



COURSE SYLLABUS EDAD 718.02E Spring 2025

INSTRUCTOR INFORMATION

Instructor: Dr. Julia Ballenger, 2020 Regents Professor
Office Location: Frank Young Education North, #110
Office Hours: Tuesday, Thursday – 1:00 p.m. to 6:00 pm, as needed upon request
Office Fax: 903-886-5507
University Email Address: julia.ballenger@tamuc.edu
Cell Phone: 936.554.9300
Preferred Form of Communication: e-mail
Communication Response Time: 24 Hours, unless I have extenuating circumstances

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

American Psychological Association. (2020). *Publication manual of the American Psychological Association 2020: the official guide to APA style*, (7th ed.). American Psychological Association.

Creswell, J. W., & Creswell, J. D. (2022). *Research design: Qualitative, quantitative, and mixed methods approaches*, (6th ed.). SAGE Publications.

Merriam, S. B., & Tisdell, E. J. (2016). *Qualitative research: A guide to design and implementation*, (4th ed.). Jossey Bass.

Optional Textbooks

Lunenburg, F. C., & Irby, B. J. (2008). *Writing a successful thesis or dissertation: Tips and strategies for students in the social and behavioral sciences*. Corwin Press. <https://doi.org/10.4135/9781483329659>

The syllabus/schedule are subject to change.

Machi, L. A., & McEvoy, B. T. (2016). *The literature review: Six steps to Success*, (3rd, ed.). Corwin Press.

Course Description

EDAD 718 *Doctoral Dissertation* (3 -12 semester hours). A candidate must present a dissertation acceptable to the student's dissertation committee and the Dean for Graduate Studies and Research. The research must be about a problem in the area of specialization. To be acceptable, the dissertation must give evidence that the candidate has pursued a program of study, which reveals superior academic competence and a significant contribution to the knowledge base.

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Student Learning Outcomes

1. Develop an understanding of the dissertation process, guidelines, and protocols
2. Develop and defend a successful proposal.
3. Navigate the IRB process with guidance from the chair
4. Carry out the proposed research, collect and interpret data
5. Develop 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 myLeo Mail is required to communicate with the professor and other students. The use of the Learning Management System (LMS) D2L is important for success in the program. Tutorials and support are available to learn these skills. Students should be able to do basic research and be proficient in using library databases and internet searches for primary and secondary sources, 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 daily and use University email to communicate with the chair regularly. All established deadlines and product expectations are to be delivered to the chair as specified with each individual student

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GRADING

Final grades in this course will be based up Satisfactory / Unsatisfactory system. In most cases students will be issued an "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

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making substantial progress toward completion of the dissertation in any given semester. Three or more “U”s are grounds for exiting a student from the program. Grading will be determined on progress toward specific deliverables agreed upon by the dissertation chair and student.

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

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.

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.

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Technical Support

If you have 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>

Interaction with Instructor Statement

The instructor responds typically to student questions within two days. Email is the preferred method of communication. The instructor has provided a cell phone number for students to call for more detailed or urgent communication.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Assignment/Deliverables Policy

Assignment due dates are provided for each student. All paper submissions should be submitted in by email and saved as a .doc or .docx file unless specified otherwise.

Late Work

Late work will not be accepted in the course.

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:

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

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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>

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

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.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

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

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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

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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.

Please refer to the Carrying Concealed Handguns on Campus document and/or consult your event organizer for a list of locations.

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.

TAMUC Pandemic Response

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 members 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 exposed to incommunicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments."

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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. You may obtain assistance from 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.

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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.

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.



COURSE OUTLINE / CALENDAR

A detailed calendar of the course components is found in the Course. The schedule of activities and calendar is subject to change depending upon progress of the class. The course is divided into 7 modules. Modules typically open on Monday and close on Sunday. Check your course calendar regularly for updates.

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