# TEXAS A&M UNIVERSITY-CORPUS CHRISTI

# CILS/EDLD/CNEP 6398

**COEHD Doctoral Syllabus Template for Dissertation in Progress**

| **Instructor:**  (  | **Semester:** |
| --- | --- |
| **Office/Office Hours:** | **Class Date:** N/A |
| **Office Telephone:** | **Class time:** N/A |
| **Email:** | **Class Location:** N/A  |

## Course Description

CIL/EDLD/CNEP 6398: Dissertation in Progress (1-6 SCH). Completion of an approved research project under the supervision of a dissertation advisor. Course may be taken in 1-, 3, or 6-hour format upon consultation with the instructor. The one-hour course is reserved for those who have successfully defended their dissertation in the previous semester after the deadline for that semester’s graduation. A minimum of 6/9 hours is required for degree completion.

## Rationale

The purpose of the dissertation in progress course is to assist doctoral students in developing, refining, and completing the doctoral dissertation. Participation in the course will provide doctoral students with the structure and guidance needed to successfully propose a research design, conduct an original study, analyze results, draw conclusions, and defend their findings. The ability to conduct rigorous research and contribute positively to the professional literature is foundational in counselor education.

## Instructional Methods

Students work independently on their dissertation research. Faculty members avail themselves for consultation, guidance, and assistance in formulating the research design, seeking IRB approval, overseeing data collection and analyses, and editing the final document before sending it to the Committee.

## Learning Objectives

This course is designed to meet *Specific Standards determined by discipline*

## *Major Course Requirements*

As with course topics, methods and assignments will vary according to the doctoral candidate’s progression in the research process and will be determined by the dissertation chair in collaboration with the individual doctoral student and detailed in the dissertation contract for the semester. This contract establishes the parameters of what the student plans to accomplish this semester consistent with the number of credit hours taken. The student is expected to make satisfactory progress (as determined by the dissertation chair) toward the goals and objectives listed in their agreed upon dissertation contract. As each dissertation project is unique, a variety of assignments may be required, including the following:

* Substantial progress towards completion of the prospectus or proposal in the first CILS/EDLD/CNEP 6398 course (e.g., identifying a gap in the research, formulating a statement of the problem, establishing research questions, articulating a research design, choosing a sampling method).
* Regular meetings with the dissertation chair and/or meetings with other committee members
* Completion of the proposal or prospectus and submission to committee members for review
* Successful proposal with committee
* Attendance at Dissertation/Thesis Boot Camp offerings
* Evidence of literature review appropriate to the study
* Clear evidence of progress in writing of the dissertation (draft versions submitted to chair)
* Successful defense with committee
* Submission of the dissertation and all requisite forms to the CGS

## Grade Distribution

CILS/EDLD/CNEP 6398 Dissertation in Progress (DIP) utilizes a standard letter grade designation (A-F) grading system. Students earn a grade commensurate with the level of progress they make toward the completion of their dissertation project. Satisfactory progress (i.e., a passing grade) is determined on a case-by-case basis and is to be negotiated between the student and dissertation chair each semester in which a student registers for DIP credits (see Appendix A). When students fail to make satisfactory progress absent any extenuating circumstance, a grade of D or F may be issued. In these situations, students will not receive credit for the course toward meeting their degree plan requirements and will need to take another semester of DIP. Further, the unsatisfactory grade (D or F) may have an adverse impact on a student’s standing in the program and the College of Graduate Studies.

## Required or Recommended Readings

### Textbook:

American Psychological Association. (2019). *Publication manual of the American Psychological Association*(7th ed.). American Psychological Association.

### Recommended or supplemental readings:

## Course Policies

The following course policies are specific to this course, and me as an instructor. They describe my vision for the course as well as my expectations for your participation in it. The policies also share with you what you can expect from me throughout the semester.

### Diversity

Your experience in this class is important to me. As such, it is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength, and benefit. Collectively, we must be open to the views of people different than ourselves. As we progress through the semester, I would ask that you please honor the uniqueness of your peers and appreciate the opportunity presented to us to learn from one another. Be respectful of each other’s opinions and refrain from personal attacks or demeaning comments of any kind. Further, please remember to keep confidential all issues of a personal or profession nature that are discussed in class.

### Inclusivity

As your instructor, my goal is to present materials and activities in a manner that addresses diversity considerations along several dimensions including race, ethnicity and national origin, gender and gender identity, sexuality, socioeconomic class, age, religion, disability, perspective, and other background characteristics. your suggestions about how to improve the value of diversity in this course are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups.

