



Chaminade
University
OF HONOLULU

EDUC 894 Course Syllabus

3140 Waiālae Avenue - Honolulu, HI 96816

www.chaminade.edu

Course Number: EDUC 894

Course Title: Dissertation IV – Findings and Discussion

School/Division: School of Education and Behavioral Sciences

Term: April 2024 – June 2024

Credits: 3

Contact Information

Instructor Name: Dr. John Hamilton & Your Committee Member

Email: john.hamilton@chaminade.edu

Phone: 808.284.0741

Office Hours: By appointment

NOTE: The student works directly with his/her Dissertation Chair/committee to develop the dissertation proposal. The student should contact his/her Dissertation Chair for any questions regarding this benchmark.

University Course Catalog Description

This is the final course in the dissertation process where students receive both group and individualized support in completing their dissertation. Learners work directly with their instructor and committee members to finalize and present their dissertation.

Prerequisite: EDUC 893

Note: For all dissertation benchmarks, there is no course requirements in Canvas other than Dissertation submission and coordination with your Committee and Chair. **Upon completion of this benchmark, the student will advance to the next stage in the dissertation process, Dissertation Defense.**

Mission Statement for:

Doctor of Education in Organizational Leadership for Adaptation and Change

The program's mission is based on Marianist values and focused on developing strong leaders who use their knowledge and skills to value diversity, promote social justice, and help organizations adapt and change. Drawing on the Marianist Educational Values of formation in faith; quality education; family spirit; service, justice and peace; and adaptation and change, the program builds on a program of leadership that promotes continuous self-reflection and personal growth.

Marianist Values

1. Educate for formation in faith
2. Provide an integral quality education
3. Educate in family spirit
4. Educate for service, justice and peace
5. Educate for adaptation and change

Program Learning Outcomes (PLO)

1. Apply advanced knowledge and competencies of research and evaluation methods utilized by organizations.
2. Utilize advanced knowledge and competencies of leadership and innovation which are grounded in social justice, ethical practices, and cultural awareness.
3. Use advanced knowledge and competencies related to how organizations and the people within

them develop.

4. Integrate advanced knowledge and competencies of scholarly behaviors for designing, implementing, evaluating, and communicating research relevant to effective organizations.

Course Learning Outcomes (CLO)

1. Demonstrate knowledge learned in the program by applying it to real settings. (1, 2)
2. Conduct an independent research investigation that contributes to the general body of knowledge in a specific field or profession. (1, 2)
3. Solve diverse problems using information and skills acquired in the program to create solutions. (2, 3)
4. Make informed decisions based on ethical and legal principles. (2, 3, 4)
5. Formulate scholarly arguments supported by academic resources. (4)

Expected Student Outcomes

Upon successful completion of this course, students are expected to have finalized their dissertation with the guidance and support of their dissertation chair and committee members. They will have engaged in individualized sessions to refine their research, analysis, and presentation. Students will demonstrate the ability to synthesize and apply their knowledge by effectively presenting and defending their dissertation, showcasing their mastery of the subject matter and adherence to academic standards.

Throughout this course, you will collaborate closely with your dissertation committee members, who will provide invaluable insights and guidance at every stage. We recognize the challenges and rewards that come with this phase of your academic journey, and we are committed to equipping you with the expertise required to excel. Stay engaged and communicate often during this process!

Required Learning Materials

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association.
- Creswell, J. W. (2019). *Educational research: Planning, conducting, and evaluating quantitative and qualitative research* (6th ed.). Upper Saddle River, NJ: Pearson.
- Glatthorn, A. A., & Joyner, R. L. (2018). *Writing the winning thesis or dissertation: A step-by-step guide* (4th ed.). Corwin Press.

Assistance with APA, Formatting, and Writing:

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Washington DC: Author.
- Chaminade University Sullivan Library: <https://chaminade.edu/sullivan-library/>
- American Psychological Association. (2020). *APA style*. <http://www.apastyle.org/>
- American Psychological Association. (2023). *Handouts and guides*. Retrieved from <https://apastyle.apa.org/instructional-aids/handouts-guides>
- The Purdue Online Writing Lab. (1995-2016). Retrieved from <http://owl.english.purdue.edu/>
- Warlick, D., & The Landmark Project. (2000–2016). *Son of citation machine*. Retrieved from <http://citationmachine.net/>

List of Activities/Assignments

These activities are required to successfully complete this benchmark. You will continue to work with your Dissertation Chair/Committee at the beginning of the semester. Please contact your Dissertation Chair **immediately** to discuss a plan for further developing/finalizing your research this semester, including identifying target dates for each of the activities listed below.

