



EAST TEXAS A&M

UNIVERSITY

HIED 710 Dissertation Prospectus

COURSE SYLLABUS: **Spring 2026**

INSTRUCTOR INFORMATION

Instructor: **David Tan, Ph.D.; Professor**

Department of Higher Education and Learning Technologies

Office Hours: Available virtually by appointment on Tuesdays and Wednesdays from 10:00am to noon. I am available via telephone at 903.886.5619.

University Email Address: david.tan@etamu.edu

Preferred Form of Communication: Email

Communication Response Time: Email is the best way to reach me as I check it daily. A reply will be sent within 48 hours (except on weekends and holidays), depending upon the time your message was received.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbooks Required: None. The following are suggested reading materials.

- [Publications Manual](#) of the American Psychological Association, currently in its 7th edition (2020) but any edition will suffice. Kindle version, \$29.
- Public access information available from the [Thesis and Dissertation Services](#) component of the Graduate School at ETAMU. Be familiar with the [Thesis and Dissertation Formatting Guide](#) (2024).
- Cone, J.D. & Foster, S.L. (2019). [Dissertations and theses from start to finish: psychology and related fields](#) (3rd ed.). Washington, DC: American Psychological Association. Kindle version, \$26.

Course Description

The most challenging but very doable task you will ever face in your doctoral pursuit is the conduct and write-up of your dissertation research. We have designed two courses to assist you with this process. The first course, HIED 650, is aimed at allowing opportunities to explore the literature pertaining to a potential research topic. This process usually is reflected in Chapter 2 of your dissertation. The second course is HIED 710, this course you are in now.

The purpose of HIED 710 is to allow you the opportunity to write up your Chapters 1 and 3. Chapters 1, 2, and 3, if written correctly, will constitute your dissertation proposal, which will then be reviewed by your dissertation committee during a formal dissertation proposal meeting. Your doctoral advisee will assist and provide you with advice and directions on how this task is successfully completed.

With that purpose in mind, the following are the student learning outcomes of HIED 710.

Outcome No. 1: Demonstrate knowledge and understanding of research methodologies and the mechanics or processes of writing a dissertation proposal. Specifically, the student will be able to

- Understand research methodologies (qualitative, quantitative, mixed methods), their strengths and weaknesses, and appropriate uses.
- Understand all the sub-components of research methodologies, which include sampling or case selection, data gathering mechanisms, validity, reliability, data trustworthiness, credibility, confirmability, and data analytic procedures.
- Ability to evaluate completed student dissertations and other forms of research publications.

Outcome No. 2: Complete Chapter 1 of a dissertation proposal. Specifically, the student will

- Provide the proper introduction and context of a particular topic, complete with a brief literature.
- Discuss the importance and significance of the chosen research topic.
- Provide a detailed description of the major issues and complexities involved.
- Write a clear statement of purpose. Begin by writing “The purpose of this study is . . .”. The purpose should not be a surprise since it is a logical progression from points or discussion already made.

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- If necessary, break down the purpose into smaller research questions, themes, or hypotheses as appropriate.
- Formulate and explain the methodology that will be used to research the topic or to get answers to the posed research question(s) in the study.
- Explain assumptions and limitations of the study.

Outcome No. 3: Complete Chapter 3 of a dissertation proposal. Specifically, the student will

- Expand upon the research methodology section from Chapter 1.
- Explain in detail the methodology that will be employed (qualitative, quantitative, or mixed methods), how the methodology will be implemented, including information about proposed dimensions, topics, or variables that will be studied; targeted population; sampling or case selection procedures; data collection techniques and procedures; and data analytical procedures (statistics or qualitative analytical traditions).
- Address all issues related to internal validity, data trustworthiness, data triangulation, confirmability, and credibility of potential findings.

Grading

1. Unit 1, Research Methodology Exam, 7% of your grade
2. Unit 2, Dissertation Review, 7% of your grade
3. Unit 3, Purpose of Study Participation, 7% of your grade
4. Unit 3, Purpose of Study Paper, 7% of your grade
5. Unit 4, Chapter 1 Paper, 36% of your grade
6. Unit 5, Chapter 3 Paper, 36% of your grade

Total Points: 100%

The final grade will be based on the following ranges:

- A=90 to 100%
- B=80 to 89%
- C=70 to 79%
- D=60 to 69%
- F=59% or lower

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COURSE REQUIREMENTS

Minimal Technical Skills Needed

Students must familiarize or knowledgeable with D2L, Microsoft Word, and library resource access and retrieval.

Instructional Methods

The course is conducted completely online. You will get feedback on your papers via D2L or email. Please be sure to submit all written assignment in MS Word format, not PDF, unless instructed to do otherwise.

Student Responsibilities or Tips for Success in the Course

Course Engagement

It is your responsibility to log in the course website regularly (several times each week), to compile with all the course requirements, and to engage actively in all required class activities.

Late Assignments

Unless stated differently elsewhere in the syllabus, there will be a 10% penalty for written assignments turned in late. In some instances, failure to turn in an assignment has a rippling effect on other components of the class, such as timely threaded discussions or collaborative exercises. In such cases, you will be assigned an "F" for the class.

Respect Differing Views

As with all graduate courses, this course deals with ideas and opinions. It is important to be courteous and respectful of individuals who have expressed opinions and beliefs that are different from your own. In a disagreement, please ask for an explanation and rationale for their beliefs or opinions. Often, matters are more complicated than they seem. Only civil, sincere, and even tempered written discussions will be permitted in this course.

Academic Honesty

Academic integrity is a critical part of scholarly experience. Acts of academic misconduct and plagiarism are very serious matters and will severely jeopardize your career as a student here at this institution. Plagiarism within an assignment will result in a failing grade for that assignment. I expect all assignments for this course to be honest and original scholarship produced specifically for this course. At the instructor's discretion, if plagiarism is accidental, an assignment may be rewritten and resubmitted for a maximum grade of 70% of the original total. Work produced, whether in part or in whole, from assignments for other courses will not

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be accepted for credit and will be considered a form of plagiarism. All acts of academic misconduct will be formally charged.

Students are strongly suggested to visit two of these sites for additional information:

- [“Plagiarism and How to Avoid It”](#) (University of Oklahoma)
- [“How to Recognize Plagiarism: Tutorials and Tests”](#) (Indiana University)

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

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, 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.

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:

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<https://community.brightspace.com/support/s/contactsupport>

Interaction with Instructor Statement

Email me at david.tan@tamuc.edu. I will reply to email messages within 48 hours, except on the weekends and holidays. Use your TAMUC email only with an appropriate message title when communicating with me. I can also be reached on my office phone at (903) 886-5619 or you can visit me in my office on the TAMUC campus.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Writing Center

- Students are encouraged to visit the East Texas A&M University Writing Center and other locations for writing assistance. Graduate students, especially at the doctoral level, are expected to have a high level of writing ability and skills. Also, the instructor is available to help with the writing process by appointment.

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.

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>

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.tamuc.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.tamuc.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@tamuc.edu

Website: [Student Disability Services](#)

<https://www.tamuc.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 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.

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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.

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.tamuc.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