

CALIFORNIA STATE UNIVERSITY, SAN MARCOS  
SCHOOL OF EDUCATION

EDUC 650 01

PROPOSAL DEVELOPMENT  
CRN 40803

FALL 2012

Wednesday 5:30 – 8:15 pm in UH 442

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Office Hours: After class and by appointment

EDUC 650 Cougar Course <http://cc.csusm.edu/course/view.php?id=927#section-0>

Culminating Activity Supports <http://community.csusm.edu/course/view.php?id=33>

#### SCHOOL OF EDUCATION MISSION STATEMENT

The mission of the School of Education Community is to collaboratively transform public education by preparing thoughtful educators and advancing professional practices. We are committed to diversity, educational equity, and social justice, exemplified through reflective teaching, life-long learning, innovative research, and ongoing service. Our practices demonstrate a commitment to student-centered education, diversity, collaboration, professionalism, and shared governance. *(Adopted by College of Education Governance Community, October, 1997).*

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## **2. MA IN EDUCATION COURSEWORK INFORMATION & REQUIREMENTS**

### **Course Prerequisites**

Admission to the MA Program & EDUC 622

### **School of Education Attendance Policy**

Due to the dynamic and interactive nature of courses in the School of Education, all students are expected to attend all classes and participate actively. At a minimum, students must attend more than 80% of class time, or s/he may not receive a passing grade for the course at the discretion of the instructor. Individual instructors may adopt more stringent attendance requirements. Should the student have extenuating circumstances, s/he should contact the instructor as soon as possible. *(Adopted by the College of Education Governance Community, December, 1997.)*

### **Graduate Students with Disabilities Requiring Reasonable Accommodations**

Graduate students with disabilities who require reasonable accommodations must be approved for services by providing appropriate and recent documentation to the Office of Disable Student Services (DSS). This office is located in Craven Hall 4300, and can be contacted by phone at (760) 750-4905, or TTY (760) 750-4909. Students authorized by DSS to receive reasonable accommodations should meet with their instructor during office hours or, in order to ensure confidentiality, in a more private setting.

### **CSUSM Academic Honesty Policy**

Students will be expected to adhere to standards of academic honesty and integrity, as outlined in the Student Academic Honesty Policy. All written work and oral presentation assignments must be original work. All ideas/materials that are borrowed from other sources must have appropriate references to the original sources. Any quoted material should give credit to the source and be punctuated with quotation marks. Disciplinary action may include the lowering of grades and/or the assignment of a failing grade for an exam, assignment, or the class as a whole. Incidents of Academic Dishonesty will be reported to the Dean of Students. Sanctions at the University level may include suspension or expulsion from the University.

### **Plagiarism**

As an educator, it is expected that each graduate student will do his/her own work, and contribute equally to group projects and processes. Plagiarism or cheating is unacceptable under any circumstances. If you are in doubt about whether your work is paraphrased or plagiarized see the Plagiarism Prevention for Students website <http://library.csusm.edu/plagiarism/index.html>. If there are questions about academic honesty, please consult the University catalog.

### **Graduate Writing Requirements**

The California State University maintains a Graduation Writing Assessment Requirement (GWAR) for master's students, to be completed before Advancement to Candidacy can be approved. A student may satisfy the graduate writing requirement in one of two ways: an acceptable standardized test score, or a paper that receives a passing score as described in the GWAR rubric. Toward the goal of providing opportunity for graduate students in the College of Education to satisfy the writing requirement, all papers in all graduate classes must adhere to the rules of style (for writing and format style) detailed in the Publication Manual of the American Psychological Association, 6th Ed. (2009). This is a required textbook for all CSUSM COE graduate courses.

### **Electronic Communication Protocol**

Electronic correspondence (email, text, twitter...) is a part of your professional interactions. If you need to contact instructor or other teacher candidates, electronic correspondence is often the easiest way to do so. It is my intention to respond to all received electronic correspondence in a timely manner. Please be reminded that electronic correspondences are a very specific form of communication, with their own form of nuances, meanings, and etiquette. For instance, electronic messages sent with all upper case letters, major typos, or slang, often communicates

more than the sender originally intended. With that said, please be mindful of all electronic messages you send, to your colleagues, to faculty members in the School of Education, or to persons within the greater educational community. All electronic messages should be crafted with professionalism and care.

