I. Course Description

A course emphasizing the finding, interpreting, and use of research to achieve a stated educational goal for each individual student. Concepts of tests and measurements are emphasized for interpreting research results and gathering data for applied research. Students will develop and execute an applied inquiry project. Prerequisites: EDUC 5351, 5352, 5353, 5354, 5355, 5356, 5357.

II. Conceptual Framework

In this course, we will discuss the research process within a larger context of problem-solving. The framework for the course stipulates that there is not a single method for research, but rather techniques that work better for a particular situation. The overall intention is for you to become more of an expert in the research process, and to develop into a critical consumer of educational research. Gaining knowledge of the research process, while working in concert with tools and skills determined necessary for a given framework in a particular context, will enable you to develop your skills as an informed researcher. The concepts, practices, and hands-on experience related to educational research in this course are considered within a context of applied research. This context is organized into two major areas: First, learning the fundamentals; establishing a framework, exploring the literature, and learning about research methodologies: Second, exploring and applying the research; identifying, collecting and interpreting data, then summarizing, synthesizing, and applying the results. We will explore different aspects of the research experience during the semester as we uncover the components of the applied research process related to your individual inquiry projects and data collection.
III. Required Textbook


**Recommended Textbooks** [Optional]

The following recommended textbooks are intended to be selected based on your research methodology preferences in the course. Before purchasing, consider your paradigmatic stance, and the accepted methodologies within your field of study.


IV. Academic Honesty

1. Texas A&M University-Corpus Christi students are expected to conduct themselves in accordance with the highest standards of academic honesty.
2. 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.
3. Students are responsible for adhering to Texas A&M University-Corpus Christi’s culture of academic honesty. Therefore, all individual submissions must be created independently and any plagiarism or cheating will result in a failing grade.
4. More detailed information about academic honesty is located in the student catalogue: Academic Integrity
V. Goals and Objectives

During the course, each student will be expected to:

1. **Explore** how to apply research in a variety of contexts to meet multiple purposes.
   a) Critically examine real world research
   b) Critique a variety of educational research studies that use various methods (quantitative, qualitative, and mixed methods)
   c) Demonstrate understanding of research terminology

2. **Reflect** upon literature relevant to a scholarly theme.
   a) Review the existing research literature on a specific topic
   b) Identify and write a researchable question
   c) Annotate, synthesize, and review a group of published articles

3. **Compose** a proposal for a research project with a purpose and design informed by applied research, literature, and data collection.
   a) Apply research findings from a literature review to an educational problem
   b) Complete the Online Collaborative Institutional Training Initiative (CITI) Training
   c) Collect data systematically on a topic of your choice (either quantitative, qualitative or mixed methodologies)

4. **Disseminate** the results of an original scholarly work.
   a) Interpret and present data results
   a) Locate, gather, and synthesize information relevant to an original research project
   b) Compose a draft manuscript according to the APA style guide

5. **Critique** a scholarly work.
   a) Review the compositions of your peers
   b) Provide constructive feedback
   c) Offer normative suggestions for improvement
VI. Course Requirements

The due dates for assignments are indicated in the course calendar. Assignments may be submitted prior to the due date, however, assignments submitted late will be penalized 20% for each day late starting the minute after the assignment is late, followed by an additional 20% for each day late until the assignment reaches a total score of zero. **Assignments completed on time may be resubmitted for an improved grade** up to three days after the original due date, (excluding your final paper unless you submit your manuscript a week before the due date). Assignments submitted on time may be resubmitted only once.

Many educators and learning experts contend that our current system of education does not encourage, teach, or in some cases even tolerate questions (Berger, 2016). This is not the case in this course: Inquiry is strongly recommended, if not required, and engaging with your course colleagues is an important skill for you to cultivate. Be sure to take notes, and please ask questions early and often. To perform well in this course, you must plan on taking advantage of the help seeking opportunities provided. You have required daily readings and all required readings are listed in your modules, by each respective chapter, and topic area. Additional readings are located in the Research Extras tab in Blackboard and by searching the Bell Library. You will be required to demonstrate your knowledge and comprehension of each required chapter and topic area in the course. Additional information about course requirements is located within the Blackboard course site.

