**FACULTY EXPECTATIONS**

Track 1 Dissertation Research Seminar Courseroom

**\*\*INSTRUCTORS: Areas highlighted in yellow are notes that need to be completed by you when personalizing the Faculty Expectations Document.**

**COURSE INFORMATION:**

Course Number & Name:

Quarter & Year:

**INSTRUCTOR CONTACT INFORMATION:**

Name:

Telephone [ & your time zone]:

Fax:

Capella email:

Available hours:

Preferred communication method:

**WELCOME (***Provide a brief, friendly greeting here that helps learners to get prepared for this course. Full welcome goes in the intro/welcome topic in the courseroom*.)

\*Learners: Please **Print** this document and **Reply to this message** to confirm that you have read and understood these Faculty Expectations for the dissertation research seminar courseroom.

**DISSERTATION RESEARCH SEMINAR COURSE FORMAT**

The Dissertation Research Seminar Track 1 course is designed for active learner engagement in various courseroom activities including multiple assessments and using a curriculum that builds skills across all three tracks. This courseroom design will likely bring much more value to your development as an independent researcher as all three tracks focus on your dissertation research via the Dissertation Research Plan (DRP) along with other related skills for development as a scholar-practitioner. The ultimate goal of the dissertation research seminar courses is to have you better prepared for your dissertation and to be able to move through the dissertation process more efficiently and with more confidence as an independent researcher.

The Dissertation Research Seminars are an essential part of the Ph.D. process at Capella and are taken in three tracks. Each track includes online and a face-to-face components that are now more integrated with your program coursework, and interrelated. For example, the Dissertation Research Seminar courseroom includes resources and learning activities that draw from the coursework you have already completed, and that prepare you to participate successfully in the Residency. Following the Residency, you return to the Dissertation Research Seminar courseroom to complete required activities. These post-residency activities are designed to help prepare you for your next Dissertation Research Seminar track, or for your capstone requirements (i.e., Comprehensive Exam and Dissertation). The Dissertation Research Seminar activities provide you with an opportunity to practice, strengthen, and demonstrate your skills as a critical thinker, scholarly communicator, researcher and scholar-practitioner in the areas that define a doctoral level graduate.

**Here are some important things you need to know about the new dissertation research seminar course:**

***~ 10 Learning Unis for a 6 week course***

In Track 1 there are 10 Learning Units, however the course is only 6 weeks in duration. This means that you will complete multiple units within each week. The learning units include various activities from readings and media to assignments and quizzes that you will need to complete by the due dates specified in the courseroom. These activities have been designed to help you begin to develop the necessary skills and foundational knowledge that you will need to successfully complete a dissertation. For each track, the final outcome will be aspects of your own Research Plan crafted from your proposed dissertation topic.

***~Unit group discussions are now in the MY GROUPS area of the courseroom***

Discussions will now occur in the **My Groups** area of the courseroom. Your instructor will assign all leaners to a group. All unit discussions will be held in the private Group Discussion Board accessed via **My Groups** in the left-hand navigation area. You will only see your own group's discussions. You will not see **My Groups** in the left-hand navigation area unless your instructor has enrolled you into a group. ***Please contact your instructor if you do not see your group or a My Groups area, or if you have enrolled late into this course*.**

***~ Formative Assessments***

In Learning Units 1 thru 8 in the Track 1 Courseroom, there are formative assessment activities, including quizzes, self-assessments, and assignments, that enable you and your Dissertation Research Seminar instructor to situate your position on the developmental continuum of foundational knowledge and skills that you will practice applying at the Residency.

***~Time expectation***

The time that it will take you to complete the course will vary depending on your familiarity with Capella resources, courses you have already taken, and any work that you may have already completed on your Research Plan. You are required to complete all of the activities in the courseroom so be sure to browse the courseroom early to gain an overall perspective of the activities and assignments in order to manage your time efficiently and effectively.

**RESIDENCY**

The Residency will be a combination of independent preparation time and presentations of your work with a focus of completing a viable Dissertation Research Plan (DRP). In some sessions you will be using the Internet to search for additional literature relevant to your selected topic and other aspects of your Research Plan, and to provide feedback to your peers. In these individual preparation work sessions, the faculty will provide individual consultation, feedback, and guidance. To prepare successfully for the Residency, please view the helpful information regarding how to prepare, what to bring, and what to expect in Learning Unit 9. Providing opportunities for individual consultation and focus on your scholarly work is an objective of the Residency. You will have the same Instructor and Learner cohort for the courseroom and the Residency.

You must complete all sessions at the Residency, and should not leave sessions for any reason other than a serious emergency or a brief break if needed. The activities in the Residency are designed to build on one another, and are not meant to be completed quickly or in one sitting.