**Things to consider:**

- Would I say in person what this electronic correspondence specifically says?
- How could this electronic correspondence be misconstrued?
- Does this electronic correspondence represent my highest self?
- Am I sending this electronic correspondence to avoid a face-to-face conversation?

In addition, if there is ever a concern with an electronic correspondence I send to you, let's talk in person so we can correct any confusion.

### **3. COURSE INFORMATION & REQUIREMENTS**

#### **Course Description**

EDUC 650: This course is designed to guide students through the planning, preparation and/or completion of the research, project or exam.

#### **Objectives**

1. Identify Key Components of a Research Thesis, Curriculum Project or Exam.
2. Master APA Manual Format.
3. Write Thesis, Project or Exam.
4. Practice for Poster Presentation.

#### **Required Texts:**

American Psychological Association. (2009). *Publication Manual of the American Psychological Association (6th ed.)* Washington D.C.: American Psychological Association. ISBN 9781433805615 (paperback), 9781433805622 (spiral), or 9781433805592 (hardcover).

#### **Course Requirements**

MA in Education is a professional preparation program. It is expected that graduate students will come to class prepared to discuss the readings, submit required assignments, and participate in class activities. Graduate students are expected to adhere to academic honesty and integrity, standards of dependability, confidentiality and writing achievement. Because it is important for educators to be able to effectively communicate their ideas to students, parents, colleagues, and administrators, writing that is original, clear and error-free is a priority for the School of Education. It is expected that work will be turned in on time. Please discuss individual issues with the instructor.

#### **Instructor Application of the Attendance Policy**

For this course attendance, students are required to attend 10 of the 15 sessions. Any absence beyond will result in a loss of 2 points. A minimum grade of C is required in EDUC 650 to qualify as part of the MA requirement. Absences and late arrivals/early departures will affect the final grade. If extenuating circumstances occur, the student should contact the instructor as soon as possible to make appropriate arrangements.

The following individual penalties will be assessed for absences:

- Two (2) points will be deducted for each hour absence or portion of a session; this includes tardiness and early departures.
- Half credit for any late assignments turned in within one week of the original due date.
- No assignments will be accepted after one week.
- No credit for the intermediate assessment for that day's work (in-class activities, presentations...)

- 1 make up assignment will be accepted for a three-hour (or portion of 3 hours) absence – assignment is due 1 week after absence. Make Up Assignment must be negotiated with instructor. Make up assignments are due within one week of absence.
- The extra credit assignment is available for students that have not missed any class sessions and the extra credit assignment is due the fourth to last class session (Session 12). Extra Credit/Make-Up Assignment Options are provided online.

#### **4. COURSE ASSIGNMENT DESCRIPTIONS & RUBRICS**

##### **Attendance 20% = 20 Points**

Students are required to attend 10 or 15 sessions. Students may choose which sessions will support their writing needs. Students can earn 2 extra points for attending any extra session. Students will lose 2 points for each absence or portion of a session absence under the minimal 10 sessions.

##### **Writing 55% = 55 Points**

Students will be required to write 3 or more chapters of the thesis or project. Students will turn in their writing 6 times throughout the semester. Each of these six drafts will be reviewed by a peer. Two of these drafts will be reviewed and graded by the instructor. The chapters will be evaluated using the chapter rubrics for the School of Education. The peer and the instructor will evaluate the writing quality. Chapter Rubrics are provided on cougar course and the School of Education Website.

##### **Writing Feedback 25% = 25 Points**

Each student will provide feedback to a peer's writing 5 times throughout the semester. Each feedback assignment will be worth 5 points. Each student will use the Chapter Rubrics and the Praise, Question and Polish Format to provide the feedback. The peer and the instructor will evaluate the feedback quality.

