Department of Human Services and Educational Leadership  
EDLE 6199 Dissertation Writing  
Fall 2021

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Course Time / Location: S 1-5 HSTC  
Office Hours: Online  
Credits: 3 (graduate) credit hours  
Mobile phone/text: 792.351.7078

You may expect a response to emails and phone calls within 24-48 hours.

The James I. Perkins College of Education Diversity Statement is found at the following link:  
http://coe.sfasu.edu/about-us/

I. Prerequisites: Advanced to Candidacy; permission of major professor/dissertation chair

II. Course Description: 1 credit minimum/variable up to 6 credits; a minimum total of 12 credits

A doctoral dissertation is required for partial fulfillment of the EdD in Educational Leadership. The dissertation reflects an original, scholarly contribution to the research literature relevant to educational leadership. At a minimum, students will enroll in two consecutive semesters/terms for the dissertation proposal/prospectus and the dissertation oral defense which must be scheduled in two different semesters/terms. Students must register for at least one credit each fall/spring semester and summer term; must maintain continuous enrollment until the dissertation is successfully defended, corrected/adjusted according to the committee’s will, and submitted to the Graduate School; must accumulate a minimum of 12 credit hours.

EDLE 6199 Dissertation Writing is classified as dissertation (as opposed to lecture, seminar, lab, practicum), meaning that the only focus of the credit is the independent, but guided work on the doctoral dissertation. For each credit hour, students should expect to spend at least 45 hours/15 week fall or spring semesters or 45 hours/10 weeks summer term.

Candidates are required to maintain contact with the committee chair EVERY enrolled long semester and summer term. The format of the dissertation must be acceptable to the SFA Graduate School. Please refer to the most current version of the EdD in Educational Leadership Dissertation Handbook for specific information.

Program practice has been to allow 10 years to complete the EdD in Educational Leadership. Generally, students require three to four years to complete doctoral coursework, successfully complete the comprehensive examination requirement, and be advanced to candidacy. Once students are advanced to candidacy and begin enrolling in EDLE 6199 Dissertation Writing,
students must maintain continuous enrollment (fall, spring, summer) until the dissertation is successfully defended and the final polished version is submitted to the Graduate School.

Program Learning Outcomes

Students graduating with an Ed.D. in Educational Leadership will be able to:

1. use data, policy and research to lead continuous improvement and drive transformative change and innovation in P-20 education settings
2. demonstrate knowledge of ethical and moral responsibilities of leadership
3. apply theory and contextual knowledge to educational practice
4. practice analytical and communication skills in leadership roles
5. understand, design, and conduct research in educational leadership

Student Learning Outcomes:

1. The candidate will successfully complete the IRB process needed for his/her dissertation.
2. The candidate will successfully defend the proposal and dissertation.
3. The candidate will prepare a complete written dissertation that is provided to the committee and chair for analysis and evaluation.

III. Course Assignments, Activities, Instructional Strategies, use of Technology:

- Students must formally contact the dissertation chair at least twice each semester/term to document engagement and to report progress
- Adhere to all Graduate School deadlines (http://www.sfasu.edu/graduate/83.asp)
- Apply for Graduation prior to the semester in which you plan to schedule the dissertation oral defense (http://www.sfasu.edu/graduate/109.asp)
- Prepare the dissertation in a format that is consistent with APA style and format; see the EdD in Educational Leadership Dissertation Handbook (most current version) for margins and other format requirements
- Complete the Collaborative Institutional Training Initiative (CITI) training (http://www.sfasu.edu/researchcompliance/107.asp) on the Office of Research and Sponsored Programs website; CITI training may be completed prior to enrollment in EDLE 6199 Dissertation Writing hours
- Refine and enlarge the comprehensive review of the literature developed in EDLE 682 Developing the Dissertation Research Proposal; include all relevant scholarship published in the last 8 years related to the topic, the research questions, and the research design/methodology.
- Refine the development of a problem-based, research question(s)
• Refine and/or further develop the dissertation study proposal/prospectus, generally consisting of the first three chapters of a five or more chapter format: Introduction; Review of the Literature; Research Design & Methodology.
• Schedule the formal proposal/prospectus presentation; present/defend the proposal/prospectus; accept and refine the proposal/prospectus based on the chair and committee comments and requests; revise the proposal/prospectus; submit the revised and polished document within two weeks following the oral defense
• Preparation of the IRB application. Submit the applicable CITI Training Completion Certificate with your IRB application (http://www.sfasu.edu/researchcompliance/103.asp).
• With submission of the proposal/prospectus and IRB approval, begin data collection and analyses
• Develop a comprehensive and coherent discussion section
• Complete dissertation manuscript
• Schedule the formal oral defense of dissertation; present/defend the dissertation; accept and refine the dissertation based on the chair and committee comments and requests; revise the dissertation; submit the revised and polished document according to graduate school deadlines for graduation

