ED 7998 Field Studies        Fall 2017

Division: Administrative and Organizational Studies
Program Area: Administration and Supervision
Course Number: ED 7998
Course Title: Field Studies
Section: 005
CRN: 14499
Term/Year: Fall 2017
Initial meeting: 5:00 pm, Tuesday, September 5, 2017
Credit: 3 credits

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Office Hours: Wednesday 1pm - 3 pm & by appointment

Course Description: This course is required for Education Specialist students in the College of Education and is taken toward or at the end of the educational specialist 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 cautious 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) Text and Resources:
3. COE Writing Resource page http://coe.wayne.edu/writingresources/
4. OWL Purdue Resource page https://owl.english.purdue.edu/owl/resource/560/01/
5. Survey Research: http://www.socialresearchmethods.net/kb/survey.php
Course Assignments: Five assignments are required for the successful completion of this course. Each assignment is based upon the previous. Assignments must meet with instructor’s approval before proceeding to the next assignment. The assignments are:

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

THIS PROJECT SHALL BE COMPLETED IN NOT MORE THAN TWO SEMESTERS.

Contacting instructor(s) and sending attachments: When sending your assignments as attachments, please INCLUDE YOUR NAME in the file name. 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 instructor and the school staff. Federal regulations which guide the university do not allow printed results to be shared with outside sources. Do not use real names.

COVER SHEET
Each assignment will have a cover sheet with the following information
Assignment Title
Student Name
Student ID number
ED 7998
Semester and Year student registered for class (Not the term the paper is turned in!)
Email address
Phone numbers (home and work)

The thesis statement is a short statement, usually one sentence that summarizes the main point of this research paper. References: List your 20 - 35 articles and books as references using APA format.

ASSIGNMENT 2: Introduction of the Issue (3 - 5 pages): Due October 3, 2017
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 school’s 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 Assignment 2.
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.
☐ Did you include “cover sheet” information, listed on page 6?
☐ 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 name your file as requested?

ASSIGNMENT 3: Literature Review (5 - 10 pages): Due October 31, 2017
Obtain instructor’s approval before going onto Assignment 4. 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 (2004-2017) 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 “tweak” in some manner. This is acceptable, and somewhat preferred, but you must cite sources according to most current APA edition. (Use at least 20 - 30 resources.)

IMPORTANT: Use this checklist to assist you in the successful completion of Assignment 3.
Prior to turning in this assignment, make sure you have all the following requirements checked.

Assignment 3: Literature Review Checklist

☐ Did you get instructor’s approval of Assignment 2?
☐ Did you include “cover sheet” information, listed on page 6?
☐ 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 20 - 30 resources? Did you cite them using APA standards?
☐ Did you check grammar, spelling; no first person; use APA style throughout the paper?
☐ Did you name your file as requested?
ASSIGNMENT 4: Methods (3 - 4 pages): Due November 14, 2017

Methodology is essentially telling how you plan 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 it is anonymous, is it voluntary. Other information to consider is how you would obtain data for your study, who would be studied, how the information would be obtained, what instrument would be used and background on the instrument being used, why this instrument and not another, method of administering the instrument and 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 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 4: Methods Checklist

☐ Did you get instructor’s approval of Assignment 3?

☐ Did you include “cover sheet” information, listed on page 6?

☐ 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 Conclusions 5 - 7 pages: Due December 12, 2017.

The Summary of Recommendations and Conclusions Section: 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 a detailed strategy (strategies) on how to deal with the issue. Can your strategy (strategies) 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 professional development 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 and written with the following designated sections:

- Introduction
- Literature Review
- Methodology
- Summary of Recommendations and Conclusions
- References (Bibliography)
- Appendices (survey, charts, etc.)

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

☐ Do you have a cover sheet with information listed? Does it have the term you registered for this class?
☐ Did you need to incorporate any changes from instructor’s feedback?
☐ Do you need to refine or add to your Introduction or Literature Review?
☐ Is your paper divided into the following headings: Introduction, Literature Review, Methodology, Recommendations/Conclusions, References (Bibliography), and Appendices (survey, charts, etc.)
☐ Are your findings clearly stated? Do you have clear graphs or charts?
☐ Did you write the paper in third person? No “I”, “we”, etc.
☐ Did you omit real names?
☐ Do your recommendations flow from what you learned in the review of literature and your own observations?
☐ Did you use APA style?

Class Policy:
1. If Field Study 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.
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 7998
     Semester and Year student registered for class (Not the term the paper is turned in!)
     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. 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; however, the final paper should not exceed 30 pages and no less than 17 pages of type written text.

IMPORTANT NOTE:
• 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 after one term.