VII. Online Access

This course is offered completely online asynchronously (not in real time) and the use of Blackboard Learn is required. You will need a computer capable of accessing the internet for this course. Also, some featured course module collections may require you to view HTML5 content. All assignments and graded course content are posted in the Blackboard Learning Management System course site. Rubrics for each assignment and requirements are found within each Blackboard module. We will primarily meet asynchronously for this course, unless otherwise announced. If you cannot attend an announced synchronous (in real time) meeting via WebEx Training, if or when one is scheduled, the session will be recorded for you to review at a later date and posted to the Blackboard course site. If you haven't already prepared your computer for Blackboard, access Blackboard Technical Requirements and follow the directions. Blackboard has a notification system that sends an alert when certain events happen in your course. You can choose which alerts you want to receive and how you want to receive them.

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VIII. Research Journals

Create

For each Journal entry, create a 400 word reflection that reports on the following: Summarize the information you read every week. Define the topics, subjects, and methodologies you learn about and other important related definitions as you consider their application within your individual research project. Describe any independent readings or articles you have discovered and how they may potentially be applied to your research topic: This should include something you think everyone in the class should know about your selected inquiry project.

Evaluation

Part of your academic experience in this course is writing, so you can earn more points by attending to grammar and spelling in addition to the requirements. You are expected to write a journal entry or complete a Practical Research Quiz (PRQs) over your assigned textbook chapters. Note: This means you must complete at least 10 Journal entries before the 13th module of the course. Further, you must space out each Journal entry roughly one week apart (totaling 10 separate entries), posting multiple Journal entries within the same weekly timeline will receive zero credit.

Research Quizzes

Research quizzes may be substituted for a respective Journal entry and vice versa. The multiple choice PRQs cover the assigned readings from your required textbook, Practical Research: Planning and Design. All PRQs are located within the Blackboard course site. To receive credit on a given PRQ you must score at least 80%, or higher, to be counted as a Journal entry substitution for one of the 10 required Journal entries. PRQ submissions must also be spaced roughly one week apart.

IX. Research Design Activities

Research Design Activities (RDAs) are designed to enhance, extend, and support course content. These are completed individually and are meant to give you some initial research practice. Feedback will be provided first by a research peer review partner (selected no later than the second module of the class), then the instructor. You can revise these based on your peer reviewers feedback, at which time the instructor will evaluate them. These activities are meant to be "low stress," so if you find yourself sweating over them, you are missing the point. The purpose of each RDA is to give you some quick,
initial practice applying the respective research skill. If you do not complete a specific RDA appropriately, you will have one opportunity to resubmit based on the instructor feedback. Though you are under no obligation to do so, it is perfectly acceptable to refine your RDAs to make them part of the Research Project due at the end of the course. It is therefore wise to identify your project topic early on in order for you to use the RDAs as the first step in your research project. A total of two RDAs are planned based on the following topics:

1. Identifying a Research Problem and Writing a Researchable Question
2. Conducting a Literature Review

X. Systematic Data Collection

The purpose of the systematic data collection assignment is to reflect on the role and value of research data to inform one's thinking or decision-making in practice. This assignment is intended for you to gain some experience of what it feels like to actually do research on a topic of personal interest to you. Your task is to identify a subject or topic on which you have genuine curiosity, and then systematically collect data. We will cover a variety of methods including quantitative approaches to collecting descriptive statistics, participant surveys, data analytics and representing and interpreting said data. We will also cover multiple qualitative approaches to data collection including analysis, observations, in depth field notes, interviews, and focus-groups to name a few. Students will also be provided with optional readings for qualitative ethnographic studies, and discourse analysis. Furthermore, we will explore mixed method data collection, combining both qualitative and quantitative approaches, how to develop mixed methods studies and the complementarity, triangulation, and research expansion mixed methods offers as a methodological approach.

