



# **Welcome to Applied Research Spring 2022, Online**

West College of Education

Credit Hours: 3

**Instructor:** Dr. Dittika Gupta

**Office:** Bridwell 220

**Office hours:** Virtual Office Hours - Monday 4-5pm, Tuesday - 11-1pm and 4-5pm, and Thursday 11-12pm. The zoom link will be on the news section on D2L. You can simply click the link to join anytime during the listed office hours. I am also happy to meet outside of office hours if there is a need. Don't hesitate to contact me to find a convenient time for both of us.

**Class Hours:** Online with 4 mandatory class meetings via zoom

**Office phone:** 940-397-4269

**E-mail:** [dittika.gupta@msutexas.edu](mailto:dittika.gupta@msutexas.edu)

## **Instructor Response Policy**

All assignment questions and logistics will be communicated through the **"course question discussion board"**. This discussion board will be on D2L and a place for you to post all your queries, confusions, and questions about the course. This is the FIRST way to contact me for any questions. This will not only allow us to be organized, but also help get input from peers and clarify additional questions for the class. Peers are welcome to answer, add to the query, or follow-up.

In case you need to talk to me – Yes, sometimes it will help to talk than using discussion board – please use my office phone number (940)397-4269 and leave a message with your phone number, name, and course number (EDUC 6753) in case you end up in a voice message box. This would be the second way of communication.

The third way of communication would be emailing at [dittika.gupta@msutexas.edu](mailto:dittika.gupta@msutexas.edu). NOTE- *I will not be answering questions regarding assignments via MSU email but those queries would receive an automatic reply of posting it on the course question discussion board.* All other queries are most welcome. I will reply to your email queries within 24 hours on weekdays and within 48 hours on weekends. During holidays, there might be longer delays for the email.

Fourth way to communicate would be to email me your phone number and

I will contact you as soon as possible.

Fifth way to communicate would be to schedule an appointment either via zoom or in-person if you are in Wichita Falls or anywhere near. This is in addition to the office hours. **For office hours, no prior scheduling is needed. You can simply click the link and join the zoom.**

### **Textbook & Instructional Materials**

- Required Book 1: Publication Manual of the American Psychological Association (7th ed.) (American Psychological Association, 2019)
- Required Book 2: Research Design: Qualitative, Quantitative, and Mixed Methods Approaches (5th Ed.). (Creswell & Creswell, 2018)
- Required Book 3: Reading Statistics and Research (6th Ed.) (Huck, 2011)
- Required: Handouts, online or hard copy journal articles and books as assigned.
- Recommended Book 1: Educational Research: Planning, Conducting, and Evaluating Quantitative and Qualitative Research (5th ed.). (Creswell, 2014)
- Recommended Book 2: Statistics for People Who (Think They) Hate Statistics (7th ed.) (Salkind & Frey, 2019)

### **Course Description**

Practical application of quantitative and qualitative research theory and methodology leading to the completion of a formal report of original empirical research (file paper and video presentation).

### **Prerequisites**

18 graduate hours to include EDUC 5053 with a grade of C or better.

### **Course Objectives and Learning Outcomes**

Upon successful completion of the course, the students will be able to

- identify a researchable problem in their professional practice; then design, and implement an action research project to improve their practice.
- understand and design informed consent to protect human subjects. Students can analyze their data and derive empirical findings that inform their practice.
- effectively use APA (7th Edition) to format their research paper and bibliographic guide.

- apply sound theory and methodology in research design.
- make professional decisions--as reflective practitioners--based on empirical data and sound scientific research.
- understand and protect the rights of participants involved in research.
- be critical and scholarly in their use of published research to define issues and resolve problems in education.

### **Standards and Assessment**

Content and methodological standards for this course are held by West College of Education, American Educational Research Association, and the Midwestern State University Graduate Catalog.

Ethical standards are those required by HSRC/OHRP. Manuscript style is set by the Publication Manual of the American Psychological Association, 7<sup>th</sup> Edition. The primary measure of those standards is the student's written research report.

### **Study Hours and Tutoring Assistance**

Tutoring and Academic Support Programs (TASP) offers a schedule of selected subjects tutoring assistance. Please visit the [TASP webpage](#) for more information.

### **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 of somebody else's work for credit). Additional guidelines on procedures in these matters may be found in the [Office of Student Rights and Responsibilities](#).

### **Intellectual Property**

By enrolling in this course, the student expressly grants MSU a *limited right* in all intellectual property created by the student for the purpose of this course. The *limited right* shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality, authenticity, and educational purposes. Please check with the [Student Handbook](#) (Midwestern State University, 2021e), available from the link provided in the webpage of [the Office of Student Rights and Responsibilities](#).

### **Grading/Assessment**

All the assignments are due in the dropbox before 11:30 pm on Sundays (unless otherwise stated in the class). Please make sure to submit them

before the deadline. **I will not accept** the assignments in any other form (email attachments, hard copies, and so on). Late work policy will apply consistently and fairly. Late work policy is 25% off per day per assignment (including Saturday and Sunday). So, if the assignment is for 100 points, you can make a maximum score of 75 after one day, 50 after two days, 25 after three days, and zero after 4 days even if all your answers are correct. Discussion boards, exams, surveys, and meetings will have NO late work.

