



## Course Syllabus: Applied Research

West College of Education

EDUC 6753

Spring Semester 2024

Contact Information

Instructor: Dr. Austin Kureethara Manuel

Office hours: Tuesdays, Wednesdays & Thursdays 6:30 pm – 8:15 pm. You should schedule (the schedule link will be provided in D2L) your time to avoid conflicts. Please contact me for additional office hours.

Class Hours: Online (Asynchronous)

E-mail: [austin.manuel@d2lmail.msutexas.edu](mailto:austin.manuel@d2lmail.msutexas.edu)

Other modes of communication: Discussion board in D2L.

### Instructor Response Policy

Please send me an email regarding any concern, question, or doubt related with our course using the D2L email ([austin.manuel@d2lmail.msutexas.edu](mailto:austin.manuel@d2lmail.msutexas.edu)). 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.

### 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).

## 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.

## Child Protection Module Certificate

All MSU students, working or volunteering in a program where they have contact with minors, either on or off campus, must complete the [Child Protection Module](#) through the HR website (Midwestern State University, 2023d) . This training is to satisfy the State of Texas requirements for youth protection on/off campus involvement of minors.

- 1) Students should get a certificate that they have completed the training
  - 2) Students should upload their certificates in the corresponding drop box.
- If you had completed this training earlier, please check if the certificate is still valid.

## Study Hours and Tutoring Assistance

Tutoring and Academic Support Programs (TASP) offers a schedule of selected subjects tutoring assistance. Please visit the [TASP webpage](#) (Midwestern State University, 2023g) for more information.

## Student Handbook

Refer to: [Student Handbook](#) – Select Student Handbook link from the menu. (Midwestern State University, 2023e)

## 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).

Table 1: Points allocated to each assignment

No	Assignment	Points
1	Child Protection Training Certificate	5
2	LitReview Analysis Assignment	10
3	CITI certificate	5
4	Assignments (7 times 25)	175
5	APA 7 Assignments (4 times 10)	40
6	Exams (2 times 50)	100
7	Final Research Paper (Rubric will be provided)	150
8	Final Research Presentation (Rubric will be provided)	50
9	Research Questionnaire (Rubric will be provided)	10
10	Research Problem (Rubric will be provided)	10
11	Research Variables (Quant) / Factors of inquiry (Qual)	10
12	Research Hypotheses (Quant) / Central phenomenon (Qual)	10
13	Research Purpose Statement (Rubric will be provided)	10
14	Research Question (Rubric will be provided)	10
15	Research Methodology (Participants, Anonymity, Methodology)	30
16	Research Introduction (Rubric will be provided)	10
17	Research Documents – Script for Participants	5
18	Research Documents – Script for Participants’ parent / guardian	5
19	Research Documents – Consent Form (Participants)	5
20	Research Documents – Consent Form (Participants’ Parents)	5
21	Research Documents – Permission from Authority	5
22	Research Documents – Data Collection Instruments	5
23	IRB Application Assignment (Rubric will be provided)	10
24	Blanket IRB Application Assignment (Rubric will be provided)	10
25	Reading Feedback for assignments	10
26	Mandatory Discussions (4 times 5)	20
	Total	715

Table 2: Total points for final grade.

Percentage	90% - 100%	80% - 89%	70% - 79%	70%	Below 70%
Letter Grade	A	B	C	D	F

## 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](#). (Midwestern State University, 2023e)

## 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 to verify originality, authenticity, and educational purposes. Please check with the Student Handbook available from the link provided in the webpage of [the Office of Student Rights and Responsibilities](#). (Midwestern State University, 2023e)

## Exams

The two exams (Exam 1 and Exam 2) carry 50 points each and are not timed or proctored. You will be allowed to use any resources except me for both exams. Refer to the schedule for exam timings.

## Projects Required

You are required to submit your research paper (carries 150 points) and a presentation of the research (carries 50 points). 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.

## 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](#) for training and certificate (Collaborative Institutional Training Initiative, 2023). You should select and complete the training "Human Subjects Research (HSR)" to become eligible to do research in this class. More details are available in the module "CITI certificate" in D2L.

## 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 in D2L.
- The due dates and the timeline of the research outlined in this syllabus is tentative and will change to meet to 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.

## Mid-Term Exam

The mid-term exam is Exam 1. It carries 50 points and is due in Week 8 (refer to the schedule and the section "Exams" above for further details).

## Final Exam

The final exam is Exam 2. It carries 50 points and is due in Week 13 (refer to the schedule and the section "Exams" above for further details).

## Extra Credit

There are no extra credit opportunities.