IV. Evaluation and Assessments (Grading)
Student documentation of engagement and progress serve as the basis for assigning a grade of WH or an F for each enrolled term. The dissertation chair determines the grade based on the student documentation—WH for adequate progress or F for inadequate progress. The assignment of a grade of F stops the continuation of enrollment in EDLE 6199 Dissertation Writing and may result in dismissal from the program.

Students who fail to contact their dissertation chair within the first 12 days of class each semester/first 5 days of class each summer term will be administratively dropped from enrollment in EDLE 6199 Dissertation Writing.

Upon successful oral defense of the dissertation and submission of the revised and polished document to the Graduate School, all grades of WH will be changed to an appropriate passing grade.

V. Text & Materials:
• EdD Educational Leadership Dissertation Handbook, most current version available.

VI. Course Evaluations:
Part of the academic culture and student responsibility is to engage in the course evaluation process, which provides faculty members with opportunity to receive students’ feedback about
points of strengths and areas for improvement. Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including: (1) Course and program improvement, planning, and accreditation; (2) Instruction evaluation purposes; and (3) Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. The PCOE faculty body is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. The instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

VII. Student Ethics and Other Policy Information: Found at http://www.sfasu.edu/policies/

___ Class Attendance and Excused Absence: Policy 6.7
Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports (including the first 12 day attendance report) and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

___ Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 936-468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/

___ Student Academic Dishonesty: Policy 4.1
Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:
- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one's own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one's own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source;
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

**Penalties for Academic Dishonesty**
Penalties may include, but are not limited to, reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

**Student Appeals**
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

**Withheld Grades: Policy 5.5**
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work by the deadline set by the instructor of record, not to exceed one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Military Service Activation (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

If a student has been found guilty of academic dishonesty, a grade of "WP" or "WH" may be changed to "WF" at the discretion of the faculty member. In the case of a grade change to "WF", the course will not count towards the six course drop limit since the student is incurring an academic penalty.

**Student Code of Conduct: Policy 10.4**
Interference or disruption of students, faculty, administration, staff, the educational mission, or routine operations of the university is prohibited. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program. To remain in the vicinity of activity that is disrupting normal university functions when requested to leave by a university official is prohibited. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be in violation of this policy as well. Engaging in physical violence of any nature against any person. This includes fighting; assaulting; battering; using a knife, gun, or other weapon; or acting in a manner that threatens or endangers the physical health or safety of any person or causes a reasonable apprehension of such harm.

The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program at SFA.
SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**
SFASU Counseling Services  
[www.sfasu.edu/counselingservices](http://www.sfasu.edu/counselingservices)  
3rd Floor Rusk Building  
936-468-2401

SFASU Human Services Counseling Clinic  
[www.sfasu.edu/humanservices/139.asp](http://www.sfasu.edu/humanservices/139.asp)  
Human Services Room 202  
936-468-1041

**Crisis Resources:**
Burke 24-hour crisis line 1(800) 392-8343  
Suicide Prevention Lifeline  1(800) 273-TALK (8255)  
Crisis Text Line:  Text HELLO to 741-741