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<https://new.tamuc.edu/coronavirus/>

## **EDAD 718**

COURSE SYLLABUS: Summer 2024

### **INSTRUCTOR INFORMATION**

**Instructor:** Teresa J. Farler, Ed.D.

**Office Location:** Frank Young Education North-110

**Office Hours:** Virtual upon request and by cell phone upon request

**Office Fax:** 903-886-5507

**University Email Address:** Teresa.Farler@tamuc.edu

**Cell Phone:** 214-405-1592

**Preferred Form of Communication:** e-mail

**Communication Response Time:** 48 Hours

### **COURSE INFORMATION**

Materials – Textbooks, Readings, Supplementary Readings

Lunenburg, F.C. and Irby, B. J. (2007). *Writing a successful thesis or dissertation: Tips and strategies for students in the social and behavioral sciences*. Corwing Press.

**Print ISBN:**9781412942256    **Online ISBN:**9781483329659

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7<sup>th</sup> Ed.).

### **Course Description**

EDAD 718 *Doctoral Dissertation* (3 - 12 semester hours) A candidate must present a dissertation acceptable to the student's advisory committee and the Dean for Graduate Studies and Research on a problem in the area of specialization. To be acceptable the dissertation must give evidence

that the candidate has pursued a program of research, the results of which reveal superior academic competence and a significant contribution to knowledge.

### **Student Learning Outcomes**

1. Develop an understanding of the dissertation process, guidelines and protocols
2. Develop Chapters 1, 2, and 3 and defend a successful proposal.
3. Navigate the IRB process with guidance from the Chair.
4. Carry out proposed research, collect data and interpret results of research.
5. Develop Chapters 4 and 5 based on the research process and defend the Final Dissertation Defense.

## **COURSE REQUIREMENTS**

### **Minimal Technical Skills Needed**

Students should have basic knowledge of MS Office including Word, PowerPoint and Excel documents. The use of Leo Mail is required for communication with the professor and other students. The use of the Learning Management System (LMS) D2L is important to success in the course. Tutorials and support are available to learn these skills. Students should be able to do basic research including library database and internet searches for documents and publications.

### **Instructional Methods**

This web-based course provides a resource base to develop the proposal, carry out research and successfully defend the dissertation. While all work is individualized and developed in consultation with the chair, it is expected of the student to take initiative, be aware of all deadlines and communicate regularly with the chair.

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

Students will be required to log into the course weekly and use your MyLeo (University) email to communicate regularly with the Chair. All established deadlines and product expectations are to be delivered to the Chair as specified with each individual student.

Students will meet with the Chair via Zoom or in person multiple times each semester. Zooms may be individual or small group.

## **GRADING**

Final grades in this course will be based up Satisfactory / Unsatisfactory system. In most cases students will be issued and “I” for Incomplete each semester which are changed to an “S” by the Registrar upon graduating. A “U” may also be issued if the student is not making substantial progress toward completion of the dissertation in any given semester. Three or more “U”s is grounds for exiting a student from the program.

Students must complete the following in order to receive an “I” for the semester:

1. Meet with the instructor a minimum of 2 times per the semester via Zoom to create a plan and discuss progress toward completing his/her dissertation. If the student is on a seven-year plan, this plan will be discussed as well as a target graduation date.
2. Enter a status of your dissertation work and a plan with a timeline during the first two weeks of the semester. A copy of your prospectus or proposal will need to be included in this assignment also. Feedback will be provided for this plan and current prospectus/proposal draft.
3. Complete a status report of what the student accomplished during the semester.
4. Make significant progress toward defending his/her proposal or defending his/her final dissertation. This will be measured by the draft submitted to the instructor at the beginning of the course and the drafted submitted to the instructor at the end of the course.
5. Grading will be determined on progress toward specific deliverables agreed upon by the dissertation chair and student.

Additionally, students will submit a copy of their prospectus or proposal at the beginning of the semester and a copy of their updated prospectus or proposal at the end of the semester as part of the process of determining substantial progress toward completion of the dissertation.

Grading will be determined on progress toward specific deliverables agreed upon by the dissertation chair and student.

### **Artificial Intelligence**

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

## 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](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](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

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

# Technical Support

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## Communication and Support

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

## Interaction with Instructor Statement

The preferred method of communication is email; thus, use email to message as well as schedule e-conferencing.

The assessment feedback time is within one week of the assignment due date. Any delays in this time (e.g., due to travel) will be communicated.

## Interaction with Instructor Statement

Communication with students will be established through the students' Leomail account. Please make sure to check your Leomail account on a daily basis. During the week, I will respond to your emails at [Teresa.Farler@tamuc.edu](mailto:Teresa.Farler@tamuc.edu) within a 24 hour time frame. On weekends, it may

take up to 48 hours. Feedback to proposal/dissertation submissions will be completed in 5 - 7 days unless otherwise indicated by email.

You may also reach me via my cell phone (214.405.1592). If you have questions regarding an assignment, feedback on your assignments/work, or need clarity for completing work, please feel free to call me. If I do not answer, be sure to leave a detailed message, and I will return your call in order to help you.

I encourage you to use either Leomail or my cell phone if you need assistance.

## 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: <https://www.britannica.com/topic/netiquette>

### 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](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

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

## **Students with Disabilities-- ADA Statement**

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  
Velma K. Waters Library Rm 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 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.

## **A&M-Commerce Supports Students' Mental Health**

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) Students with Disabilities-- ADA Statement

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:

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Velma K. Waters Library Rm 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/](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

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### **Civility Statement**

Texas A&M University-Commerce enhances civility and collegiality of administrators, faculty, staff, students, and guests through intentional acts of respect, trust, self- accountability, and collaboration. We recognize our strength is found in togetherness as we commit to kindness through one on one communication, fostering a healthy environment of conflict resolution and teamwork. The university is also committed to incorporating the tenets of civility in ways that do not silence traditionally marginalized voices.

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## **COURSE OUTLINE / CALENDAR**

The course is divided into modules that are open all semester. Generally, each module provides support and examples for each step of the dissertation from Prospectus to Final Defense.

Student should access any module needed depending upon their progress towards completion and any established timeline.