



PSY 718: Doctoral Dissertation

COURSE SYLLABUS: Fall 2025

INSTRUCTOR INFORMATION

Instructor: Dr. Kelly M. Carrero, BCBA, LBA-TX; Associate Professor

Office Hours: Tuesdays, 12pm-5pm CST [via Zoom](#) or by appointment

Office Fax: 903.886.5510

University Email Address: Kelly.Carrero@etamu.edu

Preferred Form of Communication: Virtual Office Hours (VOH) for general course questions; Email for questions and/or information specific to individual students

Communication Response Time:

Using VOH through D2L = within 48 hours Monday – Friday, weekends and holidays may take up to 48 hours

Using University Email = within 72 hours Monday – Friday, weekends and holidays may take longer.

The Counseling Center at East Texas A&M University: 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

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Required Readings

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

Carlson, C. (2019). Ph.D. Program in Educational Psychology—A Student's Guide to Graduate Study.

ETAMU Graduate School. (2022). [Doctoral Student Handbook](#).

The syllabus/schedule are subject to change.

Software Required

Contingent on the doctoral candidate's project

Optional Texts and/or Materials

Booth, W. C., Colomb, G. G., & Williams, J. M. (1995). *The craft of research*. The University of Chicago Press.

Silvia, P. J. (2007). *How to write a lot: A practical guide to productive academic writing*. American Psychological Association.

Other resources. East Texas A&M's Library provides access to thousands of online journals. Of particular interest to this class are resources found in the ERIC and PsycINFO databases. You may access these resources on campus or from home by using your CWID and password at <https://www.etamu.edu/library/>

Course Description

Doctoral dissertations must be acceptable to the student's advisory committee and the Dean for Graduate Studies and Research on a problem in the area of his 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 competency and significant contribution to knowledge. Graded on a (S) satisfactory or (U) unsatisfactory basis.

Student Learning Outcomes

1. Students will evaluate research to develop a research project.
2. Students will synthesize research on their topic.
3. Students will identify techniques for data collection and analysis.
4. Students will write a formal dissertation and orally defend their dissertation.

COURSE REQUIREMENTS

Assessments

I. Proposal – Before conducting their project, students will write a formal proposal and orally defend it. This will include a literature review and methodology of the project.

II. Final Dissertation – A final dissertation that includes the literature review and methodology along with the results and interpretation of the results will be required. A corresponding presentation will be required to defend the final dissertation.

Minimal Technical Skills Needed

To be successful in this course, you will need to know how to access and navigate (a) Desire2Learn, (b) Microsoft Word, and (c) Microsoft Excel. If you use the program PAGES, you will need to convert your file to a Word document or PDF before submitting

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to Dropbox. **I will not serve as technical support.** ETAMU has multiple professionals (e. g., Instructional Technology, CITE, library) who will be able to help you troubleshoot and/or teach you how to navigate the necessary technical requirements for this course.

Instructional Methods

It is expected that the doctoral candidate(s) enrolled in this course will make every effort to meet weekly with Dr. Carrero. During our weekly meetings, it is expected that the doctoral candidate will prepare an agenda with NO MORE than 3 points of discussion to make sure the meeting is efficient and productive. One of the points of discussion will be reviewing/discussing whatever action items were discussed at the previous meeting. It is also expected that the doctoral candidate will communicate with EACH committee member at least one time per semester EXCEPT in the semester that the candidate is expecting to propose or defend their dissertation—in these semesters, it is expected that the doctoral candidate will meet with their committee members at the beginning of the semester and again within the 2 weeks of their scheduled proposal or defense. Finally, it is expected that the doctoral candidate creates and maintains a dissertation progress report that is frequently updated and shared with committee members using an accessible format (e.g., Google docs).

Student Responsibilities or Tips for Success in the Course

To contact success in this course, students are required to maintain an updated dissertation progress report that is shared with committee members in an accessible way (e.g., Google docs). Students are encouraged to plan their semester workload for this course using the Carnegie Unit model to calculate (i.e., 1 credit = 3 hours of study per week). For example, if the doctoral candidate is enrolled in 6 credit hours of PSY 718, they would spend **18 hours per week** working on their dissertation. Therefore, it is recommended that the student make every effort to schedule 18 hours of EACH WEEK to dedicate to their dissertation (some of that time may be spent meeting with their chair and/or other committee members).

Finally, to be successful in this class, I recommend you access your resources fully, frequently, and without timidity. Email the instructor if you have any questions or concerns that are specific to you. Reach out to other scholars who are doing work that you are interested in if you want/need to unpack some concepts applicable to your dissertation. Contact the ETAMU librarians (they have provided multiple ways to contact them) for assistance in accessing available resources. Schedule time with the ETAMU Writing Center to identify some writing behaviors you need to work on before sending your document out to your committee members for review.

GRADING

S/U is the grading scheme. Students are assigned a grade of I while the dissertation is in progress, and this grade will be converted to an S upon successfully defending the final dissertation. Students may be assigned a grade of U if they are not making progress on their project.

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TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University 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

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@etamu.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 ETAMU campus open computer lab, etc.

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>

COMMUNICATION AND SUPPORT

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

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COURSE AND UNIVERSITY PROCEDURES/POLICIES

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 can be found at <https://www.tamuc.edu/student-code-of-conduct/>.

If you believe someone has engaged in behaviors that do not align with the Code of Student Conduct or you have other concerns, please visit the File a Report page at <https://www.tamuc.edu/office-of-student-rights-and-responsibilities/concerns-incident-reporting/>

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>

Academic Integrity

Students at East Texas A&M University 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 student academic dishonesty policy
[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

Undergraduate student academic dishonesty policy
[Undergraduate Student Academic Dishonesty Form](#)

Graduate student academic dishonesty policy:
<https://inside.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf>

Graduate student academic dishonesty form:
<https://inside.tamuc.edu/academics/graduateSchool/faculty/GraduateStudentAcademicDishonestyForm.pdf>

ETAMU Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage.

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Artificial Intelligence

East Texas A&M University 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.

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 Services
Velma K. Waters Library- Room 162

Phone (903) 886-5930

Fax (903) 468-8148

Email: StudentDisabilityServices@etamu.edu

Website: <http://inside.tamuc.edu/campuslife/campusServices/StudentDisabilityServices/default.aspx>

Mental Health and Well-Being

The university aims to provide students with 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 to you for guidance and support whenever you need it.

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East Texas A&M University Supports Students' Mental Health

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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 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 East Texas A&M University 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 East Texas A&M University 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 East Texas A&M University campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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