

**EDUC 5010/Graduate Study Seminar (online)**  
**COURSE SYLLABUS/POLICY STATEMENT**  
**Summer 2021**  
**Revised 12 May 2021**

**SCHOOL:** Education/Graduate Studies

**HOURS CREDIT, NUMBER/TITLE:** 0, EDUC 5010/Graduate Study Seminar (zero-credit course)  
Summer 2021

**INSTRUCTOR:** **Shawn Holliday, Ph.D.**

**Phone:** 580-327-8589

**Office:** Ryerson Hall #212

Enid Campus, Office #118 (by appointment)

**Office Hours:** 8:00-11:00 M–R (Face-to-Face)

Students may make alternate arrangements to meet with Dr. Holliday, preferably via Zoom, if needed.

**Email:** [sholliday@nwosu.edu](mailto:sholliday@nwosu.edu)

**TEXTBOOK(S):**

- Detailed syllabus is provided (also available for download from Graduate Studies web site).
- Graduate Catalog is available for download from the Graduate Studies web site.
- Aurora Learning Community Association (ALCA) membership (for all M.Ed. students except Adult Ed.)

**NORTHWESTERN'S MISSION STATEMENT:**

Northwestern Oklahoma State University provides quality educational and cultural opportunities to learners with diverse needs by cultivating ethical leadership and service, critical thinking, and fiscal responsibility.

**EDUCATION PREPARATION PROVIDER MISSION STATEMENT:**

“We enlighten and empower our graduates through program excellence to educate those whom they serve.”

**COURSE DESCRIPTION AND PREREQUISITES:**

An introduction to graduate study, including policies and procedures of the Graduate Studies programs. The seminar will introduce Master of Education students to the Aurora Learning Community Association's web-based assessment system. *Prerequisites: NONE. This course is required during the first semester of enrollment.*

**COMPETENCIES/STANDARDS:**

ISTE STANDARDS:

**1c.** Promote student reflection using collaborative tools to reveal and clarify students' conceptual understanding and thinking, planning, and creative processes

**2d.** Provide students with multiple and varied formative and summative assessments aligned with content and technology standards and use resulting data to inform learning and teaching

**FIELD EXPERIENCE REQUIREMENTS:**

All teacher education candidates must provide documentation of eligibility to participate in any required field experience to ensure the safety of children. Background check documents are kept confidential in the School of Education Office. This course, however, requires no field experience assignments.

## DIVERSITY STATEMENT:

The Teacher Education Unit is committed to creating and maintaining a mutually respectful environment that recognizes, invites, and celebrates diversity among all students, candidates, faculty, and staff. NWOSU values human differences as an asset; works to sustain a culture that reflects the interests, contributions, and perspectives of members of diverse groups; and delivers educational opportunities to meet the needs of diverse audiences. The Unit also seeks to instill these values and skills to encourage leadership and service in a global and multicultural society.

## GOALS:

Students will learn about the policies and procedures of the Graduate Studies programs as well as the forms they will need to submit throughout their program.

## PERFORMANCE ASSESSMENTS/REQUIREMENTS:

The following items are required of **all students** enrolled in the course:

- Complete all on-line library assignments by **June 15<sup>th</sup>**. **Students must score at a 70% or above on these to pass the course. These include 3 assignments worth 10 points each for a total of 30 points.**
- Fill out and submit your Graduate Advisory Committee Selection form to the Office of Graduate Studies by **July 1<sup>st</sup>**. <https://www.nwosu.edu/graduate-studies> **This form must be turned in in order to pass the course.**
- Meet with or call your assigned graduate advisory committee chairperson by **July 15<sup>th</sup>**.
- All M.Ed. students (except Adult Ed) must attend an ALCA orientation session via Zoom (**date to be determined**).
- Take and submit the test concerning video content that covers the syllabus and graduate catalog: **due by July 20<sup>th</sup> -- submit via email to Dr. Holliday: [spholliday@nwosu.edu](mailto:spholliday@nwosu.edu). Students must score at a 70% or above on the test in order to pass the course. The test is worth 100 points.**

**Reminder: All students must also do the following when applying for candidacy (after completing 16–20 hours of coursework—see pages 8–9 in the graduate catalog for more information concerning candidacy)**

- Fill out and submit the Master's Degree Plan of Study

## ADDITIONAL REQUIREMENTS:

The following additional items are required of **all Master of Counseling Psychology students**; these components are part of the admission standards required by the psychology department and must be completed before finishing 9 hours of graduate coursework ~ see Section 7, pages 22–26, in the *Graduate Catalog*. *Submit these items to Professor Taylor Randolph.*

- Submit three letters of recommendation from faculty members or other professionals related to the field of study
- Submit a written statement of career aspirations and self-evaluation of strengths and weaknesses related to the field of study
- Submit a sample of scholarly written work
- Complete an interview with the graduate faculty of the psychology department
- Note: some potential students may also be asked to take the Miller Analogies Test (MAT) as an additional assessment as part of MCP admission requirements. This will be determined by the Psychology department.

