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Syllabus Fall 2018
EDD 616 Dissertation I
EDD Program Sacramento State University

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Dr. Lisa Romero
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The best way to reach me is by email, during office hours, or by appointment.

Class Dates/Time: September 7, 8; September 28, 29; October 26, 27
Fridays 5:30 to 9:30 pm, Saturdays 8:00am to 5:30 pm
We meet in AIRC 1009

Office Hours:
Thursdays 1:30-4:30 pm, or by appointment
Office Location: Eureka 220

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This syllabus is subject to change at the instructor's discretion.

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<u>**Course goals:**</u>
WELCOME TO EDD 616. After the completion of the summer course dedicated toward the development of your dissertation proposal, this course is designed to support your continued progress toward completion of your dissertation. In conjunction with the efforts of your dissertation chairs and committee members, our sessions will work toward the following objectives:

UNDERSTANDING YOUR DISSERTATION PROCESS Each doctoral candidate faces a set of challenges during the process of completing the dissertation (some of these things are unique to you, but most are not). One of the goals of the course is to help you to understand and navigate this process. If issues with your dissertation process come up, I am available to assist in their resolution as needed. You are encouraged to talk with EDD program alumni, asking them to share insights into their dissertation process.

SETTING AND ATTAINING GOALS TOWARD DISSERTATION COMPLETION Writing is an essential ingredient to your success, so this will be one area in which we will focus. In order to stay on schedule, goals must be accomplished along the way. At the end of each of our meetings, you will talk about and write down a set of goals to be achieved by our next session. At that class session, you will report on the attainment of these set goals. Time goes by quickly so maintaining a time schedule is important. All of the assignments in this class are designed specifically to push you to complete key components of your dissertation that makes it possible to finish within a year. During class, as you work with your chair and defend your defense, you may be asked to share this experience with others in class.

Grades will be based on successful completion of:
- **Reference List** (20%)
  A copy of the assignment is attached.
- **Research Proposal PowerPoint** (20%)
  Details will be provided in class.
- **Completed Dissertation Proposal (Chapters 1-3 and References) <u>and</u>**

Successful Dissertation Proposal Defense (30%)
More information will be provided about this in class.
- **Goal Setting Exercises, Participation and Attendance** (20%)
  Your attendance and participation are expected. Effective participation means being prepared for class, having completed goal assignments, and engaging in class discussions and activities. You will be asked to submit and accomplish monthly goals toward completion of your dissertation. Goals will be set at each individual/group meeting and progress reported on at subsequent meetings.
- **Other Assignments (10%)**
  - **Your Status** (details below)
  - **IRB - proof of training and application**

Policies and Expectations:
- **To earn a passing grade in this course you _must_: 1) successfully complete this course _and_ 2) successfully defend your dissertation proposal.** If you fail to meet either of these requirements, you will need to re-take EDD 616. You may not enroll in EDD 617 until you successfully complete this course,
- Your dissertation must be **original work**. This means it cannot be:
  1) someone else's writing, work or ideas. Plagiarism will be taken seriously and will result in a failing grade in this course and put you at risk of not completing the doctoral program. This course **will** make use of software that checks for originality of assignments. More information about plagiarism and the software is provided below. If you have questions about this, please ask!
  2) an article, book, Master's Thesis, etc. that you have already written. Any exceptions to this must be in writing, approved by your dissertation chair and the EDD program.
- You are expected to thoroughly read and be prepared to discuss the assigned material, prior to each class session.
- Because we meet only a few times, _perfect attendance is expected_. Attendance is graded on whether or not you are in class _and participate_.
- If you have a disability and require accommodations, please discuss this with me as soon as possible, after class or during my office hours. I am committed to facilitating student success and will make any appropriate accommodations. You will need to provide disability documentation to SSWD, Lassen Hall 1008, (916) 278-6955.
- No cell phones, texting, reading email, social media, etc. in class. Laptops for note taking and class related Internet access is encouraged.
- You earn points by attending and actively, but respectfully, participating in class. Informed discussion of reading assignments, germane issues, as well as asking relevant questions, offering answers, or otherwise participating in the class discussion in a constructive and engaged manner.