In addition, I have attempted to avoid conflicts with major religious holidays in scheduling class meeting times and assignment deadlines. However, if I have inadvertently scheduled a class or assignment deadline that creates a conflict with your religious observances, please let me know as soon as possible so that we can make alternate arrangements.

### Attendance

The College of Education and Human Development (COEHD) policy states students may not enroll in more than 12 hours of dissertation without approval from the COEHD Doctoral Degree Committee. The COEHD recognizes that studies may require additional time; however, a letter from the dissertation chair to the committee outlining why additional time is needed and addressing the progress of the student is required. Students may be required to appear before the committee with the dissertation chair when progress is not clear to discuss their situation and to present a viable course of action that ensures prompt completion of the dissertation project.

As there is no scheduled class time, attendance, in the traditional sense, is not monitored in this course. However, each student is expected to meet individually and/or in small groups with the instructor (dissertation chair) throughout the semester. It is primarily the student’s responsibility to schedule individual appointments with the chair to accomplish the tasks of the course.

### Research Misconduct

In addition to University policy regarding academic integrity, including plagiarism and other forms of academic misconduct, those involved in research should be aware of additional responsibilities of researchers with regards to various kinds of research misconduct. The CITI training required of all TAMU-CC researchers addresses this topic. Research misconduct, not limited to plagiarism, is grounds for failure in the course and dismissal from the program.

### Communication

Each TAMUCC student has access to an individual e-mail account assigned to them by the university. This is the primary method through which I will communicate with you throughout the semester. At the beginning of the course, you should make sure you have activated your account and make plans to check the account regularly. You can expect a response to your questions from me within 48 hours (excluding weekends & university-recognized holidays).

## University Policies

### Campus Safety Measures

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University has adopted policies and practices for the Fall 2020 academic term to limit virus transmission. Students must observe the following practices while participating in face-to-face courses and course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.):

* Self-monitoring—Students should follow CDC recommendations for self-monitoring. **Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.**
* Face Coverings—[Face coverings](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Frules-saps.tamu.edu%2FPDFs%2F34.99.99.M0.03.pdf&data=02%7C01%7CJoshua.Watson%40tamucc.edu%7C7fcdbf56768845f8324c08d834c92cf8%7C34cbfaf167a64781a9ca514eb2550b66%7C0%7C0%7C637317385936202379&sdata=YIx1sQtqb3T2fPq1R5PN9tY2qwVKyI4hWP2Dx6jqhwg%3D&reserved=0) (cloth face covering, surgical mask, etc.) must be properly worn in all non-private spaces including classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource and support offices, and outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain. Description of face coverings and additional guidance are provided in the [Face Covering policy](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Frules-saps.tamu.edu%2FPDFs%2F34.99.99.M0.03.pdf&data=02%7C01%7CJoshua.Watson%40tamucc.edu%7C7fcdbf56768845f8324c08d834c92cf8%7C34cbfaf167a64781a9ca514eb2550b66%7C0%7C0%7C637317385936212372&sdata=sK3CxLv%2B1HSR9BME%2FenNuzb%2F90ku0dk175KixyfWTc4%3D&reserved=0) and [Frequently Asked Questions (FAQ)](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fprovost.tamu.edu%2FMenu%2FNews%2FTAMU-Face-Covering-FAQs&data=02%7C01%7CJoshua.Watson%40tamucc.edu%7C7fcdbf56768845f8324c08d834c92cf8%7C34cbfaf167a64781a9ca514eb2550b66%7C0%7C0%7C637317385936212372&sdata=ek8McQ5Eqz34pJVbIHalrObMM1FHV8A3m5uXj%2B0d6ps%3D&reserved=0) available on the [Provost website](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fprovost.tamu.edu%2FMenu%2FNews%2FTAMU-Face-Covering-FAQs&data=02%7C01%7CJoshua.Watson%40tamucc.edu%7C7fcdbf56768845f8324c08d834c92cf8%7C34cbfaf167a64781a9ca514eb2550b66%7C0%7C0%7C637317385936222364&sdata=%2FfLSjKE6Oj75i8hspHpoF9iKIDy7fXGOYPVT3jFGfy0%3D&reserved=0).
* Physical Distancing—Physical distancing must be maintained between students, instructors, and others in course and course-related activities.
* Classroom Ingress/Egress—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.
* To attend a face-to-face class, students must wear a face covering (or a face shield if they have an exemption letter). If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the [Student Conduct Office](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstudentlife.tamu.edu%2Fsco%2Fface-covering-violations%2F&data=02%7C01%7CJoshua.Watson%40tamucc.edu%7C7fcdbf56768845f8324c08d834c92cf8%7C34cbfaf167a64781a9ca514eb2550b66%7C0%7C0%7C637317385936222364&sdata=SiPoCs7f9Hk2tjZcWgIRJObNspend9xk9ZyKmlBrXe0%3D&reserved=0) for sanctions. If the student continues to refuse wearing a face covering and does not leave the class immediately, the faculty member will contact the University Police Department.

