.).

Glendale, CA:  
 Pycszak Publishing.

## Course Description

This course immerses students in a professional experience, as a researcher completing a literature review preparatory to conducting research leading to a dissertation. It requires setting specific goals and objectives to stay on task. Students writing a literature review in this course must consult with their academic advisor and me about a suitable topic.

## Student Learning Outcomes

Upon completing this course, each student will:

1. Define and elaborate on the major themes from a literature review that will be foundational to a major research project;
2. Formulate appropriate research questions to guide dissertation research, and
3. Complete a substantive and technically correct review of literature in the field.

## COURSE REQUIREMENTS

### Minimal Technical Skills Needed

Using the learning management system: D 2 L system, using Microsoft Word and PowerPoint, using presentation and graphics programs, etc.

### Instructional Methods

The learning process will be conducted via weekly modules with course contents, PPT lectures, course discussions, assignments and assignment feedback, and peer review works. Additionally, one on one faculty-student meeting is available when required.

### Student Responsibilities or Tips for Success in the Course

- Log into the course website regularly (preferably every other day).
- Expected amount of weekly study and participation time is 12 to 15 hours per week.
- Be prepared to be an active learner and participant for the class.
- Feel free to contact the instructor when you need help.
- Please submit all assignments on time. Late assignments are not accepted.
- Assignments that you complete for this course should not have been used in other courses.

### Guideline for Student Writing a Literature Review

1. Contact your major advisor and discuss your topic for you dissertation proposal.
2. Contact me letting me know your topic and go into D 2 L to look at the weekly modules. You will proceed through the modules as you write your literature review.
3. Use APA format for your literature review.
4. Keep all of the articles that you compile. This is a MUST.
5. The minimum number of pages for your literature review should be 30 to 40. The review should be an exhaustive one. **BE SURE** you review some of the HIED

dissertations online or come by the office and check out one to see what a literature review encompasses.

6. Make sure that it is typed and follows the format of a dissertation.
7. The manuscript should be error free (no "you" or "I" and watch grammar).
8. The margins for each page shall be as follows: left side, 1 1/2" (one and one half inches); all other margins, 1" (one inch).
9. Include a Title page and Table of Contents - samples of these pages can be found in the Doctoral Student Handbook at the Graduate School website. You can download the handbook on your computer.
- 10.

## Writing Requirements

All papers are to follow APA format guidelines. Begin papers with an APA title page. Font is to be 12 point, New Times Roman, double-spaced. Normal margins: one inch left, right, top, and bottom. Written assignments will be graded according to the following criteria:

- Completeness of response to the assignment
- Organization and coherence
- Appropriate grammar, punctuation, spelling
- Use of disciplinary format and citation style: Paper displays correct use of student's disciplinary format and citation style (APA, 6th Edition).

### Check out these resources before you start

#### APA information:

<http://www.apa.org/education/ce/4210701.aspx> \$80

<https://owl.english.purdue.edu/owl/resource/560/01/> --everything you need to know in manageable chunks, by topic

<https://owl.english.purdue.edu/owl/resource/560/24/> --APA 6<sup>th</sup> edition

<https://karenbrooks.wikispaces.com/file/view/APA+6th+Edition+Tutorial+from+Purdue+Owl.pdf> --PPT on APA formatting and style

#### Plagiarism:

<http://www.youtube.com/watch?v=EF5eFeJMplA>

<https://owl.english.purdue.edu/owl/resource/589/1/>

<http://www.youtube.com/watch?v=9z3EHlOa9HI>

#### Paraphrasing:

<http://www.youtube.com/watch?v=sgMJ16WUEPg> \*basic but helpful (8 mins)

<http://www.youtube.com/watch?v=nSGzuxbdheI>

<https://owl.english.purdue.edu/owl/resource/619/1/>

**Citation Style:**

[https://owl.english.purdue.edu/media/pdf/20110928111055\\_949.pdf](https://owl.english.purdue.edu/media/pdf/20110928111055_949.pdf)

## GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

**A-Work** is thorough, original, insightful, and of a doctoral level and quality. Student demonstrated complete understanding of course issues, a high level of analytical skills, clearly and resourcefully presentation with negligible errors in mechanics (grammar, citation and source referencing according to APA guidelines from an extensive and wide range of quality sources).

**B-Work** is thorough, of a level that meets expectations, and of a doctoral student that is acceptable and appropriate. Student demonstrated a sound understanding of course issues, good analysis, and a clearly/neatly presentation with narrow errors in mechanics (grammar, citation, and source referencing consistent APA guidelines from a good range of sources).

