Masters in Leadership and Administration
ADGR990202  Applied Research Project
3 Credits
Spring 2017

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Boston College Mission Statement
Strengthened by more than a century and a half of dedication to academic excellence, Boston College commits itself to the highest standards of teaching and research in undergraduate, graduate and professional programs and to the pursuit of a just society through its own accomplishments, the work of its faculty and staff, and the achievements of its graduates. It seeks both to advance its place among the nation's finest universities and to bring to the company of its distinguished peers and to contemporary society the richness of the Catholic intellectual ideal of a mutually illuminating relationship between religious faith and free intellectual inquiry.

Boston College draws inspiration for its academic societal mission from its distinctive religious tradition. As a Catholic and Jesuit university, it is rooted in a world view that encounters God in all creation and through all human activity, especially in the search for truth in every discipline, in the desire to learn, and in the call to live justly together. In this spirit, the University regards the contribution of different religious traditions and value systems as essential to the fullness of its intellectual life and to the continuous development of its distinctive intellectual heritage.

Course Description
The Capstone Project for Leadership and Administration is designed to give students the opportunity to apply the knowledge they have acquired throughout their graduate program to real-world situations. The culmination of such knowledge will be directed at a final presentation and major paper. In addition, the learning objectives of their particular MS specialization will be encapsulated through their in-depth, individualized research. A capstone applied research project is meant to be a cumulative experience. As such this course provides opportunities for students to integrate knowledge from their core and concentration courses, to gain insight into the meaning of professionalism and professional practice, and to produce a research project that can be utilized in their current work setting to showcase their skills and talents. Alternatively it can also be used to highlight their background to prospective employers or in fields in which they have an interest but may not be currently employed.

Course Objectives
Successful completion of the course will include the following:

1) Students will demonstrate a thorough analysis, synthesis, distinction and application of theoretical knowledge to respond to some challenge or current issue in their specialized
field of study. This will be documented through a final major project paper of no less than 25 pages including references and through a strong and convincing hypothesis or research question.

2) Students will demonstrate an understanding of the problem, challenge or issue and ability to articulate this understanding through a formal major power point presentation. This presentation as well as the paper will demonstrate a synthesis and practical application of the various strands of learning that comprise their program of study including the interdisciplinary nature of the program and what practical recommendation for the field arise from this research.

3) The student will demonstrate knowledge and competency across cultural settings and the impact of diversity in their area of specialization through its inclusion in the paper.

4) The student will demonstrate ethical knowledge and an awareness of ethical and moral issues in their specialization and their reaction to such by incorporation of current and past ethical dilemmas encountered in the field of specialization and how these have or may be addressed. In addition they will complete the IRB ethical training course.

**Major requirements for course:**

**Classroom attendance is required for all on campus meetings.** Any missed class will significantly impact your grade. It is critical to read all required materials for each on campus meeting. The goal is to prepare a minimum 25 page research paper that includes references according to the APA standards. The paper should: identify and clearly articulate a problem, challenge or issue; provide a comprehensive review of relevant literature; and, include of a minimum of 25 primary and secondary research studies or articles. The research may be qualitative, quantitative, or of a mixed-methods design. Be sure to demonstrate a level of competence and facility with the research literature that articulates both an informed opinion and concluding recommendations. Finally, prepare a formal presentation of the topic that includes a question and answer portion at the end. It is imperative to demonstrate how your research is both innovative and change oriented.

*Format and expectations for Presentations and Paper will be addressed in class.*

**Course Meeting Dates and Assignments**

**September 6 - On Campus**

Discuss the capstone project readings.
Discuss IRB, its function and purpose, and the required ethics training.
Discuss building a hypothesis or research question.
Review elements of a research paper and how to structure a research paper and presentation. Review IRB requirements.
Discuss specialty advisor/second reader for project.

**Between September 6 and September 27**

1. Read “Producing the Capstone Project”.
2. Submit completed IRB form, follow link:

Online Ethics Training Courses:

The [BC IRB Training Policy](#) requires all research personnel (including faculty advisors) to complete an online human subjects training course either through CITI (Collaborative Institutional Training Initiative) or NIH (National Institutes of Health). Copies of the training certificates should be submitted with all IRB applications.

3. Chose final research area of interest, compile reference list - minimum 25 references

Identify the second reader for your project and have their name into Professor before February 1 with their agreement to assist in the final paper and presentation (this can be done through email).

**September 27 - On Campus**

Present overview of topic and its significance to classmates. Why did you chose it?