The following additional items are required of **all Master of Science in General Psychology students**; these components are part of the admission standards required by the psychology department ~ see Section 8, pages 27–28, in the *Graduate Catalog* for full details. *Submit these items to Professor Jason Ferrell.*

- Submit three letters of recommendation from faculty members or other professionals related to the field of study
- Submit a personal statement with complete program application
- Submit a sample of scholarly written work
- Complete an interview with the graduate faculty of the psychology department
- Note: some potential students may also be asked to take the Miller Analogies Test (MAT) as an additional assessment as part of MGP admission requirements. This will be determined by the Psychology department.

The following additional items are required of **all Master of Education students** enrolled in the course (except Adult Ed):

- Submit a copy of current teaching certificate (except for the Adult Education Management & Administration option)
- M.Ed. students (other than Adult Ed.) will complete **Milestone 1** at the end of the first semester by 1) meeting with the graduate advisory committee or its chair, 2) by completing the graduate advisory committee forms, 3) by having the appropriate credentials and required paperwork submitted to the Office of Graduate Studies (Fine Arts #212), 4) by putting in appropriate materials to the Graduate Candidate File in ALCA, and 5) by going over program expectations with the graduate advisory committee. *All of these elements are required before further enrollment in graduate courses are allowed.*

### **EVALUATION AND GRADING:**

This course is a pass-fail on-line class. By satisfactorily completing the performance assessments/requirements on page 2, the student will receive a grade of “pass” for the course. *Further enrollment in the graduate program is not allowed until the performance assessments and course requirements above have been completed.*

### **SERVICES FOR STUDENTS WITH DISABILITIES:**

Any student needing academic accommodations for a physical, mental or learning disability should contact the Coordinator of Services for Students with Disabilities, or faculty member personally, within the first two weeks of the semester so that appropriate accommodations may be arranged. The location for ADA assistance is Ryerson Hall room 126 on the Alva Campus and the contact is Calleb Mosburg. To request ADA assistance in Enid, Woodward, and Ponca City please contact the following: Enid -- Tiffany Misak; Woodward – Dr. Jonathan Thomason; Ponca City – Adam Leaming. Online students can contact Calleb Mosburg for assistance with ADA accommodations.

### **STUDENT COMPLAINT PROTOCOL:**

A student who feels he or she has serious grounds and evidence to demonstrate unfair treatment by a faculty member may file a formal written complaint with the department chair. First, however, the student is encouraged to visit with the faculty member on an informal basis to discuss the situation. If, after that visit, the student still wishes to file a formal complaint, the department chair will call a meeting between the student and the faculty member to discuss the complaint and any further action.

### **CLASS ATTENDANCE:**

Attendance has typically been defined in face-to-face/ITV courses as seat time. Recognizing that students may be asked to accomplish coursework in a variety of ways and may have attendance issues out of their control (e.g., required quarantine, childcare challenges), the expectation of a minimum of 75% attendance will be modified to include participation wherever possible, with allowances made for contingencies.

Responsibility for completing the performance assessments/requirements on page 2 rests upon the student.

### **CLASS POLICIES:**

Regardless of modality in which a student attends class, established expectations for classroom behavior and participation, as stated in the syllabus, will be maintained.

**COURSE OUTLINE AND TENTATIVE SCHEDULE: The professor has made videos for most items listed below. Please watch these to learn about policies and requirements that apply to your graduate education and program. Your test, due by July 20th, concerns these topics.**

**Video 1:** Syllabus Elements

**Video 2:** What Does It Mean to be a Graduate Student?  
Expectations for a Master's Program  
Rigor  
Communication

**Video 3:** Graduate Studies Web Site: <http://www.nwosu.edu/graduate-studies>  
Graduate Catalog:

**Video 4:** Section 1: General Information

**Video 5:** Section 2: Graduate Admission Policies

**Video 6:** Section 3: Graduate Policies and Procedures

Section 4: Doctor of Nursing Practice (DNP)

