



CAROLINA  
UNIVERSITY

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## Dissertation III RES 879 Spring 2026 Syllabus

### **PROFESSOR: Dr. Rosalie P. Kern**

Office Location: Online

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### Carolina University Mission Statement

We are a Christ-centered university committed to student success.

### Course Information

#### **Course Prerequisites**

None

#### **Course Description**

This course is designed to facilitate the final refinement and completion of the student's research dissertation. The course focuses on the student's IRB application, the conducting of the research activity, the analysis of the research data, the presentation and explanation of the findings, the summary and significance of the research findings in light of the research problem, question, and purpose, the delineation of issues resulting from the findings' summary, and the preparation of the dissertation defense.

#### **Course Delivery and Methods**

This course will utilize journal articles, scholarly research, professor lectures, and learner interaction through weekly discussion questions, academic research, and knowledge assessments.

### Course Learning Outcomes



Upon completion of this course, PhD Candidates will be able to:

1. Demonstrate an understanding of ethical considerations in research.
2. Critically evaluate existing research studies and identify areas for future research.
3. Apply their research skills and knowledge to real-world problems in their field of study.
4. Demonstrate self-reflection and self-directed learning skills throughout the research process.

## Course Resources

### Required Texts:

The required course text is the instructor's peer-reviewed resource explicitly developed for dissertation research and writing. Because this course is a dissertation course, students will use this text alongside current peer-reviewed journal literature that aligns with their dissertation topic and methodology.

### Required Resources:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association.

John Wesley School of Leadership and Innovation. (2025). *PhD dissertation style and procedure manual 2025-2026* (Revised March 29, 2025). Carolina University.

### Recommended Resources:

Recite Works: <https://reciteworks.com/>



## Course Requirements and Assignments

This course is designed to support steady dissertation progress through a consistent weekly rhythm. You will complete dissertation deliverables on designated deliverable weeks and complete a structured Chair check-in on alternating weeks. All due dates reflect the course shell view of coursework in MyCU.

### Required Course Resources

Throughout the course, you are expected to use the following resources as needed to complete each week's requirements: John Wesley School of Leadership and Innovation PhD dissertation style and procedure manual 2025 to 2026, the APA Manual 7th edition, the PhD Hub Dissertation Research Community Page templates, rubrics, and instructional videos, and ongoing Chair feedback tied to your current dissertation stage.

### Assignment Categories

#### Papers

Dissertation deliverables are categorized as Papers. You will receive credit or no credit for each deliverable, but credit is based on the quality of your work and alignment with your Chair's expectations. These submissions represent formal dissertation artifacts and should reflect graduate-level writing, organization, and APA formatting.

#### Participation

Chair check-ins are categorized as Participation. These submissions document weekly progress, current obstacles, questions for your Chair, and specific next steps for the upcoming week. You are expected to submit check-ins on time and with sufficient detail to demonstrate active engagement and forward momentum.

#### Course Grading

The gradebook in MyCU is the official source of record for weighting and calculation. Dissertation deliverables are categorized as Papers totaling 70 percent. Chair check-ins are categorized as Participation, totaling 30 percent.



## Course Schedule

All due dates below reflect the course shell view of coursework in MyCU.

### Week 1: January 12 to January 18, 2026

**Focus:** During Week 1, you must contact your Chair to establish an Individual Success Plan. Over the next 15 weeks, your focus should remain on your research and steady dissertation progress. As evidence of active engagement, you will submit weekly deliverables to your Chair.

#### Required Reading:

1. John Wesley School of Leadership and Innovation. (2025). PhD dissertation style and procedure manual 2025 to 2026 (Revised March 29, 2025). Carolina University.
2. American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.).
3. PhD Hub Dissertation Research Community Page: Current templates, rubrics, and instructional videos.
4. Chair feedback and guidance on current dissertation deliverables.

