School for New Learning  
Bachelor of Arts – Individual Focus Area  

ADVANCED PROJECT  
Course #FA304 – Registration # 23193  
Winter 2018  

Instructor: Veronica Buckley, EdD  
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In person appointments can be scheduled for Tuesdays, Wednesdays or Thursdays and also by phone, if necessary.  

Course Dates: Wednesdays 5:45 pm – 9:00 pm – January 3 thru March 14  

Course Location: On-ground Loop Campus  

Course Description  
The goal of this course is to provide guidance that enables you to synthesize and demonstrate expertise in your Focus Area through the development of a highly informed, relevant, and persuasive research paper and an artifact based on scholarly evidence. Keep in mind the following lines from the AP Student Guide: “you should think of your Advanced Project (AP) as capping off your Focus Area studies. It shows advanced proficiency in the Focus Area, and this means that you not only demonstrate practical knowledge but also intellectual mastery of the field.”  

Learning Outcomes, Competences, and/or Objectives  
In this course, you will write a high-quality research paper on a topic of your choice related to your Focus Area and approved by your Academic Committee (F12) and prepare a related artifact (F11). Keep in mind the following competences associated with this course:  

F-11: Can design and produce a significant product that gives evidence of advanced competence.  

F-12: Written by student/faculty. This competence relates to the topic and content of your Advanced Project.  

After completing this course, you should have:  

• Demonstrated the ability to apply problem solving and research skills to your Individual Focus Area.  

• Demonstrated an understanding of the broader context of a particular issue or problem and be able to propose possible solutions.  

• Appropriately used direct methods of investigation, personal experience, or application of knowledge and skills to a particular issue.  

• Produced a coherent and refined research paper and an artifact of appropriate professional quality as evidence of learning.
Learning Strategies and Resources

Students will participate in weekly classes, conduct independent scholarly research on their Advanced Project topic and artifact and are encouraged to use the various resources offered by the University including the Library and its Staff and the Writing Center. The instructor will make every effort to be available for telephone calls and conferences as requested.

It is expected that you will collaborate with your Academic committee members at specific points in the course and should seek their guidance as you progress through the quarter. Please note, your Academic Committee members serve as Advisors to your AP process with your AP grade being issued by the instructor.

The Advanced Project Course is designed to fulfil the requirements of the “artifact,” and “research paper.” The Course contains a series of progressive assignments which culminate in a research paper and an artifact. The elements of the “research paper” are actually distributed across the various assignments. Each assignment has a specific due date, and each builds-upon and presumes the work of the ones before it. This makes late assignment submissions unacceptable. There are no required books for the course, since you will be reading and annotating at least 12 scholarly books or articles to support your project.

Learning Deliverables (graded evidences of learning)

Students are required to participate in collaborative classroom discussions and submit all weekly assignments (attached at end of syllabus) on time. All writing assignments are expected to conform to college level standards in syntax, lexicon, and punctuation. As writing is a form of thinking, your assignments must show consistency in logical argument in order to achieve full marks.

At the end of the quarter, students will submit their final work (two deliverables – Research Paper and Artifact).

Research Paper Requirements:

The research paper will be comprised of six distinct sections plus a Table of Contents:

- Table of Contents
  - I. Introduction/Statement of the Problem
  - II. Research Methodology
  - III. Literature Review and Data Collection
  - IV. Findings/Conclusions/Recommendations
  - V. Learning Statement
  - VI. References

Note: Your paper will be no less than 15 pages (double-spaced), Times New Roman 12 font, with 1 inch margins (not including inserted table, charts, graphs, or references page). Please ensure that it is thoroughly proofread. Please make use of the resources of both the Library and the Writing Center in working on your Advanced Project paper. Students will submit a bound copy of their Research Paper at quarter end along with a copy of their artefact.
**Artifact Requirements:**

The artifact will be something original created by the student that serves as a means of delivering the body of knowledge resulting from their Research Paper. Examples of artifacts would include (but are not limited to) websites, videos, presentations, speeches, brochures, infographics, etc. **PowerPoint presentations as standalone artifacts are not acceptable.**

**Assessment of Student Learning**

The Advanced Project Course and its competences are graded on a Pass Fail basis. All individual assignments and the receive one of the following grades:

- **High Pass – Pass – Low Pass – Fail**

**Grading Criteria & Scale**

Attendance and participation are extremely important. This is an individual, small group, and large group critical thinking, planning, researching, writing, inquiry experience. Class attendance and active class participation are required. If for some reason you cannot attend class, it is your responsibility to (1) notify your instructor ahead of time, and (2) check with a classmate about topics and issues that were covered during the missed session. Attendance is taken. Lateness is not encouraged. We will plan on starting on time and ending on time.

All work as specified must be turned in to college level quality standards, will be submitted via D2L and will be reviewed by the instructor. You have the responsibility for making any and all corrections requested. The revised assignments will ultimately be assembled into the final Advanced Project which will be turned in at the end of the quarter along with an artefact.

Grading Basis: Pass/Fail SNL’s Advanced Project course is graded on a Pass/Fail grading basis (i.e., PA or F). If you are enrolled in the course then the grade roster already lists you as taking the course on the Pass/Fail basis. Most of the courses in SNL’s Lifelong Learning Area are set up this way. All major assignments receive one of the following grades: High Pass – Pass – Low Pass – Fail. All Low Pass and Failed assignments must be corrected and resubmitted for reassessment.

