Advanced Programs – Ph.D. Course Syllabus

Course Title:
Advanced Research Methods: Prospectus Development

Course Number:
PSC 5940-801

Course Description:
This course is designed to prepare the student to complete successfully her or his dissertation prospectus and to lay the groundwork for a successful dissertation. Collective reading assignments are limited, but the student will be expected to undertake the research necessary to prepare the dissertation prospectus. The writing assignment consists of drafting the prospectus. Students will also be assigned to act as committee members for a mock oral defense of the prospectus.

Class Dates, Location, and Hours:

Norman, OK. University of Oklahoma. McCarter Hall, 1610 Asp Ave. Executive Classroom, 1st Floor.
Hours: Friday 6:00 pm to 9:00 pm; Sat and Sun 8:30 am-4:30 pm
Last day to enroll or drop without penalty: August 3, 2012

Site Director:
Rebecca Fussnecker. Phone: DSN 370-6687; CIV 06221-768118; DSN Fax (call first) 370-6687; CIV Fax: 06221-768945; E-mail: apeuprograms@ou.edu

Professor Contact Information:

Course Professor: Gary W. Copeland, Ph.D.
Mailing Address: Department of Political Science
455 W. Lindsey #205
Norman, OK 73019
Telephone Number: 405-325-1426
Fax Number: 405-325-0718
E-mail Address: Copeland@ou.edu
Website Address: http://faculty-staff.ou.edu/C/Gary.W.Copeland-1/
Professor availability: The professor will be available via e-mail to students before and after the class sessions. On-site office hours are half an hour before each class session, or by appointment.

Textbook(s) and Instructional Materials:
No (collective) required readings, but:

1) Review the literature relevant to content of your dissertation. That reading should be coordinated with Professor Swisher.

2) There are any numbers of places you can go to get information or guides for writing a dissertation. Most works offer something useful and you should look at a book two and check a couple of websites.
A great overview of research planning and of how to write a prospectus is:

- Paul D. Leedy and Jeanne Ellis Ormrod. 2005. *Practical Research: Planning and Design.* (8th ed.) Pearson Prentice Hall. (This would be my first recommendation but it is pretty basic.) (Not provided by Advanced Programs.)

A couple of other good books are:


Some useful websites are:

http://www.learnerassociates.net/dissthes/
http://globetrotter.berkeley.edu/DissPropWorkshop/
http://web.clas.ufl.edu/users/shegeman/prospectusguide.htm
http://darkwing.uoregon.edu/~rmitchel/gradprogram/tip_prospectus.htm

NOTE: Do not take the inclusion of the first website as an endorsement of a dissertation coach!

**Course Objectives:**

The objective of this course is to facilitate the development of the skills necessary to complete successfully your dissertation prospectus and your dissertation. The key assignment for the course is to prepare a complete draft of your dissertation proposal. Student will then present their proposals before their “committee” (consisting of the instructor and two classmates) and defend the proposal in that setting. Each student, then, will also serve as a “committee member” for two of her or his classmates. “Committees” will be appointed as class time approaches. The total defense for each prospectus will last about 45 minute to an hour.

The proposal should have all of the characteristics of a good proposal, but there is substantial variation possible in how the prospectus might look. I strongly encourage each student to work closely with her or his actual committee chair to determine her or his preferred format and on all matters of substance. The goal of this class is to facilitate the work with your committee rather than offer contradictory advice.

**Assignments, Grading and Due Dates:**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Percent of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation and presentation of prospectus</td>
<td>Two weeks before first class meeting</td>
<td>80</td>
</tr>
<tr>
<td>Comment on two proposals presented by classmates</td>
<td>In class</td>
<td>20</td>
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</tbody>
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**Grading:**

This course is graded Satisfactory or Unsatisfactory (S/U). A grade of S is equivalent to B or better.

NOTICE: Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.
POLICIES AND NOTICES

Attendance/Grade Policy

Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc. are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution’s policy regarding “I” (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy.

Students who receive Financial Aid must resolve/complete any “I” (Incomplete) grades by the end of the term or he/she may be placed on “financial aid probation.” If the “I” grade is not resolved/completed by the end of the following term, the student’s Financial Aid may be suspended make the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Honesty

Honesty is a fundamental precept in all academic activities and … [you] have a special obligation to observe the highest standards of honesty. Academic misconduct in any form is inimical to the purposes and functions of the University and is therefore unacceptable and is rigorously proscribed. Academic misconduct includes:

cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; assisting others in any such act; or attempting to engage in such acts.

All acts of academic misconduct will be reported and adjudicated as prescribed by the student code of the University of Oklahoma. All students should review the “Student’s Guide to Academic Integrity” found at http://www.ou.edu/provost/integrity

Accommodation Statement

The College of Continuing Education [Advanced Programs] is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your OU Site Director.

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course. Advanced Programs does not provide duplicating services or office supplies.

Copyright

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: http://www.goou.ou.edu/
INSTRUCTOR VITA
Gary W. Copeland, Ph.D.

Education
1979 Ph.D. in Political Science, University of Iowa

Current Positions
- Advanced Programs Professor since 1981
- Professor, Department of Political Science, University of Oklahoma

Frequently Taught Advanced Programs Courses
- PSC 5913 Introduction to Analysis of Political and Administrative Data
- PSC 6173 Leading Public Organization

Major Areas of Teaching and Research Interest
- American Politics (Institutions, Processes and Political Behavior)
- Public Policy
- Comparative Politics
- Methods and Techniques of Research

Representative Publications and Presentations

Representative Honors and Awards Received
- President of the Southwestern Social Science Association, 2012-2013
- Fulbright Scholar (to Lebanon), 2008-2009
- President of the Southwestern Political Science Association, 2000-2001
- Board of Education, Norman Public Schools, 1996-2006, two terms as President
- Outstanding Faculty, by OU’s Students Association, 2001
- Political Science Scholar of the Year, Oklahoma Political Science Association, 1996
- Mentor of Distinction, (Outstanding Mentor of Women in Political Science), Women’s Caucus for Political Science, 1993
- American Political Science Association Congressional Fellow, 1978-80

Major Professional Affiliations
- American Political Science Association
- Southwestern Political Science Association, former President
- Referee for NSF, APSR, AJPS, JOP, LSQ, APQ, and others