Qualtrics Data Collection Research & Experience Software

Qualtrics is the recommended data collection survey tool to conduct online or in person data collection. Qualtrics enables users to generate surveys and polls and get feedback using a variety of distribution means. Results can be viewed as reports and can be downloaded. Qualtrics allows you to share surveys and results with your colleagues using the collaboration feature. Please be aware that Qualtrics should primarily be used for University purposes and according to University policies. Access Qualtrics for free with your TAMU-CC account. Do not create a free account! Access your full Qualtrics account by following the following URL and using your Islander Single-Sign-On: https://tamucc.co1.qualtrics.com
**Special Note on Mixed Methods**
Mixed methods often requires much more upfront work to be accomplished efficiently; because, you are essentially combining two methodologies, or two independent studies, and merging them together into one completed research study. While this approach can be more labor intensive, it is also often more rewarding as well, and provides insights from multiple data points where qualitative or quantitative data alone did not elucidate or triangulate a given research phenomena. When multiple methods are combined fully and effectively, a mixed methods approach can expand and complement a given research project. However, it should be noted that more methods may not always be better or even necessary to your inquiry project. Together we will carefully consider methodological integration for your individual projects and what effective research design looks like.

**Completion of CITI Training**
You are required to register and complete the online Collaborative Institutional Training Initiative (CITI) Training, a requirement for researchers conducting human research. You will also complete the student project form and participant consent form. All of the forms and links are provided for you within the course LMS site.

**Class-Approved IRB**
If you are collecting data to fulfill coursework as part of a class project, you need to receive instructor approval prior to conducting your data collection. To receive approval, you need to complete and provide the following forms and developed materials:
- Cover sheet methodology form
- Consent form you will use with your participants
- Qualtrics URL with consent script (if collecting data via survey)
- Signed data collection project description form

**University-Level IRB**
If you have an active IRB at the University level that includes data collection, you may work on your own research project for this assignment. I will need a copy of the IRB and an e-mail from your supervising instructor(s) providing authorization for you to use the data for the data collection project.

**If you want to publish or share your research at a conference, you MUST have a completed IRB application and approval at the University level. If you do your research project as a class project,**

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you CANNOT publish or share your research at conferences. Furthermore, your coursework research should meet the following requirements:

a. NO MINORS: The project cannot include minors or any other vulnerable populations like pregnant women, prisoners, those who lack the capacity to consent, non-English speaking individuals, and such.

b. NO MORE THAN MINIMAL RISK: Minimal risk: is the probability and magnitude of harm that is normally encountered in the daily lives of healthy individuals. This also precludes the study of any illegal activities.

c. NO DECEPTION: The project cannot include any deception. Individuals must be fully informed and given the opportunity to voluntarily consent to participation.

d. NO PUBLICATION: Data from student projects approved under this fast track review category cannot be used for publication or for thesis/dissertation research.

e. NO VIDEOTAPING: Audio taping is allowed if the recording is erased upon transcription or no later than the end of the semester.

XI. Peer Review Critiques

The purpose of the peer review critique of the research presentation is to watch and provide a brief critique of a subset of the presentations made by your classmates. One of the benefits of this course is that participants tend to address very important and timely research topics in their final projects, resulting in an opportunity for the rest of us to learn a great deal. The requirements that all presentations be short and pre-recorded allows us to use our time flexibly and strategically to enjoy this benefit. Rather than be required to listen to every project presentation, each participant will instead be required to watch a subset that best matches their interests. All participants must choose to watch at least 3 presentations of other classmate's research design projects, and write and submit a brief critique of each (approximately 100 words for each critique) addressing the following points: 1.) One-sentence summary of the topic; 2.) importance of the topic; 3.) strengths and weaknesses of the project; and 4.) persuasiveness of the presentation. Details on how and where to submit these critiques are located in the Blackboard course site. Peer review critique feedback is due no later than the last day of classes.
XII. Final Manuscript

The presentation of your data collection in the form of a complete Research Manuscript is the main deliverable for the course. The Final Manuscript is an 11 - 22 page research paper that should be completed in five sections:

1. Introduction to the research topic and at least one research question
2. Review of the relevant literature
3. Target research methodology proposal and data collection strategy
4. Presentation of the results of data collection and data analysis
5. Self reflection on the research process including a discussion of your results and how the results informed, or did not inform, your original research question(s). You will also include your full works cited page, and any appendices if necessary (appendices will not count towards page#s).

