

Syllabus Spring 2019
EDD 617 Dissertation II
EDD Program Sacramento State University

Dr. Lisa Romero

Lisa.Romero@csus.edu

Phone: 951-201-5511

The best way to reach me is through Canvas or email.

Class Dates/Time: January 25/26, February 22/23, March 8/9

Fridays 5:30 to 9:30 pm, Saturdays 8:00am to 5:30 pm

We meet in AIRC 1008

Office Hours:

Thursday: 1:15-4:15 pm

Or by appointment

Office Location: Eureka 220

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

Course goals:

WELCOME TO EDD 617, 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). During class, you may be asked to share your experience, progress, chapter drafts, or defense with others in class. If issues with your dissertation process come up, I am available to assist with strategies for resolution as needed.

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. You will talk about and write down an evolving set of SMART goals to be achieved throughout the semester. SMART goals are specific, measureable, attainable/realistic, and time-bound. You will report on the attainment of these goals in class and weekly with your accountability group. Time goes by quickly so maintaining a time schedule is important.

Grades: This is a Credit/No Credit Class – In order to pass the class and receive credit, you must successfully complete all of the course assignments and successfully defend your dissertation.

Students who do not meet these requirements will need to re-enrollment in, and successfully complete, EDD 617 in order to graduate.

Course Requirements

- 1) Participation and Attendance** Your attendance and participation are expected. Effective participation means being prepared for class, having completed assignments, and engaging in class discussions and activities.

- 2) **Goal Setting Exercises** You will be asked to discuss, set, and accomplish goals toward completion of your dissertation. SMART goals will be set and reported on in class and with your accountability group.
- 3) **Dissertation Submitted to Turnitin** – You must upload your dissertation to Turnitin. If your dissertation is flagged for plagiarism, you will need to revise and correct as appropriate and resubmit your work for a second review. Failure to submit, or revise and resubmit, will result in a failing grade in the class. See section below about Academic Honesty.
- 4) **Dissertation Completed and Defended (Signed Off by Your Chair)**

Policies and Expectations:

- Your dissertation must be original work. 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!
- 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 a necessity*. Attendance is graded on whether or not you are in class **and participate**. Each four-hour session missed will result in grade reduction for this portion of your grade.
- 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.
- Please no cell phones, texting, reading email, twitter, instagram, facebook, 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 overall success in the course that you get these misunderstandings resolved *before the next time we meet*. You can do this by talking to your fellow classmates (I encourage you to form study groups or electronic study networks), 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 for a class are always encouraged during that class. Office hours are also open for questions or discussion of your dissertation, course content, research ideas, general discussions of preK-12 or community college education policy, the Doctorate in Educational Leadership 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/umannual/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*

This should be available 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 – Friday, January 25

Welcome, Course Plan
Academic honesty expectations and use of Turnitin
Check In – Status of your dissertation
Update Your Timelines (Backwards Mapping to Graduation)
SMART Goals

Class 2 – Saturday, January 26

Overview of Dissertation Document
SMART Goals
Writing Workshop
Individual Meetings
Accountability Groups
TurnitinUpload Dissertation Proposal (Chapters 1-3)

Recommended Reading:

- Dissertation Handbook – Review Chapter 4/5 Information
- In *Surviving Your Dissertation* read or re-read/review Chapter 9, Overcoming Barriers: Being an Expert While Controlling Your Own Destiny, and Chapter 10, Writing.

In Class Assignment

Dissertation Chapters 1-3 Submitted to Turnitin – Upload your dissertation proposal to Turnitin*

Class 3 – Friday, February 22

Goal Setting and Problem Solving
Dissertation Progress
Update Your Timeline
Individual/Small Group Meetings (If time permits)

Required Reading:

Surviving Your Dissertation

- Chapter 6, Presenting the Results of Quantitative Studies *and/or* Chapter 7
- Presenting the Results of Qualitative Research
- Chapter 8, Discussion, Chapter 12
- Guidelines for the Presentation of numbers

Recommended reading: If the methods section of your dissertation could still use some improving, I recommend you read (or re-read) Chapter 5, The Method Chapter: Describing Your Research Plan in *Surviving Your Dissertation*.

Class 4 – Saturday, February 23th

Accountability Groups
SMART Goals
Writing Workshop
Individual/Small Group Meetings

Class 5: Friday, March 8th

Dissertation Progress
Update Your Timeline
Dissertation Defense – What to expect
SMART Goals

Class 6: Saturday, March 9th

Defending your dissertation
Writing Workshop
Tentative Guest Speaker – Defending Your Dissertation: What’s expected and how it differs from your proposal defense.

Assignment Due: **Final Dissertation Submitted to Turnitin – You must upload your completed dissertation to Turnitin by Monday, April 15th .***

***If your dissertation is flagged for plagiarism, you will need to revise and correct as appropriate and resubmit your work for a second review. Failure to submit, or revise and resubmit, will result in a failing grade in the class.**