EDAD 663.01W: DOCTORAL WRITING I: AUTHORING THE DISSERTATION

Course Syllabus: Winter Mini 2022

INSTRUCTOR INFORMATION

Instructor: Dr. Ava Muñoz, Associate Professor
Office Location: Education North #116
Office Hours: Tuesdays 9:00 a.m. – 3:00 p.m. and As Requested
Phone: 972.897.3262 (mobile)
University Email Address: Ava.Munoz@tamuc.edu
Preferred Form of Communication: Email or Text
Communication Response Time: Normally 24 hours, unless extenuating circumstances

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Required Textbooks:
Publications Manual of the American Psychological Association (7th ed.). (2020).
    American Psychological Association.

Creswell, J. W., Creswell, J. D. (2018). *Research design: Qualitative, quantitative, and mixed methods*
    Approaches (5th ed.). Sage Publishing.

Course Description:
This course serves as an introductory class to 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 the place for the doctoral candidate to begin the
process of choosing and refining a topic; as well as completing a rough draft of Chapter 1
(specifically the sections of Statement of Problem/Review of the Literature Outline, Purpose of Study,
Research Questions/Hypotheses, and Significance of Study. We are using this course during the
The *syllabus/schedule are subject to change.*

2022 Winter-mini session as a refresher for the students on the 7-year plan.

 Prerequisites: Doctoral status; EDAD 718

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Course Learning Outcomes

Upon completion of the course, the student will:
1. Apply skills learned in this course to revise and complete Chapter I: Statement of Problem, Purpose of Study, Research Questions/Hypotheses, and Significance of Study
2. Compose and submit a draft outline of the literature review.
3. Write references using the correct APA 7th edition style.
4. Paraphrase and quote content appropriately using the APA 7th Edition style

COURSE REQUIREMENTS

Minimal Technical Skills Needed
Students will need access to a computer with Internet (high-speed preferred), access to a Webcam, and document productivity software (Microsoft Office preferred). Additional skills are required to use the new learning management system and Microsoft Word and PowerPoint to present a graphics program.

Instructional Methods

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 expected that students actively participate in the class through the construction of their learning. As a graduate-level course, the instructor expects quality work from each student supported by adequate preparation and involvement. Instructional activities and assignments will be delivered and received online using the D2L learning media platform.

Student Responsibilities or Tips for Success in the Course
When sending emails to me, please include your name and Course Number (EDAD 663) in the subject line. Students are expected to take responsibility for their learning process. While the online course includes interactions between students and instructor and students and students, they are not immediate as a face-to-face course. Students must be comfortable waiting up to 24 hours for a response to their emails.

Tips for Being a Successful Online Student

Take the tutorials. Click on the *Campus Resources* and *Help tools* in your online course. Also, you may contact the Office of Academic Technology (OAT) experts for help. Phone numbers and emails are included in your online course.

Log on to your course frequently- Make sure to check your course daily.

Read the instructions carefully – Read and follow the instructions for each assignment and discussion thread.

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Participate…Participate…Participate- Regular participation is very important to a quality online experience for everyone. Participate in the discussion board. What a great opportunity to learn from your peers. Jump in and contribute!

Budget your time, set schedules, and complete work on time - Make sure to block off regular time to work on your course, and stick to that schedule.

Be polite and respectful- Being polite and respectful is not only common sense, it is absolutely essential for a productive and supportive online environment.

Speak up if you are having problems- Technical difficulties are not an excuse for late or missed assignments. If you are having technical difficulties or problems understanding something about the course, you MUST speak up otherwise, there is no way that anyone will know that something is wrong.

Apply what you learn- Apply everything you learn as you learn it, so it will be committed to long-term memory. Also, make connections between what you are learning and your practice. All assignments must be revised before moving on to the next assignment.

A typical week might include:
1. Regularly logging in to the course website.
2. Reading through the current week's assignment and module lecture notes.
3. Re-reading the syllabus and tentative course calendar.
4. Thoughtfully reading the assigned textbook chapters and taking notes.
5. Thoughtfully viewing assigned videos and taking notes.
6. Responding (by the due date) to a discussion thread as posted by the instructor.
7. Reading and responding (by the due date) to the discussion post of fellow peers.
8. Completing and sending an assignment (by the due date) to be graded by theinstructor.
9. Revising and re-writing written assignments. Writing is an iterative process.

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

Student Performance Evaluation:

Evaluation will be based on the successful completion of each of the performance expectations. Each performance assignment and discussion thread has been assigned points towards the total course grade will be based. The points for each assignment
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may be viewed in the grade book.

