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COURSE SYLLABUS**Northern Arizona University**

Summer, 2005

Web Delivered

General Information

Name of College	<u>College of Education</u>
Name of Dept.	Educational Specialties
Course Prefix/#	CTE691
Course Title	Research in Career and Technical Education
Semester/Hrs	Summer/05 - 3 credit hours
Clock Hours	Web Class
Instructors Name	<u>Nicole O'Grady, M.B.A., M.Ed.</u>
Office Address	College of Education, Rm. 216a, Box 5774, Flagstaff, AZ 86011
Phone	928-523-2560
Fax	928-523-1929
Email	Use MAIL feature of WebCT
Office Hours	Instructor does not hold formal office hours times during the summer. The instructor is available by phone throughout the entire summer session. <u>See instructor communication page</u> for more information.
Course Prerequisites	Graduate Standing

Course Description and Student Learning Expectations/Outcomes for this Course

Understanding research in education and using research techniques. Problem identification, methodology, data collection, analysis, and reporting. Emphasizes research in career and technical education. Fee required.

The student will:

1. Explain the purpose and role of research/experimentation and design in education.
2. Define/explain terms common to the field of research/experimentation and design, various research methodologies, and various data collection techniques.

Become a skilled research consumer as demonstrated by reading and critiquing professional research reports.

2. Explore current and relevant topics related to research strategies through class discussion with peers.
3. Become familiar with descriptive and inferential statistical data analyses.
4. Prepare a four-chapter research prospectus including a definition of the problem, a literature review, methodology, and discussion/conclusion.
5. Develop and demonstrate strong research skills, using both traditional "library" sources (including electronic databases) and on-line sources, to assist in addressing a variety of issues, topics, and problems.
6. Strengthen basic writing skills including demonstrating proper use of APA style.

Course Structure/Approach

This course is designed in such a manner that you can complete the requirements at your time convenience, not on my convenience. However, you will be required to complete assignments within a time structure. Based upon successes during prior semesters, there will be three online chats in this class. With these three exceptions, the class is set up in a manner that you need not be at your computer at a set time every week. You can complete all required work at your convenience. Learning on the web takes a lot of personal commitment to reading, research, and writing. As a graduate student, this typically occurs in a regular "traditional delivery" class. However, by taking this class, you need to commit time to the three areas mentioned above. There are due dates for assignments. Although you may work ahead for the written work, you will still need to participate in the class chats and discussions on the scheduled dates. For more details on class structure see [class](#) and [outline](#).

Textbook and Required Materials

Sowell, Evelyn J. (2001). *Educational Research An Integrative Approach*. McGraw-Hill Higher Education.

Jalongo, Mary, Gerlach, Gail, & Yan, Wenfan. (2002). *Research Methods Annual Editions*. McGrawHill/Dushkin.

In addition the following required book WILL BE MAILED TO YOU from your course fees. You do not need to purchase this book - you will receive this book in the mail the second week of class.

Perrin, Robert (2004). *Pocket Guide to APA Style*. Boston: Houghton Mifflin Company. ISBN 0-618-30820-2.

Course Outline

- Chapter 1: Overview of research processes and products
- Chapter 2: Overview of research problems and methods
- Chapter 3: Problem Statements and literature reviews
- Chapter 13: Creation of research problems and literature reviews
- Chapter 14: Creation of proposals for research projects
- Chapter 4: Participant procedures
- Chapter 5: Instrumentation procedures
- Chapter 6: Design procedures for experimental research
- Chapter 7: Design procedures for descriptive research

- Chapter 8: Descriptive statistical data analyses and results
- Chapter 9: Inferential statistical data analyses and results
- Chapter 10: Qualitative research procedures and results
- Chapter 11: Historical research procedures and results
- Chapter 12: Discussion of results

Detailed outline with assignment due dates: [Outline](#)

Assessment of Student Learning Outcomes

Methods of assessment will include written homework assignments, self-check quizzes, writing assignments (including a major research paper), class "chats", small group feedback discussions, and a final exam.

The grade for the course will be determined as follows:

Type	Title	Points Possible
Written Assignment/ Discussion	Draft Reference List	20 points
Written Assignment/ Discussion	Draft Chapter 1	20 points
Written Assignment/ Discussion	Draft Chapter 2	20 points
Written Assignment/ Discussion	Draft Chapter 3	20 points
Written Assignment	Final Paper	200 points
Written Assignment	Homework exercises (5-10 pts each)	120 points
Written Assignment	Check for Understanding Report Critique - Extended HW Assignment	25 points
Quiz	Comprehensive Final Exam	60 points
Chat	Class Chats - 3 @ 20 points each	60 points
Class participation	Overview Module Assignments: email, discussion, written assignment, office hours, and quiz - 5 @ 2 points each (10), Chapter Self-Test Quizzes (11 @ 5 pts each; 1 @ 10 pts)	75 points

Final Grade: 620 total points

- A 90-100% of all possible points
- B 80-89% of all possible points
- C 70-79% of all possible points
- D 60-69% of all possible points
- F Less than 60% of all possible points

Final grades will not be rounded – in order to earn an A you must have 90% of the total points. Grades will not be adjusted or 'curved' in any way.