## File name for your assignments

Every time you submit your file in D2L, your format for doing so should be exactly in the following format *FirstName LastName Name of the Assignment*  
Example: If your first name is *John*, the last name is *Adams* and you are submitting the assignment named *Research Purpose Statement* in dropbox, then the name of your file should be *John Adams Research Purpose Statement*

## Late Work

Lateness of the submission will be determined by D2L. I will not overrun the lateness recorded by D2L. Please understand that D2L does not consider holidays or weekends and neither do I. For example, if the due date of a particular assignment was 11:30 pm, 8/27/2020, and you submitted the assignment at 11:31 pm, 8/27/2020, 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. One day late will result in a 10% drop in your earned grade. Two days late will result in a 20% drop in your earned grade. And so on.

## 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 the 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 must notify you that you submitted the wrong file, and allow you to resubmit it, your grade will be 75% if the resubmission were within the date I would specify in the feedback.

## Reading feedback for your assignments.

It is crucial that you read the feedback for your assignments. There are scores attached with reading feedback for certain assignments (refer item 17 in Table 1 above). 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.

## Assignment Re-do

There may be students who have not attempted statistics for a long time. To help you with this situation, I allow two re-do(s) for the unit assignments. You can choose which assignments you may want to re-do. You will not be allowed to re-do the same assignment more than once. You can make the decision after I post the grade for the assignment. You should follow the instructions in the assignment feedback to improve your score.

## Make-up work

Make-up work is not allowed for any assignments, including the exams, except for the two allowed assignment re-dos. However, in case of emergency situations, you should contact me to discuss various possibilities at the earliest.

## Required Mandatory Discussions.

You are required to meet and discuss with me four times during the course. Tentative mandatory discussions are marked in the schedule. More details will be provided in D2L, as and when required. Refer item 18 in Table 1 to see the grades allotted for the mandatory discussions.

## Human Subjects Approval from IRB

All students should fill out a Human Subjects Application (IRB application) and submit it in D2L. By filling in 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.

## Make Up Work/Tests

Note that any changes in the assignment deadlines will not be allowed. Late work will receive a grade of zero unless you have worked out an alternate plan with the instructor beforehand. Be proactive and submit earlier to avoid late penalties! Make-up work is not allowed for any assignments, including the exams, except for the two allowed assignment re-dos. However, in case of emergency situations, you should contact me to discuss various possibilities at the earliest.

## Important Dates

Change of Schedule and Late Registration: August 28 – 31, 2023.

Final Deadline for December graduates to file for graduation: Sept 25, 2023

Last Day to drop with a grade of "W:" 4 pm, Oct 30, 2023

Refer to [academic calendar](#) for more details. (Midwestern State University, 2023a)

## Desire-to-Learn (D2L)

Extensive use of the Desire2Learn (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 / Participation

Students should participate in all classes. Logging into D2L at least twice a week will be considered as your attendance for the week. In case of an emergency 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 one letter grade drop on your final grades. Two weeks' absences will result in withdrawal from the course by the instructor. Excessive tardiness (as determined by the professor) 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.

## 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 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 on 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 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 [Academic Calendar](#). (Midwestern State University, 2023a)

#### 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 Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#). (Midwestern State University, 2023c).

#### College Policies

**Campus Carry Rules/Policies:** 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](#). (Midwestern State University, 2023b)



**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 [Safety / Emergency Procedures](#). 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.](#)" (Midwestern State University, 2023f)

**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.

**COVID:** Scientific data shows that being fully vaccinated is the most effective way to prevent and slow the spread of COVID-19 and has the greatest probability of avoiding serious illness if infected in all age groups. Although MSU Texas is not mandating vaccinations in compliance with Governor Abbott's executive orders, we highly encourage eligible members of our community to get a vaccination. If you have questions or concerns about the vaccine, please contact your primary care physician or health care professional. Given the recent rise in cases, individuals are also strongly encouraged to wear facial coverings when indoors among groups of people, regardless of vaccination status. Although MSU Texas is not currently requiring facial coverings, they have been an effective strategy in slowing the spread.

### 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](#) (Midwestern State University, 2023h).

## On-line Courses

Online 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 of any concern in a timely manner.

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

## References

- American Psychological Association. (2019). *Publication Manual of the American Psychological Association* (7th ed.). American Psychological Association.
- Collaborative Institutional Training Initiative. (2023). *Research, Ethics, and Compliance Training (CITI Program)*. <https://About.Citiprogram.Org/>  
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- Creswell, J. W. (2014). *Educational Research: Planning, Conducting, and Evaluating Quantitative and Qualitative Research* (5th ed.). Pearson.
- 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.
- Midwestern State University. (2023a). *Academic Calendars*.  
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<https://msutexas.edu/police/safety/>
- Midwestern State University. (2023g). *Tutoring & Academics Support Programs*.  
<https://msutexas.edu/academics/tasp/>
- Midwestern State University. (2023h). *University Catalogs*.  
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- Salkind, N. J., & Frey, B. B. (2019). *Statistics for People Who (Think They) Hate Statistics* (7th ed.). SAGE Publications, Inc.