It is required that you present an overview of your research in a pre-recorded presentation that will be made available to all participants in the course; review the requirements under Peer Review Critiques. The Presentation is intended to mirror a real-world conference presentation, as if you were presenting your final research at a premier conference of your choice. You can use whatever tool you like, such as QuickTime, Camtasia, Jing, Screencast-O-Matic, or one of many other similar screencasting tools. Then, upload it to a video server (such as YouTube, or Vimeo) and give everyone in the course the URL. We will subsequently use a system where everyone signs up to watch and give feedback to just a subset of the presentations.

XIII. Participation

You are expected to access your Blackboard Learn course site on a daily basis and participate every day by completing your assigned readings, posting peer review feedback, commenting, asking questions, and engaging fully in the class discussion forum. You need to select one peer reviewer from among your classmates. In many settings, educational research is a team effort. This requires an understanding of group dynamics and interpersonal communication. Meeting asynchronously is not an excuse for being unprepared for class assignments. Since we do not meet face to face, you must also plan your schedule carefully, practice self directed learning strategies, engage in active online participation, and manage your time accordingly. You are encouraged to engage and collaborate with your peers via web conferencing tools, and in person.

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XIV. Academic Research & Writing

Utilize the Mary and Jeff Bell Library Resources

➔ Search for research articles through: https://portal.tamucc.edu/
➔ Utilize the Enhanced Search features, or optionally use the Subject-Specific Database to Search for Articles on a Topic: https://tamucc.libguides.com/findarticles
➔ Alternatively, utilize the TAMU-CC Google Scholar link to find articles and access to full texts

Scholarly Citations APA Style

The Publication Manual of the American Psychological Association, Sixth Edition, is the required style for all academic citations in this course: http://www.apastyle.org/index.aspx. If you are unsure about particular APA formatting and citation rules, refer to your required course textbook Beins, Chapter 8

Submitting Assignments

Please save your assignments as Word documents that include your name in the file name. For example, “YourLastname_LiteratureReview.doc”. Completed assignments should be submitted as Word documents. I will then insert comments and feedback electronically then return it to you via email. Again, please include your name in the file name and please do not submit your work as a PDF. You should see comments inserted throughout your paper when it is returned. If you can’t see these comments, please let me know. More details on each assignment are provided in the Blackboard Learn site. Please download and read these assignment rubric descriptions carefully.

XV. Grading Scale

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<thead>
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<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>79-70</td>
</tr>
<tr>
<td>D - F</td>
<td>Work Not Passed</td>
<td>Below 70</td>
</tr>
</tbody>
</table>

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XVI. Additional Resources

The Writing Center
The ability to write in an appropriate academic manner is critical to successful graduate study and research in particular. Students who need editorial assistance are encouraged to make such arrangements. A good place to start is the Center for Academic Student Achievement (CASA) Writing Center:
http://casa.tamucc.edu/tutoring_learning_services/writing_center/

MAXQDA Mixed-Methods Data Analysis Software
MAXQDA is a program designed to facilitate and support qualitative, quantitative and mixed methods research projects. It allows you to import, organize, analyze, visualize and publish all forms of data that can be collected electronically, including interviews, surveys, (PDF) documents, tables (Excel / SPSS), bibliographic data, pictures, videos, web pages and even tweets. With its comprehensive range of functions, from transcription to inferential statistical analysis, MAXQDA is an “all in one” software for research and teaching purposes in numerous disciplines: https://www.maxqda.com/

XVII. Additional Course Information

Disability Services
It is the policy of Texas A&M University-Corpus Christi to make reasonable accommodations for qualified individuals with disabilities. I am committed to doing whatever is necessary to make this learning experience as fulfilling as possible for everyone taking this course. Please take time to discuss any concerns with me early in the semester so we can work together to make the necessary accommodations for you. Please know that anything you discuss with me in this regard will be held in strictest confidence. You must be registered with Disability Services to receive academic accommodations. Please visit http://disabilityservices.tamucc.edu/ for more information. Or call Disability Services at (361) 825-5816 Monday - Friday and visit CCH 116 to schedule an appointment.

