

Syllabus

SCHOOL OF EDUCATION AND LEADERSHIP
RESR 625: Advanced Research Topics

3 Credits
Effective: Fall 2018/2019

Access to the Internet is required.
All written assignments must be in Microsoft-Word-compatible formats.
See the library's APA Style Guide tutorial for a list of resources that can help you use APA style.

FACULTY

Faculty Name: FACULTY NAME

Contact Information: CONTACT INFORMATION

[INSTRUCTOR MAY INSERT PERSONAL MESSAGE IF DESIRED]

COURSE DESCRIPTION

Students will develop skills required to find, analyze, and synthesize literature pertaining to their dissertation's general research topic and/or specific research question. As preparation for their dissertation research, they will prepare a literature review and work on steps required to go through the dissertation process.

COURSE RESOURCES

Required and recommended resources to complete coursework and assignments are found on the course [Reading List](#). The reading list can be found under Course Information in Blackboard as well as from the library homepage.

Note: Required resources that must be purchased by the student are tagged “Purchase from a vendor of your choosing.” Required resources with a direct link, “Available through CityU Library”, are available at no cost to students.

Students in Canada will see required resources they need to purchase tagged “Purchase from the Canadian Bookstore.” Students outside the U.S. and Canada should contact their advisor or textbook coordinator for additional information.

CITYU LEARNING GOALS

This course supports the following City University learning goals:

COURSE OUTCOMES

In this course, learners:

- Create a plan to conduct a review of academic literature on a given topic that includes the formation of key questions to guide the review.
- Identify theoretical issues, weaknesses, and strengths in the research literature of a chosen topic and write a review of the research that leads to the identification of a specific problem in the field.

OVERVIEW OF COURSE GRADING

This course uses a Pass/No Pass format for grading.

SPECIFICS OF COURSE ASSIGNMENTS

The instructor will provide grading rubrics that will provide more detail as to how this assignment will be graded.

Literature Review Plan

Students will create a plan for performing a literature review. The plan will contain the following elements:

1. a purpose statement for the literature review, including 2 or 3 specific questions the review will answer
2. a discussion of how the review will be done, with details such as:
 - a. time commitments to the work (How much time per week? When?)
 - b. journals most likely to have the sought after information
 - c. resource tracking plans (self-created or use of a known system)
 - d. and/or individuals who may be contacted to assist with topic;
3. a preliminary reference list of 10-15 sources that could be used in preparing your literature review, including a very brief overview of what each article is about. Resources to include 10 peer-reviewed journal articles at least seven (7) of which are about research studies.

Note: The final literature review due in Week 9 requires a minimum of 15 scholarly sources.

Papers are to be written in APA format, Times New Roman 12 point font.

<i>Components</i>	<i>% of Grade</i>
Literature review purpose statement and questions	20%
Literature review plan	30%
Annotated reference list	20%
Writing and Organization	20%
References and APA	10%
TOTAL	100%

Literature Review First Submission

Literature Review First Submission is the first stage of a two-stage process to write a foundational literature review of academic studies. Articles will be synthesized, organized by theme, and presented within an organized framework. The literature review is to include at least 10 sources, at least seven (7) of which are to be peer-reviewed articles reporting conducted research.

The Literature Review First submission will have the following sections:

1. Introduction and Questions to be Answered (1-2 pages): A brief description of the issue providing appropriate background information and discussion of why the topic should be reviewed. Why is this issue important? Questions to be answered in the literature review closely tie to the overarching purpose of the review;
2. Literature Review (10-12 pages): An analysis and synthesis of 10 or more scholarly sources, seven (7) of which are to be articles about research studies. All articles reviewed are to have a connection to the purpose of the literature review and inform the questions asked in the introduction;

3. Conclusions (2-3 pages): Draw valid conclusions supported by findings in the literature.

Papers are to be written in APA format, Times New Roman 12 point font. The page count for the individual sections are approximate. Page count for the document is not to exceed 15 pages, not counting Title page, Abstract, or References.