Course Schedule: EDUC6753, Applied Research

Dr. Austin Kureethara Manuel

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

<b>Classes</b>	<b>Assignments</b>	<b>Topics</b>	<b>Tentative Research Timeline</b>
Week 1 1/16 – 1/21	<ul style="list-style-type: none"> <li>• LitReview Analysis Assignment.</li> </ul>	Syllabus Child Protection Training Certificate. Discussion Topic LitReview Analysis Assignment Basics of Statistics NIH certificate Types of variables	Submit Lit Review Analysis Module “Writing Guide” is available for your reference.
Week 2 1/22 – 1/28	<ul style="list-style-type: none"> <li>• CITI certificate.</li> <li>• Research Questionnaire.</li> <li>• Research Introduction.</li> <li>• Research Problem.</li> <li>• <b>Mandatory Discussion #1.</b></li> </ul>	Chapter 1: Research design. Chapter 4: Writing strategies and Ethical considerations. APA (7 <sup>th</sup> Edition) Style guide. Discuss IRB permission for your research.	Submit CITI certificate. Research Questionnaire.
Week 3 1/29 – 2/4	<ul style="list-style-type: none"> <li>• Assignment 1 (Reliability and validity).</li> <li>• Research Purpose statement.</li> <li>• Research Question.</li> <li>• Research Hypotheses.</li> <li>• Research Variable(s).</li> <li>• APA 7 Assignment 1</li> </ul>	Final Research Document Format Chapter 5: The Introduction.	Start writing the document

<b>Classes</b>	<b>Assignments</b>	<b>Topics</b>	<b>Research Timeline</b>
Week 4 2/4 – 2/11	<ul style="list-style-type: none"> <li>• Assignment 2.</li> <li>• Research Methodology.</li> <li>• <b>Mandatory Discussion #2.</b></li> </ul>	Chapter 6: The Purpose Statement Chapter 7: Research Questions and Hypotheses. Reliability and validity	Determine the type of study, finalize methodology and get my approval for your methodology. Submit Methodology.
Week 5 2/12 – 2/18	<ul style="list-style-type: none"> <li>• Assignment 3</li> <li>• APA 7 Assignment 2</li> </ul>	Chapter 8: Quantitative Methods Reporting Stat in Text Descriptive Analysis	Submit IRB application documents
Week 6 2/19 – 2/25	<ul style="list-style-type: none"> <li>• Assignment 4</li> </ul>	Basic Steps in Statistical Analysis Bivariate correlations. What Analysis do I use? One sample t-test Assignment 3	Data Collection
Week 7 1/26 – 3/3	<ul style="list-style-type: none"> <li>• Assignment 5</li> </ul>	How to conduct independent t test? How to conduct Mann-Whitney test? Assignment 4	Data Collection. A drop box “Data Folder” is available in the module “Submit your data here” to submit your data
Week 8 3/4 - 3/10	<ul style="list-style-type: none"> <li>• Exam 1</li> </ul>	Exam 1	Data Collection
3/11 – 3/17	Spring	Break	Week

<b>Classes</b>	<b>Assignments</b>	<b>Topics</b>	<b>Research Timeline</b>
Week 9 3/18 – 3/24	<ul style="list-style-type: none"> <li>• Assignment 6</li> <li>• APA 7 Assignment 3</li> </ul>	How to conduct dependent t test (paired t test)	Data Collection
3/25 – 3/31	Holiday	Break	Week
Week 10 4/1 – 4/7	<ul style="list-style-type: none"> <li>• Assignment 7</li> </ul>	How to conduct correlational Analysis?	Data Collection / Writing research paper/ Data Analyses
Week 11 4/8 – 4/14	<ul style="list-style-type: none"> <li>• APA 7 Assignment 4</li> <li>• <b>Mandatory Discussion #3.</b></li> </ul>	Chapter 9: Qualitative Procedures: Grounded theory, Ethnographic, Narratives. Chapter 10: Mixed Methods Procedures.	Writing research paper.
Week 12 4/15 – 4/21	<ul style="list-style-type: none"> <li>• You may submit your “final paper” draft for ONE TIME comment. This submission is not mandatory.</li> </ul>	Writing your research paper.	Submit your paper for my non-mandatory “ONE TIME” comment on your final paper.
Week 13 4/22 – 4/28	<ul style="list-style-type: none"> <li>• Exam 2</li> </ul>	Exam 2	Submit Exam 2
Week 14 4/29 – 5/5	<ul style="list-style-type: none"> <li>• Final Research Paper</li> <li>• Presentation</li> <li>• <b>Mandatory Discussion #4.</b></li> </ul>	No specific topic. Open for discussion.	Submit your final research paper. Submit your presentation video.
Week 15 5/6 – 5/8	Winding up the course.	No specific topic. Open for discussion.	Winding up the research.

Wishing you all success in this course.