

**EDU 296B: Masters Project Seminar (1 unit)**  
**Mount St. Mary's University Los Angeles**  
Course Syllabus  
Spring 2020, Select Thursdays 4:30 to 6:00 pm  
January 23 to May 6, 2020

**Instructor:** Lorenza Arengo-Yarnes, Ph.D.  
**Email:** [larengo@msmu.edu](mailto:larengo@msmu.edu) (Best method for communication)  
**Phone:** 213-761-4923 (Calls or texts ok)  
**Office hours:** Please call 213-477-2620 to make an appointment.  
**Best contact method is email. Estimated response time to email and/or phone is 24 hours.**

**Required Texts**

Please print out or download a copy of MSMU's Education Department Masters Project Handbook and have it with you during our seminars. A copy of the handbook is available on Canvas.

**Course Description**

Students work with their project advisor in this course to conduct the action research project they outlined in their approved proposal (completed in EDU 296A). Students will collect data on their project and evaluate the results, discussing implications for their future teaching. Students will share their results in a formal Masters Sharing Poster Presentation at the end of the semester. The Masters Project 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 their Masters Project, which includes the following chapters:
  - Chapter 1: Introduction
  - Chapter 2: Review of the Literature
  - Chapter 3: Methods
  - Chapter 4: Results
  - Chapter 5: Discussion
- Students will create a 3-paneled poster of their project and findings, and participate in MSMU's annual Masters Sharing Poster Presentation.

**Classroom Policies:**

- **Submitting work:** All drafts of your Masters Project should be submitted by email to Dr. Arengo-Yarnes: [larengo@msmu.edu](mailto:larengo@msmu.edu). Please make sure to include your name and date in the file name (i.e. arengoyarnes.ch3.dec2)
- **Grading:** This course is Credit/No Credit. See information below on Incompletes.
- **Formatting:** Your work in this course should be thoughtfully prepared, written in standard academic English, free of grammatical and spelling errors, and typed. Use 12-point Times New Roman font, and 2.0-spacing. Please use 1-inch margins all around EXCEPT on the left, which should be 1.5-inches to allow for binding.
- **Peer Support:** Please exchange phone numbers and/or e-mail addresses with your classmates for mutual help and support. Find a buddy who will read and edit your draft before you submit it to me. If you're absent from a seminar, I expect you to check in with a classmate and discuss what you've missed.

- **E-Learning System (Canvas):** Please use Canvas to access specific guidelines for your Master's Project. Samples are provided for your convenience. All communication will also be conducted through canvas so please make sure that you have connected your email to the Canvas system. In addition, please make sure that you are checking your MSMU email regularly.
- **Assessment of Student Learning Outcomes:**  
Student learning is at the core of the MSMU Los Angeles mission. MSMU Los Angeles 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.
- **Graduate Writing Tutor:** Please be advised that you may be required to utilize the services of PARC. They can be reached at PARC@msmu.edu. There is no cost for this service, and we encourage all EDU 296B students to utilize their help for fine tuning the more challenging portions of this project.
- **Email:** Students are expected to check their MSMU email account on a regular basis.

#### **MSMU Los Angeles University and Education Department Policies:**

- **Absences:** Regular attendance at seminars and individual meetings with Dr. Arengo-Yarnes is essential for your success at this final stage of your graduate career at the Mount. Please contact me ASAP if you will be unable to attend a scheduled seminar. You will be asked to connect with a peer to learn what you missed, and/or schedule an individual make-up session with me.
- **Incompletes:** If your final project is not completed and approved within the semester, you may receive an Incomplete for one semester, if at least 80% of the work has been satisfactorily completed and your advisor approves. If the Incomplete is not fulfilled by the deadline, you will receive a NC (no-credit) and must maintain continuous registration of one unit in EDU 297A, B, and C until the project is completed and approved. The project must be completed within four semesters (beginning with the original enrollment in EDU 296B; summer semesters are not counted). Incomplete applications must be filed no later than 1 week prior to finals.
- **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.
- **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.

- **PARC:** Mount Saint Mary's University Los Angeles offers resources to support and assist you with your writing. Graduate students can access PARC at 213-477-2898 or PARC@msmu.edu. Both are free services. *You may be required to schedule a visit with PARC if your instructor feels you need this additional assistance.*
- **Technology Policy:** Candidates are expected to adhere to the MSMU Los Angeles technology policy as stated in the MSMU LA Student Handbook.
- **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.

#### **Accomodation 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.**

- **Writing Expectations:** The MSMU LA 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 either be asked to resubmit the assignment or have significant point/percentage reductions.

#### **MSMU Office Information:**

- Please call the Education Department Administrative Assistant, to make an advisement appointment: (213) 477-2620.
- The fax number for the Education Department is (213) 477-2629.