**Video 7:** Section 5: Master of Arts in American Studies (AMST)

**Video 8:** Section 6: Master of Arts in Heritage Tourism and Conservation

**Video 9:** Section 7: Master of Counseling Psychology (MCP)

**Video 10:** Section 8: Master of Science in General Psychology (MGP)

**Video 11:** Section 9: Master of Education (M.Ed.)

**Video 12:** Section 10: Master of Education Certificate Options

**Video 13:** Section 11: Graduate Courses

**Video 14:** "Housekeeping" Issues

Student responsibilities

Communication with advisory committee

Responsibilities of advisory committee members

NWOSU e-mail account, official campus communication source

**Video 15:** Miller Analogies Test (or Graduate Record Examination) if the student is admitted conditionally

Alva campus, Academic Success Center, 327-8149

**Video 16:** Melissa Brown, Coordinator of Graduate Studies, 327-8410 ([mbrown@nwosu.edu](mailto:mbrown@nwosu.edu))

a. Why do I have a hold on my enrollment?

# Graduate Advisory Committee Membership Grid

Revised July 14, 2020

Degree Program	Chair (select one)	Members (select two individuals)
M.A. in American Studies	Holliday, Mason, Scarbrough, Schmaltz	T. Brown, J. Brown, Frye, Hardaway, Holliday, Lambert, Mackie, Mason, Rogers, Scarbrough, Schmaltz
MCP	McMillin (Enid students only), Ferrell, Widick	Ferrell, McMillin, Miller, Randolph, Widick
MGP	Ferrell, Widick	Ferrell, McMillin, Randolph, Widick
M.Ed., Adult Education Management and Administration	Mackie	1. Young 2. Choose one member from the graduate faculty in the discipline (or) 3. For Sports Administration pathway: Hansen
M.Ed., Curriculum and Instruction	Jenlink	Braten-Hall, Mackie
M.Ed., Educational Leadership	Jenlink, J. Hawkins (Enid students only)	Braten-Hall, J. Hawkins, H. Trabuc
M.Ed., School Counseling	Riley	Oswald, Miller
M.Ed., Reading Specialist	Oswald	J. Hawkins

## Academic Integrity and Plagiarism Policies

Northwestern as an academic community considers all forms of academic misconduct and dishonesty serious matters which warrant serious attention. **Academic dishonesty includes, but is not limited to, cases of cheating and plagiarism, and is, at the very least, subject to disciplinary action by the instructor of record. More serious infractions will warrant disciplinary actions by the university.**

Cheating is considered a serious infraction of academic integrity and as such is not tolerated at NWOSU. Specifically, cheating includes, but is not limited to, instances where work is turned in that is not one's own, copying others' answers in exams and/or papers, infiltration of grading systems, use of deception in acquisition of answers in course requirements, and/or instances of forgery.

Plagiarism is considered an unacceptable and prohibited practice and incompatible with the educational mission of Northwestern Oklahoma State University. Since plagiarism always carries with it consequences, all students are expected to be familiar, at a functional level, with the rules for avoiding plagiarism.

*Intentional plagiarism* is a deliberate act of academic dishonesty in which an individual knowingly represents the work or knowledge of another person as one's own, knowingly incorporates into one's work the words or ideas of another person without clear attribution, fails to acknowledge clearly the partial or full authorship of someone else when submitting a work, and/or consistently fails to cite or quote textual resources properly.

These are examples of plagiarism.

1. Copying from a source word for word without using double quotation marks (“ ”) and without giving the source’s name and page number where the original passage appears.
2. Summarizing/paraphrasing a sentence or a passage without giving the source’s name and page number.
3. Summarizing/paraphrasing in such a way that the student’s wording still looks much the same as the original source’s wording.

**Plagiarism Statement:**

**Students who plagiarize or cheat on an assignment will receive an F on that assignment. Other possible consequences include a failing grade for the course and referral for administration action.** Plagiarism refers to the use of someone else’s work or ideas as your own and turning it in as if it were your work. Summaries, paraphrases, and direct quotations from sources **MUST** be documented. (See the MLA Handbook or APA Guidelines for correct citation and documentation format.)

**TESTING AND PROCTORING:**

Students will take their test that covers the course syllabus and the 2020-2021 graduate catalog (after viewing the 16 videos) as a take-home test. No proctor is needed. Once completed, these tests should be emailed to Dr. Holliday at [spolliday@nwosu.edu](mailto:spolliday@nwosu.edu).

**FINAL EXAM:**

There is no final exam for this course.

