



EDAD 664-01W – Doctoral Writing-Prospectus Development: The Literature Review

Spring 2024
Hours: Three

INSTRUCTOR INFORMATION

Instructor: Peter Williams, PhD, Associate Professor

Office Location: Education North #105

Office Hours: Monday 5-6 pm (Zoom) and by appointment (see calendar, below)

Phone: 903-886-5520 (office) 918-640-4915 (mobile)

University Email Address: Peter.Williams@tamuc.edu

Preferred Form of Communication: Email, appointment (see below), SMS (for quick or urgent)

Communication Response Time: Normally 24 hours (during work week)

Appointment Calendar: <https://peterwilliams.youcanbook.me/>

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbooks Required

Machi, L. A., & McEvoy, B. T. (2022). *The literature review: Six steps to success (4th Ed.)*, Corwin Press. ISBN-13:978-150633 6248

The following texts are for reference

American Psychological Association. (2020). *Publishing manual of the American Psychological Association (7th ed.)*. Washington, DC: American Psychological Association. ISBN: 978- 1433805615 (**Program Requirement**)

Creswell, J. W., & Creswell, J. D. (2017). *Research design: Qualitative, quantitative, and mixed methods approaches (5th ed.)*. Los Angeles, CA: Sage Publishing. ISBN: 978-1452226101 (**Used in other courses, too**)

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. ISBN: 978-1412942256 (**Available as ebook in TAMUC Library Ebook Central database**)

The syllabus/schedule are subject to change.

I highly recommend that you download and save all materials in the course you deem useful. You may not have access to the course materials by the time you work on your dissertation.

Course Description

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

Prerequisites: Doctoral status; EDAD 695 Minimum Grade C and EDAD 671 Minimum Grade C

Course Learning Outcomes

Upon completion of the course, the student will:

1. Develop advanced skills and knowledge of writing academic papers using the APA Style Manual 7th Edition.
2. Apply skills learned in this course to revise their completed Chapter I: Introduction
3. Analyze a completed literature review similar to your research topic using the Boote & Beile's Literature Review Scoring Rubric
4. Compose and submit a draft of the literature review.
5. Write references using the correct APA 7th edition style.
6. Evaluate peer reviewed articles.
7. Request articles and books from Inter-library loan, as needed.
8. Retrieve peer reviewed articles from various databases.
9. Create a citation engine account and import citations electronically (i.e., RefWorks, Zotero, Citavi, or Endnote web account).

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

The syllabus/schedule are subject to change.

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.

Synchronous sessions will be announced in the online course and will be optional but highly recommended. Typically, synchronous sessions will be on Thursday evenings, 7-8 pm (Central time), and will be recorded and posted in the course.

Student Responsibilities or Tips for Success in the Course

When sending emails to me, please include your name and Course Number (EDAD 664-01W) in the subject line. I expect you to take responsibility for your own learning process. While the online course includes interactions between students and instructor and students and students, our discussions are mostly asynchronous; in other words, they are not immediate as in a face-to-face course. You must be comfortable waiting up to 24 hours for a response to their emails. There may be optional synchronous sessions, depending on the instructor's availability.

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. Being polite does NOT mean agreeing with everything that is stated.

Support your claim: It is expected that you will not agree with everything, and in stating your counter claim, support it with evidence. Evidence and respect.

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

The syllabus/schedule are subject to change.

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 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

The syllabus/schedule are subject to change.

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 664. 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 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.

ASSESSMENTS

COURSE OUTLINE / CALENDAR

Note: Galvan text readings are included for students who have that text from a previous class. It is not a required text.

Assignments (76%)

1. (Mod 2) LR analysis reflection paper (5 points; Due Feb 10. **NOTE THIS IS DUE SATURDAY NIGHT; OTHER ASSIGNMENTS WILL BE DUE SUNDAY NIGHT**)
2. (Mod 3) LR Matrix & AB Paper (5 points; merged LM and AB papers; Due Feb 18)
3. (Mod 5) LR Outline & References (5 points; Due March 3)
4. (Mod 7) LR Rough Draft Paper (16 points; Due March 24)
5. (Mod 8) LR Abstract (5 points; Due March 31)
6. (Mod 10) Ch 1 Exec Summary (Prospectus) (5 points; Due April 14)
7. (Mod 14) CH2 LR Final Draft (35 points; Due May 4)

Discussions: (24% of total grade; each discussion worth 4 points)

1. (Mod 1) Introducing Yourself (0 points, ungraded)
2. (Mod 1) What is your tentative research topic? (4 points)
3. (Mod 3) LR analysis (4 points)
4. (Mod 6) LR Outline & Refs Discussion (4 points)
5. (Mod 8) LR Rough Draft discussion (4 points)
6. (Mod 11) Ch. 1 Executive Summary (4 points)
7. (Mod 14/15) Reflection Discussion (4 points)

SYNCHRONOUS SESSION DATES:

- February 1, 2024
- February 15
- February 29

The syllabus/schedule are subject to change.

- March 7
- March 21
- April 4
- April 18
- May 2

May 4

SPRING 2024 MODULE DATES

- Module 1: Jan 29-Feb 4
- Module 2: Feb 5-11
- Module 3. Feb 12-18
- Module 4. Feb 19-25
- Module 5. Feb 26-March 3
- Module 6. March 4-10
- **SPRING BREAK March 11-15**
- Module 7. March 18-24
- Module 8. March 25-31
- Module 9 April 1-7
- Module 10. April 8-14
- Module 11. April 15-21
- Module 12. April 22-28
- Module 13. April 29—May 5
- Module 14. May 5-10 (End of Term)

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.

The syllabus/schedule are subject to change.

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 point release of that major version) and the previous major version of iOS (the latest minor or point 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.

The syllabus/schedule are subject to change.

Device	Operating System	Browser	Supported Browser Version(s)
			Chrome: Latest version for the iOS browser.
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/)
- 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,

The syllabus/schedule are subject to change.

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.

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

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.

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.



The syllabus/schedule are subject to change.

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.

Our primary mode of communication is through the course, but I am available through other modes of communication, too. If your question is related to an assignment and it is reasonable to think others might have the same questions, use the *Module Q&A* so everyone can benefit. If you need to discuss something (beyond a quick question), make an appointment 24 hours ahead of time via my Appointment Calendar (listed top of syllabus). If you have a quick question (not a discussion), or an urgent message, you may text me, but use phone text judiciously.

If I request that you have a phone conference with me to discuss an assignment and you do not respond within a reasonable amount of time (24 hours), you will receive a zero on the assignment.

In order to complete your assignments, you will need to be proficient at MS Office programs, such as Word, Excel, and PowerPoint. All assignments submitted electronically must be in MS Office formats. All assessments will receive feedback within 5 days of the module end date.

Please feel free to email me at Peter.Williams@tamuc.edu if you have questions.

Please communicate with me in whichever form you are most comfortable (e-mail or appointment); however, avoid using the public forum for confidential matters. If you would prefer to correspond via telephone, you are welcome to do so, but text me first. Preferably, schedule a phone or Zoom conference before you call, using my Appointment Calendar (listed at top of syllabus).

The syllabus/schedule are subject to change.

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**.

All 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 MS Word (not PDF or other word processing file type). This is scholarly work and should be written in a formal tone: active voice, lean and concise, not stilted and wordy. The literature review should be written in past tense: you are describing and synthesizing research done in the past, after all.

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.

The syllabus/schedule are subject to change.

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:

[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

The syllabus/schedule are subject to change.

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

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.

The syllabus/schedule are subject to change.