Getting help:
If there are concepts or ideas covered in a class session that you do not understand, it is important to your success that you get these misunderstandings resolved _before the next time we meet_. You can do this by talking to your fellow classmates, visiting me in office hours, sending an e-mail question to address listed above, or phoning me at the number listed above. Monday through Thursday, I am generally able to respond to your e-mail or call within 24 hours. Questions, comments, and discussion about material assigned are always encouraged. Office hours are also open for questions, discussion of your dissertation, course content, research ideas, general discussions of education policy, the EDD Program at Sacramento State, or your career plans.

Academic Honesty
We take plagiarism and other acts of academic dishonesty very seriously. We reserve the right to fail students that are academically dishonest and escalate the case to the University. Note that academic dishonesty can be grounds for dismissal from the university. Details are available at the University Policy Manual found at

http://www.csus.edu/umanual/student/stu-0100.htm. Plagiarism is one case of academic dishonesty, and here is an excerpt from the manual on plagiarism:

Plagiarism: Plagiarism is a form of cheating. At CSUS plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person's contribution. Regardless of the means of appropriation, incorporation of another's work into one's own requires adequate identification and acknowledgement. Plagiarism is doubly unethical because it deprives the author of rightful credit and gives credit to someone who has not earned it. Acknowledgement is not necessary when the material used is common knowledge. Plagiarism at CSUS includes but is not limited to:

1. The act of incorporating into one's own work the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work without giving appropriate credit thereby representing the product as entirely one's own. Examples include not only word-for-word copying, **but also the "mosaic" (i.e., interspersing a few of one's own words while, in essence, copying another's work), the paraphrase (i.e., rewriting another's work while still using the other's fundamental idea or theory);** fabrication (i.e., inventing or counterfeiting sources), ghost-writing (i.e., submitting another's work as one's own) and failure to include quotation marks on material that is otherwise acknowledged; and

2. Representing as one's own another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures, or similar works.

Use of Turnitin Software
Consistent with Sacramento State's efforts to enhance student learning, foster honesty, and maintain integrity in our academic processes, the instructor may use a tool called Turnitin to compare a student's work with multiple sources. The tool compares each student's work with an extensive database of prior publications and papers, providing links to possible matches and a 'similarity score'. The tool does not determine whether plagiarism has occurred or not. Instead, the instructor must make a complete assessment and judge the originality of the student's work. All submissions to this course may be checked using this tool.

Students should submit papers to Turnitin assignments without identifying information included in the paper (e.g. name or student number), the system will automatically show this info to faculty in your course when viewing the submission student submissions may be retained beyond the initial comparison.

Required Books/Articles:
1) Rudestam, K.R. & Newton, R. R. (2014) Surviving Your Dissertation: A Comprehensive Guide to Content and Process. Sage (ISBN-13: 978-1452260976 ISBN-10: 1452260974)

   Available at Amazon: (This is not an endorsement of Amazon. You may purchase the book from the vendor of your choice. The University bookstore may or may not stock it.)
   https://www.amazon.com/Surviving-Your-Dissertation-Comprehensive-Content/dp/1452260974/ref=sr_1_1?ie=UTF8&qid=1471642341&sr=8-1&keywords=Surviving+Your+Dissertation%3A+A+Comprehensive+Guide+to+Content+and+Process

2) EDD Dissertation Handbook
3) Available free of charge on the Sac State EDD website, if you are unable to locate it, please contact the EDD Office.

Course Schedule
Note: This schedule maybe adjusted as needed during the semester.

Class 1 – September 7

Welcome, Course Plan
Academic honesty expectations and use of Turnitin
Overview of the dissertation process
Working with Your Chair and Committee – What to expect
Goal setting
Dissertation Topics (time permitting)

Assignments Due **– Due Start of Class 9/7**

1) **Reference List**

2) **Proof of Completion of Human Subject Training**

3) **Current Status -** Please take a few minutes before our class session to write down the following information about you and your dissertation; turn this in to instructor during class:

Your current professional position(s)
Your contact information: email, home/work address, and phone number(s)
Your dissertation research topic and working title
Name of your dissertation chair and names your dissertation committee members
Status of Human Subjects/IRB forms – Completed and ready to submit? Already have IRB approval?
Progress made on dissertation to date (Chapters 1-3 complete? Quality of drafts? Mastery of relevant research literature?)

