

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

Mount Saint Mary's University

Course Syllabus, Fall 2021

Select Thursdays from 5:00-7:00pm – See Course Calendar for details

Instructor: Kimberly Nao, Ph.D.
Email: knao@msmu.edu
Office Phone: 213-477-2622
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 your course instructor 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 class 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 the course instructor in advance.

Student Support Statements:

- MSMU has a Minors on Campus policy statement published in the Student Handbook that allows for faculty discretion. If you are a parent and are concerned that childcare needs could disrupt your ability to attend class, please reach out so we can create a plan in advance for potential emergencies.
- If personal challenges related to health issues might affect the ability to perform in this class, please know that there are resources to assist you with appropriate accommodations.
- Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Dean of Student Life on their respective campus for support.

- Doheny Campus/WEC & Online/Sunset Gower/Graduate: Jessica Cuevas, Dean of Student Life 213-477-2570 and jcuevas@msmu.edu. Also, please feel free to notify your course instructor or program director if you are comfortable doing so.

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 draft 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 bring it with you to our seminars.

Classroom Policies:

- **Submitting work:** All drafts of your Masters Project proposal should be submitted by email to Dr. Nao: knao@msmu.edu.
- **Formatting:** Your work in this course should be thoughtfully prepared, written in standard 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.
- **Email:** Students are expected to check their MSMU email account on a regular basis.

Assessment of Student Learning Outcomes:

Student learning is at the core of the MSMU mission. MSMU faculty have 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.

MSMU University and Education Department Policies:

Absences: Your attendance helps us build a class community. Arriving on time allows everyone to benefit from planned activities and discussions, as the class functions as a lab and instructors strive to model a variety of pedagogical practices. Timeliness also is an indication of professionalism and generates an important and lasting positive impression. Also, please limit absences to no more than one session for a 1 or 2-unit course or two sessions for a 3 or 4-unit course. Students will have an opportunity to do a make-up assignment if there is an additional absence due to an emergency. If more than three absences occur, so much content will have been missed that an administrative withdrawal would be necessary and you would be invited to re-register for the course during a subsequent semester. If any concern arises that will prevent you from arriving to class regularly and/or in a timely way, please come talk with me so we can work together to ensure your successful course completion. For online sessions, submitting the assignments for that session count as your attendance for that session.

Academic Integrity: Students are expected to adhere to their MSMU statements on Academic Integrity in the MSMU catalog and Student Handbook. This includes avoiding plagiarism and constructing your best work on each assignment. Papers and other work including images, should not be copied from the Internet. Infractions may be addressed by the MSMU administration and possibly include an AI Board review. For clarification on what constitutes plagiarism, students are encouraged to review the Preventing Plagiarism page on TurnItIn.com (see <https://www.turnitin.com/solutions/plagiarism-prevention>).

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.

Calendar Verification: Please review the schedule in the tentative course calendar carefully. Education Department course calendars may not align with the generally published MSMU holidays and break schedule due to the nature of a teacher preparation program.

- **Fall Mid-Semester Break:** Some Graduate-level Education courses meet on the Thursday of mid-semester break. Check your course calendar.
- **Spring Break:** The MSMU Spring Break is observed for all education courses that meet on campus and the campus will also be closed. Courses involving other sites, such as for supervised teaching, will take their breaks consistent with the districts in which they take place. The result may be that those doing student teaching may not have any week that does not include Mount course meetings or obligations.
- **Study Days:** The "Study Days" policy does not apply to Education courses (including those cross-listed with UG students). As our courses meet only one day per week throughout each semester, it is not possible to lose an additional day. All students are expected to participate in class meetings (in person or online) on the final Thursday before finals.
- **Finals Week:** All Education evening courses meet as regularly scheduled during finals week.

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.) An

assessment process exists so that candidates will receive formative feedback through a Notice of Concern, if necessary, in order to support candidates to meet expectations.

Incompletes: 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:

- files the application no later than 1 week prior to finals
- 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

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 with assignments turned in with serious writing errors, including high numbers of typos, will either be asked to resubmit the assignment or have significant point/percentage reductions.

