SMFT 697-001
Capstone Proposal Preparation
Wednesday, 4:00-5:45
Education Center 217

Instructor: Dr. William Veal
Office: Room 315, 86 Wentworth
School of Education, Health, and Human Performance
Contact information: vealw@cofc.edu 953-8045 (office)
Please use email as a primary form of contact
Office hours: T/H 10:00-11:30, H 2:00-4:00, and By Appointment

Course Description:
This course is meant to introduce SMFT Masters candidates to project development, social science research, and the Institutional Review Board (IRB). The course introduces candidates to the ethics of human subject research. Ethical theory and principles are introduced, followed by a brief history of research ethics. Topics covered in lectures and moderated discussions include informed consent for research participation, role and function of institutional review boards, just selection of research subjects, ethical aspects of study design, and privacy and confidentiality. Candidate evaluation will be based on participation in moderated discussions, completion of readings, and a written IRB proposal. Candidates will also develop a research proposal to complete a social science investigation using human subjects. The proposal will include background information, a literature based rationale for the study, methods, plan of implementation, potential data analysis, consent forms, and instruments for data collection.

Course Goals and Objectives:
The successful candidate will be able to:
• Understand the purpose of the IRB
• Complete Collaborative Institutional Training Initiative (CITI) training
• Develop a social science research proposal

Course Topics:
• Ethical theory and principles
• History of research ethics
• Contemporary issues in research ethics
• Ethical issues in study design
• Informed consent in research
• Institutional Review Boards
• CITI training
• Selection of research participants

Course Format:
The 1-credit course will meet for three hours every third week during the semester.
## Course Schedule:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings / Activities</th>
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<tbody>
<tr>
<td>Sept. 1</td>
<td>Introduction to Institutional Review Boards (IRBs)</td>
<td>Guest Speaker IRB processes and purpose</td>
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<tr>
<td>Sept. 8</td>
<td>Introduction to Institutional Review Boards (IRBs)</td>
<td>Navigating the IRB website Submitting a proposal (Cofan children as an example)</td>
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<tr>
<td>Sept. 15</td>
<td>CITI training and completion</td>
<td>(<a href="http://www.citiprogram.org">www.citiprogram.org</a>) cases and online certification (NO CLASS MEETING. Work at home on computer.)</td>
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<td>Dec. 1</td>
<td>Proposal Presentation and Assessment</td>
<td></td>
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<tr>
<td>Dec. 8</td>
<td>Graduating SMFT student presentations</td>
<td>Evaluation of projects.</td>
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PROFESSIONAL BEHAVIOR/DISPOSITIONS: Candidates are responsible for all content and assignments for each class. They will be expected to demonstrate professional behaviors consistent with the following dispositions:

- The belief that all candidates can learn.
- Value and respect for difference.
- Value of positive human interaction.
- Intellectual curiosity and willingness to learn new knowledge.
- A commitment to inquiry, reflection and self-assessment.
- Value of responsible, collaborative, and cooperative work.
- Sensitivity to community and cultural context.
- Responsible and ethical practice

ATTENDANCE:
Class attendance and punctuality are expected professional behaviors. A candidate may be dropped from a course for excessive absences. One absence for ANY reason will be allowed; however, you may not submit assignments if you are absent. Upon a second absence, the candidate will automatically be withdrawn from a course with the grade of WA/F. I will work with you, but it is your responsibility to contact me by phone or email ahead of time if you are sick or have other professional obligations.

Candidates should not arrive to class late. Persistent infringement of tardies will result in the reduction of a candidate’s score by 5%. Leaving class is accepted only if prior approval is accepted by the professor.

ABSENCES:
- Go to 67 George Street (white house next to Stern Center) to discuss absences and fill out the appropriate forms.
- Forms are online at: http://www.cofc.edu/candidateaffairs/general_info/absence and they also can be faxed to the office at 953-2290.
- You will need documentation for health, personal or emergency situations.

MAKE-UP ASSIGNMENTS AND PRESENTATIONS:
If an assignment or presentation was missed for a legitimate reason, as determined by the professor, the professor has the discretion to administer a make-up session. It is the responsibility of the candidate to contact the professor within 48 hours and make arrangements for the make-up. This is to be done as soon as possible after the missed assignment or presentation.

FINAL PRESENTATION: The final presentation will only take place during the period scheduled for the final exam for that course. (Candidates who have more than two finals scheduled on the same day may arrange for an alternate time for one final exam through the Office of the Graduate Dean).

PROPOSALS: Proposals will be word processed using the style of the Publication Manual of the American Psychological Association (Fifth Edition, 2001). The College of Charleston does have a writing lab that can help you. They have a useful handout for using the APA Handbook. The hours of the lab are M-H 9-9 and F 9-12.

HONOR SYSTEM:
Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved.

Incidents where the instructor determines the candidate’s actions are related more to a misunderstanding will handled by the instructor. A written intervention designed to help prevent the candidate from repeating the error will be given to the candidate. The intervention, submitted by form and signed by both the instructor and the candidate, will be forwarded to the Dean of Students and placed in the candidate’s file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A candidate found responsible by the Honor Board for academic dishonesty will receive a XF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the candidate’s transcript for two years after which the candidate may petition for the X to be expunged. The
candidate may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

Candidates should be aware that unauthorized collaboration—working together without permission—is a form of cheating. Unless the instructor specifies that candidates can work together on an assignment or proposal, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information stored on a cell phone), copying from others’ exams, fabricating data, and giving unauthorized assistance.

Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor.

Candidates can find the complete Honor Code and all related processes in the Student Handbook at [http://www.cofc.edu/generaldocuments/handbook.pdf](http://www.cofc.edu/generaldocuments/handbook.pdf)

**ADA Accommodations:**
In compliance with the American with Disabilities Act (ADA), all qualified candidates are entitled to “reasonable accommodations.” Please notify the instructor during the first week of class of any accommodations needed.

**Required Technology:**
Enrollment in this course requires you to utilize the following computer applications: PowerPoint, Excel, Internet/WWW, WebCT via Internet, e-mail, and Word Processing. It is expected that you can utilize the above listed computer applications. These computer applications are available in the College of Charleston managed computer labs located in JC Long, the Library, and various other campus locations. If you do not have reliable access to these applications you should plan to use the campus computer laboratories.

**School of Education Mission:**
The mission of the School of Education at the College of Charleston is the development of educators and health professionals to lead a diverse community of learners toward an understanding of and active participation in a highly complex world. In pursuit of this mission, faculty and candidates will demonstrate:
- intellectual curiosity and rigor;
- reflective, research-based practice;
- collaboration and consensus building;
- field-oriented service and community outreach;
- and cultural sensitivity and understanding.

**MAKE THE TEACHING AND LEARNING CONNECTION**

**Element of Teacher Competency 1: Understand and value the learner.**
- **Standard I:** Evidence theoretical and practical understanding of the ways learners develop.

**Element of Teacher Competency 2: Know what and how to teach and assess and how to create an environment in which learning occurs.**
- **Standard II:** Demonstrate understanding and application of the critical attributes and pedagogy of the major content area.
- **Standard III:** Evidence a variety of strategies that optimize candidate learning.
- **Standard VI:** Demonstrate an understanding of the continuous nature of assessment and its role in facilitating learning.

**Element of Teacher Competency 3: Understand oneself as a professional**
- **Standard IV:** Participate in informed personal and shared decision making that has as its focus the enhancement of schooling and the profession.
- **Standard V:** Communicate effectively with candidates, parents, colleagues, and the community.
- **Standard VII:** Show an understanding of the culture and organization of schools and school systems and their connection to the larger society.