#### Deliverables:

| Assignment  | Description  | Due Date                     |
|---|--|------------------------------|
| AI Policy Acknowledgment John Wesley School of Leadership and Innovation                    | Complete and submit the required AI policy acknowledgment.                       | Sunday, January 18, 11:30 PM |
| Carolina University Attendance Policy Rules for Course Abandonment and Dissertation Classes | Complete and submit the attendance policy quiz.                                  | Sunday, January 18, 11:30 PM |
| Check in Quiz   | Complete and submit the check in quiz.   | Sunday, January 18, 11:30 PM |
| Updated Individual Success Plan   | Submit your updated Individual Success Plan.                                     | Sunday, January 18, 11:30 PM |
| Weekly Deliverables Dissertation Documents  | Upload your weekly dissertation document deliverables as required by your Chair. | Sunday, January 18, 11:30 PM |

### Week 2: January 19 to January 25, 2026

**Focus:** Provide your Chair with an update on the status of your deliverables, progress, questions, and obstacles.



**Required Reading:**

1. American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.).
2. PhD Hub Dissertation Research Community Page: Current templates, rubrics, and instructional videos.
3. Chair feedback on your Week 1 submissions and next steps.

**Deliverables:**

| Assignment               | Description  | Due Date                     |
|--------------------------|--|------------------------------|
| Check In With Your Chair | Post your weekly Chair update in the course forum as directed. | Sunday, January 25, 11:30 PM |

**Week 3: January 26 to February 1, 2026**

**Focus:** Continue to work on weekly deliverables as required by your Dissertation Chair.

**Required Reading:**

1. American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.).
2. PhD Hub Dissertation Research Community Page: Current templates, rubrics, and instructional videos.
3. Chair feedback on current dissertation deliverables.

**Deliverables:**

| Assignment                                    | Description  | Due Date                     |
|---|--|------------------------------|
| Weekly Deliverables<br>Dissertation Documents | Upload your weekly dissertation document deliverables as required by your Chair. | Sunday, February 1, 11:30 PM |

**Week 4: February 2 to February 8, 2026**

**Focus:** Update your Chair regarding the status of your deliverables, progress, questions, and obstacles.

**Required Reading:**

1. American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.).
2. PhD Hub Dissertation Research Community Page: Current templates, rubrics, and instructional videos.



- Chair feedback on Week 3 deliverables.

**Deliverables:**

| Assignment               | Description  | Due Date                     |
|--------------------------|--|------------------------------|
| Check In With Your Chair | Post your weekly Chair update in the course forum as directed. | Sunday, February 8, 11:30 PM |

**Week 5: February 9 to February 15, 2026**

**Focus:** Continue to work on weekly deliverables as required by your Dissertation Chair.

**Required Reading:**

- American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.).
- PhD Hub Dissertation Research Community Page: Current templates, rubrics, and instructional videos.
- Chair feedback on current dissertation deliverables.

**Deliverables:**

| Assignment                                 | Description  | Due Date                      |
|--|--|-------------------------------|
| Weekly Deliverables Dissertation Documents | Upload your weekly dissertation document deliverables as required by your Chair. | Sunday, February 15, 11:30 PM |

**Week 6: February 16 to February 22, 2026**

**Focus:** Update your Chair regarding the status of your deliverables, progress, questions, and obstacles.

**Required Reading:**

- American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.).
- PhD Hub Dissertation Research Community Page: Current templates, rubrics, and instructional videos.
- Chair feedback on Week 5 deliverables.

**Deliverables:**



| Assignment               | Description  | Due Date                      |
|--------------------------|--|-------------------------------|
| Check In With Your Chair | Post your weekly Chair update in the course forum as directed. | Sunday, February 22, 11:30 PM |

**Week 7: February 23 to March 1, 2026**

**Focus:** Continue to work on weekly deliverables as required by your Dissertation Chair.

**Required Reading:**

1. American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.).
2. PhD Hub Dissertation Research Community Page: Current templates, rubrics, and instructional videos.
3. Chair feedback on current dissertation deliverables.

**Deliverables:**

| Assignment                                    | Description  | Due Date                  |
|---|--|---------------------------|
| Weekly Deliverables<br>Dissertation Documents | Upload your weekly dissertation document deliverables as required by your Chair. | Sunday, March 1, 11:30 PM |

**Week 8: March 2 to March 8, 2026**

**Focus:** Update your Chair regarding the status of your deliverables, progress, questions, and obstacles.

**Required Reading:**

1. American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.).
2. PhD Hub Dissertation Research Community Page: Current templates, rubrics, and instructional videos.
3. Chair feedback on Week 7 deliverables.

