

EDRD 6397

701, Fall, 2020

Syllabus



Basic Information

Instructor Name: Dr. Tara Wilson

OFFICE: MB 3106

OFFICE PHONE: 432-552-2141

E-MAIL: wilson_t@utpb.edu

OFFICE HOURS:

This course is a Web Course and is conducted within Canvas

<http://utpb.instructure.com>

NOTE: The due dates and times for the activities will adhere to the Central Time Zone.

Course Description

Course Catalog Description: Graduate students choose between writing a thesis or researching three questions that are provided by their committee. The thesis and the questions each reflects a current issue in literacy that requires an in-depth investigation of scholarly research.

Measurable Learning Outcomes:

By the end of this course, you will be able to:

- A. Synthesize and evaluate theoretical arguments from the academic literature.
- B. Problem-solve solutions to relevant problems in literacy
- C. Enhance communication skills and reading/research/writing acumen.
- D. Critically review research on literacy

This course addresses the following TEA Reading Specialist standard: IV Professional Knowledge and Leadership

Prerequisites: This is the final course taken in the literacy program. Therefore, students should have already completed all of the program coursework before enrolling in this class.

Materials

Required Materials:

American Psychological Association. (2019). Publication manual of the American Psychological Association (7th ed.). Washington, DC: Author.

Microsoft Office

Webcam

Important Academic Dates

UTPB [Academic Calendar](#)

Course Overview

Candidates participate in a capstone research project that serves to introduce them to applying what they have learned in an earlier research design class. Candidates may choose to write either a thesis or 3 literature reviews. Instructions for writing a thesis can be found in Canvas, under the module titled “Thesis.” Instructions for writing the 3 literature reviews can be found in Canvas, under the module titled “Literature Reviews”

1. **Meetings with Dr. Wilson:** All candidates must meet with Dr. Wilson via Zoom or in person multiple times (at least 3 times) over the course of the semester. This helps to keep candidates on track with their research.
2. **Draft:** A draft of the work must be submitted by mid-semester.
3. **Research Project:** This will either be a thesis or 3 literature reviews. All writing must be written at an academic level that is suitable for publication or conference presentation. The final paper will be submitted through Canvas.
4. **Defense:** Upon completion of the capstone research papers or thesis, candidates meet with their committee chair to ascertain if they are ready defend their capstone research before the three to four-member committee. After a successful defense of a thesis, candidates are offered the opportunity of putting a bound copy of their research in the library to be studied by future candidates.

Criteria for the grades are either Pass (S) or Fail (U). It is noted that at this level of the program there is no letter grade of a “C” allowed. If the research project is not considered to have earned the equivalence of a “B” (which requires rewrites of specified material within a stringent deadline specified by the committee) or the equivalence of an “A”, the research project is considered a failure and the committee decides what action needs to be taken to foster academic success for the candidate. For example: candidates may be instructed take additional coursework and /or to start over with their research.

Grading:

Course Activity	Points
Meetings w/ Professor (3x)	30
Draft	20
Research Project	100
Defense	50
Total	200

Grading Scale:

Grade Range	Letter Grade
150 and above	S
149 and below	U

Grading in this Master capstone class is different than the other courses taken in the MA in Literacy program. Candidates will receive a Satisfactory (S), Progress (PR) or Unsatisfactory (U) Failing. Your success is dependent on the evaluation of the written work of your paper.

**Unless otherwise stated, all materials, activities, and assessments are required and are not optional.*

Communication, Grading & Feedback:

I can be contacted via email, canvas, during office hours and phone. I try to respond to messages within 24 hours. You will receive a response in 48 hours. The turnaround time on grades is a week. Check Canvas often. Feedback will either be written on assignments or a note in Canvas. I will be very engaged in your learning by participating in discussions, having office hours (both physical and virtual), Zoom meetings and posting weekly announcements.

Time Management:

A student should expect to spend three hours on preparation and learning assignments for every semester credit hour. If a class is a 3-semester credit hour class, it is expected that a student should spend about 9 hours out of class on assignments in addition to 3 hours of in-class time for a total of about 12 hours per week to obtain an "A" in a class. It is important to develop a Time Management Plan to be successful.