<i>Components</i>	<i>% of Grade</i>
Introduction to literature review and questions	10%
Literature review. Synthesis of sources	35%
Conclusion and significance	25%
Writing and Organization	20%
References and APA	10%
TOTAL	100%

Literature Review Second Submission

Literature Review Second Submission is the second stage of a two-stage process to write a literature review of academic studies. Articles will be synthesized, organized by theme, and presented within an organized framework. The literature review is to include at least 15 sources, at least 10 of which are to be peer-reviewed articles reporting conducted research.

The Literature Review Second submission will have the following sections:

1. Introduction and Questions to be Answered (1-2 pages): A brief description of the issue providing appropriate background information and discussion of why the topic should be reviewed. Why is this issue important? Questions to be answered in the literature review closely tie to the overarching purpose of the review;
2. Literature Review (10-12 pages): An analysis and synthesis of 15 or more scholarly sources, 10 of which are to be articles about research studies. All articles reviewed are to have a connection to the purpose of the literature review and inform the questions asked in the introduction;
3. Conclusions (2-3 pages): Draw valid conclusions supported by findings in the literature.

Papers are to be written in APA format, Times New Roman 12 point font. The page count for the individual sections are approximate. Page count for the document is not to exceed 20 pages, not counting Title page, Abstract, or References.

<i>Components</i>	<i>% of Grade</i>
Introduction and questions	10%
Conclusion and significance	25%
Writing and organization	20%
References and APA	10%
Literature review and synthesis of sources	35%
TOTAL	100%

Post Literature Review Presentation

Students will create a 10-12 minute presentation about the literature review work done during the course. The presentation should include the following elements: (a) Introduction: briefly describe the issue and discuss why researching it is important; (b) Literature Review Purpose and Questions: Clearly and concisely state the purpose of the research and the 2-3 specific research questions to be answered; (c) Literature Review: Discuss your findings and responses to your literature review questions; (d) Conclusions: Discuss your conclusions supported by findings in the literature; (e) References page. The presentation is to be narrated with closed-caption/subtitles available as an option.

<i>Components</i>	<i>% of Grade</i>
Introduction, literature review purpose, and questions	20%
Report of literature review including process reactions	25%
Conclusions and recommendations	25%
Writing and Organization	20%
References and APA	10%
TOTAL	100%

Instructor Determined Activities

Class participation through discussion questions and activities is an integral part of this course. To provide structure for balanced participation and allow maximum benefit of enhanced discussion activities and learning, the following is required: (a) responses to discussion questions and activities are posted within the first three days of the online school week (the online school week starts on Monday 12:01 am and ends Sunday at 12:00 am PST); (b) at least one scholarly resource cited in APA format supports the response; (c) at least three thoughtful and topic-relevant comments, questions, or research notes are posted in response to posts by classmates during the online school week; and (d) any questions the instructor posts regarding the original post are responded to by the end of the online school week.

<i>Components</i>	<i>% of Grade</i>
Quality of Initial Posts	40%
Quality of Response Posts	40%
References and APA	20%
TOTAL	100%

COURSE POLICIES

Late Assignments

Doctoral students are required to submit all assignments by the due dates stated in the course schedule. A late assignment is one that is submitted after the due date or after any extension has expired.

If circumstances prevent a student from meeting the due date, the student needs to contact the instructor and request an extension at least 48 hours prior to the date the assignment is due. Emergency situations will be considered on a case-by-case basis. Being busy, pressured with outside work, technical issues, or having competing academic commitments are not valid reasons to grant extensions.

A student who receives an extension in advance of the due date and abides by the agreement with the instructor is not subject to late penalties.

Without prior arrangement with the instructor, students who submit assignments late will receive a 10% deduction in grade each day or part of the day that the assignment is late.

Coursework received after seven days will not be graded and will receive a zero grade, unless prior arrangements have been made.

Participation

PARTICIPATION

Professional Writing

Assignments require error-free writing that uses standard English conventions and logical flow of organization to address topics clearly, completely, and concisely. CityU requires the use of APA style.

UNIVERSITY POLICIES

You are responsible for understanding and adhering to all of City University of Seattle's academic policies. The most current versions of these policies can be found in the [University Catalog](#) that is linked from the CityU Web site.