Regarding Incomplete (I) grades
My policy is not to give a grade of "I" (incomplete), except in the rare case of a medical emergency.
## XVIII. Schedule

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Topic</th>
<th>Reading</th>
<th>Assignment</th>
</tr>
</thead>
</table>
| **Module 1:** August 31 Saturday | The Nature & Tools of Research Writing Professionally | Leedy & Ormrod, Ch. 1  
Beins, *APA Style Simplified* Ch. 1 | **Introductions Due In Blackboard Course Site. Select Peer Review Partners & Work on Journal Entries or Quiz** |
| **Module 2:** September 7 Saturday | The Heart of the Research Process Writing Professionally Cont. | Leedy & Ormrod, Ch. 2  
Beins, *APA Style Simplified* Ch. 2  
[PDF Reading] Shute, Focus on formative feedback | **Research Design Activity #1: Forming Researchable Questions & Work on Journal Entries or PRQ** |
| **Module 3:** September 14 Saturday | Review of the Related Literature | Leedy & Ormrod, Ch. 3  
Beins, *APA Style Simplified* Ch. 3  
[PDF Reading] Eichelberger, Reviewing Literature | **Completion of CITI Training (Upload Completion Certificate in Blackboard) & Work on Journal Entries or PRQ** |
| **Module 4:** September 21 Saturday | Introducing Your Research: Utilize the Bell Library to search for literature for your review: http://library.tamucc.edu/ | **Research Design Activity #2: Conducting a Literature Review** | |
| **Module 5:** September 28 Saturday | Planning Your Research Project | Leedy & Ormrod Ch. 4 & Ch. 5  
Student Account: https://tamucc.co1.qualtrics.com/ | **Open Qualtrics with your TAMUCC account. Work on Journal Entries or PRQs** |
| **Module 6:** October 5 Saturday | Descriptive Research Utilizing Qualtrics Surveys Quantitative Methodologies, Communicating Statistics | Leedy & Ormrod, Ch. 6  
Beins, *APA Style Simplified* Ch. 5  
Using the Research & Experience Software Qualtrics With Your TAMUCC Student Account: https://tamucc.co1.qualtrics.com/ | **Explore The Systematic Data Collection Forms: Consent form you will use with your participants & Work on Journal Entries or PRQ** |

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| Module 7: October 12 Saturday | Qualitative Research Methodologies | Leedy & Ormrod, Ch. 8 Optional articles are provided in the Qualitative Methodologies tab in Blackboard:  
- Discursive Analysis  
- Ethnography  
- Field Notes  
- Observations | Submit Cover sheet methodology Form  
Due in Blackboard & Work on Journal Entries or PRQ |
|---|---|---|---|
| Module 8: October 19 Saturday | Mixed-Methodologies: Research Questions in Mixed Methods Research  
Mixed Methods Research: Merging Theory with Practice | Leedy & Ormrod, Ch. 9 | Submit Participant Consent Form  
Due in Blackboard & Work on Journal Entries or PRQ |
| Module 9: October 26 Saturday | Analyzing Quantitative Data  
Systematic Data Collection  
Qualtrics Data Auto-Outputs & Visualizations | Leedy & Ormrod, Ch. 11 | Submit All Forms Including Signed Data Collection Project Description Form  
Due in Blackboard & Work on Journal Entries or PRQ |
| Module 10: November 2 Saturday | Analyzing Qualitative and Mixed-Methods Data  
Mixed-Methods Data Analysis | Leedy & Ormrod, Ch. 12 | Collect Data & Work on Research Journal Entry or PRQ |
| Module 11: November 9 Saturday | Planning and Preparing a Final Research Report | Leedy & Ormrod, Ch. 13 | Collect & Analyze Data & Work on Research Journal Entry or PRQ |
| Module 12: November 16 Saturday | Strategies for Coding Data  
Looking Into Data Analysis: Exploring Research Software MAXQDA Analytics Pro | Emergent Data Analysis Techniques  
An Introduction to Data Coding & Analysis  
Toward a Definition of Mixed Methods Triangulation in Evaluation: Design and Analysis Issues | Collect & Analyze Data  
*Deadline to Complete Journal Entries and PRQs* |
| Module 13: November 23 Saturday | The Results Section  
The Discussion Section  
Citing References in the Text Order of Citations in the Reference List | Beins APA Style Simplified, Ch. 6, Ch. 7, & Ch. 8 | Collect & Analyze Data, & Prepare to Submit a Manuscript Draft for Early Feedback |