Table 1: Points allocated to each assignment

	Assignment	Points
1	LitReview Analysis Assignment	10
2	CITI certificate	10
3	Assignments (6 times 25)	150
4	APA-7 Assignments (3 times 15)	45
5	Mid-semester exam	50
6	Final Research Paper (Rubric will be provided)	170
7	Final Research Presentation (Rubric will be provided)	30
8	Research document #1	100
9	Research document #2	100
10	IRB Application	25
11	Mandatory Meetings (4 times 5)	20
12	Introduction	10
13	Research Questionnaire	5
14	Disposition (Timely data submission, professionalism, growth, responsiveness, IRB application, and others)	25
	Total	750

Table 2: Letter Grade and Percentage

Percentage	Letter Grade
93% - 100%	A
85% - 92%	B
77% - 84%	C
70% - 76%	D
Below 70%	F

\*\*\*Note that an "A" is 93% to 100%. There will be NO rounding and grades will be calculated with two decimal points.

## Projects Required

You are required to submit your final research paper (carries 150 points) and a presentation of the research (carries 50 points). The final research paper will be a culmination of your work in EDUC 5053 and in this course and graded holistically. You will be allowed to use these assignments for your certified courses, if needed. Make sure that you submit these papers in a timely manner to use them as requirements for your degree plan.

## Research Paper Requirements

- There should be more than 10 references
- The paper should be in APA 7<sup>th</sup> edition style
- The rubric to evaluate your paper will be discussed in class.
- You should present (submit a video) your research. Further details will be provided on D2L.
- The due dates and the timeline of the research outlined in this syllabus is tentative and will change to meet your individual research needs.
- **If you plan to graduate this semester, it is important that you meet with your academic advisor to determine the research requirements** (presentation, paper, committee and so on) according to your degree plan, at the earliest. There are different requirements to be met regarding your research paper based on your degree plans and discipline of studies.

## CITI Research Ethics and Compliance Training Certificate

It is mandatory for all students to complete or renew the online preparatory course from CITI. You are required to produce the certificate before you apply for Human Subjects Approval. Please log on to the [CITI web link](#) (Collaborative Institutional Training Initiative (CITI Program), 2021) for training and certificate. You should select and complete the training "Human Subjects Research (HSR)" to become eligible to do research in this class. More details are available on D2L.

## Exams

There will be one mid-semester exam worth 50 points. Details and student resources will be on D2L.

## Assignment Re-do

There will be NO re-do on any assignments. I strongly recommend forming study groups and using GroupMe. I am happy to meet during office hours or schedule zoom sessions outside of office hours either individually or for groups

for any support and help. I would be happy to meet with students who would need statistical analysis support.

### **Make-up work**

No make-up works are not allowed for any assignments, including the mid-semester exam.

### **Required Mandatory Zoom Meetings.**

You are required to meet as a class four times during the course. The dates and times are on the schedule and hence plan accordingly. The class meeting would last for 1 hour on wednesday (as stated in syllabus) and you have to stay the entire time to earn credit as stated in Table 1.

### **Human Subjects Approval from IRB**

All students must fill out a Human Subjects Application (IRB application) and submit it in D2L. By filling the application, you will learn different requirements for conducting research involving human subjects. There are chances that your research does not include human subjects. Nevertheless, it is required that you know the tenets of human subjects in your research. The IRB application will be graded based on the rubric provided (in D2L). Depending on your project and your subjects, we may or may not apply for the MSU IRB approval. If your research requires human subjects, and you do not have an approved IRB by the end of the semester- **you will receive an incomplete** since there can be no data collection or analysis without an IRB!!! Please schedule individual meetings with me if you have any confusion!

### **Extra Credit**

There will be extra credit opportunities provided as per the needs of the class.

### **Late Work**

Lateness of the submission will be determined by D2L. Please understand that D2L does not take into account holidays or weekends and so do I. For example, if the due date of a particular assignment were 11:30 pm, 1/15/2022, and you submitted the assignment at 11:31 pm, 1/15/2022, the D2L dropbox will mark your assignment as ONE day late. **I will go by the D2L decision and will consider your assignment as ONE day late.** To avoid missing the due date by such hairline margins, I advise you to submit the assignment well ahead.

25% off per day per assignment (including Saturday and Sunday). So, if the assignment is for 100 points, you can make a maximum score of 75 after one day, 50 after two days, 25 after three days, and zero after 4 days if all your answers are correct. **There is NO late work on discussion boards, surveys, or zoom meetings!** All this is non-negotiable!!! If there are any

issues/confusions, contact me **BEFORE** the assignment is due. Details for every week will be given through "Read Me First" or "Watch me First" in the respective folders

NOTE: *Computer or D2L issues do not provide an excuse.* Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with D2L 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. *Do not wait till the last minute to submit the assignment.* Delays or sending through email will be counted late!

