

<b>Course &amp; Section Nos.</b>	<b>EDUC 698 Section 3</b>
<b>Course Title</b>	<b>Master's Culminating Experience Seminar</b>
<b>Class Roster No.</b>	<b>20349</b>
<b>Course Day(s)</b>	<b>TBD</b>
<b>Time</b>	<b>TBD</b>
<b>Course Location</b>	<b>Online - Asynchronous (with scheduled zoom meetings with instructor as needed)</b>
<b>Semester / Year</b>	<b>Spring 2021</b>
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<b>Office Hours</b>	<b>By Appointment</b>

### WELCOME

This semester you will be completing your Master's Thesis or Project. I am excited to support you as you research a topic of interest and complete your degree.

### SCHOOL OF EDUCATION MISSION & VISION STATEMENT

*(Adopted by SOE Governance Community, January 2013)*

#### ***Vision***

To serve the educational needs of local, regional, and global communities, the School of Education advances innovative practice and leadership by generating, embracing, and promoting equitable and creative solutions.

#### ***Mission***

The mission of the School of Education community is to collaboratively transform education. We:

- Create community through partnerships
- Promote and foster social justice and educational equity
- Advance innovative, student-centered practices
- Inspire reflective teaching and learning
- Conduct purposeful research
- Serve the school, college, university, and community

### BASIC TENETS OF OUR CONCEPTUAL FRAMEWORK

- Student centered education
- Research and theory specific to the program field inform practice
- Connections and links between coursework and application
- Strong engagement between faculty and candidates
- Co-teaching clinical practice
- Culturally responsive pedagogy and socially just outcomes

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## COURSE DESCRIPTION

Students engage in the planning, preparation, and completion of their culminating experience, which may take the form of a research thesis, a curricular project within a schooling context. Students must continually enroll in this course until successful completion of the culminating experience. Graded Credit/No Credit.

### Course Prerequisites

Admission to program, successful completion of the master's coursework and advancement to candidacy.

### Course Objectives

Candidates will know and be able to:

- Plan and prepare a scholarly culminating experience under advisement of a Committee Chair and at least one additional Committee Member.
- Complete a scholarly culminating experience in accordance with professional expectations, including approval of the Committee Members.
- Apply the explicit style requirements of the APA Publication Manual (7<sup>th</sup> edition).
- Successfully present and/or defend scholarly culminating experience in accordance with option protocol.

## REQUIRED TEXTS, MATERIALS AND/OR ACCOUNTS

### Required Texts

American Psychological Association. (2019). *Publication Manual of the American Psychological Association* (7th ed.). American Psychological Association.

### Additional Resources

- To access important information, instructions, and documents, go to Community at CSUSM <https://community.csusm.edu/> and add the *Special Education Master's Project/Thesis Course*
- All required forms, submission information and deadlines can be found at: [https://libguides.csusm.edu/thesis\\_info](https://libguides.csusm.edu/thesis_info)
- All required Special Education Master's degree forms can be found at: <https://www.csusm.edu/soe/graduate/specialeducation/gradresources.html>
- For additional information regarding Graduate Studies Policies and Procedures, please refer to the following Graduate Studies link: [www.csusm.edu/gsr/graduatestudies/index.html](http://www.csusm.edu/gsr/graduatestudies/index.html)

## COURSE & PROGRAM STUDENT LEARNING OUTCOMES

### Course Learning Outcomes (CLO)

Upon successful completion of this course, students will (be able to):

- Analyze research literature in the field of education and a topic of interest
- Synthesis information and data into a literature review
- Research a topic by collecting data OR develop a project based on evidenced-based practices
- Eloquently report findings OR results of a final project
- Accurately apply APA style in their writing
- Understand and ensure their final product is ADA compliant

### MA in Education Program Student Learning Outcomes (PSLO)

**PSLO #1:** Professional Dispositions: Demonstrate positive professional dispositions and ethics inclusive of social justice and equity, collaboration, critical thinking, professional ethics, reflective teaching and learning, and life-long learning.

**PSLO #2:** Culturally Proficient Inclusive Schooling: Develop an action plan for creating and sustaining a culturally proficient inclusive schooling environment.

**PSLO #3:** Assessment and Program Planning: Conduct and analyze formal and/or informal assessment data to develop assessment reports and Individual Education Program goals based upon individual students' assessed needs.