## EDUC 650 Calendar

Session	Topic & Objectives	Assignments (Do prior to class/Do in class)
1 Aug 29	<b>Overview of Chapter 1-5 &amp; Committee Relations</b> 1. Understand course expectations 2. Learn classmate names. 3. Identify key components of 5 chapters. 4. Develop Initial Research/Project Plan 5. Identify writing objectives for semester 6. Identify key strategies to enhance a positive committee relationship. 7. Register for EDUC 650 8. Purchase APA Manual	1. Research/Project Plan 2. Identify writing objectives 3. Identify key strategies to enhance a positive committee relationship. 4. <b>Register for EDUC 650</b> 5. <b>Purchase APA Manual 6<sup>th</sup> Edition</b>
2 Sept 5	<b>Literature Review</b> 1. Identify an area that is gapping in their literature review. 2. Develop skills to locate published research. 3. Set a date to meet with librarian for extra support. 4. Share writing with partner on Week 2 Writing Forum. 5. Review Writing Feedback Process (submission, access, PQP feedback using) <b>Transition Writing</b> 1. Identify the key components to a transition. 2. Review the transitions in writing. 3. Identify how to revise transitions.	1. <b>Identify literature research goals</b> 2. <b>Learn research strategies</b> 3. Set appointment with librarian 4. Share writing with partner on Week 2 Writing Forum. 5. Review Writing Feedback Process (submission, access, PQP feedback using) 5. <b>Develop a Timeline with Chair</b> <b>Transition Writing</b> 1. Identify the key components to a transition. 2. Review the transitions in writing. 3. Identify how to revise transitions.
3 Sept 12	<b>APA Format</b> 1. Bring APA Manual and post its to class. 2. Mark the APA Manual for easy reference. 3. Learn how to cite in text. 4. Learn how to write a reference. 5. Provide feedback to partner using PQP (Praise, Question & Polish).	1. Bring APA Manual and post its to class. 2. <b>Mark the APA Manual for easy reference.</b> 3. Learn how to cite in text. 4. Learn how to write a reference. 5. Write up feedback for partner. 6. <b>Provide feedback to partner.</b>
4 Sept 19	<b>Ch 3: Methods</b> 1. Identify the components for chapter 3. 2. Determine what Ch 3 sections need to be revised. 3. Give an update on your timeline goals. 4. Provide writing to Anne René on Weekly Writing Forum.	1. Identify the components for chapter 3. 2. Determine what Ch 3 sections need to be revised. 3. Give an update on your timeline goals 4. <b>Provide writing to Anne René on Weekly Writing Forum by Sunday.</b>
5 Sept 26	<b>Ch 4: Presentation</b> 1. Identify the key components for Project Chapter 4. 2. Identify the key components for Thesis Chapter 4. 3. Determine what sections need to be revised and how. 4. Provide writing to partner on Weekly Writing Forum by Sunday. 5. Provide Feedback by Wednesday.	1. Identify the key components for Project Chapter 4. 2. Identify the key components for Thesis Chapter 4. 3. Determine what sections need to be revised and how. 4. <b>Provide writing to partner on Weekly Writing Forum by Sunday.</b> 5. <b>Provide Feedback by Wednesday.</b>
6 Oct 3	<b>Ch 5: Recommendations</b> 1. Identify key components of Thesis Ch 5. 2. Identify key components of Project Ch 5. 3. Determine what components to revise for Chapter 5. 4. Provide writing to partner on Weekly Writing Forum by Sunday. 5. Provide Feedback by Wednesday.	1. List key components of Thesis Ch 5. 2. List key components of Project Ch 5. 3. Determine what components to revise for Chapter 5. 4. <b>Provide writing to partner on Weekly Writing Forum by Sunday.</b> 5. <b>Provide Feedback by Wednesday.</b>
7 Oct 10	<b>Revisit Ch 4 &amp; 5</b> 1. Review Ch 4 components 2. Review Ch 5 components 3. Determine what sections need to be revised and how. 4. Provide writing to partner on Weekly Writing Forum by Sunday. 5. Provide Feedback by Wednesday.	1. <b>Identify what still needs attention in your partner's Ch 4 &amp; 5.</b> 2. <b>Identify what still needs attention in your Ch 4 &amp; 5.</b> 3. <b>Prepare questions to ask to help you revise Ch 4 &amp; 5.</b> 4. <b>Provide writing to partner on Weekly Writing Forum by Sunday.</b> 5. <b>Provide Feedback by Wednesday.</b>
8 Oct 17	<b>Topic of Choice</b> 1. Identify what you need more assistance with. 2. Provide writing to Anne René on Weekly Writing Forum by Sunday.	1. <b>Identify what you need more assistance with.</b> 2. <b>Provide writing to Anne René on Weekly Writing Forum by Sunday.</b>
9 Oct 24	<b>APA Format for References</b> 1. Revise citations within text using the APA Style Format. 2. Revise reference section using the APA Style Format. 3. Provide writing to partner on Weekly Writing Forum by Sunday. 4. Provide Feedback by Wednesday.	1. Revise citations within text using the APA Style Format. 2. Revise reference section using the APA Style Format. 3. <b>Provide writing to partner on Weekly Writing Forum by Sunday.</b> 4. <b>Provide Feedback by Wednesday.</b>
10 Oct 31	<b>IRB Workshop via Graduate Studies Thur Nov 1 RSVP</b> <b>No class meeting – Time for writing.</b> <b>Make arrangements with partner to make up any writing or feedback.</b>	1. <b>Attend IRB Workshop if needed.</b> 2. <b>Write</b> 3. <b>Share poster writing with partner.</b> 4. <b>Make arrangements with partner to make up any writing or feedback.</b>
11 Nov 7	<b>Poster Presentation Workshop</b> 1. Identify what needs to be on a poster. 2. Create Poster. 3. Share Poster Writing with Partner.	1. Identify what needs to be on a poster. 2. Create Poster. 3. Share Poster Writing with Partner.
12 Nov 14	<b>Poster Presentation Practice</b> 1. Finish poster. 2. Present poster presentation. 3. Provide feedback on posters. 4. Identify any revisions you will make for poster. 5. Practice Submitting Thesis/Project Electronically 6. Extra Credit Assignment is due.	1. <b>Finish poster.</b> 2. Present poster presentation. 3. Provide feedback on posters. 4. Identify any revisions you will make for poster. 5. Practice Submitting Thesis/Project Electronically 6. Extra Credit Assignment is due.
13 Nov 21	<b>Thanksgiving Break</b>	<b>Break – No Class</b>
14 Nov 28	<b>No Class on Wed instead meet for Poster Session Tues Nov 27th</b> 1. Attend Poster Session 2. Present poster. 3. Finish MA.	1. <b>Attend Poster Session</b> 2. <b>Present poster.</b> 3. <b>Finish MA.</b>
15 Dec 5	<b>Culminating Activity Action Plan &amp; Closure</b> 1. Review what was learned this semester. 2. Review achievements for the semester. 3. Identify next steps in action plan.	1. Review what was learned this semester. 2. Review achievements for the semester. 3. <b>Identify next steps in action plan.</b>

