



EDCI 718: Doctoral Dissertation

COURSE SYLLABUS

INSTRUCTOR INFORMATION

Instructor: Dr. Karyn Miller, Ph.D

Office Hours: I will be available by appointment.

University Email Address: Karyn.Miller@etamu.edu

Preferred Form of Communication: Email

Communication Response Time: 48 hours maximum (Monday-Friday)

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

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

Software Required

Catalog Course Description

A candidate must present a dissertation acceptable to the student's advisory committee and the Dean of Graduate Studies and Research on a problem in the area of his/ her specialization. To be acceptable the dissertation must give evidence that the candidate has pursued a program of research, the result of which reveals superior academic competence and a significant contribution to knowledge. **Note: Graded on a (S) satisfactory or (U) unsatisfactory basis**

Graduate School Handbook Description of 718

Dissertation Credit

The dissertation course (718) is required for all doctoral programs, and credit will be given for no less than nine (9) semester hours and no more than twelve (12) semester hours of dissertation. After doctoral candidates are admitted to candidacy, they will be required to enroll in at least

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three hours of Dissertation 718 each fall and spring semester until the dissertation is completed and approved by the advisory committee and the Dean of the Graduate School. Doctoral candidates will not be required to enroll during the summer term, unless the student is using the counsel and advice of the major advisor and/or university facilities, such as the library. Students who fail to enroll for dissertation during a fall or spring semester after admission to candidacy will be prohibited from enrolling until the tuition has been collected for those semesters. Individual departments may impose additional course requirements beyond those required by the Graduate School. If a student does not show to their advisor successful proposal/dissertation progress in a semester of 718, or if a student does not show to complete more than 60% of the term/semester, they will be assigned a grade of U. A grade of U is equal to a grade below a B and will count towards academic action.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Access to a Computer with:

- Internet Access
- Microsoft Word Processing Software
- Microsoft Power Point Software
- Adobe or Foxit Reader to open PDF File

Instructional Methods

This course provides structured, credit-bearing time for Ed.D. students to make sustained progress on their dissertation under the supervision of their advisor. As an independent study, the course supports the iterative process of research design, data collection, analysis, and writing. The doctoral coordinator, as the official course instructor, will regularly check-in with 718 students and provide additional support.

Student Responsibilities

Students enrolled in dissertation credit are expected to take primary responsibility for advancing their dissertation work. Specific responsibilities include engaging with their dissertation advisor, making progress toward writing goals, submitting work in a timely fashion, responding to advisor feedback, and maintaining professionalism.

Ultimately, students are responsible for the substance and timely completion of their dissertation, with the advisor serving as a guide and resource.

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GRADING

Evaluation and Grading

This course is graded on a Satisfactory (S) / Unsatisfactory (U) basis. A grade of *Satisfactory (S)* indicates that the student has made adequate progress toward completion of the dissertation during the term. A grade of *Unsatisfactory (U)* indicates insufficient progress. Satisfactory grades are submitted as (I) each term. These will be converted to (S) once the student has defended the final dissertation and it is approved the graduate school.

Because students may be at different stages of the dissertation process, expectations are set collaboratively between the student and advisor. However, adequate progress generally includes the following:

- **Engagement w/ Advisor:** Schedules and attends meetings, communicates in a timely manner, and demonstrates preparation.
- **Work Submission:** Submits drafts or revisions by agreed deadlines, with work appropriate to their stage of study (e.g., research questions, literature review, IRB materials, data collection updates, dissertation chapters).
- **Milestone Advancement:** Shows measurable progress toward major dissertation milestones, such as proposal completion and defense, IRB submission, data collection, analysis, chapter drafting, or final defense.
- **Responsiveness to Feedback:** Incorporates advisor feedback into revisions and demonstrates improvement in clarity, scholarly depth, and coherence.
- **Professional Responsibility:** Adheres to research ethics, program deadlines, and institutional requirements.

Failure to meet agreed-upon expectations, lack of communication, or minimal/no progress will result in a grade of *Unsatisfactory (U)*.

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

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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, a 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 dissertation advisor.

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

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 make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

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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.etamu.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>

ETAMU Attendance

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

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

<http://www.etamu.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

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 Student Academic Dishonesty Form](#)

<http://www.etamu.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

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

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

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

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 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>

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.

ETAMU Supports Students' Mental Health

The Counseling Center at ETAMU, 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

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calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.etamu.edu/counseling-center

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