



## HIED 710-01W Dissertation Prospectus

COURSE SYLLABUS: Spring 2024

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**Special Note:** 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 this website.

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### INSTRUCTOR INFORMATION

**Instructor:** Dr. David Tolliver

**Office Location:** Binnion Hall 223

**Office Hours:** In-person or Virtual (by appointment)

**Office Phone:** 903-886-5617 (use email for faster response)

**University Email Address:** david.tolliver@tamuc.edu

**Preferred Form of Communication:** Email

**Communication Response Time:** Email is the best way to reach me as I check it daily. A reply will be sent within 48 hours (except on weekends and holidays), depending upon the time your message was received.

### COURSE INFORMATION

#### Materials -Textbooks, Readings, Supplementary Readings

##### Suggested Textbooks (Not Required)

- American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author (ISBN 978-1-4338-0561-5). If you do not have this manual, you should buy it for your own personal book collection.
- Thesis and Dissertation Services (2021). Contents are available without charge from the Graduate School at Texas A&M University-Commerce.

- Cone, J.D. & Foster, S.L. (2006). *Dissertations and theses from start to finish: psychology and related fields* (2<sup>nd</sup> ed.). Washington, DC: American Psychological Association.
- Heppner, P. P., & Heppner, M. J. (2004). *Writing and publishing your thesis, dissertation, and research: A guide for students in the helping professions*, Thomson/Brooks/Cole.

### Course Description

The most challenging but very doable task you will ever face in your doctoral pursuit is the conduct and write-up of your dissertation. In order to assist you with the writing process, we have in mind two courses. The course, HIED 650, is aimed at allowing opportunities to explore the literature pertaining to a potential research topic or purpose of your study. This process usually is reflected in Chapter 2 of your dissertation. The second course is HIED 710.

The purpose of HIED 710 is to allow you to take the next logical step, which is to write up your Chapters 1 and 3. Chapters 1, 2, and 3, if written correctly, will constitute your dissertation proposal, which will then be reviewed by your dissertation committee during a formal dissertation proposal meeting. Your doctoral advisee will assist you and provide you with directions on how to do that.

With that purpose in mind, the following are the student learning outcomes of HIED 710.

**Outcome No. 1:** Demonstrate knowledge and understanding of research methodologies and the mechanics or processes of writing a dissertation proposal. Specifically, the student will be able to

- Understand research methodologies (qualitative, quantitative, mixed methods), their strengths and weaknesses, and appropriate uses.
- Understand all the sub-components of research methodologies, which include sampling or case selection, data gathering mechanisms, validity, reliability, data trustworthiness, credibility, confirmability, and data analytic procedures.
- Ability to evaluate completed student dissertations and other forms of research publications.

**Outcome No. 2:** Complete Chapter 1 of a dissertation proposal. Specifically, the student will

- Provide the proper introduction and context of a particular topic, complete with a brief literature.
- Discuss the importance and significance of the chosen research topic.
- Provide a detailed description of the major issues and complexities involved.

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- Write a clear statement of purpose. Begin by writing "The purpose of this study is ..". The purpose should not be a surprise since it is a logical progression from points or discussion already made.
- If necessary, break down the purpose into smaller research questions, themes, or hypotheses as appropriate.
- Formulate and explain the methodology that will be used to research the topic or to get answers to the posed research question(s) in the study.
- Explain assumptions and limitations of the study.

**Outcome No. 3:** Complete Chapter 3 of a dissertation proposal. Specifically, the student will

- Expand upon the research methodology section from Chapter 1.
- Explain in detail the methodology that will be employed (qualitative, quantitative, or mixed methods), how the methodology will be implemented, including information about proposed dimensions, topics, or variables that will be studied; targeted population; sampling or case selection procedures; data collection techniques and procedures; and data analytical procedures (statistics or qualitative analytical traditions).
- Address all issues related to internal validity, data trustworthiness, data triangulation, confirmability, and credibility of potential findings.

## **COURSE REQUIREMENTS**

### **Minimal Technical Skills Needed**

Students must familiarize with the use of D2L and Microsoft Word

### **Instructional Methods**

The course is conducted completely on line. You will get feedback on your papers via the tracked feature of MS Word.

### **Student Responsibilities or Tips for Success in The Course**

It is your responsibility to log in the course website regularly (several times each week), to compile with all the course requirements, and to engage actively in all required class activities.