**Deliverables:**

| Assignment               | Description  | Due Date                  |
|--------------------------|--|---------------------------|
| Check In With Your Chair | Post your weekly Chair update in the course forum as directed. | Sunday, March 8, 11:30 PM |

**Week 9: March 9 to March 15, 2026**



**Focus:** Continue to work on weekly deliverables as required by your Dissertation Chair.

**Required Reading:**

1. American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.).
2. PhD Hub Dissertation Research Community Page: Current templates, rubrics, and instructional videos.
3. Chair feedback on current dissertation deliverables.

**Deliverables:**

| Assignment                                    | Description  | Due Date                   |
|---|--|----------------------------|
| Weekly Deliverables<br>Dissertation Documents | Upload your weekly dissertation document deliverables as required by your Chair. | Sunday, March 15, 11:30 PM |

**Week 10: March 16 to March 22, 2026**

**Focus:** Update your Chair regarding the status of your deliverables, progress, questions, and obstacles.

**Required Reading:**

1. American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.).
2. PhD Hub Dissertation Research Community Page: Current templates, rubrics, and instructional videos.
3. Chair feedback on Week 9 deliverables.

**Deliverables:**

| Assignment                  | Description  | Due Date                   |
|-----------------------------|--|----------------------------|
| Check In With Your<br>Chair | Post your weekly Chair update in the course forum as directed. | Sunday, March 22, 11:30 PM |

**Week 11: March 23 to March 29, 2026**

**Focus:** Continue to work on weekly deliverables as required by your Dissertation Chair.

**Required Reading:**

1. American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.).



2. PhD Hub Dissertation Research Community Page: Current templates, rubrics, and instructional videos.
3. Chair feedback on current dissertation deliverables.

**Deliverables:**

| Assignment                                    | Description  | Due Date                   |
|---|--|----------------------------|
| Weekly Deliverables<br>Dissertation Documents | Upload your weekly dissertation document deliverables as required by your Chair. | Sunday, March 29, 11:30 PM |

**Week 12: March 30 to April 5, 2026**

**Focus:** Update your Chair regarding the status of your deliverables, progress, questions, and obstacles.

**Required Reading:**

1. American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.).
2. PhD Hub Dissertation Research Community Page: Current templates, rubrics, and instructional videos.
3. Chair feedback on Week 11 deliverables.

**Deliverables:**

| Assignment               | Description  | Due Date                  |
|--------------------------|--|---------------------------|
| Check In With Your Chair | Post your weekly Chair update in the course forum as directed. | Sunday, April 5, 11:30 PM |

**Week 13: April 6 to April 12, 2026**

**Focus:** Continue to work on weekly deliverables as required by your Dissertation Chair.

**Required Reading:**

1. American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.).
2. PhD Hub Dissertation Research Community Page: Current templates, rubrics, and instructional videos.
3. Chair feedback on current dissertation deliverables.

**Deliverables:**



| Assignment                                    | Description  | Due Date                      |
|---|--|-------------------------------|
| Weekly Deliverables<br>Dissertation Documents | Upload your weekly dissertation document deliverables as required by your Chair. | Sunday, April 12,<br>11:30 PM |

**Week 14: April 13 to April 19, 2026**

**Focus:** Update your Chair regarding the status of your deliverables, progress, questions, and obstacles.

**Required Reading:**

1. American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.).
2. PhD Hub Dissertation Research Community Page: Current templates, rubrics, and instructional videos.
3. Chair feedback on Week 13 deliverables.

**Deliverables:**

| Assignment                  | Description  | Due Date                      |
|-----------------------------|--|-------------------------------|
| Check In With Your<br>Chair | Post your weekly Chair update in the course forum as directed. | Sunday, April 19,<br>11:30 PM |

**Week 15: April 20 to April 26, 2026**

**Focus:** In Week 15, you will submit a Dissertation Process Reflection that summarizes your dissertation progress this term, barriers and missed goals, lessons learned about accountability and work habits, and specific next steps for the upcoming phase of your dissertation.

