Wayne State University
College Of Education

ED 7999   Master’s Terminal Project

Division: Administrative and Organization Studies
Program Area: Educational Leadership
Course Number: ED 7999
Section: All
Term/Year: Winter 2016
Initial Meeting: TBA
Education Credit: 3 credits
Instructor: Bill Snyder, Ed. D.
Email: ah2252@wayne.edu or Snyder.bill@ATT.net
WSU office fax  313-577-1693
Phone: 313-824-6938
Office Hours: By arrangement, at any mutually convenient time & location

Course Description: This course is required for all M.Ed. students in the College of Education and is taken towards or at the end of the master’s program. The major objective of this course is to give students the opportunity to explore the process of an action research.

Course Outcomes: With the hope of quickly resolving a problem or enhancing student’s academic success, school personnel have a tendency to implement strategies without really taking the time to understand the current problem and its underlying issues. As a result, staff members become leery of changes and “innovative” strategies. Thus, to help our students avoid this common pitfall and to become successful leaders, this course is designed to help them understand the process for successful implementations.

Recommended (not required) Texts and Resources:

3. COE: Writing Resource page http://coe.wayne.edu/writingresources/
4. OWL. Purdue Resource page http://owl.english.purdue.edu/owl/resource/560/01/
**Course Assignments:** 5 assignments are required for successful completion of this course. Each assignment is based upon the previous. Assignments must meet with the instructor’s approval before proceeding to the next assignment. The assignments are:

1. Reference Page
2. Introduction of the Issue
3. Literature Review of the Issue
4. Methods of Research
5. Summary and Recommendations

**THIS PROJECT SHALL BE COMPLETED IN NOT MORE THAN TWO TERMS.**

**Contacting the Instructor and sending attachments:** When sending your assignments as attachments, please INCLUDE YOUR NAME in the file name as well as your enrolled semester in the course and year. Many attachments are submitted entitled “assignment 1” or “proposal”. You should entitle it “jsmithassign 1” or “jsmithassign 2”.

**IMPORTANT: The results of this study are to be shared only with University instructors, and the school**


**ASSIGNMENT 2: Introduction of the Issue: This is due on February 3, 2016.**

This assignment is a description of the issue your wish to address and will include an overview of the setting (school, district, agency), history, demographic information (students, teachers, staff, administration, parents) type of school (charter, public,…) some history of the problem at the setting, barriers to making change, short list of important terms that would be useful to the reader. The issue should be one that an administrator would be looking into; it is NOT a classroom problem. Your issue should be more of an organizational nature, a school/agency problem. Examples: staff morale is low, parents are not involved in child’s education, student handbook is outdated, students are not responding to suspensions. You will then state what method would be best to help you obtain information/data for understanding the issue, e.g. survey parents to find out what barriers exist prohibiting them from being more involved in their child’s education; you will interview personnel in other districts to see what is in their handbooks. You will not be conducting research but rather explaining how you would conduct it.

**Example:** Your problem is lack of parental involvement. Through your literature review you discover that parent involvement could be defined in many ways. e.g., poor attendance at P-T conferences, lack of follow through with homework, same small number of parents involved in the school’s parent organization. You decide to narrow your original problem to focus on parent-teacher conferences. In your readings and through discussions with the district’s personnel you come up with a number of ideas as to why parents do not attend these conferences.
IMPORTANT: Use this checklist to assist you in the successful completion of your Assignments. Prior to turning in this assignment, make sure you have all the following requirements checked.

Assignment 2: Introduction of issue Checklist
___ Did you decide on a general issue within your school, district, or agency?
___ Is this issue of interest to an administrator? Does it go beyond the individual classroom?
___ Is it an issue that your supervisor will support? If permission is necessary, was it obtained?
___ Is your introduction 5-7 pages long?
___ Did you include “cover sheet” information listed on page 5?
___ Did you name your file as requested?

Assignment 3: Literature Review: This is due on March 9, 2016. Obtain instructor’s approval before going on to Assignment 4. This section is a 10 to 15 pages Literature Review.

The Literature Review is that section of your paper that discusses resources dealing with your problem area. You will use APA style to reference your resources. You will not merely state that “research/literature/studies/etc. has shown that…”; instead you will specifically present the information. What does the literature tell you about the problem? Use relatively current (2002-2012) professional journal articles and books—only one can be from the internet. In the process of doing your literature review, you may discover an existing survey that you either want to use in its entirety or to “tweak” in some manner. This is acceptable and somewhat preferred but you must cite sources according to APA-5th ed. (Use at least 15-25 resources.)