**PSLO #4:** Research Analysis: Analyze and integrate research in educational and professional settings. In EDUC 698, the candidates are assessed on their ability to integrate research and evidence-based practices into educational and professional settings through their Culminating Experience, an empirical research thesis or curriculum project.

## SCHEDULE/COURSE OUTLINE

### SPED MA Degree Timeline

*\*Due Dates to be determined by your Chair*

ALL REQUIRED FORMS, SUBMISSION INFORMATION, AND DEADLINES CAN BE FOUND AT

[https://libguides.csusm.edu/thesis\\_info](https://libguides.csusm.edu/thesis_info)

ALL REQUIRED SPECIAL ED MASTERS FORMS CAN BE FOUND AT

<https://www.csusm.edu/soe/graduate/specialeducation/gradresources.html>

**Additional Resources** can be found at [Community@CSUSM](mailto:Community@CSUSM)  
by adding the Special Education Master's Project/Thesis course

<u>Task</u>	<u>Details</u>	<u>Due Date*</u>	<u>Completed</u>
<b><i>Preparation for Culminating Experience Form</i></b>  <u>REQUIRED SIGNATURE:</u> <i>Your Chair</i>	Complete and submit this agreement form to Nam Nguyen Graduate Student Services Coordinator <a href="mailto:pnguyen@csusm.edu">pnguyen@csusm.edu</a> University Hall, Suite 221	This should already be completed	✓
<b><i>Advancement to Candidacy Form</i></b>  <u>REQUIRED SIGNATURES:</u> <i>Dr. Robledo</i> <i>Your Chair</i> <i>Your Committee Member(s)</i>	<i>Submit to Nam Nguyen</i> Graduate Student Services Coordinator (760) 750-8544 <a href="mailto:pnguyen@csusm.edu">pnguyen@csusm.edu</a> University Hall, Suite 221	This should already be completed	
<b><i>Apply to Graduate</i></b>	<a href="https://www.csusm.edu/enroll/graduation/applytograduate.html">https://www.csusm.edu/enroll/graduation/applytograduate.html</a>		
<b><i>Submit Chapters 1-3 to your Chair</i></b>	Review the ADA Compliance at <a href="https://libguides.csusm.edu/thesis_info/ADA">https://libguides.csusm.edu/thesis_info/ADA</a> Decide if you want to do this yourself <b>OR</b> submit to CSUSM Library to have it done for you once your project/thesis is done.  For assistance: <a href="mailto:thesisada@csusm.edu">thesisada@csusm.edu</a>		
<b>THESIS ONLY</b>	Get approval of data collection from site/district		
<b>THESIS ONLY</b> <i>Draft of IRB application to chair</i>	<a href="http://www.csusm.edu/gsr/irb/">http://www.csusm.edu/gsr/irb/</a>		
<b>THESIS ONLY</b> <i>Submit IRB application online</i>	Approval takes time, plan ahead!		
<b><i>Submit Chapter 4 and 5 to your Chair</i></b>	In addition to your chair, submit Chapters 1-5 to your 2 <sup>nd</sup> committee member for feedback		
<b><i>Check and edit References</i></b>	Review you APA		
<b><i>Ensure your Table of Contents is updated</i></b>	Use the Table of Contents tool in Word to assist you in formatting.		
<b><i>Finalize your Title Page</i></b>	Follow the Template		

