



**Doctoral Program Elective Course Syllabus  
EP8025 Writing a Review of Literature**

**Instructor: Kathleen Norris**

**Office Location: Highland Hall, College of Graduate Studies, 2<sup>nd</sup> Floor**

**Office and/or Online Availability: By appointment, evenings and weekends as well as weekdays**

**Office Phone: 603-535-3023      PSU E-mail: knorris@plymouth.edu**

**Term and Year: GR Spring 2015**

**Course Delivery: Saturdays, 10 AM – 4 PM, at 2 Pillsbury Street Location**

**March 14, April 11, May 2, May 30 with additional group and individual meetings to be determined**

### **Catalog Description**

This course, EP8025 Writing a Review of Literature, will provide an organized and collaborative support system for doing the research and writing of the required Review of Literature, which is Dissertation Block One (and becomes Dissertation Chapter Two) as early as possible in the doctoral program. Cohort members will gather on Saturdays throughout the winter and spring terms to collaborate on the writing process, provide feedback and support, and meet their own goals for researching and writing relative to the review of literature that is incorporated into the dissertation in a later term. This course is available to students in the PSU doctoral program who have successfully completed EP8000, EP8010 and EP8020.

### **Course Overview**

Members of this class will be expected to develop work plans, report on the work they have achieved between sessions, discuss challenges and resources, and spend the first part of the morning time on each of the scheduled dates working in pairs and small groups as well as in the larger group to provide feedback on each other's writing and to support the process in general for the group. In a sense, this is a reflective practice, appreciative inquiry, working writing group designed to be supportive of individuals as they work specifically in the lit review research and writing processes, and to provide structure and accountability for getting this very important and complex part of the dissertation underway so as to achieve the most excellent final product possible, in the form of the eventual dissertation. After working together, and perhaps having an early lunch, members will work individually and may agree to come back together at an established time in the afternoon to bring closure to each of the sessions. As with any collaborative process, expectations within the group will be adjusted as necessary, but the assumption is that everyone is committed to the work, in terms of researching, producing writing, and being supportive through careful feedback and sharing of resources. Though much will be accomplished on each of the Saturdays, of course, it is expected and necessary that writing and researching will take place between sessions. This course provides students with the opportunity to develop the routines that are helpful for the completion of the dissertation and a way to test out what works for individuals and the cohort. Students who require "elective" credits in their overall program will register for this as a course for credit and it will count in their programs and show on the transcript, etc. just like any course would, and the course will be repeatable. This is set up as a pass/fail course with criteria set up through individual and group agreements, including the cohort values, for quality of participation and productivity.

### Textbook List/Bibliography/Recommended Reading/Resources

There are many books covering the development of literature reviews. Rather than having students use a single source, we will explore several sources during our Saturday meetings and develop a set of resources for the cohort. However, APA is the required style so the APA Manual, 6<sup>th</sup> edition, latest printing, is required.

For assistance with APA style, see the APA website for rich resources:

<http://www.apastyle.org/index.aspx>

- TITLE:Publication Manual of APA
- AUTHOR:Amer Psychol Assn
- EDITION:6th
- COPYRIGHT YEAR:2010
- PUBLISHER:American Psychological Association
- ISBN:9781433805615
- NEW:\$28.95
- USED:\$21.75
- RENTAL:\$14.4

### Professional Standards, Course Goals/Objectives, and Assessment

Assignments	Standard(s)/Hallmarks Assessed	Assessment Tools
<ul style="list-style-type: none"> <li>• Create a work plan for researching and writing</li> <li>• Create a schedule, or calendar, with specific goals and deliverables</li> <li>• Provide feedback to colleagues during each class meeting</li> </ul>	<p><b>Scholarship and Application</b> Students will be conducting research and synthesizing, or applying, that research in the development of their reviews of literature.</p> <p><b>Reflection and Innovation</b> Students will be reflecting on their own work, their own goals and progress, and developing creative solutions to obstacles and discovering innovative methods for finding literature to review.</p> <p><b>Professionalism and Service</b> Students will work as colleagues and provide service through support and feedback to each other throughout the course.</p>	<p>The Graduate Academic Writing Rubric is the tool for assessing writing, using APA style.</p> <p>Students' individual work plans will be used as the tools for determining progress in the course.</p>

### Content of Course Which Addresses Technological Standards/Competence

The students must use online databases, technology available in the library, and reference manager software in order to do the work of the course. They may also use qualitative research software in the development of their writing.

## Evaluation Plan/Grading Scale

This course is designed as a pass/fail course, and passing is contingent upon the student meeting her or his own goals for research and writing for each class session. Students will earn a Pass or Fail assessment during each class meeting, and must have a Pass for at least 3 of the sessions in order to Pass the course.