Policies

Discussion Board

Discussion Board is primarily for discussing course related topics and issues. Best practices are:

- Read all message postings in online discussion.
- Respond to the question directly
- Reply to minimum of two other student posts.
- Use a person's name in the body of your message when you reply to their message.
- Avoid postings that are limited to 'I agree' or 'great idea', etc.
- Ensure responses to questions are meaningful, reflective.
- Support statements with concepts from course readings, refer to personal experience, examples.
- Follow **Rules of Behavior (below)**.

Rules of Behavior

Discussion areas are public to every student in this class (including your instructor) who will see what you write. Please pay attention to the language you use and adhere to the following guidelines:

- Do not post anything too personal.

- Do not use language that is inappropriate for a classroom setting or prejudicial in gender, race, or ethnicity.
- Do not use all caps in the message box unless you are emphasizing (it is considered shouting).
- Be courteous and respectful to other people on the list
- Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
- Use line breaks and paragraphs in long responses.
- Write your full name at the end of the posting.
- Be careful with sarcasm and subtle humor; one person's joke is another person's insult.

Make-Up/Late Submission Policy

All course activities must be submitted before or on set due dates and times. If the student is unable to abide by the due dates and times, it is their responsibility to contact the instructor immediately.

Academic Dishonesty/Plagiarism/Cheating

The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion will receive an "F" for the course.

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. For complete information on UTPB student conduct and discipline procedures consult the [University's Handbook:Scholastic Dishonesty](#).

Academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, or the attempt to commit such acts.

Plagiarism includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression

and media, and presenting that material as one's own academic work being offered for credit.

Attendance and Class Participation

Regular and active participation is an essential, unmistakably important aspect of this online course. Students will log on a minimum of three times every seven days. All students are expected to do the work assigned, notify the instructor when emergencies arise.

Tracking

Learning management systems have tracking features. Statistics are collected that quantifies how often and when students are active in the course and provides information if the student has accessed different pages of the course.

Absenteeism

All the course activities have set dates to be completed and submitted. After the due dates the activities will not be available for the students. Not logging into an online course is considered absenteeism. Contact instructor immediately in case of emergency medical situation.

Course Incomplete/Withdrawal/Grade Appeal

All students are required to complete the course within the semester they are signed up. Incomplete grades for the course are rarely given, will only be granted if the student provides a valid, documented excuse for not being able to complete the course on time, and has contacted the instructor prior to the scheduled last class to request an extension. The student signs a contract that includes the incomplete course activities and the new due dates.

Find information and dates regarding drops and withdrawals consult the University Handbook: [Drops and Withdrawals](#) and [Appeal Process](#).

Accommodation for Students with Disabilities

Students with Disabilities: The University of Texas Permian Basin in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides “reasonable accommodations” to students with disabilities. Only those students, who an Instructor has received an official Letter of Accommodation (LOA) sent by the Office of ADA for Students, will be provided ADA academic accommodations.

ADA Officer for Students: Mr. Paul Leverington
Address: Mesa Building 4242/4901 E. University, Odessa, Texas 79762

Voice Telephone: 432-552-4696
Email: ada@utpb.edu

For the accessibility and privacy statements of external tools used within courses, go to [Accessibility and Privacy Statements](#).

Computer Skills, Technical & Software Requirements

This course is designed as a web-based class, which necessitates specific computer expertise on the part of the student, specific computer equipment or programs, and a commitment on the part of the student beyond that of most other courses.) Student will need to create word processing documents, save files, submit files. Student will also need to know how to participate in Zoom meetings.

Students can use cloud version of Word, PowerPoint and other Microsoft products through use of their UTPB Outlook 365 and UTPB email address. For more information refer to [UTPB Office 365 Page](#).

Computer Technical Requirements

See [Technical Requirements](#).

Online Student Authentication

- UTPB requires that each student who registers for an online course is the same student who participates in, completes, and receives credit for the course. UTPB's Distance Education Policy requires faculty members to employ at least two methods of verification to ensure student identities. To access online courses students must login to the UTPB learning management system using their unique personal identifying username and secure password. UTPB's Distance Education Policy requires at least one additional student identification method within the course that has been determined and approved by the faculty or academic program. This course satisfies the second method of student authentication by presentation of approved photo ID by assignment.