You should have a reference list/annotated bibliography of at least 25 articles and research studies from the field.

How to write a statement of the problem/chapter 1

Further discussion of a literature review and the literature review process.

Discussion of Methods

**Between September 27 and October 25**

Complete chapter 1/statement of the problem

Complete chapter 2/ literature review of your topic

Begin working on chapter 3/methods section

Review how to incorporate questions of professional ethics and diversity into your capstone project.

Use Canvas for help from classmates.
October 25 - On Campus
Share proposed research methods with class
Discuss power point presentation.

Between October 25 and November 15
Continue work on chapter 3.
Begin to analyze data/results write chapter 4
Continue to use Canvas for help from Classmates.

November 15 - On Campus
Share Finalized Methods with classmates
Share initial results/data with classmates.
Continue Discussion of Power Point Presentation

Between November 15 and December 13
Finish Writing Chapters 3, 4 and 5
Continue to work on Power Point Presentation

December 13 - On Campus
Final power point presentations.

December 13
Last day to submit final paper including all references in APA format.

Grading
The final paper is worth 50% of your grade. The Presentation is worth 25% of your grade. 25% for participation and preparation for class.
The graduate grading system for Woods College is as follows:

A (4.00), A- (3.67)
B+ (3.33), B (3.00)
B- (2.67), passing but does not count toward degree
C (2.00), passing but not for degree credit
F (.00)

All students can access final grades through Agora after the grading deadline each semester. Students who complete course evaluations can access grades earlier, as they are posted.

Deadlines - All assignments are due at the beginning of the class period on the specified dates. Late assignments will be graded accordingly.

**Required Texts/Readings**
Producing the Capstone Project (Barnes and Noble $3.99)


**Recommended Texts/Readings**


Sage Research Methods Cases (2014). Online


Canvas
Canvas is the Learning Management System (LMS) at Boston College, designed to help faculty and students share ideas, collaborate on assignments, discuss course readings and materials, submit assignments, and much more - all online. As a Boston College student, you should familiarize yourself with this important tool. For more information and training resources on using Canvas, click here.

Written Work
Woods College students are expected to prepare professional, polished written work. Written materials must be typed and submitted in the format required by your instructor. Strive for a thorough yet concise style. Cite literature appropriately, using APA, MLA or CLA style per your instructor’s requirements. Develop your thoughts fully, clearly, logically and specifically. Proofread all materials to ensure the use of proper grammar, punctuation and spelling. For writing support, please contact the Connors Family Learning Center.

Attendance
Attending class is an important component of learning. Students are expected to attend all class sessions. When circumstances prevent a student from attending class, the student is responsible for contacting the instructor before the class meets. Students who miss class are still expected to complete all assignments and meet all deadlines. Many instructors grade for participation; if you miss class, you cannot make up participation points associated with that class. Makeup work may be assigned at the discretion of the instructor. If circumstances necessitate excessive absence from class, the student should consider withdrawing from the class.

Consistent with BC’s commitment to creating a learning environment that is respectful of persons of differing backgrounds, we believe that every reasonable effort should be made to allow members of the university community to observe their religious holidays without jeopardizing their academic status. Students are responsible for reviewing course syllabi as soon as possible, and for communicating with the instructor promptly regarding any possible conflicts with observed religious holidays. Students are responsible for completing all class requirements for days missed due to conflicts with religious holidays.

Accommodation and Accessibility
Boston College is committed to providing accommodations to students, faculty, staff and visitors with disabilities. Specific documentation from the appropriate office is required for students seeking accommodation in Woods College courses. Advanced notice and formal registration with the appropriate office is required to facilitate this process. There are two separate offices at BC that coordinate services for students with disabilities:
The Connors Family Learning Center (CFLC) coordinates services for students with LD and ADHD.

The Disabilities Services Office (DSO) coordinates services for all other disabilities.

Find out more about BC’s commitment to accessibility at www.bc.edu/sites/accessibility.

Scholarship and Academic Integrity

Students in Woods College courses must produce original work and cite references appropriately. Failure to cite references is plagiarism. Academic dishonesty includes, but is not necessarily limited to, plagiarism, fabrication, facilitating academic dishonesty, cheating on exams or assignments, or submitting the same material or substantially similar material to meet the requirements of more than one course without seeking permission of all instructors concerned. Scholastic misconduct may also involve, but is not necessarily limited to, acts that violate the rights of other students, such as depriving another student of course materials or interfering with another student’s work. Please see the Boston College policy on academic integrity for more information.