*Keep in mind that this is a working syllabus, as is the Estimated Course Timeline that follows, subject to change, and should not be construed as a contract.*

## ESTIMATED COURSE TIMELINE

(Please note that this schedule is subject to change)

*Note: In addition to the seminar meetings below, the majority of our work together on your Master's Project will be conducted through email 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 note that I may also require additional individual meetings, as needed. Please download all course documents from Canvas and have them available and accessible.*

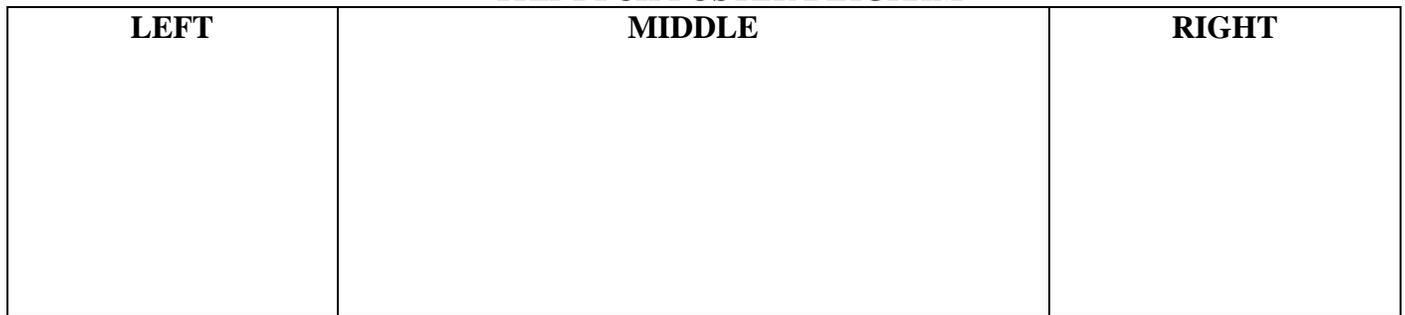
<b>Date or Week of</b>	<b>Online Class Meets?</b>	<b>Due/Topics</b>
<b>Thur, January 23</b>	<b>Yes</b> 4:30-6:00	<b>Introduction to course.</b>
January 30	No	<b>Due January 30 :</b> Detailed timeline for intervention. Updated Chapters 1-3 (if any required changes were left outstanding from Fall)
<b>Thur, Feb 6</b>	<b>Yes</b> 4:30-6:00	<b>Class Topics: Analysis of post-intervention results and How to Write Chapter 4</b>
Weeks of February 3 through February 28	<b>Individual appts. Scheduled as needed.</b>	As soon as you're done with your intervention, schedule an individual meeting with me to discuss the data you've collected, and how you'll begin to analyze it <b>Due February 13:</b> Revised Chapters 1-3 (Methods chapter written in past tense with any changes included).
<b>Thur, Mar 5</b>	<b>Yes</b> 4:30-6:00	<b>Topic: Data Analysis (have data collected and preliminary analysis); writing Chapter Five (Discussion/Conclusion); writing abstract of project.</b>
March 12	No	<b>Due March 12 rough draft of Chapter 4.</b>
Week of March 19	<b>Individual appts.. as needed</b>	Get feedback on Chapter 4
March 26	No	<b>Due March 26: Revised Chapter 4; rough draft of Chapter 5.</b>
Week of April 2	<b>Individual appointments as needed</b>	Get feedback on chap. 5
April 9		<b>Due April 9: First "full" draft of entire project (ready for 2<sup>nd</sup> reader), outline of contents for Masters poster and one page draft of handout.</b>
<b>Thur, April 23 -in person</b>	<b>Yes In Person</b> 4:30-6:00	<b>Topic: Discuss and practice Masters Sharing Poster Presentation. Plan of poster. (however much you have done) and draft of Master's Sharing handout.</b>
<b>*Wed, May 6 – in person at Donahue Center</b>	<b>Yes</b> 4-6 In person	<b>Drop off - 2 Bound hard copies of Final Paper Master's Sharing Presentation with Poster and Flier</b>

## Mount St. Mary's Education Department Poster Presentation Guidelines

### General Guidelines and Instructions:

- Buy a “trptych” (3-part) folding poster at Staples or Office Depot.
- Plan to include visuals and work samples on your poster when possible – but no photos of kids! (You don't have IRB clearance for this).
- Bullet points are fine, as needed.
- Confidentiality: remove students' last names from work samples. Don't give the real name of your school anywhere on your poster.
- Spend time making your poster look as neat and “snazzy” as possible. Don't leave it to the last minute!
- Create a one-page handout containing all the written information on your poster. Don't spend time stressing over this – just copy and paste what you've already written for the poster. It should be easy. Make sure your name is at the top. **Bring enough copies for 40 people.**

### TRIPTYCH POSTER DIAGRAM



### For the following instructions, see the diagram above:

- On the **LEFT** side of your poster, include the following information, with headings for each section:
  - A one-paragraph “abstract” (summary) of your project and findings. Include **JUST** the most important points.
  - Research Questions.
  - Importance and relevance of study
    - Why did you choose this topic?
- On the **MIDDLE** portion of your poster, include the following information, with headings for each section:
  - **At the very top, include the title of your project and your name (in big letters).**
  - Methods: Instruments.
    - How did you collect data? List each instrument. Include sample questions.
  - Methods: Procedures.
    - How did you go about conducting your study? What happened?
- On the **RIGHT** side of your poster, include the following information, with headings for each section:
  - Findings.
    - What were your results? Briefly discuss your thoughts on them.
    - Include copies of relevant tables or graphs from your project.
  - Implications for future practice.
    - In hindsight, what would you have done differently? Why?
    - Now that you've completed this project, what's next? Will you continue trying this intervention with your students? Why or why not?