



Chaminade
University
OF HONOLULU

EDUC 895 Course Syllabus

3140 Waiālae Avenue - Honolulu, HI 96816

www.chaminade.edu

Course Number: EDUC 895

Course Title: Dissertation V

School/Division: School of Education and Behavioral Sciences

Term: Open

Credits: 1

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 course is designed to facilitate the continuing development and refinement of the student's research dissertation. The course focuses on those unique areas of the student's dissertation that may yet require further development, refinement, or alteration. Incomplete or underdeveloped aspects of the student's dissertation as well as areas identified by the committee as needing further attention may be addressed in this course. The continued development may also include preparation for the dissertation defense.

Prerequisite: EDUC 894

Note: For all dissertation benchmarks, there is no course requirements in Canvas. **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, students will collaborate closely with their dissertation committee members, who will provide invaluable insights and guidance at every stage.

Required Learning Materials

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association.
- Foss, S. K., & Watters, W. (2016). *Destination Dissertation: A traveler's guide to a done dissertation* (2nd edition). Rowan and Littlefield: New York

Recommended Learning Materials

- Harris, R. A. (2017). *Using sources effectively: Strengthening your writing and avoiding plagiarism* (5th ed.). New York: Routledge.
- Creswell, J. W. (2019). *Educational research: Planning, conducting, and evaluating quantitative and qualitative research* (6th ed.). Upper Saddle River, NJ: Pearson.
- Galvan, J. L. & Galvan, M. C. (2017). *Writing literature reviews: A guide for students of the social and behavioral sciences* (6th ed.). New York: Routledge.
- 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	Revise Chapters 1-3 Implementation Data collection Compose Chapter 4 Compose Chapter 5	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. 2) Submit work that conforms to Chaminade University guidelines for format and style 3) Use only a Chaminade University or Canvas LMS account for any e-mail correspondence with the Dissertation Chair. 4) Maintain contact and communication with the Dissertation Chair at least once a month (more frequent is better) 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. 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. 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. 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. 9) Be current with CITI certification.

Satisfactory Progress

All dissertation content will be submitted to the Dissertation Chair adhering to the *APA 7th edition*. A completed dissertation and oral dissertation defense 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

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism, in addition to more obvious dishonesty.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of Academic Division and may include an “F” grade for the work in question, an “F” grade for the course, suspension, or dismissal from the University.

For the most up to date information, please refer to the [Academic Honesty Policy](#) on the Chaminade University Catalog website.

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.

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 and Nondiscrimination Policy

Chaminade University of Honolulu is committed to providing a learning, working and living environment that promotes the dignity of all people, inclusivity and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Chaminade University of Honolulu does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the University's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both and contact information may be found at the [Chaminade University Title IX Office Contact Information and Confidential Resources website](#).

The University's Nondiscrimination Policy and Grievance Procedures can be located on the University webpage at: <https://chaminade.edu/compliance/title-ix-nondiscrimination-policies-procedures/>

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the [Campus Incident Report form](#). Chaminade University of Honolulu prohibits sex discrimination in any education program or activity that it operates. The NOTICE of NONDISCRIMINATION can be found here: [Notice of Nondiscrimination](#).

Disability Access

Chaminade University of Honolulu offers accommodations for all actively enrolled students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (2008).

Students are responsible for contacting Kokua Ike: Center for Student Learning to schedule an appointment. Verification of their disability will be requested through appropriate documentation and once received it will take up to approximately 2–3 weeks to review them. Appropriate paperwork will be completed by the student before notification will be sent out to their instructors. Accommodation paperwork will not be automatically sent out to instructors each semester, as the student is responsible to notify Kokua Ike via email at ada@chaminade.edu each semester if changes or notifications are needed.

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 an 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.