Ensure your Thesis/Project is <b>ADA Compliant</b>	Review the ADA Compliance deadlines and/or tutorials. The library offers services ensure it is ADA compliant: <a href="https://libguides.csusm.edu/thesis_info/ADA">https://libguides.csusm.edu/thesis_info/ADA</a>		
<b>Create Your Powerpoint for the Defense</b>	Review “Masters’ Defense” on Community Special Education Master’s Project/Thesis site.  <a href="https://community.csusm.edu/">https://community.csusm.edu/</a>		
<b>DEFENSE: Attend Graduate’s Program Zoom Defense</b>	They are held every December and May.  You will present your PowerPoint Presentation.		
<b>Electronic Thesis and Project Certification/Copyright Form</b>  <u>REQUIRED SIGNATURES:</u> Dr. Robledo, Program Coordinator Your Chair	Nam will help guide signing required forms electronically.		
<b>Thesis OR Project Signature Page</b>  <u>REQUIRED SIGNATURES:</u> Your chair Your committee member(s)	Nam will help guide signing required forms electronically.  This becomes the front page of your Thesis/Project		
<b>\$25.00 Payment</b>	Pay the \$25 Thesis/Project Fee <a href="https://libguides.csusm.edu/thesis_info/submission">https://libguides.csusm.edu/thesis_info/submission</a>		
<b>Upload to TaskStream</b>	PDF or WORD version is accepted.		
<b>Submit your thesis or project:</b>	Follow the directions under submission process <a href="https://libguides.csusm.edu/thesis_info/submission">https://libguides.csusm.edu/thesis_info/submission</a>		
<b>Electronic Thesis and Project Submission Checklist</b>	Electronic Thesis and Project Submission Checklist at <a href="https://libguides.csusm.edu/thesis_info/submission">https://libguides.csusm.edu/thesis_info/submission</a>  When this checklist is completed, save it along with your E-Thesis Certification Form and one receipt from fee payment. Email these items to Carmen Mitchell at <a href="mailto:cmitchell@csusm.edu">cmitchell@csusm.edu</a> and cc <a href="mailto:thesisada@csusm.edu">thesisada@csusm.edu</a> .		

## COURSE REQUIREMENTS AND GRADED COURSE COMPONENTS

### Course Assignments

The Culminating Experience is a requirement for completion of the Master's Program. The Culminating Experience can be completed through one of the following ways.

- **Thesis:** Conduct a research study of interest according to the appropriate research design approved by a committee and reported in a format using the APA Style Manual.
- **Project:** Define a need relating to curriculum or professional development through a review of existing programs. Meet the need through the design, development, and implementation of curriculum or a professional development program that has not been previously addressed by others. The project must be approved by the committee and reported in a format using the APA style Manual.

### Master's Committee

You will need a MA Committee composed of:

1. The chair of the **thesis committee**, who must be a tenure line CSUSM faculty member, ensures that the thesis conforms to program and university standards. S/He must have knowledge and expertise in the field of study and is responsible for the intellectual integrity, rigor, and quality of research. The chair of the **project committee** may be a tenure line faculty member or may be a lecturer (with approval), who ensures the culminating project conforms to program and university standards. S/he must have knowledge and expertise in the field of study and is responsible for the intellectual integrity, rigor, and quality of the project.
2. A second reader who usually provides input at the initial stage in developing the culminating experience and provides feedback/approval at its completion. The second reader must have a Master's Degree in the area of study or be approved by the MA Program Coordinator and Committee Chairperson.

### Defense with Committee

A thesis or project must be completed, orally defended and approved by the committee.

- The student will present their thesis or project to defend and share it at the Special Education Master's Defense Session with their committee and peers.
- Each member of the MA Committee signs the signature page of the official copy of the thesis/project.

### Electronic Thesis, Projects and Dissertation Submission

- The complete thesis/project must be electronically submitted by following the directions under submission process [https://libguides.csusm.edu/thesis\\_info/submission](https://libguides.csusm.edu/thesis_info/submission)
- Electronic submission requires that the electronic document meet the American Disability Act (ADA) Accessibility requirements.
- The candidate is responsible for adhering to the ETD submission deadlines.

### Grading Standards

You will move through the tasks below on a timeline agreed between you and your Chair/Advisor.

- Submitting chapters 1-3
- Approval through IRB if applicable
- Submitting chapters 4-5
- Assembling the entire edited paper meeting the APA format and library requirements
- Submitting a presentation (PowerPoint, poster) of your final product
- Defending your final product

As the course is credit/no credit, your final grade will be based on successful completion of a thesis/project and the defense to your committee members and peers.

## **Final Exam Statement**

There is not final exam.

## **School of Education/Course Attendance Policy**

Due to the dynamic and interactive nature of courses in the School of Education, all candidates (course participants) are expected to attend all classes and participate actively. At a minimum, candidates (course participants) 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 candidate (course participants) have extenuating circumstances, s/he should contact the instructor as soon as possible. *(Adopted by the COE Governance Community, December, 1997).*

## **GENERAL CONSIDERATIONS**

### **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 assignments must be original work, clear and error-free. All ideas/material 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 accordingly.

Academic Honesty and Integrity: Students are responsible for honest completion and representation of their work. Your course catalog details the ethical standards and penalties for infractions. There will be zero tolerance for infractions. If you believe there has been an infraction by someone in the class, please bring it to the instructor's attention. The instructor reserves the right to discipline any student for academic dishonesty, in accordance with the general rules and regulations of the university. 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.