**C-Work** is generally thorough, late (with instructor permission/approval) and/or of a level that only partially meets expectations of a doctoral level and quality. Student demonstrated conflicting or surface understanding of course issues with insufficient analysis and significant errors in mechanics (grammar, citation, and referencing from an inadequate and/or mixed quality sources according to APA guidelines).

**D-Work** is incomplete, late, and/or not of a doctoral level and quality. Student demonstrated insufficient understanding of course issues, analysis, and/or substantial mechanical errors (grammatical, citation, and referencing) according to APA guidelines drawn from few, if any, low-quality sources).

**F-Major** assignments are missing, incomplete, or excessively late without permission of instructor and/or demonstrates lack of effort and/or lack of understanding of core course objectives.

## Assessment

### Assignments:

1. Dissertation topic discussed and approved by advisor due
2. Literature Review Proposal
3. Peer review feedback
4. Draft of Literature Review Section (aka dissertation chapter 2): due to professor
5. Research Article(s) Critique Practice
6. Discussion and Participation

Additional Information (including a course calendar) will be provided in the D2L course. The course schedule and contents are scheduled to change at the instructor's discretion. Please know that due dates will not be earlier than the previously schedule day.

### HIED 650 Discussion Forum Grading Rubric

Timeliness of posting your initial work to allow sufficient time for peer feedback. Post by the Thursday prior to the Sunday module assignment date.	1
Quality of constructive feedback that you provide to at least two peers in reviewing their work prior to the Sunday module assignment due date.	1
Your discussion postings are relevant to questions.	1
Your discussion postings are well structured and organized.	1
Overall grammar and quality of writing.	1

## TECHNOLOGY REQUIREMENTS

### Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

### Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

### Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or <b>point</b> release of that major version) and the previous major version of iOS (the latest minor or <b>point</b> release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version.  Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome,	Latest of all browsers, and Firefox ESR.

Device	Operating System	Browser	Supported Browser Version(s)
		Firefox	

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
  
- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - \*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
  
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site](http://www.java.com/en/download/manual.jsp)  
<http://www.java.com/en/download/manual.jsp>
  
- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - [Adobe Reader](https://get.adobe.com/reader/)
  - [Adobe Flash Player](https://get.adobe.com/flashplayer/) (version 17 or later)
  - [Adobe Shockwave Player](https://get.adobe.com/shockwave/)
  - [Apple Quick Time](http://www.apple.com/quicktime/download/)

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

## ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## Interaction with Instructor Statement

Please periodically review (1) updated announcements within the HIED 695 D2L course homepage for updated information pertaining to this course and (2) your MyLeo email account in case I need to send you a confidential message. Although I will reply to emails from non-university email accounts, I will only send original messages to MyLeo email accounts. Thank you for understanding my request, as I have no control over firewalls from your home or work.

**Participation & Communication:** I expect each of you to be active and thoughtful participants within the learning environment and your learning community. You are to expect the same of me. This includes completing the extensive readings related to course topics, team and/or individual research plan topics and participation in research plan revision activities (submission of individual draft sections and evaluation of draft sections from other class members).

- Email is the best way to reach me as I check it daily. A reply will be sent within 48 hours during week days, depending upon the time your message was received.

## Technical Support



If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click the **Live Chat** or click on the words “click here” to submit an issue via email.



## **System Maintenance**

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

## **Interaction with Instructor Statement**

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific Procedures/Policies**

**\*\*Assignments that you complete for this course should not have been used in other courses.**

**Late assignments are not accepted.**

### **Respect Differing Views**

As with all graduate courses, this course deals with ideas. Please be respectful of individuals with ideas and beliefs that differ from your own. People can have complex reasoning for what is seen as, on the surface, a simple idea. Only civil and even-tempered discussions will be permitted in class.

### **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. Please note that recycling your previous paper submitted to other courses for this class is considered as a plagiarism.

### **Writing Requirements**

All papers are to follow APA format guidelines. Begin papers with an APA title page. Font is to be 12 point, New Times Roman, double-spaced. Normal margins: one inch left, right, top, and bottom. Secure the paper with one staple in the top left corner. No folders please.

Written assignments are generally graded according to the following criteria:

- Completeness of response to the assignment: 55% of grade
- Organization and coherence: 30% of grade
- Appropriate grammar, punctuation, spelling: 10% of grade
- Use of disciplinary format and citation style: Paper displays correct use of student's disciplinary format and citation style (APA, 6<sup>th</sup> Edition) for papers submitted for

presentation or publication. Non-cited statements within a paper will result in a loss of points in accordance with the 5% earned for APA format and citation: 5% of grade

### **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.

### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

### **University Specific Procedures**

#### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)

#### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

## **Academic Integrity**

### **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."

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

#### [Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

#### [Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

## **ADA Statement**

### **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:

#### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Gee Library- Room 162

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

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

**Late assignments are not accepted.**