
**Students:** Asli Kinsizer, Xenia Gazi.

**Time:** Wed. 10:00am-11:50am. **Location:** ART 230G/ART 180

**Instructor:** Manisha Sharma (she/her). **Email:** Manisha.Sharma@unt.edu.

**Office Hours:** By appointment. **Location:** ART 230G or via zoom (see link on Canvas)

**Canvas Site:** [https://unt.instructure.com/courses/79318](https://unt.instructure.com/courses/79318)

**Course Description**

Seminar course on development of prospectus / proposal for dissertation research study in art education.

**Course Objectives and Outcomes:**

- Students will study different formats of dissertation proposal writing pertinent to arts-based research
- Students will write and compile elements of a prospectus and produce a dissertation proposal to submit to their committee by the end of the semester.
- Students will review candidacy exam process and practice writing the exam

**Required/Recommended Materials**


- Course materials posted on Canvas site

**Course Structure**

- Faculty and student[s] will meet for 2 hours every other week, or as needed, to review progress of the research and writing process. Student[s] will develop IRB clearance documents as well, in preparation for the dissertation research process.
- Students will be expected to complete readings and submit an analysis paper along with their writing sample through the semester, as evidence of their developing rationale for the proposal.

**Assessment**

Writing will be graded on Pass/Fail basis, with feedback given on the writing submitted.

**Communication**

All communication will be carried out via unt email.

**COURSE POLICIES**

**Supporting Your Success and Creating an Inclusive Learning Environment**

I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please
stop by my office and let me know. We are all learning together. Every student in this class should have the right to learn and engage within an environment of respect and courtesy from others. We will discuss our classroom’s habits of engagement and I also encourage you to review UNT’s student code of conduct so that we can all start with the same baseline civility understanding (Code of Student Conduct) (https://deanofstudents.unt.edu/conduct)

**Attendance & Participation:** Attendance, punctuality and participation are extremely important. Participation includes: reading and understanding all readings and assignments; involvement in class discussions - asking questions, offering thoughtful insights and comments, responding to classmates’ comments, completing assignments on time, and on-time attendance. I have found that the use of technologies in class (laptops, phones, etc) does not add to the classroom community and I strongly discourage their use during class.

**Attendance & Grading:** This class meets once a week and will have a range of ways to approach learning. Full participation throughout the semester, therefore, can only be achieved by attending all sessions. Missing more than one class session could adversely affect your grade. Each missed and unexcused absence (after one unexcused absence) will result in an overall 2% point deduction from your final grade. Please check with me, should you need to miss more than one class session.

Occasionally we will have guest speakers, or have student presentations during class time; therefore, timely arrival to class and preparedness for full participation in all class activities is expected. Excessive tardiness (more than 10 minutes late) will be treated as an absence.

Your assignment’s final grade will be lowered by 2% each day until it is posted on Canvas. Appeals to have a grade raised must be made within one week of the return of the graded assignment. No grade will ever be lowered as a result of an appeal to raise a grade.

Content in the arts can include works, situations, actions, and language that can be personally challenging or offensive to some on the grounds, for example, of sexual explicitness, violence, or blasphemy. As the College of Visual Arts and Design is devoted to the principle of freedom of expression, artistic and otherwise, and it is not the college’s practice to censor these works or ideas on any of these grounds. Students who might feel unduly distressed or made uncomfortable by such expressions should withdraw at the start of the term and seek another course.

**COVID-19 Impact on Attendance:** Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community. If you are experiencing any symptoms of COVID (https://www.cdc.gov/coronavirus/2019-ncov/symptoms/testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

**Statement on Face Covering:** UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. I strongly encourage you to wear a mask and use the sanitizer provided in the classroom.
Course Technology & Skills: Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)

Rules of Engagement: Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See Engagement Guidelines (https://clear.unt.edu/online-communication-tips) for more info.

Acceptable Student Behavior: Student behavior that interferes with an instructor’s ability to conduct a class or other students’ opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University’s expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at https://studentaffairs.unt.edu/dean-of-students/conduct

Academic Integrity, Standards & Consequences: According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to, cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. You are encouraged to become familiar with the University’s Policy of Academic dishonesty found in the Student Handbook. The content of the Handbook applies to this course. If you are in doubt regarding the requirements, please consult with me before you complete any requirements of the course. PLAGIARISM WILL NOT BE TOLERATED.

Plagiarism: It is absolutely necessary to provide a proper citation when you 1) quote or copy a paragraph or sentence, 2) paraphrase, or 3) repeat key ideas and theories from a published source. It is also necessary to produce original work in relationship to this class.

NOTE: I will make every effort to follow the syllabus and schedule, but please realize adjustments may be necessary in order to accommodate learning/instructional needs of the class. I therefore retain the right to change the syllabus with or without notice.

Instructor Responsibilities and Feedback: The instructor’s responsibilities are to:

- help students grow and learn,
- provide clear instructions for projects and assessments,
• answer questions about assignments,
• identify additional resources as necessary,
• provide grading rationale and standards,
• review and update course content,
• Students can expect to get grade on assignments within two weeks of submission.

**Course Evaluation:** Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course.

**SPOT Evaluations for this semester will be available from:** April 20 – May 11, 2023.

**ADA accommodation:** The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class.

Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access](http://www.unt.edu/oda) website. You may also contact ODA by phone at (940) 565-4323. Students can connect with the Office of Disability Access to begin the registering process. For more information, see [https://studentaffairs.unt.edu/office-disability-access](https://studentaffairs.unt.edu/office-disability-access).

