**COURSE SYLLABUS**

**CTEE 8950**

Dr. Megan Burton

5020 Haley Center

334-844-8141

megan.burton@auburn.edu

Office Hours: Before and after class, by appointment, by phone, or by email

**1.** **Course Number:** CTEE 8950

**Course Title:** Seminar on Field Project

**Location:** HC 2414

**Credit Hours:** 1-3 semester hours

**Prerequisites:** Departmental Approval

**Corequisites:** None

**2. Syllabus Updated:** January 2014

**3. Texts:**

American Psychological Association (2010). *Publications Manual of the American Psychological Association (6th ed.)* Washington, D.C.: Author.

Protocol for the Use of Human Subjects in Research (and accompanying forms online) - Auburn University homepage> Research> Human Subjects Research>Protocol Submission Forms

Suggested: One of the following 2 books:

1) Roberts, C. M. (2010). *The Dissertation Journey: A Practical and Comprehensive Guide to Planning, Writing, and Defending Your Dissertation (2nd ed.)*. Thousand Oaks, CA: Corwin.

2) Single, P.B. and Reis, R,M, (2010). Demystifying Dissertation Writing: A Streamlined Process from Choice of Topic to Final Text. Sterling, VA: Stylus.

**4. Course Description:**

The Seminar for Professional Work Sample Field Project is course to support the field project or dissertation process, which is a classroom based-collection of data, description of a school program, etc. compiled by the student and approved by the student’s major professor.

**5. Course Objectives:**

Upon completion of this course, student will be able to:

Formulate, plan, conduct, and report in appropriate written and oral formats an original field project under the direction of the student’s major professor.

**6. Course Content and Schedule:**

Course content will follow the sequencing of objectives and course requirements.

**7. Course Requirements/ Evaluation:**

Students are required to complete at least two of the following components/activities:

A. Prepare a proposal for the field project and obtain the approval of the student’s graduate advisory committee.

B. Compile an extensive review of the pertinent literature.

C. Formulate appropriate methodology and procedures for completing the project.

D. Obtain Institutional Review Board approval for research dealing with human subjects if appropriate.

E. Conduct the field project with the concurrence and guidance of the student’s graduate advisory committee.

F. Analyze and interpret the findings or results of the project.

G. Report the findings and results of the study/project in the Professional Work Sample format following approved guidelines.

H. Orally defend the results of the field project.

Evaluation: Grades will be based on the completed components meeting the contract created by individuals at the beginning of the semester. The Auburn Standard Grading Scale will be used to determine grades for this course.

A   =  90-100          B   =  80-89           C   =  70-79

D   =  60-69            F    =  below 60 points

**8. Class Policy Statements:**

Participation: Students are expected to participate in all class discussions and participate in all exercises.

It is the student’s responsibility to contact the instructor if assignment deadlines are not met. Students are responsible for initiating arrangements for missed work.

Attendance/Absences: Attendance is required at each class meeting. Students who miss a class because of illness need a doctor’s statement for verification of sickness and should clear the absence with the instructor the day they return to class. Other unavoidable absences from campus must be documented and cleared with the instructor **in advance**.

Unannounced quizzes: There will be no unannounced quizzes.

Course Contingency: If normal class and/or lab activities are disrupted due to faculty illness, emergency, or crisis situation, the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum to this syllabus and/or course assignments will replace the original materials.

Accommodations: Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by e-mail. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT). Student accommodations is available at the following link: <https://fp.auburn.edu/disability/syllabus.asp>

Honesty Code: The University Academic Honesty Code and the [Student Policy eHandbook](http://www.auburn.edu/student_info/student_policies/) ([www.auburn.edu/studentpolicies](http://www.auburn.edu/studentpolicies)) Rules and Regulations pertaining to Cheating will apply to this class.  Plagiarism policy is strictly enforced.

Professionalism: As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College’s conceptual framework. These professional commitments or dispositions are listed below:

 Engage in responsible and ethical professional practices

 Contribute to collaborative learning communities

 Demonstrate a commitment to diversity

 Model and nurture intellectual vitality

**9. Justification for Graduate Credit**

Students conduct field projects, which require them to formulate, plan, conduct, evaluate, and report the projects in an appropriate format under the direction of their major professors.