**Required Reading:**

1. American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.).
2. PhD Hub Dissertation Research Community Page: Current templates, rubrics, and instructional videos.
3. Chair feedback and guidance for your next dissertation phase.

**Deliverables:**

| Assignment                         | Description  | Due Date                      |
|------------------------------------|--|-------------------------------|
| Dissertation Process<br>Reflection | Submit a one to two page narrative in APA student paper format, including an APA title page. Address | Sunday, April 26,<br>11:30 PM |



| Assignment            | Description   | Due Date |
|-----------------------|---|----------|
| Assignment Directions | progress made, barriers and missed goals, lessons learned about accountability and work habits, and specific next steps with a clear plan to maintain momentum. |          |

## Course Assessment Mapping

| Assessment                                 | Objective(s) Met           |
|--|----------------------------|
| Updated Individual Success Plan            | CLO 4                      |
| Weekly Deliverables Dissertation Documents | CLO 1, CLO 2, CLO 3, CLO 4 |
| Check In With Your Chair                   | CLO 2, CLO 3, CLO 4        |
| Dissertation Process Reflection            | CLO 4                      |

## Course Grading

| Assignment Type  | Weight       |
|--|--------------|
| Weekly Dissertation Deliverables: Dissertation Documents<br>(7 weekly submissions, 10.72 percent each) | 75 %         |
| Week 15 Dissertation Process Reflection  | 10 %         |
| Updated Individual Success Plan  | 5 %          |
| Check In With Your Chair<br>(7 check ins, 1.43 percent each)   | 10 %         |
| <b>Total</b>   | <b>100 %</b> |

## University Grading Scale



| <b>Grade</b> | <b>Point Value</b> | <b>Range</b>         |                 |
|--------------|--------------------|----------------------|-----------------|
|              |                    | <b>Undergraduate</b> | <b>Graduate</b> |
| <b>A</b>     | 4                  | 94-100               | 96-100          |
| <b>A-</b>    | 3.7                | 90-93                | 93-95           |
| <b>B+</b>    | 3.3                | 87-89                | 90-92           |
| <b>B</b>     | 3                  | 83-86                | 87-89           |
| <b>B-</b>    | 2.7                | 80-82                | 85-86           |
| <b>C+</b>    | 2.3                | 77-79                | 82-84           |
| <b>C</b>     | 2                  | 73-76                | 79-81           |
| <b>C-</b>    | 1.7                | 70-72                | 77-78           |
| <b>D+</b>    | 1.3                | 67-69                | 74-76           |
| <b>D</b>     | 1                  | 60-66                | 70-73           |
| <b>F</b>     | 0                  | <60                  | <70             |

Grading of assignments and substantive feedback is to be done within 3 days of the due date for regular assignments and 7 days for larger assignments.

Some assignments may require additional time to grade due to the length of the project and the directive to provide substantive feedback that will assist you throughout the learning process.

In cases where the assignment is not returned with feedback within the stated period, refer to communication from your professor to facilitate expectations on subsequent assignments. Students are not expected to apply adjustments on subsequent assignments in advance of returned grading and feedback.



## Professional Interaction & Communication

- Please use email whenever possible. Only university email and related systems should be used for institutional communications. Do not use personal email or video conferencing accounts.
- You should check your email regularly, especially when enrolled in an active course.
  - Use subject lines appropriately. It is helpful to include the name of the course (including sections) whenever possible. Avoid using the subject line as the body of the email—include full details in the message itself to ensure clear communication.
  - Refer to professors and CU employees by their last names with appropriate honorifics (e.g., “Dr.” or “Professor”).
  - University communications (including emails and discussion board posts, etc.) should not resemble text message, chat, or social media posts. Use complete sentences with correct capitalization, spelling, punctuation, and grammar.
- Throughout an active course, faculty should respond to all emails and voicemail messages within 24 hours. Faculty and staff are not obligated to respond to communications where these guidelines are not followed.
- When participating in classes or meetings, be on-time and mentally present. Dress according to the Student Handbook or classroom standards and conduct yourself in a professional manner. Do not introduce distractions into the class and be prepared to stay for the duration of the session per normal classroom behavior.