**COVID-19 IMPACT ON ACADEMIC PROGRESS:** If you are experiencing issues related to the pandemic that are impacting your academic progress, please contact UNT’s Dean of Students at deanofstudents@unt.edu (940) 565-2648.

**MENTAL HEALTH RESOURCES:** UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the issue or its severity. Listed below are several resources on campus that can support your academic success and mental wellbeing:

- **Student Health and Wellness Center,** 1800 Chestnut St., Denton, TX 76201, (940) 565-2333 M-Th: 8am-5pm [https://studentaffairs.unt.edu/student-health-and-wellness-center#programs](https://studentaffairs.unt.edu/student-health-and-wellness-center#programs)
- **Counseling and Testing Services**, 801 N. Texas Blvd, Denton, TX, Suite 140, (940) 565-2741 M-F: 8am-5pm [https://studentaffairs.unt.edu/counseling-and-testing-services](https://studentaffairs.unt.edu/counseling-and-testing-services)
- **UNT CARE Team**, (940) 565-2648, careteam@unt.edu, [https://studentaffairs.unt.edu/care](https://studentaffairs.unt.edu/care)
- **Psychiatric Services,** (940) 565-2333, [https://studentaffairs.unt.edu/student-health-and-wellnesscenter/services/psychiatry](https://studentaffairs.unt.edu/student-health-and-wellnesscenter/services/psychiatry)
- **Individual Counseling**, (940) 369-8773, [https://studentaffairs.unt.edu/counseling-and-testingservices/services/individual-counseling](https://studentaffairs.unt.edu/counseling-and-testingservices/services/individual-counseling)

*Services are free of charge to University Students*

If at any time you are feeling alone or in jeopardy of self-harm, reach out to the following: - NATL Suicide Hotline: 800-273-8255
- Denton County MHMR Crisis Line: 800-762-0157
- Denton County Friends of the Family Crisis Line: (940)-382-7273
Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004): The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Emergency Notification & Procedures: UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records: Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Access to Information - Eagle Connect: Students’ access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward Eagle Connect (https://it.unt.edu/eagleconnect).

Building Emergency Procedures: In case of emergency (alarm will sound), please follow the building evacuation plans posted on each floor of your building and proceed to the nearest parking lot. In case of tornado (campus sirens will sound) or other weather-related threat, please go to the nearest hallway or room on your floor without exterior windows and remain there until an all-clear signal is sounded. Follow the instructions of your teachers and act accordingly.

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Campus Closings: Check UNT web site at www.unt.edu

Center for Student Rights and Responsibilities: Each University of North Texas student is entitled to certain rights associated with higher education institutions. See www.unt.edu/csrr for further information.

Student Evaluation Administration Dates: Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during April 18 - May 5 period, to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look
for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu.

**Sexual Assault Prevention:** UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.
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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignments</th>
<th>Read/View for Class</th>
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<tbody>
<tr>
<td>Jan 4</td>
<td>Preliminary meeting.</td>
<td>Decide upon schedule and syllabus</td>
<td>• Syllabus &amp; Calendar</td>
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<td>• Handouts on proposal writing</td>
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<tr>
<td>Jan 18</td>
<td>Discussion on Outline of proposal: draft of background to study,</td>
<td>Due: Outline of proposal areas Jan 25th</td>
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<td>research questions, and impact of study, lit review (lit review areas)</td>
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<td>Feb 01</td>
<td>Discussion on research questions and dissertation framework</td>
<td>• Due: research questions draft;</td>
<td>• TBD in discussion</td>
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<td>• Annotated bibliography of key concepts &amp; related theorists</td>
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<td>Feb 15</td>
<td>Discussion on conceptual framework &amp; its lit review</td>
<td>• Due: Annotated bibliography of lit review</td>
<td>• TBD in discussion</td>
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<td>Feb 22</td>
<td>Discussion on lit review in art education</td>
<td>Due: Annotated bibliography of lit review in art education</td>
<td>• TBD in discussion</td>
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<tr>
<td>Mar 01</td>
<td>Research questions revamped</td>
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<td>• TBD in discussion</td>
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<td>Mar 15</td>
<td>NO CLASS SESSION (SPRING BREAK)</td>
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<td>Mar 22</td>
<td>Discussion on methodology and methods. (data collection and timeline)</td>
<td>Due: Annotated bibliography on chosen methodologies and methods</td>
<td>• TBD in discussion</td>
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<tr>
<td>Mar 29</td>
<td>Discussion on methodology and methods (data analysis and interpretation)</td>
<td>Due: Revised Annotated bibliography on chosen methodologies and methods</td>
<td>• Continued from last week’s readings</td>
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<td>April 05</td>
<td>Draft 1 of proposal due</td>
<td>Due: Draft 1 of proposal</td>
<td>• TBD in discussion</td>
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<td>April 12</td>
<td>NAEA 2023- NO MEETING</td>
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<td>April 19</td>
<td>Draft 2 of proposal due</td>
<td>Due: Draft 2 of proposal</td>
<td>TBD in discussion</td>
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<td>May 03</td>
<td>Draft 3 of proposal due</td>
<td>Due: Draft 3 of proposal</td>
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<td>May 10</td>
<td>Final draft of proposal due</td>
<td>Due: Final Draft of proposal</td>
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