CALIFORNIA STATE UNIVERSITY, SAN MARCOS SCHOOL OF EDUCATION

EDUC 650 01 PROPOSAL DEVELOPMENT FALL 2012 CRN 40803

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://cc.csusm.edu/course/view.php?id=927#section-0

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 <u>individual penalties</u> 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.

FDUC 650 Calendar

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Topic of Choice Oct 17 Topic of Choice 1. Identify what you need more assistance with. 2. Provide writing to Anne René on Weekly Writing Forum by Sunday. APA Format for References 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. IRB Workshop via Graduate Studies Thur Nov 1 RSVP No class meeting – Time for writing. Make arrangements with partner to make up any writing or feedback. Poster Presentation Workshop 1. Identify what needs to be on a poster. 2. Create Poster. 3. Share Poster Writing with Partner. Poster Presentation Practice 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. Take Varies of Meekly Writing Forum by Sunday. 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. Revise citations within text using the APA Style Format. 3. Provide writing to partner on Weekly Writing Forum by Sunday. 4. Provide Feedback by Wednesday. 4. Provide Feedback by Wednesday. 4. Provide Feedback by Wednesday. 5. Provide Feedback by Wednesday. 6. Extra Credit Assignment is due. 7. Attend IRB Workshop if needed. 8. Writing Forum by Sunday. 9. Provide Feedback by Wednesday. 1. Attend IRB Workshop if needed. 8. Writing to partner on Weekly Writing Forum by Sunday. 9. Provide Feedback by Wednesday. 1. Attend IRB Workshop if needed. 9. Writing to partner on Weekly Writing Forum by Sunday. 9. Provide Feedback by Wednesday. 1. Attend IRB Workshop if needed. 9. Writing to partner on Weekly Writing Forum by Sunday. 9. Provide Feedback by Wednesday. 1. Attend IRB Workshop if needed. 9. Writing to partner on Weekly Writing Forum by Sunday. 1. Attend IRB Workshop if n	Oct 10	Review Ch 5 components Determine what sections need to be revised and how. Provide writing to partner on Weekly Writing Forum by Sunday.	Prepare questions to ask to help you revise Ch 4 & 5. Provide writing to partner on Weekly Writing Forum by Sunday.					
9	_	Topic of Choice 1. Identify what you need more assistance with.	I. Identify what you need more assistance with. Provide writing to Anne René on Weekly Writing Forum by					
Oct 24 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. 10 Oct 31 RB Workshop via Graduate Studies Thur Nov 1 RSVP No class meeting – Time for writing. Make arrangements with partner to make up any writing or feedback. 11 Nov 7 Poster Presentation Workshop 1. Identify what needs to be on a poster. 2. Create Poster. 3. Share Poster Writing with Partner. 12 Nov 14 Poster Presentation Practice 1. Finish poster. 2. Present poster presentation. 3. Provide writing to partner on Weekly Writing Forum by Sunday. 4. Provide Feedback by Wednesday. 1. Attend IRB Workshop if needed. 2. Write 3. Share poster writing with partner. 4. Make arrangements with partner to make up any writin feedback. 1. Identify what needs to be on a poster. 2. Create Poster. 3. Share Poster Writing with Partner. 12 Nov 14 Poster Presentation Practice 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. 13 Nov 21 14 No Class on Wed instead meet for Poster Session Tues Nov 27th 1. Attend Poster Session 2. Revise reference section using the APA Style Format. 3. Provide Feedback by Wednesday. 4. A Provide Feedback by Wednesday. 4. Provide Feedback by Wednesday. 4. Provide Feedback by Wednesday. 4. Attend IRB Workshop in Leaded. 2. Write 3. Share poster writing with partner. 4. Make arrangements with partner. 4. Make arrangements with partner. 5. Practice Submitting Thesis/Project Electronically 6. Extra Credit Assignment is due. 6. Extra Credit Assignment is due. 6. Extra Credit Assignment is due. 7. Present poster Presentation. 8. Provide Feedback by Wednesday. 8. Provide Fe								
No class meeting - Time for writing. Make arrangements with partner to make up any writing or feedback. 2. Write 3. Share poster writing with partner to make up any writing feedback. 1. Identify what needs to be on a poster. 2. Create Poster. 3. Share Poster Writing with Partner. 2. Create Poster. 3. Share Poster Writing with Partner. 3. Share Poster Writing with Partner. 3. Share Poster Writing with Partner. 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. Attend Poster Session	-	Revise reference section using the APA Style Format. Provide writing to partner on Weekly Writing Forum by Sunday. Provide Feedback by Wednesday.	Revise reference section using the APA Style Format. Provide writing to partner on Weekly Writing Forum by Sunday. Provide Feedback by Wednesday.					
Nov 7 1. Identify what needs to be on a poster. 2. Create Poster. 3. Share Poster Writing with Partner. 12 Nov 14 Poster Presentation Practice 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. 13 Nov 21 No Class on Wed instead meet for Poster Session Tues Nov 27th 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. Break – No Class 1. Attend Poster Session	Oct 31	No class meeting – Time for writing. Make arrangements with partner to make up any writing or feedback.	Write Share poster writing with partner. Make arrangements with partner to make up any writing or feedback.					
1. Finish poster. 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. 13 Nov 21 Poster Presentation Practice 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. Break – No Class Break – No Class		Identify what needs to be on a poster. Create Poster.	2. Create Poster.					
Nov 21 14 No Class on Wed instead meet for Poster Session Tues Nov 27th 1. Attend Poster Session	Nov 14	Poster Presentation Practice 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.	Present poster presentation. Provide feedback on posters. Identify any revisions you will make for poster. Practice Submitting Thesis/Project Electronically Extra Credit Assignment is due.					
17	-		Break - No Class					
Nov 28 1. Attend Poster Session 2. Present poster. 3. Finish MA. 2. Present poster. 3. Finish MA.	14	Attend Poster Session Present poster.	2. Present poster.					
15 Culminating Activity Action Plan & Closure 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. Identify next steps in action plan.		Culminating Activity Action Plan & Closure 1. Review what was learned this semester. 2. Review achievements for the semester.	2. Review achievements for the semester.					

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

EDUC 650 ASSIGNMENT GRADING SHEETPaste 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			
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			
Sub Totals		/20	/ 55	/ 25		
A-=90-92 B=83-86 C	+= 77-79 = 73-76 D=6 - =70-72	60-69	F=59 or lower.	Total / 100	Grade	

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