### Academic Integrity and Plagiarism

University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism (plagiarism is the presentation of the work of another as one's own work).

Disciplinary action for academic misconduct is the responsibility of the faculty member assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty, and with giving sanction to any student involved. Penalties that the instructor might possibly apply to individual cases of academic dishonesty include:

* Written reprimand
* Requirement to re-do work in question
* Requirement to submit additional work
* Lowering of grade on work in question
* Assigning grade of "F" to work in question
* Assigning grade of "F' for course
* Recommendation for more severe punishment, such as dismissal from program or University

If the faculty member determines that assigning a grade of "F" to the course is the appropriate penalty and this disciplinary action occurs prior to the deadline for dropping courses, the student forfeits his/her right to drop the course in question.

If the faculty member recommends more severe punishment, such as dismissal from the program or from the University, the faculty member will notify the appropriate chair/college dean, who in turn will notify the Office of Student Affairs. If dismissal from the University is recommended, the Office of Student Affairs will follow its procedure for such cases.

The faculty member must file a record for each case of academic dishonesty, including a description of the disciplinary action taken, along with any materials involved, with his or her college dean, who will forward a copy to the Office of Student Affairs. The office of the academic dean of the college in which the offense took place will maintain records of all cases of academic dishonesty reported for a period of five years. The Office of Student Affairs will also maintain records of such cases for a period of five years. The Office of Student Affairs will inform the Graduate Dean as appropriate. Any student who has been penalized for academic dishonesty has the right to appeal the judgment or the penalty assessed. Students who wish to appeal an academic dishonesty decision should contact the Office of Student Affairs for guidance on the appropriate steps for initiating the process.

### Dropping a Class

I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, **you** must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Simply discontinuing your attendance and participation **will not** automatically result in you being dropped from the class. Students are responsible for checking the official academic calendar for the last day to drop a course with an automatic grade of “W” for the semester.

### Classroom/Professional Behavior

Texas A&M University-Corpus Christi, as an academic community, requires individuals to respect the needs of others to study and learn in a peaceful atmosphere. Under [Article III of the Student Code of Conduct](https://judicialaffairs.tamucc.edu/article-iii---violations-of-the-scoc---19-203.pdf), classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in [Article VII of the Student Code of Conduct](https://judicialaffairs.tamucc.edu/article-vii---student-conduct-proceedings---19-20.pdf). Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

### Statement of Civility

Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. The University’s goal is to provide you with a high-quality educational experience that is free from repression. To assist in meeting this goal, you are responsible for following the rules of the University, city, state, and federal government. You are expected to behave in a manner that is dignified, respectful, and courteous to all people; regardless of gender, ethnic/racial origin, religious background, age, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

### Grade Appeals

As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal.  A student with a complaint about a grade is encouraged to first discuss the matter with the instructor.  For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see [University Procedure 13.02.99.C2.01](http://studentaffairs.tamucc.edu/student_grade_appeal_procedure.pdf), Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at <http://academicaffairs.tamucc.edu/rules_procedures/>. For assistance and/or guidance in the grade appeal process, students may contact the Dean’s office in the college in which the course is taught or the Office of the Provost.

### Disabilities Accommodations

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 believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office at (361) 825-5816.

### Statement of Academic Continuity

In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue using Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

# APPENDIX A

# *Dissertation Contract*

CILS/EDLD/CNEP 6398

Semester Requirements

1 semester hour \_\_\_ 3 semester hours \_\_\_ 6 semester hours

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dissertation Hours Completed (To Date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Assignments

|  |  |  |
| --- | --- | --- |
| Task | Progress/Notes | Date Completed |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Comments/additional tasks completed:

Student Signature and Date Faculty Signature and Date