Weeks	Topics	Activities/Assignments
1-10	<p>Revise Chapters 1-3</p> <p>Implementation</p> <p>Data collection</p> <p>Compose Chapter 4</p> <p>Compose Chapter 5</p>	<p>1) Submit documents to the dissertation Committee Chair using Microsoft Word. If the Dissertation Chair uses the reviewing and tracking features in Microsoft Word, the student should become proficient with those features.</p> <p>2) Submit work that conforms to Chaminade University guidelines for format and style</p> <p>3) Use only a Chaminade University or Canvas LMS account for any e-mail correspondence with the Dissertation Chair.</p> <p>4) Maintain contact and communication with the Dissertation Chair at least once a month (more frequent is better)</p> <p>5) Understand that the working relationship between student and chair is unique and based on a trusting interaction between professionals. The student should contact the Dissertation Chair for clarification on points in questions concerning research and writing and for advice and information regarding the dissertation process.</p> <p>6) Utilize the information received from the Dissertation Chair / Committee to make the recommended organizational, content, format, and style changes in the proposal paper, dissertation, and final report.</p> <p>7) Inform the Dissertation Chair of any changes in position, address, and other contact information, as well as professional and personal changes that might affect the student's progress.</p> <p>8) Follow the policies and procedures established by the university's IRB for research with human subjects and the regulations that the student's own agency or institution may have concerning the protection of human subjects in research.</p> <p>9) Be current with CITI certification.</p>

Checklist

When submitting assignments to the Dissertation Chair, the student will also complete and submit the checklist below. The Dissertation Chair is responsible to check and confirm that all the necessary sections are included and/or write a comment prior to approval.

Chapter 1, 2 and 3 Development Checklist (continuation of EDUC891/2) and Chapter 4 and 5

Preliminary Pages	
Item	Page number / Comment
1) Title Page	
a) Descriptive of Applied Dissertation (AD) study	a)
b) Useful for keyword searches	b)
c) Title is within 10-12 words	c)
2) Table of Contents	
a) Contains key headings	a)
b) All tables, figures, and appendices (if any) are listed	b)
3) Abstract	
a) Contains accurate and concise description of Chapters 1-3 (fewer than 220-250 words)	a)
Chapter 1: Introduction	
1) Nature of the Problem	
a) Actual problem is indicated	a)
b) Impact of problem is clearly stated as a declarative sentence	b)
c) Problem statement is concise and focused	c)
	d)

d) Purpose study is clearly indicated and stated as a declarative sentence	
2) Background and Significance of the Problem	
a) Detailed, documented evidence of problem provided	a)
b) Brief review of literature supporting the existence of the problem	b)
c) Definition of major issues related to the problem	c)
d) Setting of the problem described in detail	d)
e) Problem is in range of student's influence	e)
f) Includes other salient information	f)
3) Deficiencies in the Evidence	
a) Gaps in the current literature are identified	a)
b) Student clearly states how the current study will address the deficiencies in the evidence	b)
4) Definition of Terms	
a) Definitions provided for technical and professional jargon	a)
b) Variables in study are defined operationally	b)
Chapter 2: Review of Related Literature	
Item	Page Number
1) Review of related literature	
a) The literature review is comprehensive and exhaustive	a)
b) The theoretical and conceptual framework for the study is appropriate, it well-developed	b)
c) The review establishes the significance of the proposed study	c)
d) Major/seminal research articles pertaining to study are included	d)
e) Sources are appropriate, consisting mostly of current, peer reviewed journal articles, as well as other scholarly and credible sources	e)
f) Methodology is used in prior research or discussed setting the groundwork for the choice or methodology for the proposed study	f)
g) The literature review is organized, cohesive, well-sequenced, integrated, and transitions appropriately	g)
h) The literature review establishes a clear pathway to the research questions in the proposed study	h)
2) Research Questions	
a) Formulated based on theory, previous research, and professional experience	a)
b) Stated in the form of a question	b)
c) Focused and clear	c)
Chapter 3: Methodology	
1) Participants	
a) Description of who and how many	a)
b) Demographics included	b)
c) Sampling method delineated	c)
2) Instruments	

<ul style="list-style-type: none"> a) All data-gathering instruments are cited b) Review of <u>psychometric characteristics</u> provided c) Source of instruments are described with proper citation d) Copy of instruments developed by student included as appendices 	<ul style="list-style-type: none"> a) b) c) d)
<p>3) Procedures</p> <ul style="list-style-type: none"> a) Clear, precise, and sequential description of how the study will be conducted b) Research design is indicated c) Rationale for methods is explained d) Appropriateness of methods to address the problem and to answer research questions is justified 	<ul style="list-style-type: none"> a) b) c) d)
<p>4) Limitations</p> <ul style="list-style-type: none"> a) All shortcomings of study are presented b) Possible threats to the internal validity are included c) Threats to external validity are explored 	<ul style="list-style-type: none"> a) b) c)
Chapter 4	
<p>Results</p> <ul style="list-style-type: none"> a) Results presented relative to each research question b) Results are presented in the appropriate format: <ul style="list-style-type: none"> For quantitative studies <ul style="list-style-type: none"> i. Results presented in sequence as related to each RQ ii. Results are presented but not discussed here iii. Relevant tables and figures are included iv. Statistics appropriate to answer the RQs are used For qualitative studies <ul style="list-style-type: none"> i. The entire transcript is analyzed for themes as it pertains to all of the research questions. ii. Results should be presented as themes with exemplar quotes. For mixed methods studies <ul style="list-style-type: none"> i. Quantitative and qualitative data should be appropriately analyzed ii. An analysis of the data integration is included c) Includes effective use of tables and figures d) Participant data, if necessary, is presented only in appendix 	<p>Page number/s in dissertation</p> <ul style="list-style-type: none"> a) b) c) d)
Chapter 5: Discussion	
<p>1) Discussion</p> <ul style="list-style-type: none"> a) Overview of the applied dissertation, including the purpose of the study, is included 	<ul style="list-style-type: none"> a)