Student Resources

Professional and Academic Resource Center (PARC)

The Professional and Academic Resource Center (PARC) offers assistance to graduate students in person, over the phone, or by videoconferencing. To schedule an appointment, access the PARC page on myMSMU: <https://mountsaintmarysuniversi.sharepoint.com/sites/MYMSMU/academics/PARC> 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.

Students with Disabilities: 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.

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

Please be advised that this class may be audio- or video-recorded as an accommodation under the American with Disabilities Act, but only with prior permission from Disability Services and the instructor. Students may only use such recordings for personal use; no posting or further distribution or use is permitted.

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

MSMU Office Information:

Please call or email the Education Department Administrative Assistant to make an advisement appointment: educationdepartment@msmu.edu or (213) 477-2620.

Grading Scale: This course is Credit/No Credit. See above for information on Incompletes.

296A – Dr. Nao – Fall 2021 - ESTIMATED COURSE TIMELINE

Note: In addition to the seminar meetings below, the majority of our work together on your Master’s Project Proposal will be conducted through email and/or Zoom discussions. However, if at any time you feel you need an additional individual session with me to discuss your work, please don’t hesitate to ask! Please bring your laptop with you, if you have one. Please download all course documents from Canvas and bring with you.

Date	Face-to-Face	Due/Topics
Sept. 2, 2021 Thursday	Yes 5:00-7:00	<u>In seminar:</u> Discuss future meeting dates; overview of course; select Peer Reviewer; review Masters Project Handbook; review sample Introductions (Chapter 1); review Concept Overview (due in a week). Submit a “clean” copy of your Lit Review Draft on Canvas. Download and read Masters Project Handbook (on Canvas).
Sept. 9, 2021 Thursday	No	Submit your Concept Overview on Canvas (one page). Upload your Lit Review to Canvas. Review your peer’s Lit Review via Canvas. Begin working on separating and formatting Chapter 1 and 2. Download and read samples of Chapter 3 (on Canvas).
Sept. 16, 2021 Thursday	Yes 5:00-7:00	<u>In seminar:</u> Brainstorm methods; check in on Ch. 1 and 2; instrumentation worksheet; discuss outline of Chapter 3; discuss samples of Chapter 3.
Sept. 23, 2021 Thursday	No	Upload your Chapter 3 outline to Canvas. Review your peer’s Chapter 3 via Canvas.
Sept. 30, 2021 Thursday	Yes 5:00-7:00	<u>In class:</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 in Canvas

Date	Face-to-Face	Due/Topics
Oct. 7, 2021 Thursday	No	Begin revisions based on feedback provided by Dr. Nao
Oct. 14, 2021 Thursday	Yes 5:00-7:00	<u>Due on Canvas</u> : Rough draft of all instrument(s) (i.e., surveys, etc.) IRB proposal draft
Oct. 21, 2021 Thursday	No	<u>Due in Canvas</u> : 1 st <u>full</u> draft (Ch. 1-3, with instruments and references) and
Oct. 28, 2021 Thursday	Yes 5:00-7:00	Receive feedback and continue working
Nov. 4, 2021 Thursday	Yes 5:00-7:00	<u>In class</u> : Final IRB application (bring application form for signatures); locate a copy of your completed certification exam from EDU 200. Continue to dialogue regarding draft revisions.
Nov. 11, 2021 Thursday	No	Schedule individual meetings with Dr. Nao, as needed Submit your final IRB proposal to Human Research Committee Electronic copy to Robin Gordon (rgordon@msmu.edu), Hardcopy to Catalina Hurtado
Nov. 18, 2021 Thursday	As needed (individual)	Schedule individual meetings with Dr. Nao, as needed <u>Due in Cavnas</u> : 2 nd draft of <u>full</u> Masters Project <i>Your project will be passed on to a Second Reader by Dr. Nao.</i>
Nov. 25, 2021 Thursday	No	Make <u>all</u> final changes required by Dr. Nao and Second Reader; completed before the holiday. **HAPPY THANKSGIVING**
Dec. 2, 2021 Thursday	No	Email your final clean copy.