

**UNIVERSITY OF NORTH DAKOTA**  
**MASTERS AND SPECIALIST ORIENTATION SEMINAR**  
**EdL 503, 1 CREDITS**  
**SPRING 2007**  
**20 JANUARY 2007, 8:30 A.M. – 5:00 P.M.**

**Instructor:** Dr. Margaret A. Healy

**Office:** Education 207 – H

**Office Phone:** 777-4391

**Fax:** (701) 777-4365

**Email:** [margaret.healy@und.nodak.edu](mailto:margaret.healy@und.nodak.edu)

**Office Hours:** By appointment or email

**Home Phone:** 746-6363 (not after 9 p.m. please)

**Office Hours**

I am available to meet with you to discuss class work, your degree program and other topics. You can make an appointment at your convenience. I try to answer Email messages within one day when I have internet access.

**Possible Changes to Class:**

The syllabus will be reviewed in the first class session and may be modified according to the class discussion. Weather problems, unanticipated problems, instructor judgment, or student interest may result in changes in the syllabus.

**Disability Statement**

If you have emergency medical information to share, if you need special arrangements in case the building must be evacuated, or if you need accommodations in this course because of a disability, please make an appointment with me. I will schedule a time with you either by email or by phone. If you plan to request disability accommodations, you are expected to register with the Disability Support Services (DSS) office (190 McCannel Hall, 777-3425 v/tty).

**CATALOG DESCRIPTION:**

This course provides an orientation to masters' study.

**COURSE OUTCOMES**

1. To begin to develop as a community of students/practitioners/scholars.
2. To provide an overview/refresher of the tools and skills you will need for your academic coursework.
3. To be introduced to graduate education and the concepts of scholarly writing and research.
4. To learn the requirements of the masters program and the academic program requirements.

**EXPECTATIONS OF FACULTY, GRADUATE STUDENTS, AND THE CLASSROOM ENVIRONMENT**

We will discuss the expectations that we have of each other as well as our expectations of the classroom environment. Some expectations include:

**Academic Integrity**

As graduate students, it is assumed that you understand the concept of intellectual property and the ethical standards of scholarship. It is expected that the work you submit is your own, that it is only being submitted for this class, and that you have attributed credit to appropriate sources. If you have questions about what behavior constitutes academic integrity, please raise questions in class or with the instructor.

**Attendance**

Class participation is integral to your learning and the learning of others in the classroom. Since attendance is a prerequisite for participation, attendance is important. Expectations for class attendance are similar to expectations for work attendance; if you know you will miss a class session, please inform the instructor. Prior notice is expected for an absence.

**Deadline on Homework Assignments**

Homework is due on the assigned dates. If you are unable to submit an assignment on the due date, please make alternate arrangements with the instructor as early as possible and prior to the due date.

**Electronic Devices:**

Please either disable cell phones and pagers or otherwise ensure that phone calls do not disrupt the class. Family emergencies, of course, are understandable and acceptable disturbances, but personal phone calls are not. If you are on call for your job, please let me know at the start of class. If you must take a phone call, please leave the classroom.

**REQUIRED TEXTS:** (GO TO THE GRADUATE SCHOOL WEBSITE AND DOWNLOAD THE TWO HANDBOOKS.)

UND Graduate School. (2004) *Graduate School Handbook: Master's Degree* Grad Forks, ND: UND. Available at <http://www.und.edu/dept/grad/html/resources.html>

UND Graduate School. (2004) *Graduate School Style Manual* Grad Forks, ND: UND. Available at [http://www.graduateschool.und.edu/docs/Style\\_Manual.pdf](http://www.graduateschool.und.edu/docs/Style_Manual.pdf)

American Psychological Association. (2001) *Publication Manual of the American Psychological Association* (5th Edition). Washington, DC: APA (You will need this manual for coursework. You may bring it to class if you have a copy.)

**COURSE REQUIREMENTS**

*To provide an overview/refresher of the tools and skills you will need for your academic coursework.*

- Establish a UND email account; set up UND email so that you access your UND email regularly. Send an email to the instructor as soon as the account is established. Due 26 February 2007.

- Use the threaded discussion in Blackboard to post information on a tool that you have learned how to use (e.g., Helpful Hint, where to go on the web or on campus). Respond to two other comments that have been made by other students. Complete the original comment by February 2<sup>nd</sup>; post comments to other students' by February 26<sup>th</sup>.
- Provide confirmation that you have participated in the following training activities:
  - Blackboard – review the modules online in Blackboard.
  - Library Orientation
  - Human Subjects – either at U2 or online  
<http://www.und.edu/dept/orpd/regucomm/IRB/IRBEducation.htm>

Due 26 February 2007.

***To be introduced to graduate education and the concepts of scholarly writing and research.***

- Submit an annotated bibliography containing six entries, cited in APA Style. This assignment should be deposited in the Digital Dropbox in Blackboard. Due 26 February 2007.

Select a topic about an education issue of interest to you. This assignment is intended to accomplish three purposes: to practice APA Style and the library skills that you learned; to begin a habit of maintaining good documentation of scholarly sources that you will use throughout your graduate studies and professional career; and introduce you to the different types of writing that are available on scholarly topics.

You will identify six articles about the topic: two articles should be from research journals, two articles are to be from professional journals, and two articles may be from popular media including websites. The following are examples of each type of publication:

<b>K-12 Education</b>	<b>Higher Education</b>
Research <ul style="list-style-type: none"> <li>• <i>Educational Administration Quarterly</i></li> <li>• <i>School Administrator</i></li> <li>• <i>Education Policy Analysis Archives</i></li> <li>• <i>American Education Research Journal</i></li> </ul>	Research <ul style="list-style-type: none"> <li>• <i>Research in Higher Education</i></li> <li>• <i>Review of Higher Education</i></li> <li>• <i>Journal of Higher Education</i></li> <li>• <i>Innovative Higher Education</i></li> <li>• <i>Journal of College Student Development</i></li> <li>• <i>NASPA Journal</i></li> </ul>
Professional <ul style="list-style-type: none"> <li>• <i>Phi Delta Kappan</i></li> <li>• <i>Educational Leadership</i></li> </ul>	Professional <ul style="list-style-type: none"> <li>• <i>Change</i></li> <li>• <i>About Campus</i></li> </ul>
Popular Media <ul style="list-style-type: none"> <li>• <i>Education Weekly</i></li> </ul>	Popular Media <ul style="list-style-type: none"> <li>• <i>The Chronicle of Higher Education</i></li> </ul>

*To learn the requirements of the masters program and the academic program requirements.*

- Meet with your temporary adviser to discuss your areas of interest, your academic plan, and potential advisers.
- Complete a draft Program of Study form that can be signed and submitted to the Graduate School. Due 26<sup>th</sup> February 2006

**COURSE GRADING:**

Students will receive an S (satisfactory) or a U (unsatisfactory) grade for the course. The grade will be determined by completion of the following activities:

Establish an email account

Participation

- Classroom
- Threaded Discussion

Adviser Meeting and Program of Study

Annotated Bibliography

Training Workshops

- Blackboard
- Library Orientation
- Human Subjects

**CLASS PLAN:**

Today we will cover the following topics

- ✦ Getting acquainted
- ✦ Review syllabus and class plan
- ✦ Tool Review
- ✦ Going to Graduate School – the rules and policies
- ✦ Going to Graduate School – its purpose and outcomes including research and scholarly writing

16 January 2007