Assignment 4: Methods: This is due on March 28, 2016.

Methodology(3-4 pages) is essentially telling us how you would be planning to conduct your research. Do not include reviewing the literature as a step in your methodology as that is a separate section. Do not use bullets—write out in a detailed narrative form. The methodology section is where you define all terms, discuss whom you are going to survey, and the reason(s) why you chose this group, how many surveys you will disseminate, how and when you will distribute, how anonymous, is it voluntary, (how you would obtain data for your study. Who would be studies, how the information would be obtained, what instrument would be used, why this instrument and not another, method of administering the instrument, why this method would provide you with the best yield in data, how you would communicate to the population being studies before the study and how the results would be communicated back and to the general community at large.)

Appendices: You may have as many as needed for your paper.

IMPORTANT: Use this checklist to assist you in the successful completion of your assignment. Prior to turning in this assignment, make sure you have all the following requirements checked

Assignment 3 and 4: Literature Review and Methods Checklist
___ Did you get instructor’s approval of Assignment 1 and 2?
___ Did you include “cover sheet” information?
___ Do you have an introduction that helps the reader understand your topic, in a general sense? This section does not state “this paper will…”
___Does your Literature Review section discuss at least 15-20 resources? Cite them using APA standards?
___Is your methodology section so crystal clear that someone in another setting could read it and replicate it? To do this they must know how you defined your terms, how you decided on your sample group to be surveyed, how you selected the members, how many surveys will be distributed, when distributed and collected, etc.
___Is your Methodology section devoid of conclusions and results? It should be.
___Is your Methodology section written in the future tense?
___Did you check grammar, spelling; no first person; use APA style throughout the paper?
___Did you name your file as requested?

ASSIGNMENT 5: Summary, Recommendations, and Completed Project: This is due April 26, 2016.

The Summary and Recommendation Section: 5-7 pages summarizing (in detail) what you have learned from your review of the literature, what does this tell you about the issue at your setting? Speculate on what you might find if you conducted this study at your setting, given your work? Why? Why not? What impediments may cause it not to work? What resources would you suggest be used to help improve the situation? What can you now say about your original problem? For example, you may have concluded that your staff does not see this as a problem and you recommend an in-service to heighten the staff’s awareness, or you might find that parents are not attending conferences because they do not feel welcomed and then you recommend a few strategies to help parents feel included.

Your Completed Project CANNOT BE EMAILED and must have a cover sheet with the information Listed below, will be written with the following designated sections:

- Introduction
- Literature Review
- Methodology
- References (Bibliography)
- Appendices (survey, charts, etc.)
- Pages are numbered

IMPORTANT: Use this checklist to assist you in the successful completion of your Assignments. Prior To turning in this assignment, make sure you have all the following requirements checked:

Assignment 5: Completed Project Checklist
___Did you get the instructor’s approval of Assignment 4?
___Did you need to incorporate any changes from the instructor’s feedback of it?
___Do you need to refine or add to your Introduction or Literature Review?
___Do you have a cover sheet with information listed? Does it have the term you registered for this class?
___Is your paper divided into the following headings: Introduction, Literature Review, Methodology, Recommendations/Conclusions, References (Bibliography), and Appendices (survey, charts, etc.)
___Did you write the paper in the third person? No “I”, “we”, etc.
___Did you omit real names?
___Do your recommendations flow from the review of literature and your own observations?
___Did you use APA style?
Class Policy

1. If the final paper is not turned in by the due date on the syllabus, the student will be given a “Y” grade. This grade will be changed when the course requirements have been completed, or it will be changed to an “I” grade in one year.

2. Requirements for all written assignments:
  * The Assignment Checklist will be followed. This will help insure your successful completion of the course requirements.
  * Each assignment will have a cover sheet with the following information:
    - Assignment Title
    - Student Name
    - Student ID Number
    - ED 7999
    - Semester and Year student registered for the class (NOT the term the student is turning in the paper)
    - Email address
    - Phone numbers (home and work)
  * It is expected that all assignments will be completed in a thorough and professional manner, i.e. correct grammar, spelling, punctuation. All papers are to be typed with double spacing, one inch margins, and a standard 12 point font Times New Roman. Follow APA style.
  * It will be written in the third person, i.e. do not use the pronouns “I”, “me”, or “myself”. If you must, refer to yourself as “this researcher” or “the researcher”.
  * The stated lengths of assignments are guidelines only; the final paper should be at least 22-25 Pages (without appendices).

