



EDAD 718 - Doctoral Dissertation Spring 2026

INSTRUCTOR INFORMATION

Instructor: Sharon Ross, EdD - Assistant Professor

Office Location: Frank Young Education North- #203A

Office Hours: Tuesday 9:30 – 2:00 Ed North-As Needed by Zoom, Phone, or Email

Phone: 903-886-5577 (office); 903-245-8712 (cell)

University Email Address: Sharon.Ross@etamu.edu

Preferred Form of Communication: Email, phone, appointment (see below)

Communication Response Time: 24 - 48 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

- American Psychological Association. (2020). Publication manual of the American Psychological Association (7th Ed.). Washington, DC: Author.

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 and defend a successful proposal.
3. Navigate the IRB process with guidance from the chair.
4. Carry out the proposed research, collect and analyze data, write up dissertation manuscript
5. Defend the Final Dissertation Defense.

The syllabus/schedule are subject to change.

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 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.

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 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. 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 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>

The syllabus/schedule are subject to change.

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool

https://inside.etamu.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, an ETAMU 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. In EDAD 718, your Chair or Main Advisor is the instructor to contact first.

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>

Interaction with Instructor Statement

The instructor/advisor/chair normally responds to student questions within 2 days. Email is the preferred method of communication. The instructor/chair has provided a cell phone number for students to call for more detailed or urgent communication.

The syllabus/schedule are subject to change.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Assignment due dates are individualized 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 is not applicable in the context of 718.

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.

<https://inside.etamu.edu/admissions/registrar/documents/studentGuidebook.pdf>.

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>

ETAMU Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedures 13.99.99.R0.01](#)

<http://www.etamu.edu/admissions/registrar/generalInformation/attendance.aspx>

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 Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

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

Graduate Students Academic Integrity Policy and Form

The syllabus/schedule are subject to change.

[Graduate Student Academic Dishonesty Form](https://inside.etamu.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf)

<https://inside.etamu.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.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

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@etamu.edu

Website: [Student Disability Services](http://www.etamu.edu/student-disability-services/)

<https://www.etamu.edu/student-disability-services/>

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 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.etamu.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

East Texas A&M University Supports Students' Mental Health

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.etamu.edu/counsel

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.



<http://telusproduction.com/app/5108.html>

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

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.

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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

Department or Accrediting Agency Required Content

COURSE OUTLINE / CALENDAR

When a student enrolls in EDAD 718, he/she sets a calendar personal to the timeline for dissertation completion which is an individual affair. If a student enrolls in the beginning of the semester, it is our desire they propose that semester; however, each student is different. Some propose the first semester and others the second semester. Some student's complete dissertations within two years and are ready to defend, while others may take longer.

- Group and Individual Zoom meetings set after course begins according to needs of students (honoring their ISD time as much as possible)

[Deadlines for Thesis and Dissertation Submissions - East Texas A&M University](#)

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EAST TEXAS A&M

718-Dissertation

COURSE OUTLINE / CALENDAR

Black is New Proposal Chapters 1-3/ Red is Chapter 4&5 Students

Dissertation Chapter	Topic/Assignment	Date Due
Chapter 4 & 5 Students	Check for IRB Approval and Begin Research	Weekly Wednesday 5pm January 21, 2026 at 5pm
New Student Orientation Zoom	Check In – Updates – Checklist - Expectations Zoom Students will determine weekly meeting date and individual times with Chair	January 13, 2026 at 5pm Weekly Dates TBD
Chapter 1	Problem and Purpose Statement Discuss Committee members if not already defined	Weekly Dates:
Chapter 2	Literature Review Check In – Updates Review and complete IRB requirements	Weekly Dates
Chapter 3	Methodology Check In – Updates Submit IRB	Weekly Dates
Proposal	Send Proposal to Committee Members Set Date for Committee Members Set Date for Proposal Defense	Proposal Date:

Chapter 4	Complete Chapter 4 and Revisions Editing	Due: March TBD
Chapter 5	Complete Chapter 5 and Revisions Editing	Due: April TBD
Final Defense	Prepare for Defense Send Chapter 4 and 5 to committee for review and schedule date	Due: May TBD
Final Defense Schedule in June	Complete Editing and iThenticate Follow Graduate School Checklist to complete forms Follow Grad School Steps	Due: May TBD

Individual Zooms and calls are welcomed and may be scheduled as needed by student or professor.