Detailed outline with assignment due dates: [Outline](#)

Course Policies

1. All written assignments must be completed using Microsoft Word (or other word processor) and submitted via the WRITTEN ASSIGNMENTS area of WebCT. Any assignments received after the due date will receive a point deduction (up to 20% for one week late - appx. 3% per day). All assignments have a cut-off date. In MOST cases it is one-week beyond the due date. The exception is for assignments at the end of the semester - for summer, 2005 ALL assignments must be received by Monday, 8/8 by noon to be considered in your final grade. The WebCT will not accept any submissions after the cut-off date. If an assignment is not submitted it will receive a zero.
For exceptions to this policy see #10 below
2. For all written assignments writing errors, such as spelling, punctuation, grammatical errors, etc. will affect your grade. All assignments should be professional in appearance; such as you would submit to your principal or other employer. The final paper must use APA formatting style and must follow the guidelines. See [691 Paper](#).
3. This course requires professional and ethical behavior. Plagiarism or any form of cheating violates this principle and will not be tolerated. The University regards acts of academic dishonesty as very serious offenses. Students charged with academic dishonesty are subject to the Arizona Board of Regents Code of Conduct and procedures established by NAU. In addition, assignments submitted as a requirement for another class should not be submitted for this class. All assignments should be the original work of the student completed for this class.
4. Make a copy of every assignment before you submit it to the instructor. First, it provides a back up copy if for any reason technology fails us. Second, if you are in the CTE Masters program you will need the information from this class to study for the exit oral exam at the end of the program.
5. You will need to participate in online chats and discussions for some of the assignments in this class. As these require you to interact with other students during the time specified you cannot 'make-up' class discussions or class chats.. Non-participation will result in a 0 for that assignment. For exceptions to this requirement see #10 below.
6. Web courses require self-discipline on the part of the student. There are due dates for assignments and you need to keep up on the course material. If this was a traditional class you would spend 2.5 hours per week in class and could expect to spend at least another 2.5-5 hours per week preparing for class and completing class assignments. Normally this class is offered over a 16 week format. In this condensed summer school format we only get 10 weeks of instruction. If we were meeting in person you would expect to meet Monday-Thursday for 1 hour and 15 minutes each day. You would also be expected to complete about 2 hours of homework each evening. You will need to spend, on average, 12-15 hours per week on this class. Do not get behind in this class. Incompletes or special accommodations will only be given in extreme circumstances (i.e. documented medical or personal emergencies). If you find that you cannot complete the work this summer because of work or other circumstances you will need to withdraw from the course by the deadline date and reregister another semester. Last day to withdraw without a petition is 7/15. Last day to withdraw with a petition is 8/2.
7. Make sure you review all of the information in the [Class Overview](#) document. It provides details on the class structure.
8. Class related email should only be sent from within the WebCT email feature. You will need to check this email on a regular basis as it is how all course related correspondence will be sent to students. My normal NAU email (nicole.ogrady@nau.edu) should only be used for non-course related issues (such as advising, graduation papers, etc) or significant access problems (i.e. you cannot get into WebCT).
9. Read the [NAU Policy Statements](#) Document.
10. Late Policy (Get Out of Jail Free) is described in detail in the [Class Overview](#) document. In this class the card can be used ONLY ONCE for the following: to turn in an assignment after the due date and not receive a

point deduction (this applies to written assignments turned in after the due date but prior to the cut-off date), to turn in a written assignment after the cut-off date and have it be accepted (however, in this case a late point deduction penalty will be taken - the card allows you to not receive a zero and to be able to submit after the cut-off), to post a discussion post late and still receive points, or to be allowed to do an alternative assignment in place of one of the live class chats. Please note that for for summer, 2005 ALL assignments must be received by Monday, 8/8 by noon to be considered in your final grade - even if you are using your jail card.

11. You need to check your NAU Dana email account on a regular basis - this is done at webmail.nau.edu. You can set-up your account to forward your NAU mail to another preferred account. The help desk can assist you if needed. If there are any technical issues with WebCT the University and instructor will communicate with all web course student using their Dana email exclusively. If there are technical issues with WebCT during the semester you should check your Dana account directly at webmail.nau.edu-- even if you have set-up mail forwarding -- just in case the technical issues affect the forwarding capability of the server.

Disability Support Services

If you have any concerns or questions or need assistance for services for students with disabilities, please contact (520) 523-8773 or visit <http://www.nau.edu/dss>

Other Applicable University Policies

You should be familiar with policies related to Safe Working and Learning Environment, Students with Disabilities, Institutional Review Board, and Academic Integrity policies. The policies are available for review at: [university policies](#).

Course Evaluations

Formal course evaluations are conducted towards the end of the semester in an online delivery system. They will be available at http://www.nau.edu/course_evals/ You will receive an official email from NAU requesting you to complete evaluations once they are available. You will need to use your Dana account login and password to use the evaluation system.