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

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

Grade	%	Points
A	90-100%	90-100
B	80-89%	80-89
C	70-79%	70-79
D	60-69%	60-69
F	59% or Below	59 or below

Caveat: This syllabus represents a relationship between the two of us regarding the evaluative measures and the content included in EDAD 663. I reserve the right to amend, revise, or change the content of the syllabus as deemed necessary.

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 assessing student work. The final grade awarded for the course, however, will be at the sole discretion of the instructor and will be based on severalfactors, including but not limited to the rubrics provided.*

TECHNOLOGY REQUIREMENTS

LMS
All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:
https://community.brightspace.com/s/article/Brightspace-Platform-Requirements

LMS Browser Support:
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:
https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements

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**.**

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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.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

https://community.brightspace.com/support/s/contactsupport

System Maintenance

D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

Interaction with Instructor Statement

Given the constructivist design of the class, this course will be interactive. It is expected that all students participate fully for all discussion threads, zoom activities, and assignments to maximize their learning experience.

As this is an online class, you will need daily access to your email account. I will frequently email through the course to communicate information, assignments, and other items. **Would you please check your myLeo email each day for these communications?** You also need to review updated announcements within the EDAD595 course home page for updated information about this course.

To complete your assignments, you will need to be proficient at MS Office programs, such as Word, Excel, PowerPoint, and Publisher. All assignments submitted electronically must be in MS Office formats.

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COURSE AND UNIVERSITY PROCEDURES/POLICIES

Pandemic Response Statement

A&M-Commerce requires the use of face-coverings in all instructional and research classrooms/ laboratories. Exceptions may be made by faculty where warranted. Facultyhave management over their classrooms. Students not using face-coverings can be required to leave class. Repetitive refusal to comply can be reported to the Office of Students' Rights and Responsibilities as a violation of the student Code of Conduct. ""Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor.
Faculty will work to support the student getting access to missed content or completingmissed assignments.

Course Specific Procedures/Policies

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 sharethe results of their study and reflection. This means that each student should be:

- Aware of the class schedule and the requirements for each class (knowingwhat to be prepared for),
- Self-disciplined (spending time to be fully prepared),
- Eager to share with your classmates (participating actively by sharing whatyou have prepared). Participation is an extremely important part of your experience in this class. When you miss participating in a class discussionand/or 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 The APA 7th edition Style Manual. You may also access additional information at the **Purdue Online Writing Lab and www.apastyle.org**. Reflection papers should be double-spaced, size 12 Font, New Times Roman. Followthe format for papers as specified by the 7th edition APA Publication Manual. All papers will be in Word. This writing is scholarly and should not be written in first person unless your research is qualitative. In qualitative research, it is permissible to use first or third person.

All content should be cited using correct APA format, 7th edition. The paper shouldalso be free of technical errors (spelling, punctuation, proper use of grammar, etc.). Students must get permission from the professor for late work to be accepted.

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Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, mayrequire the instructor to modify the syllabus during the semester. Anychanges 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.as px

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

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpageand 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

Students at Texas A&M University-Commerce are expected to maintain high standardsof 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/rulesProcedur

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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 otherthings, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. Ifyou have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-
CommerceVelma K.
Waters Library- Room
162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

[http://www.tamuc.edu/campusLife/campusServices/studentDisabilityReso](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)[urcesAndServ](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/) [ices/](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 based on race, color, religion, sex, national origin, disability, age, genetic information, or veteran status. Further, an environment free from discrimination on the basis of sexualorientation, 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 whohave 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 PenalCode (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.

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Web URL:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/
rulesProcedur es/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.

COURSE OUTLINE / CALENDAR

Module	Assignment	Due Date	Points
Module 1 December 20-23	Zoom Work Session *Statement of the Problem And Review of Literature* 9:00 am. – 11:00 a.m.	December 20	5
	Module 1 Discussion	December 21	5
	Zoom Work Session *Statement of the Problem* 9:00 a.m. – 11:00 a.m.	December 23	5
	Submit Review of the Literature Outline	December 26	15
	Submit Draft *Statement of the Problem*	December 23	15
Module 2 December 26 – January 2	Zoom Work Session *Purpose of the Study/Research Questions/Hypothesis* 9:00 a.m. – 11:00 a.m.	December 27	5
	Module 2 Discussion	December 28	5
	Zoom Work Session *Purpose of the Study/Research Questions/Hypothesis* 9:00 a.m. – 11:00 a.m.	December 29	5
	Submit Draft *Purpose of the Study*	December 30	15
Module 3 **January 3 – January 11**	Zoom Work Session *Significance of the Study* 9:00 a.m. – 11:00 a.m.	January 5	5
	Zoom Work Session *Significance of the Study* 9:00 a.m. – 11:00 a.m.	January 8	5
	Submit Draft *Significance of the Study*	January 9	15

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