EAST TEXAS A&M

Please, click on the following link to access A&M-Commerce Covid-19 Information, https://new.tamuc.edu/coronavirus/.

EDAD 663 DOCTORAL WRITING I: AUTHORING THE DISSERTATION
Course Syllabus: Winter-Mini 2024

INSTRUCTOR INFORMATION

Instructor: Dr. Julia Ballenger, 2020 Regents Professor
Office Location: Frank Young Education Building, North #110
Office Hours: Monday-Wednesday,
    10:00 a.m. – 4:00 p.m. and as requested
Phone: 936.554.9300 (mobile)
University Email Address: julia.ballenger@tamuc.edu
Preferred Form of Communication: Email
Communication Response Time: Normally 24 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

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

Recommended Textbooks

Creswell, J. W, & Poth, C. N. (2024). *Quality Inquiry and Research Design: Choosing Among Five Approaches,* (5th ed.). Sage Publishing.

Merriam, S., & Tisdell, E. (2016). *Qualitative Research: A Guide to Design and Implementation*, (4th ed.). Jossey Bass Publishing.

Software Required

The latest version of Grammarly

The syllabus/schedule are subject to change.

Course Description

This course serves as an introductory class to the doctoral dissertation writing process. We will explore the Doctoral Dissertation requirements of the Graduate School and the EDAD Doctoral Program. The course is also a place for the doctoral candidate to begin choosing and refining a topic and completing a rough draft of Chapter 1 (e.g., precisely, Background Information, Statement of Problem, Purpose of Study, and Significance of Study).

 Prerequisites: Doctoral status**;** EDAD 718

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Student Learning Outcomes

Upon completion of the course, the student will:
1. Apply skills learned in this course to revise and complete Chapter I: Background information, Statement of Problem, Purpose of Study, and Significance of Study.
2. Compose and submit a draft outline of the literature review.
3. Write in-text citations and references using the correct APA 7th edition style.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

You will be expected to be able to use the D2L Learning Management System, Microsoft Word, Excel, PowerPoint, and Windows or Mac system. Some assignments require you to make a virtual presentation using various graphics designs. You must also understand how to participate with others in a Google + Hangout, SKYPE, ZOOM, or Adobe Connect.

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 by constructing 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.

Student Responsibilities or Tips for Success in the Course

When emailing 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 online courses include interactions between students and instructors and students and students, they are not as immediate as a face-to-face course. Students must be comfortable waiting up to 24 hours to respond 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 everyone's quality online experience. 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. Block off regular time to work on your course and stick to that schedule.

Be polite and respectful- Being courteous and respectful is not only common sense; it is 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, no one 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. Completing and sending an assignment (by the due date) to be graded by the instructor.
7. 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 has been assigned points towards the total, which will be based on the final course grade. 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%	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 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 give feedback to students primarily and to guide the instructor in

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assessing student work. The final grade awarded for the course, however, will be at the instructor's sole discretion and will be based on several factors, 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 the 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

Zoom Video Conferencing Tool
https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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 coursework promptly and satisfactorily. Each student needs a backup method to deal with these inevitable problems. These methods might include having a backup PC at home or work, temporarily using 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 get in touch with 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

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COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Syllabus Change Policy
The syllabus is a guide. Circumstances and events, such as student progress, may require the instructor to modify it 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: https://www.britannica.com/topic/netiquette

TAMUC Attendance
For more information about the attendance policy, please visit the Attendance webpage and Procedures 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/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf

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

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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. 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

East Texas A&M University
Velma K. Waters Library Rm 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/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/under graduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

Nondiscrimination Notice

East Texas A&M University 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 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/34SafetyOfEmployees AndStudents/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.

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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**

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 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

Mental Health and Well-Being

The university aims to give students essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to TELUS Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available for guidance and support whenever needed.

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