

EDU 296A: Masters Project Proposal Seminar (2 units)

Mount Saint Mary's University

Course Syllabus, Fall 2020

Online Course – Meets using Zoom select Wednesdays (5:30-7:30PM)

See Course Calendar for details

Instructor: Shelly Tochluk, Ph.D.

Email: stochluk@msmu.edu

Office hours: Please email me to make an individual appointment at any time throughout the semester

Education Department Philosophy:

MSMU Education Department courses are meant to be laboratories of learning. Our hope is that the activities and materials included will serve your learning goals as you explore the various course topics. Our intent is that students from all diverse backgrounds and perspectives be well-served, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to each course be viewed as a resource, strength and benefit. Throughout the semester, please feel free to let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups, if you have any suggestions.

Investment in Inclusivity:

- This seminar course aims to be an anti-discriminatory environment that is inclusive of differences of race, ethnicity and national origins, gender and gender identity, sexuality, class and religion. The success of this expectation relies on the support and understanding of everyone in the class. We seek to establish a community where we engage in critical dialogue and active listening. While all are expected to make their best effort to be respectful, we understand that someone may say something that results in unintentional offense and hurt feelings. We invite everyone to adopt a stance of assumed positive intent that seeks greater knowledge and understanding.
- All people have the right to be addressed and referred to in accordance with their personal identity. You may choose to indicate the name that you prefer to be called and, if you choose, to identify pronouns with which you would like to be addressed.
- It is the policy of MSMU to permit students to observe holidays set aside by their chosen religious faith. If you plan to be absent from class on your religious holiday, please make arrangements with me in advance.

Student Support Statement:

- If personal challenges related to health issues might affect the ability to perform in this course, please know that there are resources to assist you with appropriate accommodations.

Course Description

Students work with their project advisor in this course to design a proposal for an action research project to be completed, either in their classroom or related to their discipline. The masters project (to be completed in EDU 296B) provides an opportunity for the candidate to develop competency in researching an issue relevant to their teaching practice, designing and implementing a project focused on this issue that will improve their practice, and preparing and presenting a report of the research findings.

Course Objectives:

- Students will complete a Masters Project Proposal, which includes:
 - an introduction stating the purpose and rationale for the project, including the research problem and question as appropriate
 - a review of the research literature (revised from the literature inquiry completed in EDU 200)

- a detailed description of the research methods to be used
- Students will complete an application to the MSMU Institutional Review Board, also known as the Committee for the Protection of Human Subjects. The application must be approved before research can begin the following semester.

Required Texts

- Please print out or download a copy of MSMU's Masters Project Handbook (on Canvas), and have it available during online seminar meetings.

Classroom Policies:

- **Submitting work:** All drafts of your Masters Project proposal should be submitted by email to Dr. Tochluk: stochluk@msmu.edu.
- **Make up work and late assignments:** Consult with Dr. Tochluk to negotiate updated deadlines when you are unable to follow the plan as indicated on the syllabus.
- **Formatting:** Your work in this course should be thoughtfully prepared, written in academic English, free of grammatical and spelling errors, and typed, in Times New Roman font. Please use 1-inch margins all around EXCEPT on the left, which should be 1.5-inches.
- **Peer Support:** Please exchange phone numbers and/or e-mail addresses with your classmates for mutual help and support. You will be asked to select a "peer buddy" who will read and edit your documents before you submit them to me. If you're absent from a seminar, I expect you to check in with a classmate and discuss what you've missed and/or review the recorded session.
- **Professional and Academic Resource Center (PARC):** The PARC offers writing and research design assistance for you according to your needs. Call 213-477-2898 or schedule an appointment on the PARC portal page.
- **Email:** Students are expected to check their MSMU email account on a regular basis.