Refer to the full Academic Honesty Policy at:

[http://www.csusm.edu/policies/active/documents/Academic\\_Honesty\\_Policy.html](http://www.csusm.edu/policies/active/documents/Academic_Honesty_Policy.html)

### **Plagiarism**

As an educator, it is expected that each candidate (course participant) 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.

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

Students with disabilities who require reasonable accommodations must seek approval for services by providing appropriate and recent documentation to the Office of Disability Support Services (DSS). This office is in Craven Hall 4200, contact 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.

### **Credit Hour Policy Statement**

Per the University Credit Hour Policy:

- Per the CSUSM Online Instruction Policy and due to COVID-19, EDUC 698 is being taught as a remote, online (RO) course.



- Students will meet with the professor by appointment via zoom, spend time associated with the zoom sessions working on activities associated with their thesis or project, and complete on-line work that will total at least 45 hours per unit of credit.

### **All University Writing Requirement**

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 School 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 School of Education graduate courses.

### **Course Format**

Per the CSUSM Online Instruction Policy, EDUC 698 is considered a hybrid course as it is a combination of a zoom instruction, as needed, with an online class component.

### **Necessary Technical Competency Required of Students**

Candidates are required to have the technical expertise to use online browsers (e.g., Firefox) to access information and use various forms of technology (e.g., word processing, Google docs, and CSUSM electronic mail) to produce and submit course assignments. Please save a digital copy of all portions of your project/thesis.

### **Contact Information for Technical Support Assistance**

For technical support assistance, please contact the CSUSM Help Desk. See information on the various ways in which students may get technical support at <http://www.csusm.edu/sth/support/index.html>

If you require support for hardware issues (computer, webcam, etc.) or with any software tools (Cougar Courses, Zoom, etc.), please visit [IITS For You Student page.](#)

If you need technology items for your coursework (laptop, webcam, wireless hotspot, etc.), please visit [IITS For You Appointment page.](#)

The new [USU](#) computer lab offers computer access and free printing. The lab is open Monday-Friday 10:00 am-4:00 pm and the computers are cleaned after every use for your safety. The computer labs on the 2<sup>nd</sup> and 3<sup>rd</sup> floors of Kellogg Library are closed. Please visit the library online to confirm these days, times and locations as they may change.

### **Electronic Communication Protocol**

Electronic correspondence is a part of your professional interactions. If you need to contact the instructor, e-mail is often the easiest way to do so. It is my intention to respond to all received e-mails in a timely manner. Please be reminded that e-mail and on-line discussions are a very specific form of communication, with their own nuances and etiquette. For instance, electronic messages sent in all upper case (or lower case) letters, major typos, or slang, often communicate more than the sender originally intended. With that said, please be mindful of all e-mail and on-line discussion 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 message specifically says?
- How could this message be misconstrued?
- Does this message represent my highest self?
- Am I sending this electronic message to avoid a face-to-face conversation?

In addition, if there is ever a concern with an electronic message sent to you, please talk with the author in person in order to correct any confusion.

### **School of Education Civility Statement**

This semester brings heightened concerns related to COVID-19, social unrest in our world, financial hardships, an intense political climate in the US, our own online learning challenges, and many other circumstantial issues. It will therefore be especially important for all of us to be highly self-aware and self-monitor to ensure that stress does not negatively influence the way we interact with others. It is the expectation that all students' words and actions are professional, collaborative, courteous and supportive at all times. Instances of failure to display a civil disposition that violates our student code of conduct are directed to the appropriate campus administrator. The formal CSUSM student code of conduct can be found at <https://www.csusm.edu/dos/advocacy/conduct/index.html>

### **Student Virtual Expectation Link**

Please make the time to visit this link and to review these guidelines, which reflect CSUSM values and expectations for safe, inclusive, responsible behaviors.

[https://www.canva.com/design/DAECjPp-ayg/9fDNO2ablJM3A70PElph\\_A/view?utm\\_content=DAECjPp-ayg&utm\\_campaign=designshare&utm\\_medium=link&utm\\_source=viewer](https://www.canva.com/design/DAECjPp-ayg/9fDNO2ablJM3A70PElph_A/view?utm_content=DAECjPp-ayg&utm_campaign=designshare&utm_medium=link&utm_source=viewer)