This calendar has been thoughtfully planned, but could change to meet the students' needs.

# EDUC 650 ASSIGNMENT GRADING SHEET

Paste a picture of yourself to this sheet and put in your class folder.

Name \_\_\_\_\_ Content Area/Grade \_\_\_\_\_

e-mail \_\_\_\_\_ School Site \_\_\_\_\_

phone(s) \_\_\_\_\_

Session	Topic & Objectives	Attendance Must attend a minimum of 10 sessions.	Writing/Presentation Your partner and Anne René will score your writing in this column.	Writing Feedback Is scored by your partner in this column.	
1 Aug 29	Overview of Chapter 1-5 & Committee Relations	____ / 2			
2 Sept 5	Literature Review	____ / 2			
3 Sept 12	APA Format	____ / 2	____ / 5 Partner	____ / 5	
4 Sept 19	Ch 3: Methods	____ / 2	____ / 10 Anne René		
5 Sept 26	Ch 4: Presentation	____ / 2	____ / 5 Partner	____ / 5	
6 Oct 3	Ch 5: Recommendations	____ / 2	____ / 5 Partner	____ / 5	
7 Oct 10	Revisit Ch 4 Presentation & Ch 5: Recommendations	____ / 2	____ / 5 Partner	____ / 5	
8 Oct 17	Transition Writing	____ / 2	____ / 10 Anne René		
9 Oct 24	APA Format for References	____ / 2	____ / 5 Partner	____ / 5	
10 Oct 31	IRB Workshop				
11 Nov 7	Poster Presentation Workshop	____ / 2			
12 Nov 14	Poster Presentation Practice	____ / 2			Make up or Extra-Credit ____ / 2
13 Nov 21	Thanksgiving Break				
14 Nov 27 Tues instead of Wed the 28	School of Education Poster Session	____ / 2			
15 Dec 5	Culminating Activity Action Plan & Closure	____ / 2	____ / 10 Action Plan		
<b>Sub Totals</b>		____ / 20	____ / 55	____ / 25	

## GRADING SCALE

A= 93-100  
A-=90-92

B+=86-89  
B=83-86  
B-=80-82

C+= 77-79  
C= 73-76  
C- =70-72

D=60-69

F=59 or lower.

<b>Total</b>	<b>Grade</b>
____ / 100	

Make up assignments must be turned in 1 week from absence. Extra credit is due Week 12.