MSMU and Education Department Policies:

1. **Absences:** Regular attendance is especially important in the Education Department's compacted evening and weekend classes. Students who miss two class sessions of a 1 or 2-unit class or 3 class sessions of a 3 or 4-unit class may be administratively dropped from the class unless an additional 5-page paper assignment is completed as make-up. This policy represents 20% of the instructional time and is in accordance with University policy as stated in the MSMU Catalog.
2. **Tardiness:** Some of the most important announcements are made during the first 15 minutes of class – therefore, it is critical that you arrive to class on time. Please see me as soon as possible if you are experiencing personal difficulties with getting to class on time. On those occasions when you are late, please check with a classmate to see what information or announcements you may have missed.
3. **Classroom Participation:** Learning is done through social interaction and discussion. It is important to be present at each session and to participate in discussions.
4. **Peer Support:** Find a friend who will read and edit your assignments with you before preparing and submitting a final draft.
5. **Quality of Work:** The MSMU Education Department expects all credential and masters candidates to demonstrate their ability to act as literacy models for K-12 students by submitting high quality,

written assignments and projects. Candidates' assignments turned in with serious writing errors, including high numbers of typos, will be asked to resubmit the assignment.

6. Professional and Academic Resource Center (PARC)

- a. The Professional and Academic Resource Center (PARC) offers assistance to graduate students in person and over the phone. To make an appointment. Call 213-477-2898 or schedule an appointment on the PARC portal page.
- b. All appointments (in-person, phone, or online) are 45 minutes long. (213) 477-2898, PARC@msmu.edu, located on the second floor of Building 10.

7. Assessment of Student Learning Outcomes:

Student learning is at the core of the MSMU mission. MSMU faculty developed a plan to assess the student-learning outcomes that represent the knowledge, skills and attitudes expected of MSMU's graduate students. In this class one or more student learning outcomes will be assessed. Some of our class assignments may be used to evaluate overall student learning and to improve teaching and learning in this class, this department, and throughout the University.

8. Academic Integrity: Candidates are expected to adhere to the MSMU statements on Academic Integrity in the MSMU catalog. This includes avoiding plagiarism and doing your best work on each assignment. Papers and other work including images should not be copied from the internet.

9. Academic Freedom: Students' and faculty's freedom of speech is constitutionally protected, so they are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion – and allow the same freedom for others. See MSMU's Student Handbook for further discussion.

10. Candidate Dispositions: The Education Department has adopted a Dispositions Statement that outlines expectations of all credential and graduate students. (See the Education Department Student Handbook.) Students who do not meet expectations will receive a Notice of Concern as part of the Department's formative feedback assessment process.

11. Technology Policy: Candidates are expected to adhere to the MSMU technology policy as stated in the MSMU Student Handbook.

12. Disability Statement: Students with disabilities should consult the MSMU policies regarding commitment to equal educational opportunities for disabled students in the MSMU catalog.

Mount Saint Mary's University, Los Angeles is committed to ensuring the full participation of all students in its programs. If you have a documented disability (chronic, medical, physical, learning, psychological, or temporary), or think you may have a disability and need a reasonable accommodation to participate in class, complete course requirements, or access the University's programs or services; contact Disability Services (DS) as soon as possible. To receive an accommodation, you must register with DS. DS works with students confidentially and does not disclose any disability-related information without student consent. DS coordinates and promotes disability accommodations and awareness and works in partnership with faculty and all other student service offices. For further information about services for students with disabilities, contact DS at the Chalon Academic Support Center, H207, (310) 954-4142, or at the Doheny Student Resource Center, Building 3, (213) 477-2690. You can also email for more information at disability@msmu.edu.

13. Incompletes: Applying for an incomplete grade is not a solution to poor attendance and must be filed no later than 1 week prior to finals. Incompletes are meant to provide support for students who have

experienced an emergency in their lives and need special consideration on a case-by-case basis. An application for an Incomplete may be granted only if the student:

- has completed the majority of assignments
- on the basis of the work completed, has a passing grade in the class (C or better). This is not necessarily the same as the default grade. In other words, although the student may have a B grade for the completed work, if they fail the missing assignment or do not complete it, their final grade might be a D.
- is prevented from completing the final assignment for serious medical/personal reasons
- can complete the work within one semester

14. Student Credit Hour Policy: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than:

- a. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, or the equivalent amount of work over a different amount of time; or
- b. At least an equivalent amount of work as required in paragraph (1) for other academic activities, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

MSMU Office Information:

- Please call the Education Department’s Administrative Assistant to make an advisement appointment, as needed: (213) 477-2620.

