



Course Syllabus: Action Research

College of Education and Professional Studies
EDUC 4233
Spring 2026

Contact Information

Instructor: Dr. Emily Reeves Fyfe

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Course Description

This is a field-based course utilizing action research to plan and implement instruction, assess student learning, and to analyze lesson implementation.

Textbook & Instructional Materials

Forster, C., & Eperjesi, R. (2021). Action research for student teachers. SAGE.

Instructor Response Policy

For the fastest response, please text 940-247-0841. My goal is to respond to emails within 48 hours.

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Grading

Course Grade – See Table 1 and Table 2.

Table 1: Points allocated to each assignment

| Assignments | Points |
|-----------------------------|--------|
| Book Discussion (3 parts) | 15 |
| Portfolio Midpoint Check In | 15 |
| Final Portfolio (Tasks 1-3) | 30 |
| Reflections (3) | 15 |
| Certification Work | 25 |
| Total Points | 100 |

Table 2: Total points for final grade.

| Grade | Points |
|-------|--------------|
| A | 90 |
| B | 80 to 89 |
| C | 70 to 79 |
| D | 60 to 69 |
| F | Less than 60 |

Projects Required

Action Research Portfolio: The purpose of this portfolio is for you to plan, instruct, and assess student learning in the field. You must work with a group of 4 or more EC-12 students. As well, you must earn an 80% of the portfolio as a whole to pass Action Research. Your professor will provide feedback on each of the 3 tasks before you submit your final portfolio to be graded using the Action Research Portfolio Rubric. The edTPA Handbook, edTPA article titled Making Good Choices, and the rubrics provided should be referenced.

Certification Work: To prepare for certification, you will begin studying during this course. You will receive an access code for 240 Tutoring or Certify Teacher and must accrue 10 total hours of study time during this course. To

successfully complete the course, you must take the first practice test and then another practice test following your 10 study hours. When you attain an 80% in all domains of Certify Teacher or a 90% overall in 240 Tutoring, you can be released to take the exam. If you do not complete the required study hours and your 2nd practice test, you will receive an Incomplete in the course. You will have time carved out of this class to work on your teacher certification. It is expected that you will actively work on your certification in this class. It is worth 25% of your final grade.

Extra Credit

I do not give extra credit.

Late Work

Unless prior notice is given or there is an extreme circumstance, I do not accept late work.

Important Dates

- Last day for term schedule changes: Check date on [Academic Calendar](#).
- Deadline to file for graduation: Check date on [Academic Calendar](#).
- Last Day to drop with a grade of "W:" Check date on [Academic Calendar](#).
- Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered as part of the grade, the instructor should so inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal or written warning prior to being dropped from the class. Instructor's records will stand as evidence of absences. A

student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ***Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

Instructor AI Policies

How You May Use AI in This Course

AI tools (such as ChatGPT, Grammarly, or other generative AI systems) can be helpful for learning, but they should support—not replace—your own thinking and professional skills. In this course, you may use AI for:

- Getting ideas, explanations, or examples
- Brainstorming or outlining your work
- Improving grammar, clarity, or organization (see Grammarly statement below.)
- Practicing teaching scenarios or problem-solving
- Planning or drafting with your own voice and professional judgment

Use Grammarly: Work should be submitted to Grammarly to improve voice, syntax, and grammar, to remove first-person language, and to remove passive voice. I use Grammarly to review and make comments on your work. I should not see a substantial number of red or blue track changes when I open your document.

If you use AI, you must disclose it at the end of your assignment.

Example:

“I used ChatGPT to help brainstorm ideas and Grammarly to check grammar.”

How You May NOT Use AI

To protect academic integrity and meet CAEP & TEA educator standards, AI may not be used to:

- Write your assignments for you
- Create your lesson plans or assessments without your revision
- Generate reflections, fieldwork documentation, or signature assessments
- Make up classroom data, student information, or teaching evidence
- Upload real student information, videos, district materials, or anything containing personal or confidential data
- Complete quizzes, exams, or assignments meant to measure your own competency

Why These Rules Matter

As future Texas educators and professionals, you are expected to:

- Show your own mastery of teaching knowledge (CAEP Standard 1)
- Protect P-12 student privacy and follow district policies (CAEP Standard 2; TEA Ethics)
- Demonstrate professional judgment and digital citizenship (TEA Standards)
- Produce authentic, accurate work that reflects your skills—especially in key assessments

Using AI responsibly is part of becoming a trustworthy, ethical educator.

AI and Fieldwork

For any field-based assignments:

- Do not upload student work, lesson videos, IEPs, or any P-12 identifying information into AI tools.
- Only use AI with fully anonymized practice examples or content you create yourself.
- Follow all campus, district, and cooperating teacher guidelines.

If AI Is Misused

Violations may result in:

- Redoing the assignment
- A grade penalty
- Fitness Alert

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. **HOWEVER**, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUREady – Active Shooter](#). Students are encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule:

| Week or Module Start Date | Content | What is Due | Due Date (always Sunday at 11:59 PM) |
|---------------------------|---|--|--------------------------------------|
| Week 1 1/20 | Discussion 1 Child Protection Training | Discussion: Initial Post due Wednesday; 2 Peer Posts due Sunday Child Protection Training | 1/25 |
| Week 2 1/26 | Discussion 2 | Discussion: Initial Post due Wednesday; 2 Peer Posts due Sunday | 2/1 |

| Week or Module Start Date | Content | What is Due | Due Date (always Sunday at 11:59 PM) |
|---------------------------|---|---|--------------------------------------|
| Week 3 2/2 | Discussion 3 | Discussion: Initial Post due Wednesday; 2 Peer Posts due Sunday | 2/8 |
| Week 4 2/9 | Start Action Research Portfolio Reflection 1 | Reflection 1 | 2/15 |
| Week 5 2/16 | Work on Action Research Portfolio | N/A | 2/22 |
| Week 6 2/23 | Work on Action Research Portfolio | N/A | 3/1 |
| Week 7 3/2 | Work on Action Research Portfolio | Portfolio Midpoint Check In | 3/8 Spring Break March 9-14 |
| Week 8 3/16 | Work on Action Research Portfolio | N/A | 3/22 |
| Week 9 3/23 | Finish Action Research Portfolio | Final Portfolio Submission | 3/29 |
| Week 10 3/30 | Start Certification Work | N/A | 4/5 |
| Week 11 4/6 | Certification Work Reflection 2 | Reflection 2 | 4/12 |
| Week 12 4/13 | Certification Work | N/A | 4/19 |
| Week 13 4/20 | Certification Work | N/A | 4/26 |
| Week 14 4/27 | Certification Work | N/A | 5/3 |
| Week 15 5/4 | Certification Work Reflection 3 | Final Certification Work Evidence Reflection 3 | 5/10 |