Required Reading:

Surviving Your Dissertation - Chapter 4 Literature Review and Statement of the Problem, Chapter 9 Overcoming Barriers, Chapter 10 Writing, Chapter 13 Informed Consent and Other Ethical Concerns (Chapters 1-3 Recommended)

Class 2 – Saturday, September 8

The Dissertation Process - What to Expect
Writing Accountability, Goal Setting, Accountability Groups
Dissertation Proposal Power Point – What should be included?
Writing Workshop (if time permits)

Required Reading:
EDD Dissertation Handbook

Class 3 – Friday, September 28

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Progress Reports
Proposal Defense - What to Expect
Writing Workshop (If time permits)

Assignments Due –
      Dissertation Proposal PowerPoint

Required Reading:
Surviving Your Dissertation – Chapter 5, The Method Chapter: Describing Your Research Plan

Class 4 – Saturday, September 29

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Goal Setting and Writing Accountability
Writing Workshop
Small Group PowerPoint Proposals
Problem Solving – Writing Dirty Drafts, Types of Errors, Overcoming writing blocks

Class 5: Friday, October 26

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Goal Setting and Writing Accountability
Problem solving

Class 6: Saturday, October 27

Writing Accountability and Goal Setting
Problem solving
Making progress and remaining motivated
Moving from defense of proposals to research plans
Individual Meetings
Writing Workshop

Assignments Due –
      1) Human Subject Application (due start of class)
      2) Dissertation Proposal Chapters 1-3 and Reference list (This should be a document you are proud
      of, not a draft. APA format and citations are required.) Due **Friday, December 7th**
      3) Successful Defense of your Dissertation Proposal by <u>Friday, December 7th</u>

EDD 616 Dissertation 1

Assignment 1 – Dissertation Reference List

Due Friday 9/7 (First class meeting date)

Print out and hand in a complete <u>reference list</u> for chapters 1-3 of your dissertation proposal. It must include a **minimum of 50 peer reviewed, academic research articles**. Also include any, and all, other articles, books, reports, documents etc. that you cite in your dissertation. Reference list must be in APA format.

FAQ about this assignment:

Are books, reports, or dissertations peer reviewed research?

Do they count as part of the 50 required articles for this assignment? If not, should I include them?

I'm reading books and reports, why do I need to read journal articles?

Book and dissertations are <u>not</u> the same as peer reviewed articles. Books and dissertations can and should be part of your research and be included in your reference list. But, they do not count toward the required 50 peer reviewed journal articles that the assignment calls for. For a dissertation in our field, 100+ references are common (and expected) and include journal articles, books, reports, recent dissertations, references to bills or laws, etc. For the purposes of EDD 616, I am asking for your complete reference list (articles, books, etc) and that a minimum of 50 (of your total 75, 100, 150) references are peer reviewed, scholarly journal articles.

Why the focus on journal articles? Two reasons. First, journal articles typically are where you will find the most recent, primary research on your topic. It is this body of literature that you need to summarize and critique in your literature review. The second reason for the focus on journal articles is because most of them are written in a style similar to mini-dissertations. Analyze nearly any quality journal article and you will find most of the elements of a dissertation—an introduction, statement of purpose, significance of the study, theoretical framework, review/critique of the literature, a research methods section, results, discussion, implications.

So, when you are reading articles, read them at two levels: Level 1: What does this tell me about my topic? and Level 2: What's the structure of this article? How did the author lay out the facts, construct an argument? What type of language/tone is used? Level 1 teaches you about your topic, but level 2 teaches you how to write a dissertation. (Reading other dissertations may help you with this to some extent, but dissertations are written by newcomers to academic writing. Peer reviewed journal articles are written (hopefully) by experts. Use the experts as models not the beginners.)

Hope you find this helpful. See you in class.

Dr. Romero

Institutional Review Board Approval of EDD Research

1. Appropriate Institutional Human Subjects Review Board (IRB) approvals must be received in order for dissertation research that involves human subjects to be conducted.
2. The dissertation committee chair is normally the faculty member who signs the IRB forms and works with the student to ensure that human subjects review requirements are met on a timely basis.
3. ***Failure to obtain required IRB approvals prior to collection of data on human subjects may disqualify a student from making any use of those data.***

Use the updated University IRB on-line program Cayuse.

Submit your human subjects application when your methodology is finalized and approved by your chair. If your committee ends up completely changing your methodology, you will have to do the whole thing over.