Grading Scale: This course is Credit/No Credit.

296A – Dr. Tochluk – Fall 2020 - COURSE TIMELINE

Note: In addition to the online seminar meetings below, the majority of our work together on your Master’s Project Proposal will be conducted through email discussions. If at any time you feel you need an additional individual session with me to discuss your work (online or in person), please don’t hesitate to ask! Please download all course documents from Canvas and have them available when we meet online or in person.

Date	Online Session?	Due/Topics
8/26/20 Wed	No	Email a “clean” copy of your EDU 200 Lit Inquiry to Dr. Tochluk. Download and read Masters Project Handbook (on Canvas). Download sample Introduction from Canvas (we’ll discuss in first seminar).
9/2/20 Wed	Yes 5:30-7:30PM Via Zoom	<u>In session:</u> Discuss future meeting dates; overview of course; select Peer Buddy; review Masters Project Handbook; review sample Introductions (Chapter 1); review Concept Overview (due via Canvas in a week).
9/9/20 Wed	No	Submit your Concept Overview via Canvas (one page). Begin working on separating and formatting Chapter 1 and 2. Download and read two samples of Masters Proposal (on Canvas).
Online	No	<u>IRB Workshop MANDATORY VIEWING</u> View the video walking you through how to complete an IRB application. Do this sometime in September in order to understand the scope of work required. Bring questions regarding how the instructions relate to your project to one of our Zoom meetings for discussion.

Date	Online Session?	Due/Topics
9/16/20 Wed	No	Continue working on separating and formatting Chapter 1 and 2.
9/23/20 Wed	Yes 5:30-7:30PM Via Zoom	<u>In session:</u> Brainstorm methods; check in on Ch. 1 and 2; instrumentation worksheet; discuss outline of Chapter 3; discuss samples of Chapter 3.
9/30/20 Wed	No	Email Chapter 3 outlines to Peer Buddies, and read theirs
10/7/20 Wed	Yes 5:30-7:30PM Via Zoom	<u>In session:</u> Review your chosen methods and topic design; check-in on instruments; check-in on overall progress. Revised Ch. 1-2 <u>and</u> outline of Ch. 3 due by email to Dr. Tochluk
10/14/20 Wed	No	Begin revisions based on feedback provided by Dr. Tochluk
10/21/20 Wed	Indiv as needed	<u>Due by email:</u> Rough draft of all instrument(s) (i.e., surveys, exams, quizzes, rubrics, etc.)
10/28/30 Wed	Indiv as needed	<u>Due by email:</u> 1 st <u>full</u> draft (Ch. 1-3, with instruments and references) and IRB proposal draft
11/4/20 Wed	No	Receive feedback via email and continue working
11/11/20 Wed	Yes 5:30-7:30PM Via Zoom	<u>In session:</u> Final IRB application via email. (Once approved, submit final digital copy with signature); locate a copy of your completed certification exam from EDU 200. Continue to dialogue regarding draft revisions.
11/18/20 Wed	No	Schedule individual meetings with Dr. Tochluk, as needed --- Submit final IRB proposal to Human Research Committee – Electronic version to Dr. Robin Gordon, Hardcopy (if Dr. Gordon requests) to Ed Dept Admin Assistant for Dr. Gordon. <u>Due by email:</u> 2 nd draft of <u>full</u> Masters Proposal (everything!) ☺ <i>Your proposal will be passed on to a Second Reader by Dr. Tochluk.</i>
11/25/20 Wed	Indiv as needed	Schedule individual meetings with Dr. Tochluk, as needed
12/2/20 Wed	No	Make <u>all</u> final changes required by Dr. Tochluk and Second Reader
12/9/20 Wed	No	Email your final clean copy to Dr. Tochluk!! ☺