*Approved up to date photo identifications are: passports, government issued identification, driver's licenses, military ID from DoD. Dual credit and early college high school students use school district identifications.

Preparation for Emergencies

Computer Crash

Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

Complete Loss of Contact

If you lose contact with course connectivity completely (i.e. you cannot contact me via Canvas or email), you need to call instructor, and leave message regarding connectivity loss and contact information.

Lost/Corrupt/Missing Files

You must keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. In the event of any kind of failure (e.g. virus infection, student's own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, you may be required to resubmit the files.

End-of-Course Evaluation & Instructor Evaluation

Every student is encouraged to complete an end of course evaluation survey provided by UTPB. During the last two weeks of class, there will be an announcement in Canvas, an email, and a button in your course navigation that will take you to any available surveys.

The survey is anonymous and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

Student Support Services

SERVICE	CONTACT
ADA Accommodation/Support	Services for Students with Disabilities (432) 552-4696
Testing Services	Testing Services & Academic Accommodations Department (432) 552-2630

SERVICE	CONTACT
Advising	(432) 552-2661 UTPB Academic Advising Center
Bookstore	UTPB Campus Bookstore (432) 552-0220
Email, Office 365, my.utpb.edu	Information Technology
Financial Aid and Scholarship	UTPB Financial Aid (432) 552-2620
Library	The J. Conrad Dunagan Library Online at (432) 552-2370
Registrar	UTPB Registrar (432) 552-2635
Student Services	Student Services (432) 552-2600
Technical Support	Canvas 1-866-437-0867
Tutoring & Learning Resources	If you are taking courses through UTPB the following links provide services: Smarthinking Online Tutoring (provides tutoring services), SmarterMeasure (measures learner readiness for online course).

Disclaimer & Rights

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

Copyright Statement

Many of the materials that are posted within UTPB courses are protected by copyright law. These materials are only for the use of students enrolled in the course and only for the purpose of the course. They may not be further retained or disseminated.

Schedule

The instructor reserves the right to revise the schedule to fit the needs of the course. Students will be made aware of any changes via Canvas.

Key: **T** – candidates writing a thesis **Q**- candidates writing 3 lit reviews

DATE	Assignments/Activities/Topics	Due Date
WK 1	TQ Meet with committee chair to discuss research interest	
WK 2	Q Receive Question 1. TQ Begin gathering sources.	
WK 3	T : Chapter 1 Introduction is due.	
WK 4	Q Draft of Question 1 due. Receive Question 2. Meet with Professor to discussion question 1. T : Chapter 2 Literature Review is due	
WK 5	WRITE!!!	
WK 6	Q : Draft of Question 2 is due. Receive Question 3. Meet with Professor to discuss question 2. Question 1 will also be discussed if need be. T : Meet with professor to discuss chapters 1 & 2. Chapter 3 Methodology is due.	
WK 7	WRITE!!	
WK 8	Q : Draft of Question 3 is due. Meet with professor to set defense date and to go over question 3. Question 2 will also be discussed if need be. T : Chapter 4 Analysis is DUE	
WK 9	WRITE!!	

DATE	Assignments/Activities/Topics	Due Date
WK 10	T: Chapter 5 Conclusion and Implications is due. Meet with professor to set defense date and go over chapters 3 & 4	
WK 11	Q: Submit final drafts of all three questions. Prepare for defense!	
WK 12	<p>QT: Defend. Take Reading practice exam. *</p> <p><i>*The exam is a state requirement for those wanting to be a certified reading specialist. It is not part of this course.</i></p>	
WK 13	<p>QT: Defend. Make sure all is in order with grad studies to graduate.</p> <p>Take Reading practice exam or attend study session for real exam. *</p> <p><i>*The exam is a state requirement for those wanting to be a certified reading specialist. It is not part of this course.</i></p>	
WK 14	<p>QT: Defend. Take Reading practice exam or attend study session for real exam or take the real exam. *</p> <p><i>*The exam is a state requirement for those wanting to be a certified reading specialist. It is not part of this course.</i></p>	
WK 15	<p>QT: Defend. Take Reading practice exam or attend study session for real exam or take the real exam. *</p> <p><i>*The exam is a state requirement for those wanting to be a certified reading specialist. It is not part of this course.</i></p>	
WK 16	Rest! You made it!!	