• 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 ONE COPY of your Field Study to:
Carla Harting
Wayne State University
Room 379 College of Education
Detroit, MI 48202

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 FALL SEMESTER 2018 IN ORDER TO RECEIVE CREDIT.

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

Course Drops and Withdrawals:
In the first two weeks of the (full) term, students can drop this class and receive 100% tuition and course fee cancellation. After the end of the second week there is no tuition or fee cancellation. Students who wish to withdraw from the class can initiate a withdrawal request on Pipeline. You will receive a transcript notation of WP (passing), WF (failing), or WN (no graded work) at the time of withdrawal. No withdrawals can be initiated after the end of the tenth week. Students enrolled in the 10th week and beyond will receive a grade. Because withdrawing from courses may have negative academic and financial consequences, students considering course withdrawal should make sure they fully understand all the consequences before taking this step. More information on this can be found at: http://reg.wayne.edu/pdf-policies/students.pdf
Religious Holidays (from the online Academic Calendar):
Because of the extraordinary variety of religious affiliations of the University student body and staff, the Academic Calendar makes no provisions for religious holidays. However, it is University policy to respect the faith and religious obligations of the individual. Students with classes or examinations that conflict with their religious observances are expected to notify their instructors well in advance so that mutually agreeable alternatives may be worked out.

Student Disabilities Services (edited statement from the SDS web site):
If you have a documented disability that requires accommodations, you will need to register with Student Disability Services for coordination of your academic accommodations. The Student Disability Services (SDS) office is located in the Adamany Undergraduate Library. The SDS telephone number is 313-577-1851 or 313-202-4216 (Videophone use only). Once your accommodation is in place, someone can meet with you privately 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.

Students who are registered with Student Disability Services and who are eligible for alternate testing accommodations such as extended test time and/or a distraction-reduced environment should present the required test permit to the professor at least one week in advance of the exam. Federal law requires that a student registered with SDS is entitled to the reasonable accommodations specified in the student’s accommodation letter, which might include allowing the student to take the final exam on a day different than the rest of the class.

Student Services
The Academic Success Center (1600 Undergraduate Library) assists students with content in select courses and in strengthening study skills. Visit www.success.wayne.edu for schedules and information on study skills workshops, tutoring and supplemental instruction (primarily in 1000 and 2000 level courses). The Writing Center is located on the 2nd floor of the Undergraduate Library and provides individual tutoring consultations free of charge. Visit http://clasweb.clas.wayne.edu/writing to obtain information on tutors, appointments, and the type of help they can provide.

Academic Dishonesty -- Plagiarism and Cheating (edited statement from DOSO’s web site):
Academic misbehavior means any activity that tends to compromise the academic integrity of the institution or subvert the education process. All forms of academic misbehavior are prohibited at Wayne State University, as outlined in the Student Code of Conduct (http://www.doso.wayne.edu/student-conduct-services.html). Students who commit or assist in committing dishonest acts are subject to downgrading (to a failing grade for the test, paper, or other course-related activity in question, or for the entire course) and/or additional sanctions as described in the Student Code of Conduct.
- Cheating: Intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise. Examples include: (a) copying from another student’s test paper; (b) allowing another student to copy from a test paper; (c) using unauthorized material such as a "cheat sheet" during an exam.
• Fabrication: Intentional and unauthorized falsification of any information or citation. Examples include: (a) citation of information not taken from the source indicated; (b) listing sources in a bibliography not used in a research paper.

• Plagiarism: To take and use another’s words or ideas as one’s own. Examples include: (a) failure to use appropriate referencing when using the words or ideas of other persons; (b) altering the language, paraphrasing, omitting, rearranging, or forming new combinations of words in an attempt to make the thoughts of another appear as your own.

• Other forms of academic misbehavior include, but are not limited to: (a) unauthorized use of resources, or any attempt to limit another student’s access to educational resources, or any attempt to alter equipment so as to lead to an incorrect answer for subsequent users; (b) enlisting the assistance of a substitute in the taking of examinations; (c) violating course rules as defined in the course syllabus or other written information provided to the student; (d) selling, buying or stealing all or part of an un-administered test or answers to the test; (e) changing or altering a grade on a test or other academic grade records.

Class Recordings:
Students need prior written permission from the instructor before recording any portion of this class. If permission is granted, the audio and/or video recording is to be used only for the student’s personal instructional use. Such recordings are not intended for a wider public audience, such as postings to the internet or sharing with others. Students registered with Student Disabilities Services (SDS) who wish to record class materials must present their specific accommodation to the instructor, who will subsequently comply with the request unless there is some specific reason why s/he cannot, such as discussion of confidential or protected information.

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