## Course Attendance and Participation

All courses follow specific attendance policies found in the [Academic Catalog](#) for that course level and format. It is the student’s responsibility to be familiar with these policies and to keep track of their own attendance. Per the university attendance policy, accrued absences may contribute negatively toward a student’s final grade. Attendance and participation may be used by instructors to determine a portion of a student’s grade for a particular course. Whereas attendance is typically defined by statuses identifying a student’s presence in a class, participation typically includes the assessment of activity within that course. In some cases, the methodology, subject matter, learning environment, or other factors may require attendance.

Physical, in-person class attendance will be recorded for hybrid courses, whereas attendance for online courses will be gauged by regular academic engagement. Students should refer to the course syllabus for the course’s grade weighting table and course-specific policies regarding the grade percentages attributable to each component in a course, which may include attendance and participation. It is the student’s responsibility to be familiar with these policies and to keep track of their own attendance and comply with the rules.

Hybrid course attendance must be entered weekly (daily for modules) and be accurate.



## Course Specific Policies

### Course Purpose and Expectations

This course supports dissertation progress through structured accountability. Weeks alternate between submitting revised dissertation deliverables and completing a check-in that documents progress, questions, and obstacles. You are considered PhD candidates and are expected to work with increasing independence, maintain consistent scholarly momentum, and apply instructor feedback to strengthen your dissertation artifacts. Final course weights are Dissertation Deliverables 75 percent, Dissertation Process Reflection 10 percent, Individual Success Plan 5 percent, and Participation 10 percent.

### Ongoing Submission Requirements for Revision Weeks

For revision submissions, you must address all prior feedback, keep Track Changes enabled and visible for every edit, save your work in Word format with a clear file name, and include this statement with every submission: I have addressed your feedback as shown in the track changes.

### Assignment Types and Final Course Grade

Many course assignments are evaluated on a credit/no-credit basis, including worksheets, literature review matrix submissions, the dissertation alignment document draft, dissertation deliverable revision submissions, weekly dissertation check-ins, the individual success plan, and the dissertation process reflection. You will receive a final letter grade based on the percentage earned using the University Graduate Grading Scale. Because Dissertation Deliverables account for 75 percent of the course grade, a no credit on any dissertation deliverable can significantly impact your final course grade.

### Writing Criteria for All Dissertation Artifacts

- **Paragraph Structure.** Each paragraph must begin with a clear topic sentence that is not cited. Support the topic sentence by synthesizing three to four scholarly sources and end with a concluding or transition sentence.
- **Logical Flow and APA.** Writing must be logically organized, clear, and grammatically and punctually accurate, with consistent APA formatting throughout.
- **References and Source Requirements.** You may use books, dissertations, peer-reviewed articles, conference proceedings, and technical reports. At least 75 percent of references must be published within the last five years, and you must incorporate sources beyond the required readings in this syllabus.
- **Similarity Index Requirement.** Each dissertation submission must have a similarity index of 15 percent or lower. Submissions above 15 percent may require revision and resubmission before credit is earned.

### Required Use of Templates and Program Resources

Use of templates is mandatory. Refer to the PhD Hub Dissertation Research Community Page for current templates, rubrics, and instructional videos. You are also expected to follow the John



Wesley School of Leadership and Innovation. (2025). PhD dissertation style and procedure manual 2025 to 2026 (Revised March 29, 2025). Carolina University.

## Use of Artificial Intelligence

The use of generative AI tools is permitted in this class for the following activities:

- Brainstorming and refining ideas
- Fine-tuning research questions
- Finding information on a topic
- Drafting an outline
- Checking grammar and style
- AI-specific assignments (per the provided instructions)

The use of generative AI tools is not permitted for the following activities:

- Impersonation in a classroom context (e.g., composing discussion board posts)
- Completing group work
- Writing a draft of a writing assignment
- Writing entire sentences, paragraphs, or papers to complete class assignments

## Disability Assistance

Carolina University welcomes students, faculty, staff and visitors with disabilities to our campus and to our programs. Our goal at CU is to ensure an accessible, inclusive welcoming learning and working environment for individuals with disabilities while complying with federal and state regulations.