## **ASSESSMENT AND GRADING**

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1. Unit 1, Research Methodology Exam, 7% of your grade
  2. Unit 2, Dissertation Review, 7% of your grade
  3. Unit 3, Purpose of Study Participation, 7% of your grade
  4. Unit 3, Purpose of Study Paper, 7% of your grade
  5. Unit 4, Chapter 1 Paper, 36% of your grade
  6. Unit 5, Chapter 3 Paper, 36% of your grade
- Total Points: **100%**

The final grade will be based on the following ranges:

- A=90 to 100%
- B=80 to 89%
- C=70 to 79%
- D=60 to 69%
- F=59% or lower

## 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 D2 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.

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 10.0.0.263 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**

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

**Tablet and Mobile Support**

<b>Device</b>	<b>Operating System</b>	<b>Browser</b>	<b>Supported Browser Version(s)</b>
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 maj9r version). For example, as of June 7, 2017, D2Lsupports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2+ 9.0.2, or any other version.  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:
  - o 512 MB of RAM, 1 GB or more preferred
  - o Broadband connection required courses are heavily !video intensive
  - o Video display capable of high-color 16-bit display 10 4 x 768 or higher resolution

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- You must have a:
  - o Sound card, which is usually integrated into your desktop or laptop computer
  - o Speakers or headphones.
  - o \*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:
  - o [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
  - o [Adobe Flash Player \(version 17 or later\)](https://get.adobe.com/flashplayer/) <https://get.adobe.com/flashplayer/>
  - o [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
  - o [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, 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

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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**

### **Brightspace Support**

#### **Need Help?**

#### **Student 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 or call the IT HelpDesk on the TAMUC campus.

### **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**

Email me at david.tan@tamuc.edu. I will reply to email messages within 48 hours, except on the weekends and holidays. Use your TAMUC email only with an appropriate message title when communicating with me. I can also be reached on my office phone at (903) 886-5619 or you can visit me in my office on the TAMUC campus.

## **COURSE AND UNIVERSITY PROCEDURES POLICIES**

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

#### **Late Assignments**

Unless stated differently elsewhere in the syllabus, there will be a 10% penalty for written assignments turned in late. In some instances, failure to turn in an assignment has a rippling effect on other components of the class, such as timely threaded discussions or collaborative exercises. In such cases, you will be assigned an "F" for the class.

#### **Respect Differing Views**

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As with all graduate courses, this course deals with ideas and opinions. It is important to be courteous and respectful of individuals who have expressed opinions and beliefs that are different from your own. In a disagreement, please ask for an explanation and rationale for their beliefs or opinions. Often, matters are more complicated than they seem. Only civil, sincere, and even-tempered written discussions will be permitted in this course.

### **Academic Honesty**

Academic integrity is a critical part of scholarly experience. Acts of academic misconduct and plagiarism are very serious matters and will severely jeopardize your career as a student here at this institution. Plagiarism within an assignment will result in a failing grade for that assignment. I expect all assignments for this course to be honest and original scholarship produced specifically for this course. At the instructor's discretion, if plagiarism is accidental, an assignment may be rewritten and resubmitted for a maximum grade of 70% of the original total. Work produced, whether in part or in whole, from assignments for other courses will not be accepted for credit and will be considered a form of plagiarism.<sup>1</sup> All acts of academic misconduct will be formally charged.

Students are strongly suggested to visit two of these sites for additional information:

- <https://guides.ou.edu/plagiarism>
- <https://www.indiana.edu/~academy/firstPrinciples/certificationTests/index.html>

### **AI use policy [Draft 2, May 25, 2023]**

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

### **Writing Center**

- Students are encouraged to visit the A&M-Commerce Writing Center and other locations for writing assistance. Graduate students, especially at the doctoral level, are expected to have a high level of writing ability and skills. Also, the instructor is available to help with the writing process by appointment.

## **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.

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Students should also consult the [Rules of Netiquette](#) for more information regarding how to interact with students in an online forum.

### **TAMUC Attendance**

For more information about the attendance policies, please visit the following links:

- [Class Attendance](#) (13.99.99.R0.01)
- [General Information](#)

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

### **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: please click [here](#).

#### **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,

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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.RI, 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.

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.

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