## SUMMARY OF PROCEDURES FOR GRADUATE STUDENTS

Procedure...	To Be Completed...	Initiate Through...	Approved By...
1. Admission or readmission to the university*	Prior to enrollment	Registry office	Registry office
2. Admission to graduate study*	Prior to enrollment	Graduate office	Graduate office
3. MCP & MGP students: degree area application:	Prior to enrollment (application process includes letter of recommendation, career goals, self-evaluation, sample of scholarly work, interview with psychology faculty, and possible <i>GRE</i> or <i>MAT</i> test)	Psychology Dept. Chair	MCP/MGP screening
4. Select graduate advisory committee	During EDUC 5010	Graduate office; Advisory committee	Graduate office
5. M.Ed. Milestone 1	At end of first semester	Advisory committee	Advisory committee
6. Apply for candidacy	After completing 16 hours and prior to completing 20 hours	Graduate office	Graduate office
7. Submit plan of study	When applying for candidacy	Graduate office; Advisory committee	Advisory committee; Graduate office
8. M.Ed. Milestone 2	Three semesters before graduation	Advisory committee	Advisory committee
9. MGP Capstone. Project	Concurrent w/enrollment in EDUC 5013/Intro. to Research	Advisory committee	Advisory committee;
10. Thesis option:	Before enrolling in 20 <sup>th</sup> hour; MGP concurrent with EDUC 5013/Intro. to Research	Advisory Committee	Advisory committee; Graduate office
11. Degree application: \$25	At least 9 weeks prior to graduation	Graduate office	Graduate office
12. MCP, AS, Adult Ed: candidates schedule written comprehensive exam*	At least 4 weeks beforehand,	Graduate office	Advisory committee
13. MCP, AS, Adult Ed candidates: Oral follow-up* to comprehensive exam	No earlier than 2 weeks after comprehensive exam and before final exam week	Graduate office	Advisory committee
14. MED completed Action Research Project due w/presentation*	Final semester	Advisory committee	Graduate office; Advisory committee
15. MGP candidates: Capstone/thesis due w/presentation*	Final semester	Advisory committee	Advisory committee Graduate Office
16. Exit interview	Immediately after oral defense/presentation	Graduate office/ALCA	Graduate office/ALCA

\* All students, regardless of their degree plan, must have (1) completed all course work OR be enrolled in the final 9 hours in a regular semester or the final 6 hours in a summer semester and (2) have successfully removed all grades of "Incomplete" from their transcripts before being allowed to take the written comprehensive exam.

## Frequently Encountered Problems

These items are important. They seem to cause the most confusion and frustration.

1. All NWOSU students must have an email account through NWOSU. Primary contact from instructors ~ and from the graduate office ~ is by email. The graduate office personnel will not maintain a list of any non-NWOSU email accounts. Check your email at least once a week; messages to students bounce regularly because their mailbox is full or has not been activated.
2. Graduate students who hold teaching certificates must submit copies of the certificate(s) to the graduate office as part of admission requirements.
3. All graduate students must eventually meet unconditional admission standards; students admitted conditionally must meet the 3.0 GPA requirement within the first sixteen hours.
4. College seniors may take graduate courses in their final semester, up to a full load; they must complete all bachelor's degree requirements by the end of that semester. The student must submit an application for graduate study and meet unconditional admission standard one (2.75 or higher undergraduate GPA).
5. All coursework for a master's degree must be at the 5000-level.
6. Full-time status for a graduate student requires at least nine hours in a regular semester or five hours in a summer term. *Maximum load limit* per semester is twelve hours in a regular semester or nine hours in a summer term (includes the May interim). Exception: in the semester of graduation, including comprehensive examination, capstone project, or action research presentation/defense, students may not exceed nine hours in a regular semester or six hours in a summer term without permission from the Graduate Committee.
7. A final grade of Incomplete must be removed within one calendar year (or less, if the instructor chooses) or the grade will remain on the transcript permanently and the course must be retaken. Students cannot take the comprehensive exam or defend their Action Research Project with incomplete grades remaining on the transcript.
8. Students may transfer up to nine hours into a master's degree program, provided the courses are from an accredited institution of higher education, form an appropriate part of the plan of study, and are approved by the student's advisory committee. Exception: students in the M.Ed. Adult Education Management and Administration program option may transfer the block of eighteen hours of courses in the Field-Specific Courses *if those classes are not available at NWOSU*.
9. At least twenty-three hours, including the final eight hours, must be taken in residence at NWOSU (Exception: students enrolled in the M.Ed. Adult Education Management and Administration program).
10. A maximum of six hours of Individual Study, Readings, Seminar, and Short Courses may be applied to a master's degree plan of study.
11. Consult section 11 of the *Graduate Catalog* for course descriptions; some courses have prerequisites.
12. The master's degree must be completed within a six-year time period; courses that become outdated must be retaken or validated. A master's degree will not be awarded if courses on a plan of study exceed the six-year time limit.
13. "Good standing" status requires a minimum GPA of 3.0. Students who fall below the 3.0 GPA are allowed nine hours to correct the GPA deficiency. The master's degree requires a GPA of 3.0 and no degree will be conferred upon students who do not meet the GPA requirement. Any grade less than "C" is not applicable to the degree plan of study.
14. The university requires at least seventy-five percent attendance to receive credit for any class (the Education Division requires at least ninety-percent). Attendance can affect the final grade for a course. Instructors should have a published attendance policy in the course syllabus.
15. Application for the master's degree is required (with the \$25 application fee) not later than October 15 for December graduation, February 15 for May graduation, or March 15 for July graduation. Failure