b) Elaboration and interpretation of results as related to research questions are included c) Discussion of conclusions is provided d) Relationship of findings to literature is discussed e) Implications of findings are reviewed f) Limitations of the study are indicated g) Recommendations for further research and for practice are included	b) c) d) e) f) g)
2) References a) List is accurate and consistent with text citations b) Peer-reviewed research is utilized c) APA style is used	a) b) c)
3) Appendices a) Include instruments created by student only b) All necessary information is included c) Conforms with guidelines of Dissertation Procedures	a) b) c)
4) Overall a) Consistent with APA 7 th edition b) Verb tense in Chapters 1-3 is changed where appropriate c) Literature review is expanded and updated d) Identifies and clarifies any changes from the proposal	a) b) c) d)
References	
Item	Page Number
a) References are accurate and <u>correspond</u> to in-text citations b) Reference list adheres to APA style	a) b)
Overall	
Item	Page Number
a) Adheres to the Chaminade University Guidance and APA style	a)

Satisfactory Progress

All dissertation content will be submitted to the Dissertation Chair. All assignments must adhere to the *APA 7th edition*. A completed dissertation and defense of such dissertation are the culminating activities for this course. Prior to receiving a Pass grade, students are expected to demonstrate the following by the end of the term in which they are enrolled:

- Present the results of the study utilizing the appropriate quantitative, qualitative, or mixed methods data
- Demonstrate appropriate data analysis to match the methodology utilized
- Demonstrate mastery of technical and scientific writing skills
- Review original findings in relation to the work of others
- Offer recommendations for future study and local practice based on the data presented
- Demonstrate an in-depth knowledge of the particular topic chosen
- Apply the skills, techniques, and knowledge acquired during the dissertation process to complete the final document
- Demonstrate editing and proofreading skills

Grading Criteria

Dissertation IV

Letter Grade	Credit
Credit (CR) = <i>Committee Chair approved Proposal for IRB submission</i>	3
In Progress (IP) = <i>Documented progress of Proposal completion, Proposal not yet approved by Committee Chair</i>	Credit in Progress
No Credit (NC) = <i>No progress by student</i>	No Credit

Academic Honesty

Violations of the Honor Code are serious. They harm other students, your professor, and the integrity of the University. Alleged violations will be referred to the Office of Judicial Affairs. If found guilty of plagiarism, a student might receive a range of penalties, including failure of an assignment, failure of an assignment and withholding of the final course grade until a paper is turned in on the topic of plagiarism, failure of the course, or suspension from the University.

Violations of Academic Integrity: Violations of the principle include, but are not limited to:

- Cheating: Intentionally using or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise.
- Fabrication and Falsification: Intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of inventing or counterfeiting information for use in any academic exercise.
- Multiple Submissions: The submission of substantial portions of the same academic work for credit (including oral reports) more than once without authorization.
- Plagiarism: Intentionally or knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source).
- Abuse of Academic Materials: Intentionally or knowingly destroying, stealing, or making inaccessible library or other academic resource materials.
- Complicity in Academic Dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Plagiarism includes, but is not limited to:

- Copying or borrowing liberally from someone else's work without his/her knowledge or permission; or with his/her knowledge or permission and turning it in as your own work.
- Copying of someone else's exam or paper.
- Allowing someone to turn in your work as his or her own.
- Not providing adequate references for cited work.
- Copying and pasting large quotes or passages without properly citing them.

AI Technologies:

While AI technologies can be useful tools for research and learning, the Academic Honesty policies apply when using these technologies. The use of AI is not permitted to compose essays or produce content for assignments and exams. Students should give proper credit to sources when using information obtained through AI tools or other sources. It is essential that we uphold academic integrity while fostering a culture of creativity and critical thinking.

Title IX Compliance

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must

report the matter to the Title IX Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

Disability Access

The University is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students who need accommodations must be registered with Student Disability Services. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations to Kokua Ike: Center for Student Learning by the end of week three of the class, in order for the instructor to plan accordingly. Failure to provide written documentation will prevent your instructor from making the necessary accommodations. If you would like to determine if you meet the criteria for accommodations, contact ada@chaminade.edu.

Credit Hour Policy

This is a three-credit hour course requiring 135 clock hours of student engagement, per the official CUH Credit Hour Policy. Students enrolled in this course are anticipated to spend 135 hours researching and writing their dissertation projects. There will be additional work required beyond what is listed here (collaborating with Committee/Dissertation Chair) and other activities associated with writing/researching a dissertation.

Educator Ethics

The Model Code of Educator Ethics is intertwined throughout the various activities within this course, as well as the other courses you will take within this program. The responsibility to profession, of professional competence, to our students, to the school, and with the use of technology are integral to all aspects of this course.