**EXPECTATIONS OF A DISSERTATION RESEARCH SEMINAR LEARNER**

The courseroom activities that are due prior to the Residency are not optional. They are required because they comprise the instructional content and competency demonstration necessary for your Residency participation and for receiving academic credit for the course. Completing all of the required courseroom activities will prepare you to fully participate in the Residency activities, presentations, and assessments. The expectation that your instructor has when you arrive at the Residency is that you will be fully prepared to participate in all of the sessions.

My role as a Dissertation Research Seminar instructor is to direct you to resources and to serve as a consultant for your own learning and development as an independent, competent, scholar-researcher. My feedback and consultation will help you consider what you need to do as you complete your courses to become a more self-directed, self-sufficient, and prepared scholar for successfully engaging in independent, original research. However, in order to give you any meaningful feedback, you need to fully engage in the courseroom activities and fully participate in the Residency sessions.

**GRADING INFORMATION AND DUE DATES**

**~Dissertation Research Seminar course grade**

This is a Pass/Fail course which means that the final grade will be converted to an S (Satisfactory) or an NS (Nonsatisfactory). You will earn numerical grades for the graded activities listed in the courseroom syllabus. The instructor will convert the numerical grade to an S or NS based on the following requirements:

**Important:** You must fulfill the following criteria to pass this course with a Satisfactory (S) rating.

* You must pass u10a1 – Track 1 Final Assignment with a minimum score of 70% and receive a minimum of Basic on ALL criteria.
* You must complete u06a1 – CITI Certification with an 85% total score.
* You must receive a score between 70 – 100 on the course overall.
* **~Unit and Assignment Due Dates**
* Since there are 10 units and the course is only 6 weeks in duration, you will be completing multiple units each week. Below you will see the due dates for each unit:

|  |  |
| --- | --- |
| **Units 1 – 3**  Due by Sunday at 11:59pm CST at the end of Week 1 | Due: Instructor enter actual date |
| **Units 4 – 6**  Due by Sunday at 11:59pm CST at the end of Week 2. | Due: Instructor enter actual date |
| **Units 7 – 8**  Due by Sunday at 11:59pm CST at the end of Week 3. | Due: Instructor enter actual date |
| **Unit 9**  Due by Thursday at 11:59pm of Week 4.  \*With the exception of the following: **u09a1:** Power Point Presentation due by **Sunday at 8:00 a.m. CST** of the Residency**.** | Due: Instructor enter actual date |
| **Unit 10**  u10a1: Track 1 Final Assessment due by Sunday at 11:59pm CST at the end of Week 5. | Due: Instructor enter actual date |
| **Unit 10**  u10a2: Track 1 Preparation Plan due by Sunday at 11:59pm CST at the end of Week 6. | Due: Instructor enter actual date |

**LATE PENALTY FOR ASSIGNMENTS**

Instructors: Insert your late policy here. Remember there are no exceptions or extensions for completing the courseroom activities prior to the Residency. We all need to be consistent with that. The last assignments in Units 7 and 8 are due almost a week before the start of Residency, so learners should have no issues completing these assignments before Residency. Any extensions given would most likely be for 1-2 days. You just need to state your expectations clearly.

**KEEP IN TOUCH – QUESTIONS, CONCERNS, CLARIFICATION**

The Dissertation Research Seminar is a fast-paced course. If you need clarification or assistance contact me, your instructor, immediately so the matter can be resolved more quickly. It is best to contact me in the following way(s):

Instructors: Insert your instructions on how you prefer learners communicate with you. We do recommend that all written communication occur in the courseroom.

### WHAT LEARNERS IN THIS COURSE CAN EXPECT OF ME, YOUR INSTRUCTOR

Due to the fast-paced nature of the Dissertation Research Seminar, I will be in the courseroom reviewing and grading your work on a frequent and sometimes daily basis. If I will be out for a day or two I will post an announcement in the courseroom. In other words, we both, instructor and learner, will be very active in the courseroom. I will not respond to every activity/assignment/discussion posting but will be reviewing them all, tracking your progress, competency development, and completion of the requirements, and will be responding to many of your submissions.

Again, if you get lost/confused, contact me immediately as instructed in the section above.

Instructors: Add any additional information about what learners can expect from you in the dissertation research seminar course.

**ACADEMIC INTEGRITY & ACADEMIC HONESTY**

Instructors:Explain your expectations of learners’ use of Turnitin and any other points about academic integrity and academic honesty.

**ADDRESSING ISSUES AS THEY ARISE**

Instructors: Create your personalized plan for addressing issues.

**SUMMARY MESSAGE**

Instructors: Create your personalized summary message.

*Thank you and enjoy the course.*

*Dr. \_\_\_\_\_*