



# **EDAD 663.04W: DOCTORAL WRITING I: AUTHORING THE DISSERTATION**

## **Course Syllabus: Winter Mini 2021**

### **INSTRUCTOR INFORMATION**

**Instructor:** Dr. Ray Thompson, Associate Professor

**Office Location:** Education North #109

**Office Hours:** Tuesdays 9:00 a.m. – 3:00 p.m. and As Requested

**Phone:** 903-841-1135 (mobile)

**University Email Address:** [Melissa.Arrambide@tamuc.edu](mailto:Melissa.Arrambide@tamuc.edu)

**Preferred Form of Communication:** Email or Text

**Communication Response Time:** Normally 24 - 48 hours

### **COURSE INFORMATION**

#### **Materials – Textbooks, Readings, Supplementary Readings**

##### **Required Textbooks:**

*Publications Manual of the American Psychological Association (7<sup>th</sup> ed.). (2020)*  
Washington D.C.: American Psychological Association.

Creswell, J. W; Creswell, J.D. (2018). *Research design: Qualitative, quantitative, and mixed methods Approaches* (5<sup>th</sup> ed.). Los Angeles, CA: 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, Purpose of Study and Significance of Study

**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, 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.

## **COURSE REQUIREMENTS**

### **Minimal Technical Skills Needed**

Students will need to have access to a computer with Internet (high-speed preferred), access to a Webcam, and document productivity software (Microsoft Office preferred). Additional skills needed are using the new learning management system, using Microsoft Word and PowerPoint for presentation a graphics programs.

### **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 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. Instructional activities and assignments will be delivered and received online using the D2L learning media platform.

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## **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 own 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.

**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.

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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 the instructor.
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 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.**

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

| Grade | %            | Points       |
|-------|--------------|--------------|
| A     | 90-100%      | 187          |
| B     | 80-89%       | 166-186      |
| C     | 70-79%       | 146-165      |
| D     | 60-69%       | 125-145      |
| F     | 59% or Below | 124 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

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*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 rubrics provided.*

## **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.

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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 |

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| Device  | Operating System | Browser               | Supported Browser Version(s)  |
|---------|------------------|-----------------------|---|
|         |                  |                       | <p>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.</p> <p>Chrome: Latest version for the iOS browser.</p> |
| Windows | Windows 10       | Edge, Chrome, Firefox | Latest of all browsers, and Firefox ESR.  |

- 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/](https://get.adobe.com/reader/)
  - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
  - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
  - [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)

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- 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.

## **COMMUNICATION AND SUPPORT**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

### **Brightspace Support**

#### **Need Help?**

#### **Student Support**

If you have any questions or are having difficulties with the course material, please contact your Instructor. The instructor will respond to students' emails within 24 hours unless extenuating circumstances occur. The Discussion posts and assignments will be graded in a timely manner. Students are expected to use feedback from the instructor to increase their learning.

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## 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 on the **Live Chat** or click on the words “[click here](#)” to submit an issue via email.



## 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 the expectation that all students participate fully for all discussion threads, activities, and assignments in order to maximize their learning experience.

As this is an online class, you will need daily access to your email account. I will be emailing during the course to communicate information, assignments, and other addenda. **You need to check your myLeo email each day for these communications.** You also need to review updated announcements within the EDAD 595 course home page for updated information pertaining to this course.

In order 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. Faculty have 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 completing missed 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 share the results of their study and reflection. This means that each student should be:

- Aware of the class schedule and the requirements for each class (knowing what to be prepared for),
- Self-disciplined (spending time to be fully prepared),
- 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 discussion and/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 APA 7 formatting in your Style Manual. You may also access additional information at **Purdue Online Writing Lab and at [www.apastyle.org](http://www.apastyle.org)**.

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Reflection papers should be double-spaced, size 12 Font, New Times Roman. Follow the format for papers as specified by the APA Publication Manual. All papers will be in Word. This is scholarly work and should not be written in first person.

All resources should be cited using correct APA format, 7th edition. The paper should also 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.

### **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>

### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [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 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>

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[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.

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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.

## COURSE OUTLINE / CALENDAR

| Module  | Assignment  | Due Date    | Points |
|---|---|-------------|--------|
| <b>Module 1</b><br>December 20-23               | Zoom Work Session<br><i>Statement of the Problem<br/>And Review of Literature</i><br>9:00 a.m. – 11:00 a.m. | December 20 | 9      |
|   | Zoom Work Session<br><i>Statement of the Problem</i><br>9:00 a.m. – 11:00 a.m.                              | December 23 | 9      |
|   | Submit Outline of Literature<br>Review  | December 23 | 7      |
| <b>Module 2</b><br>December 27 –<br>December 30 | Submit Draft<br><i>Statement of the Problem</i>   | December 27 | 13     |
|   | Zoom Work Session<br><i>Purpose of the Study</i><br>9:00 a.m. – 11:00 a.m.                                  | December 27 | 9      |
| <b>Module 3</b><br>January 3 - 9                | Zoom Work Session<br><i>Purpose of the Study</i><br>9:00 a.m. – 11:00 a.m.                                  | January 3   | 9      |
|   | Zoom Work Session<br><i>Purpose of the Study</i><br>9:00 a.m. – 11:00 a.m.                                  | January 6   | 9      |
|   | Submit Draft<br><i>Purpose of the Study</i>   | January 9   | 13     |
| <b>Module 4</b><br>January 10 - 13              | Zoom Work Session<br><i>Significance of the Study</i><br>9:00 a.m. – 11:00 a.m.                             | January 10  | 9      |
|   | Submit Draft<br><i>Significance of the Study</i>  | January 13  | 13     |

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