Students with disabilities are encouraged to reach out to University Accessibility Services (UAS) as soon as possible to explore possible accommodations. UAS serves as a central resource on disability-related information, procedures and services for the university community and partners will work with the student and any other campus partners to identify barriers and implement plans for access. More information about UAS can be found at <https://carolinau.edu/university-accessibility-services>



## Academic Integrity and Misconduct

The Student Handbook has a detailed list of different ways students show a lack of academic integrity, including academic technology misuse, cheating, complicity, fabrication or invention, falsification, forgery, multiple submissions, plagiarism, and sabotage.

Academic integrity is the honest and responsible conduct of studies, scholarship, research, information collection, and presentation. The university expects students to submit assignments that are original to them and to properly cite and reference other peoples' ideas using the prescribed style guide. The very foundation of a good university education is academic integrity. Learning how to express original ideas, cite sources, work independently, and report results accurately and honestly are skills that carry students beyond their academic careers. If a student is uncertain about an issue of academic honesty, they should consult the faculty member to resolve questions in any situation prior to the submission of the academic exercise.

Maintaining your academic integrity involves:

- Creating and expressing your own ideas in course work.
- Acknowledging all sources of information including verbal, written, digital, and graphic.
- Completing assignments independently or acknowledging collaboration.
- Attending classes, exams, and required academic events.
- Accurately reporting results when conducting your own research.
- Honesty during examinations.
- Not tampering with or misusing technology.
- Not aiding or abetting other students in violating any academic rules or policies.

Courses at Carolina University will utilize proctoring for select exams to ensure exam integrity. Per Carolina University directives, all exams that represent 25% or more of a course grade are required to be proctored. Instances of cheating or inappropriate behavior will be considered violations of the Academic Integrity policy and will result in disciplinary action.

Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. All researchers are expected to acknowledge the use of another author's words by the use of quotation marks around those words in the text of a paper and by appropriate citations. Plagiarism can occur in an oral, written, or media project submitted for academic credit or for some other benefit. Examples of plagiarism include (but are not limited to), the following:

- Word-for-word copying of another person's ideas or words;
- Mosaic (interspersing of one's own words here and there while, in essence, copying another's work);
- Paraphrasing without citation (the rewriting of another's work, yet still using their fundamental idea or theory);
- Submission of another's work as one's own;
- Having another person write a paper;
- Buying or procuring a ready-made paper from a research paper "service" on the Internet or from another such service;
- Neglecting quotation marks on material that is otherwise acknowledged;
- Fabrication of references (inventing or counterfeiting sources)

## Appeals & Complaints



## Informal Resolution

Carolina University seeks to provide an excellent educational experience for all students. If a student wishes to make a complaint of an academic nature, in the first instance, they should seek to resolve the matter by informal discussion with the faculty member.

If the discussion is in person, it is recommended that the student follow up with an email summarizing the discussion (complaint and resolution if one is reached).

If the discussion with the faculty member does not resolve the issue, the student may also contact your school dean. If your professor is the dean, the next step is to begin the formal resolution process.

## Formal Resolution

If informal discussions do not resolve the matter, students have the right to file a formal complaint. The university's academic catalog includes a detailed description of processes for submitting [grade appeals](#) or [academic complaints](#) that range from teaching, learning, assessment, grading, or student performance in a course. While these processes differ, both are time-sensitive and begin with timely communication with the faculty member.

Grade appeals must be initiated with the faculty member within 5 days of the awarding of the grade or status. Both grade appeals and academic complaints must be filed within 7 days of the awarding of grade or status or after the events that are alleged to have caused the complaint. In either case, supporting evidence will be required. The processes are fully outlined in [the academic catalog](#) and include links to the appropriate forms.



## **BIBLIOGRAPHY**

Not Applicable