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| Module 14: December 7 Saturday | Final Touches: Formatting Your Manuscript  
Conducting Presentations  
Visually Representing Your Results | Beins, Ch. 9 & Ch. 11 | Post Presentation & Brief Critiques of a Subset of the Presentations Due in Blackboard |
|--------------------------------|-------------------------------------------------|------------------|------------------------------------------------------------------|
| Module 15: December 14 Saturday | Submit Complete Manuscript  
Due in Blackboard by midnight |                                |                                                                |

- This course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary. **Carefully review the course schedule tab and carefully scrutinize the assignment rubrics in the Blackboard Learn course site.**

Schedule Office Hours Online

[https://www.davidsquires.info/officehours](https://www.davidsquires.info/officehours)

Office Hour Meetings Are Available In Person F.C. #249
Online Via [WebEx](https://www.webex.com), Google Hangouts, Skype, Join.Me, Zoom
Over the Telephone: **1-361-825-2453**

Download the [EDUC 5358 Mobile app](https://itunes.apple.com/us/app/educ-5358/id1384007879?mt=8) for iOS and Android
Access your assignments, modules, readings, set reminders for due dates, and contact your instructor within the course app, anytime, anywhere
**XIX. Assignments Summary**

All assignments are due by 11:59 pm on Saturdays.

<table>
<thead>
<tr>
<th>Due</th>
<th>Points</th>
<th>Earned</th>
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</thead>
<tbody>
<tr>
<td><strong>Due</strong></td>
<td><strong>Points</strong></td>
<td><strong>Earned</strong></td>
</tr>
<tr>
<td><strong>Practical Research Quizzes</strong></td>
<td></td>
<td></td>
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<tr>
<td>10x Practical Research Quizzes</td>
<td>Every Week</td>
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<tr>
<td>Or Research Journal Entries Defining Your Research Process</td>
<td>20 points</td>
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<tr>
<td><strong>Research Design Activities</strong></td>
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<tr>
<td>Writing a Researchable Question</td>
<td>September 7</td>
<td>5 points</td>
</tr>
<tr>
<td>Conducting a Literature Review</td>
<td>September 21</td>
<td>15 points</td>
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<tr>
<td><strong>Systematic Data Collection</strong></td>
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<tr>
<td>Complete CITI Training</td>
<td>C/NC</td>
<td>________</td>
</tr>
<tr>
<td>Outline / Cover Sheet Methodology Form</td>
<td>C/NC</td>
<td>________</td>
</tr>
<tr>
<td>Consent Form</td>
<td>C/NC</td>
<td>________</td>
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<tr>
<td>Qualtrics URL w/ Consent Script (if collecting online data)</td>
<td>C/NC</td>
<td>________</td>
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<tr>
<td>Data Collection Project Description Form [Must be Signed]</td>
<td>C/NC</td>
<td>________</td>
</tr>
<tr>
<td>All Revised SDC Materials Due In Blackboard:</td>
<td>October 26</td>
<td>20 points</td>
</tr>
<tr>
<td><strong>Peer Reviews &amp; Course Participation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Assignment Peer Reviews</td>
<td>C/NC</td>
<td>________</td>
</tr>
<tr>
<td>Share &amp; Critique a Subset of the Final Presentations</td>
<td>C/NC</td>
<td>________</td>
</tr>
<tr>
<td>Online Participation</td>
<td>December 7</td>
<td>10 points</td>
</tr>
<tr>
<td><strong>Final Research Manuscript</strong></td>
<td></td>
<td></td>
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<tr>
<td>Finalized Manuscript</td>
<td>December 14</td>
<td>30 points</td>
</tr>
</tbody>
</table>

Total = 100 points

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XX. PDF Readings & Research Articles

Full PDF articles listed below are available for student’s individual use in the Blackboard EDUC 5358 course site and if password protect may be opened with the password: EDUC5358


Goodall, H. L. (2000). *Writing the new ethnography*. Walnut Creek: Altamira Press. (pp. 106-107)


XXI. Bibliography


*Required Course Policies*

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, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a failing grade.

*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. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. (November 8, 2019) is the last day to drop a class with an automatic grade of “W” this term.

*Classroom/professional behavior*

Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from
repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, 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, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at http://www.tamucc.edu/provost/university_rules/index.html. 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 for assistance 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 through the use of 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.

*Required by SACS or HB2504