### **Blank submissions or submitting wrong files in D2L**

Extreme care should be taken when you submit your final document. If by any chance you submit a wrong file, make sure to submit the correct one as early as possible. All the drop-boxes are set to accept multiple files. I will evaluate the file that you submitted. If I have to notify you that you submitted the wrong file, and allow you to resubmit it, your grade will be 75% if the resubmission is within the date I would specify in the feedback.

### **Disposition and Reading feedback**

It is crucial that you read the feedback for your assignments and exhibit professionalism. There are a lot of moving pieces in this course such as certification requirements, IRB requirements, participants and research location, data analysis and many other things. I will support you to be successful and guide you throughout the course, however that requires you to read feedback, answer emails timely, show growth, and professionalism as needed for a masters student. The feedback will have instructions to improve your understanding of the topics that we discuss in our class, in addition to pointing out the mistakes in the submitted assignments. I am happy to meet individually via phone, virtually, or in person to discuss feedback.

### **Academic Honesty**

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 individuals to whom credit is given) will not be considered. I use turnitin for the assignments as needed and D2L directly syncs with it (you do not have to do anything). You will be able to see the plagiarism percentage and are welcome to make changes and resubmit **BEFORE** the due date. Any plagiarism of 30% and above is too much and the assignment will not be graded, given a zero, and no make-up allowed!!!

## **Attendance / Participation**

Students should participate in all classes. Logging into D2L at least once a week and working diligently on assignments will be considered as your attendance for the week. In case of an emergency situation that will not allow you to log on to D2L, please let me know as early as possible. One week's absence will result in a loss of 20 points from your earned points. Two weeks' absences will result in 50 points loss, contact to the advisor, and alert being issued to graduate school and student services. Excessive absences might also result in instructor-drop, if required.

## **Instructor-drop**

As per the College policies, an instructor may drop a student any time during the semester for excessive absences, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct. Instructor will give the student a verbal or written warning prior to dropping the student from the class. The instructor-drop takes precedence over the student-initiated course drop of a later date. The instructor will assign a grade of either WF or F through the first 8 weeks of this semester. After this period, the grade will be an F. The date the instructor drop form is received in the Office of the Registrar is the official drop date.

## **Important Dates**

Change of Schedule and Late Registration: January 10 – 13, 2022.

Final Deadline for May graduates to file for graduation: February 14, 2022

Last Day to drop with a grade of "W:" 4 pm, March 21, 2022

Refer to the [academic calendar](#) for more details.

## **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 are due by the due date, and personal computer technical difficulties will not be considered a 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 including the Clark Student Center (CSC). 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 help

desk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they will be able to help you get connected to our online services.

### **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.

### **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 an application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (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](#)

Senate Bill 11 Handgun Policy -Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at [Campus Carry](#)

#### **Smoking/Tobacco Policy**

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS. 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

### **Grade Appeal Process**

Students who wish to appeal a grade should consult the Midwestern State University graduate catalog for the process. The current catalog can be downloaded from the link provided in the webpage for [University Catalogs](#)

### **On-line Courses**

On-line courses are a convenient and effective method of learning. However, online courses require organization skills. The following are some recommendations to be successful in this course:

- Schedule at least 7 to 9 hours a week for this course.
- Adhere to the due dates. You may turn in assignments early. Seek clarification for any concern in a timely manner.

Wish you all success in this course. Please enjoy the experience of understanding, analyzing, and synthesizing research.

### **References**

American Psychological Association. (2019). *Publication Manual of the American Psychological Association* (7th ed.). American Psychological Association.

Collaborative Institutional Training Initiative (CITI Program). (2021). *Research, Ethics, and Compliance Training: CITI Program*. <https://About.Citiprogram.Org/>.

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Creswell, J. W., & Clark, V. L. P. (2017). *Designing and conducting mixed methods research*. Sage publications.

Creswell, J. W. (2014). *Educational Research: Planning, Conducting, and Evaluating Quantitative and Qualitative Research* (5th ed.). Pearson.

Creswell, J. W. (1999). Mixed-method research: Introduction and application. In *Handbook of educational policy* (pp. 455-472). Academic Press.

Creswell, J. W., & Creswell, J. D. (2018). *Research Design: Qualitative, Quantitative, and Mixed Methods Approaches* (5th ed.). SAGE Publications, Inc.

Huck, S. W. (2011). *Reading Statistics and Research* (6th ed.). Pearson.

Merriam, S. B. (1998). *Qualitative Research and Case Study Applications in Education. Revised and Expanded from "Case Study Research in Education."*. Jossey-Bass Publishers, 350 Sansome St, San Francisco, CA 94104.

Patton, M. Q. (2014). *Qualitative research & evaluation methods: Integrating theory and practice*. Sage publications.

Salkind, N. J., & Frey, B. B. (2019). *Statistics for People Who (Think They) Hate Statistics* (7th ed.). SAGE Publications, Inc.

**Wish you all success in this course!!!**