IMPORTANT NOTE:
  * If you want to know that we received the paper, or want the evaluation form returned, please enclose a self addressed, stamped envelope. DO NOT expect the instructor to email you stating that we received your project or email you your grade. If you want this information, please provide a self addressed, stamped envelope.

  * If you want the final document returned, please include a self addressed envelope with the appropriate postage.

  * If you do not provide a self addressed, stamped envelope for the return of your paper. If you choose not to do so, the paper will be put into storage, subject to disposal at some future date beyond the coming semester.

  * Deliver or mail (not Email) ONE COPY OF YOUR FINAL PRODUCT TO:
    Wayne State University
    College of Education
    3rd Floor South, Bill Snyder
    Attention: Michelle Norris
    Detroit, MI 48202
Class Schedule: There will be an initial class session the week of January 11, 2016. Other class sessions will be arranged as requested or as necessary. Time and place of this initial class session will be emailed to all enrolled students via WSU connect email prior to the week of Jan. 11, 2016.

Grading System: Grades for the project are either “S” or “U”. If a student has not turned in their Field Study by the due date, the grade of “Y” will be given, meaning that the final grade will be deferred until the project is completed. In this case, it is assumed that the student is making satisfactory progress but has not finished collecting the data for the project. This grade will be changed to an “S” upon satisfactory completion of the course requirements. THE FIELD STUDY MUST BE COMPLETED BY THE FIRST WEEK OF MAY, 2016 IN ORDER TO RECEIVE CREDIT. (Please note that WSU does not send out an updated grade sheet noting the change in grade from “Y” to “S”. To confirm that your grade has been changed from a “Y”, you should view your grades on the Wayne web site.)

Any student whose project is determined to be unsatisfactory, in the opinion of the instructor, will be given the opportunity to correct the deficiencies.

Students with Disabilities: If you have a documented disability that requires accommodations, you will need to register with Student Disability Services (SDS) for coordination of your academic accommodations. The Student Disability Service (SDS) is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. SDS telephone number is 313-577-1851 or 313-577-3365 (TDD only). Once you have your accommodations in place, I will be glad to meet with you at a mutually satisfactory time and location to discuss your special needs. Student Disability Services’ mission is to create an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University.

Please be aware that delay in getting SDS accommodation letters for the current semester may hinder the availability or facilitation of those accommodations in a timely manner. Therefore, it is in your best interest to get your accommodation letters as early in the semester as possible.

Religious Observance Policy: Because of the extraordinary variety of religious affiliations represented in the University student body and staff, the Wayne State University calendar makes no provision for religious holidays. It is the University policy however, to respect the faith and religious obligations of the individual. Student who find that their classes or examinations involve conflicts with their religious observances are expected to notify their instructors well in advance so that alternative arrangements as suitable as possible may be worked out.

Plagiarism: Plagiarism involves copying material (any more than 5 consecutive words) from outside texts or presenting outside information as if it were your own by not crediting authors through citations. It can be deliberate or intended. If you’re in doubt about the use of a source, cite it. Students caught plagiarizing information from other sources will receive a failing grade in the course. University policy states that students can be subject to multiple sanctions, from reprimand to expulsion as a consequence of academic dishonesty. To enforce this policy, all outside references must be submitted with assignments.
Your project has been reviewed and the results follow. If you meet the department standards you have successfully completed the course. If you need additional information, it is listed. We will e-mail (preferable) or call you so that you know specifically what information you will need to provide.

Your field study:

<table>
<thead>
<tr>
<th>MET STANDARDS</th>
<th>ADDITIONAL INFORMATION NEEDED</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction</td>
<td>1 2 3</td>
<td>____________________________________</td>
</tr>
<tr>
<td>2. Review of Literature</td>
<td>1 2 3</td>
<td>____________________________________</td>
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<tr>
<td>3. Methodology</td>
<td>1 2 3</td>
<td>____________________________________</td>
</tr>
<tr>
<td>4. Summary and Recommendations</td>
<td>1 2 3</td>
<td>____________________________________</td>
</tr>
<tr>
<td>5. Reference Page</td>
<td>1 2 3</td>
<td>____________________________________</td>
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</tbody>
</table>

**Scoring Rubric:**
1 = Well done  
2 = Satisfactory, Meets standards  
3 = Needs Improvement