ED 7999 Master’s Terminal Project

Division: Administrative and Organizational Studies
Program Area: Educational Leadership
Course Number: ED 7999
Course Title: Master’s Terminal Project
Section: All
Term/Year: Fall 2015
Initial Meeting: Thursday September 3, 2015 from 6:30-7:45 pm, room 370
Education
Credit: 3 credits
Instructors: William Hill Ed.D.

Email: ad2107@wayne.edu
Fax: 313-577-1693
Phone: 313-577-9316
Office: College of Education #367
Office Hours: Tuesday 3:30-5:30

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 hopes 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 more successful leaders, this course is designed to help them understand the process for successful implementations.
Recommended (not required) Texts and Resources:

4. OWL Purdue Resource page [https://owl.english.purdue.edu/owl/resource/560/01/](https://owl.english.purdue.edu/owl/resource/560/01/)

Course Assignments: 5 assignments are required for the successful completion of this course. Each assignment is based upon the previous. Assignments must be meet with 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 instructor(s) 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. We get a lot of attachments entitled “assignment1” or “proposal”. You should entitle it “jsmithassign1” or “jsmithassign2”

**IMPORTANT:** The results of this study are to be shared only with the University instructors, and the school staff. Federal regulations which guide the university does not allow printed results to be shared with outside sources. Do not use real names.

**ASSIGNMENT 1: Thesis Statement and Reference Page: due September 11, 2015**

20-35 articles [Minimum of 8 pages long]. References: Lists your resources using APA style

**ASSIGNMENT 2: Introduction of the Issue: This is due September 25, 2015**

This assignment is a description of the issue you 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 best help you to obtain information/data for understanding the issue, e.g. survey parents to find out what barriers exists prohibiting them to be 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 you will be explaining how you would conduct it.

Example: Your problem is lack of parent involvement. Through your literature review, you discover that parent involvement could be defined in many ways, e.g., poor attendance at parent-teacher conferences, lack of follow through with homework, same small number of parents involved in the schools parent organization. You decide to narrow your original problem to focus on parent-teacher conferences. In your readings and through discussions with other 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 October 30, 2015
Obtain instructor’s approval before going onto Assignment 4.

This sections is 10 to 15 page 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 your problem? Use relatively current (2002-2012) professional journal articles and books—only one can be an article 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 “teak it” in some manner. This is acceptable, and somewhat preferred, but you must site sources according to APA-5th ed. (Use at least 15 to 25 resources.)

ASSIGNMENT 4: Methods: This is due November 13, 2015

- Methodology(3-4 pages) is essentially a 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 will 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 studied, how the information would be obtained, what instrument would be used, background on the instrument being 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 studied 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 Assignments.
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 the 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 written in 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 December 15, 2014

- 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 speculation, provide and detailed strategy (s) on how to deal with the issue. Can your strategy (s) 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 having a cover sheet with the information listed below, will be written with the following designated sections:

- Introduction
- Literature Review
- Methodology
- Recommendations/Conclusions
- 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 instructor’s approval of Assignment 4?
☐ Did you need to incorporate any changes from instructor’s feedback of ?
☐ 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 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 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 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 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 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 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 self addressed and stamped envelope.
• If you want the final document returned, please include a self addressed envelope with the appropriate postage, or indicate your desire to pick up the document from the office. Otherwise the paper will be graded and discarded.

• If you do not provide a self-addressed and, stamped envelope for the return of your paper, paper will be put in Cubby in room 370. These will be kept for only one semester then discarded.

• Deliver or mail (not Emailed) ONE COPY OF YOUR FINAL PROJECT TO:

<table>
<thead>
<tr>
<th>Wayne State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Education</td>
</tr>
<tr>
<td>Room 367</td>
</tr>
<tr>
<td>Attention: William Hill.</td>
</tr>
<tr>
<td>Detroit, MI 48202</td>
</tr>
</tbody>
</table>

Class Schedule: There is an initial class session. Other class sessions will be arranged as necessary.

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 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 a ‘S’ upon successful completion of the course requirements. **THE FIELD STUDY MUST BE COMPLETED BY DECEMBER OF 2016 IN ORDER TO RECEIVE CREDIT.** (Please note that WSU does not send out an updated grade sheeting noting the change in grade form ‘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 Services (SDS) office 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 privately during my office hours to discuss your special needs. Student Disability Services’ mission is to assist the university in creating 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 a 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 University policy, however, to respect the faith and religious obligations of the individual. Students 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 includes 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 unintended. 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.
EDA 7999
Master’s Terminal Project Evaluation Form

Student: __________________________________________________

ID #:_____________________________________________________

Date: ______________________; Term: ___________________; Topic: _________________

Instructor: William E. Hill, Ed.D

Your project has been reviewed and the results follow. If you meet the departmental 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:

MET STANDARDS _____ ADDITIONAL INFORMATION NEEDED ____

Comments

1. Introduction 1 2 3 ________________________________

2. Review of Literature 1 2 3 ________________________________

3. Methodology 1 2 3 ________________________________

4. Summary and Recommendation 1 2 3 ________________________________

5. Reference Page 1 2 3 ________________________________

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