to submit the application and fee by the published deadline will cause the degree to be delayed by one semester.

16. Graduating students are expected to attend the commencement ceremony when they complete the master's degree. Convocations are held in December and in May. Students who complete the degree in summer should plan to participate in the May convocation.
17. To complete a second master's degree, a maximum of twelve hours from the first degree can be applied, providing the courses are approved by the advisory committee and fall within the six-year time limit.
18. The comprehensive examination is given each semester, in October, March, and June (no June comprehensive exam is offered for MCP students, however). Consult the *Graduate Catalog*, page 13 for specific dates. Remember the special requirements to sit for the exams: completed all course work OR be enrolled in the final courses, not exceeding nine hours in a regular semester or six hours in a summer term; all grades of Incomplete must have been removed (or the courses retaken); application must be returned to the Office of Graduate Studies by the published deadline. Information about the comprehensive examination is found on page 13 in the *Graduate Catalog*.
19. The Master of Counseling Psychology program and the Masters of Science in General Psychology program are described in Section 7 and 8 of the *Graduate Catalog*. The MCP and MGP programs have additional admission requirements that must be met before enrollment is allowed.
20. Master of Education programs are described in Section 9 of the *Graduate Catalog*. Curriculum outlines for the M.Ed. programs are found in this section.
21. The various certification options are outlined in Section 10 of the catalog, including the School Principal, School Counseling, and Reading Specialist. Students interested in certification in these areas should consult with Ms. Natalie Miller, Assistant Certification Officer, Education Center 205 (telephone 580.328.8441 or email ndmiller@nwosu.edu).
22. Section 11 of the catalog lists approved graduate courses by department or division. Course rotations are available online by consulting the Graduate Studies web page. The rotation schedule will help students develop their degree plan of study.
23. Required forms are available online on the graduate studies website under the "Forms and Plan of Study" tab.
24. By maintaining continuous enrollment in the master's degree program, a student is allowed to complete the degree following policies in place at the time of admission to the program; students who return to the program after one or more semesters of inactivity are required to follow policies in place at the time they return to graduate school.
25. Graduate Studies personnel:
  - a. Ms. Melissa Brown, Coordinator of Graduate Studies  
Ryerson Hall #212 Foyer; Carter Hall #103  
Telephone: 580.327.8410; 580-327-8442  
Email: mbrown@nwosu.edu
  - b. Dr. Shawn Holliday, Associate Dean of Graduate Studies, Director of American Studies Program, Professor of English  
Ryerson Hall #212  
Enid Office #118 (by appointment)  
Telephone 580.327.8589  
Email spholliday@nwosu.edu
26. Other university personnel:
  - a. Dr. Jason Ferrell, Chair, Psychology Department/Coordinator of General Psychology  
Education Center, #216  
Telephone: 580.327.8447  
Email: jdferrell@nwosu.edu

- b. Professor Taylor Randolph/Coordinator of Counseling Education  
Enid Campus #114  
Telephone: 580.213.3119  
Email: jtrandolph@nwosu.edu
  - c. Dr. Christee Jenlink, Associate Dean, School of Education  
Alva campus, Education Center #205C  
Telephone: 580.327.8450  
Email: cjenlink@nwosu.edu
  - d. Dr. James Bell, Associate Vice President for Academics and Dean of Faculty  
Alva campus, Ryerson Hall #211  
Telephone: 580.327.8590  
Email: jlbell@nwosu.edu
  - e. Dr. Bo Hannaford, Vice President for Academic Affairs  
Alva campus, Herod Hall, Second Floor  
Telephone: 580.327.8406  
Email: bshannaford@nwosu.edu
27. Please keep the graduate office informed of changes of mailing address and of changes in name. We advise you to contact our office at least once a semester to review your file.

**Notes:**