Antidiscrimination

City University of Seattle and its staff and faculty are committed to supporting our students. We value equity, diversity, and inclusion as a way of life as well as the educational opportunities it provides. City U will not tolerate any form of discrimination based on race, color, ethnicity, sexual orientation, gender identification, socioeconomic status, or religious values. If you have experienced any discrimination based on any of the above, we encourage you to report this to the University. Please report this to your instructor. If you do not feel safe reporting this to your instructor, please report to the Provost or to the Vice President of Student Affairs.

Non-Discrimination & Prohibition of Sexual Misconduct

City University of Seattle adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The University is committed to ensuring that the education environment is bounded by standards of mutual respect and safety and is free from discriminatory practices.

In the U.S., the University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex include sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by City

University of Seattle policy. City University of Seattle also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, visit <https://my.cityu.edu/titleix> or contact the Title IX Coordinator.

In Canada, in compliance with the British Columbia Human Rights Code, the Alberta Human Rights Act, WorksafeBC, and the Workers' Compensation Board of Alberta, the University believes that its environment should at all times be supportive and respectful of the dignity and self-esteem of individuals. Discrimination, harassment and bullying conduct, whether through person to person behaviour or via electronic communications such as email or social media is not acceptable and will not be tolerated. As an educational institution, it is our responsibility to cultivate an environment of excellence, equity, mutual respect and to recognize the value and potential of every individual. The University will take all necessary steps to meet or exceed the requirements of the law to prevent discrimination, harassment and bullying. The Respectful Workplace Policy for the prevention of discrimination, harassment and bullying policy and procedure can be found at <https://www.cityu.edu/discover-cityu/about-cityu/> under the Policies section or at <https://www.cityuniversity.ca/about/>.

Religious Accommodations

City University of Seattle has a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The University's policy, including more information about how to request an accommodation, is available in the University Catalog and on the my.cityu.edu student portal. Accommodations must be requested by the 20% mark of this course (e.g. day 14 of a ten-week course, day 7 of a 5-week course) using the Religious Accommodations Request Form found on the student dashboard in the my.cityu.edu student portal.

Academic Integrity

Academic integrity in students requires the pursuit of scholarly activity that is free from fraud, deception and unauthorized collaboration with other individuals. Students are responsible for understanding CityU's policy on academic integrity and adhering to its standards in meeting all course requirements. A complete copy of this policy can be found in the University Catalog in the section titled [Academic Integrity Policy](#) under Student Rights & Responsibilities.

Attendance

Students taking courses in any format at the University are expected to be diligent in their studies and to attend class regularly. Regular class attendance is important in achieving learning outcomes in the course and may be a valid consideration in determining the final grade. For classes where a physical presence is required, a student has attended if they are present at any time during the class session. For online classes, a student has attended if they have posted or submitted an assignment. A complete copy of this policy can be found in the [University Catalog](#) in the section titled Attendance under Student Rights & Responsibilities.

Final Assignments Due Date

Final assignments for each class at CityU must be due on or before the final date of the course as indicated in the university's course information system. Due dates that extend beyond the final date of the course may negatively impact tuition funding for students.

SUPPORT SERVICES

Disability Services Accommodations Statement

Students with documented disability who wish to request academic accommodations are encouraged to contact Disability Support Services to discuss accommodation requests and eligibility requirements. Please contact Disability Support Services at disability@cityu.edu or 206.2369.4752 or visit the [Disability Support Services](#) page in the my.cityu.edu portal. Confidentiality will be observed in all inquiries. Once approved, information about academic accommodations will be shared with your course instructors.

Library Services

CityU librarians are available to help students find the resources and information they need to succeed in this course. Contact a CityU librarian through the [Ask a Librarian](#) service, or access [library resources and services](#) online, 24 hours a day, seven days a week.

Smarthinking Tutoring

CityU students have 24/7 access to free online tutoring offered through Smarthinking, including writing support, from certified tutors. Contact CityU's Student Support Center at mycityusupport@cityu.edu to request a username and password.