**Incompletes:** An instructor may decide to enter a grade of incomplete (IC) on a student's record if unusual circumstances prevent completion of the course on time, and a minimal portion of the total class work needs to be completed. The course must be completed by the date specified by the instructor which cannot exceed one year beyond the original term of course completion. If the course is not completed by this date, the grade specified by the instructor will be recorded. If no grade is specified, a default grade of F will be recorded. The instructor is responsible for documenting and notifying the student of the work to be completed and the deadline. A student may not graduate with an incomplete on his or her transcript.

## Course Calendar/Agenda

March 14: Orientation to the course, development of group norms and expectations, PSU library orientation and practice with reference management software

April 11: Group check-in and discussion of work plans, discussion of work plans, individual research, discussion of poster presentations

May 2: Group check-in and discussion of work plans, individual research, review of research posters

May 30: Sharing of accomplishments, setting new goals, discussion of research

## Assessment Rubrics

The Graduate Academic Writing Rubric, attached, is the key rubric for use in this course. However, students should be using the APA Publication Manual 6<sup>th</sup> Edition as their primary guide for writing style and format.

## **PSU College of Graduate Studies Program Hallmarks**

### **Leadership and Advocacy**

Students will demonstrate leadership skills in their support of the group, and will act as advocates for each other in support of the cohort's progress.

### **Reflection and Innovation**

Students will reflect on their goals, on their research, and on their writing, and develop innovative ways to overcome obstacles and increase their skills as researchers and writers.

### **Scholarship and Application**

Research and writing combines scholarship and application as students develop their work throughout the course.

### **Professionalism and Service**

Students will work as professional colleagues and provide service to each other through careful and constructive feedback. In addition, their choice of topic reflects their professionalism and commitment to service in their work.

### **Global Awareness and Social Responsibility**

Students will be developing an awareness of how their topic has been researched in a global context through their selection of resources, and the justification of their own study will reflect their commitment to being socially responsible.

## • University Policies and Procedures

- **ADA Policy:** Plymouth State University is committed to providing students with documented disabilities equal access to all university programs and facilities. If you think you have a disability requiring accommodations, you should contact the PASS office in Lamson library (535-2270) to determine whether you are eligible for such accommodations. Academic accommodations will only be considered for students who have registered with the PASS Office. If you have a Letter of Academic Accommodation for this course from the PASS office, please provide the instructor with that information privately so that adaptations can be made to meet your needs. Course materials online comply with the Web-based Intranet and Internet Information and Applications Standards in accordance with ADA Section 508.
- **Academic Integrity:** Academic integrity is the foundation of the pursuit of knowledge. All members of the academic community are expected to be dedicated to the pursuit of knowledge in an honest, responsible, respectful, and ethical manner. Every violation of academic integrity is an affront to the academic community. Violations of academic integrity make fair evaluation impossible and cast doubt upon the seriousness with which students accept the responsibility of acquiring an education. Members of the academic community are expected to report all instances of those violations of academic integrity that come to their attention. Both faculty and administration consider it their duty, as guardians of academic standards and intellectual honesty, to enforce the academic integrity policy by prosecuting all cases of violation of academic integrity to the fullest extent. Students are urged to consider that it is the toleration of violations of academic integrity, and not the reporting of it, that is dishonorable. Please refer to the Graduate Catalog for more information and the entire policy.
- **Sensitive Materials:** Material in this course, in some instances, may be sensitive or emotionally provocative. As you review the syllabus, or at any time during the course, please let your instructor know if you anticipate, or are having, a problem with any assignment or classroom activity. We can then discuss how this assignment or activity is necessary for meeting course competencies and whether an alternative assignment or activity can be considered. We can also discuss campus resources that you may find helpful in dealing with your concerns.
- **Plymouth State University Curtailed Operations Information:** Plymouth State University normally remains open through inclement weather. Because most students live within minutes of the campus, every effort is made to avoid an official closing. There may be times, however, when an emergency or extreme weather conditions necessitate a general closing of the University.

Please sign up for PSU Alert Emergency Text Messaging at: [plymouth.edu/alerts](http://plymouth.edu/alerts)

Following are the PSU curtailed operations and/or class cancellation notification procedures: In the event of severe weather or an emergency, the University Administration will do all it can to decide on and post notifications of class/event cancellations and/or facility closures by 6:00 a.m. for classes running during the day. For canceling evening classes, the decision is usually made and communicated no later than 3:00 p.m. Every effort will be made to make the decision as early as possible. If you are wondering, call the storm line (603-535-3535) or check the PSU website.

Use your own judgment about travel during inclement weather; the best choice is the one that keeps you safe. Notify your instructor(s) if you have to miss a class.

- **Lamson Library and Learning Commons**  
Access to the IT Help Desk is available at 603-535-2929. Log in to MyPlymouth to access all of the Lamson Library and Learning Common resources and services. The Writing Center and the PASS office are located in the lower level of Lamson; the Help Desk in on the Main Floor.