All writing assignments are expected to conform to college-level standards in syntax, lexicon, and punctuation. As writing is a form of thinking, your assignments must show consistency in logical argument in order to achieve full marks.
### Class Schedule and Assignments (see pages 6 – 15 for detailed assignments)

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>ASSIGNMENT DUE by 11:59 pm Monday before next class</th>
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</thead>
</table>
| 1/3  | Review of Syllabus and Expectations  
Discussion of Focus Area | Focus Area Competences  
Proposed Focus Area Theme  
Proposed AP Topic (research question)  
Contact Academic Committee |
| 1/10 | Focus Area Theme  
Articulating the Issue or Problem  
Writing Competence Statements  
Degree Completion | Final Focus Area Theme  
Advanced Project Statement of the Problem or Question  
F12 Competence Statement |
| 1/17 | Final Artifact Proposal & beginning your AP  
Components of AP Paper and Artifact | Section I of AP Paper  
Introduction and Statement of the Problem |
| 1/24 | Research Methods:  
-Writing presentation  
-Library presentation in Library | First six scholarly sources – draft |
| 1/31 | Review of first six sources and appropriate citation thereof | Section II of AP Paper  
Research Methodology |
| 2/7  | Class in Library – full | Second six scholarly sources – draft |
| 2/14 | Literature Analysis | Section III of AP Paper  
Literature Review & Data Collection |
| 2/21 | Research Results | Section IV of AP Paper  
Findings, Conclusions/Recommendations |
| 2/28 | Learning Statement | Section V of AP Paper  
Learning Statement  
Section VI of AP Paper  
References  
Prepare presentation |
| 3/7  | In-class presentation | Finalize paper and artifact |
| 3/14 | Submit final paper and artifact – no class | |

### Course Policies

Attendance and participation are extremely important. This is an individual, small group, and large group critical thinking, planning, researching, writing, inquiry experience. Class attendance and active class participation are required. If for some reason you cannot attend class, it is your responsibility to (1) notify your instructor ahead of time, and (2) check with a classmate about topics and issues that were covered during the missed session. Attendance is taken. Lateness must be avoided. We will plan on starting on time and ending on time. More than two absences is very serious and chronic lateness unacceptable.

All work as specified must be turned in to college level quality standards, will be submitted via D2L and will be reviewed by the instructor. You have the responsibility for making any and all corrections. The
revised assignments will ultimately be assembled into the final Advanced Project which will be turned in at the end of the quarter along with an artifact.

Neither the Advanced Project Proposal Form nor the Worksheet is needed for this class. Instead, the learning outcomes are interspersed throughout the various required assignments. Ordinarily, and without the express permission of the SNL Exceptions Committee, an enrolled student in the AP Course may not switch to an independent AP enrolment status after the last date for drop/add, as listed in the Academic Calendar.

Students who withdraw from the AP Course (or any course) after the quarterly deadline for withdrawal as published in the Academic Calendar will have to reregister and repay tuition for the Advanced Project. Similarly, the grade of F or FX will require new registration and tuition payment.

This course includes and adheres to the college and university policies described in the links below:

- Academic Integrity Policy
- Incomplete Policy
- Course Withdrawal Timelines and Grade/Fee Consequences
- Accommodations Based on the Impact of a Disability
- Protection of Human Research Participants
- APA citation format

Course Resources

- University Center for Writing-based Learning
- SNL Writing Guide
- Dean of Students Office

Instructor

Veronica (Roni) Buckley is a Core Faculty Member, Academic Advisor and Faculty Mentor at DePaul’s School for New Learning. Roni, and SNL Alum, holds both masters and doctoral degrees in Adult and Continuing Education from National Louis University. Her doctoral dissertation explored the relationship between lifelong learning and vibrant aging. She has been teaching classes at SNL since 2002 and has been teaching Advanced Project Courses for the past several years. Roni has over 25 years of experience in corporate management and human resources in professional service firms both in New York City and Chicago. She is the former President of both the SNL Alumni and DePaul Alumni Boards and is the current Board President of The Boulevard – a homeless shelter on Chicago’s West Side, which interestingly, was the subject of her SNL Externship.
Assignment 1/3 due 1/8

NOTE: All assignments must be DOUBLE SPACED, Time New Roman Font – 12 point. Student surname in upper right hand corner of each page and must be submitted to the instructor via D2L.

- List each skill or competence statement associated with your Focus Area Competences – F2 through F10.
- Write a paragraph length description of the overarching theme of your Focus Area (not your Advanced Project topic – your Focus Area).
- Write another paragraph, drawing on your Focus Area theme to identify a topic for your Advanced Project (what is it that you intend to research – what is your initial problem statement or research question).
- Draft a preliminary Advanced Project Area (F12) competence statement.

In addition to submitting this to your instructor via D2L:

- Send an email to your Academic Committee advising them that you are in the AP class and asking for their feedback and approval of your Advanced Project – copy your AP instructor on the email.

- NOTE: Your Academic Committee’s approval is MANDATORY and must be forwarded to your AP instructor.
Assignment 1/10 due 1/15

Write a paragraph on your Final Focus Area theme – it must include:

- Why this topic is of interest to you
- How your learning in this area will serve you (career, personal life, etc.)

- Write a paragraph on your Advanced Project topic:
  - This should be in the form of a problem statement or research question – what do you hope to discover or learn from this inquiry?
  - Why this topic is of interest to you
  - Who else might be interested in this topic (So what?)

- Write a paragraph on your proposed AP artifact (how you will put your research into action):
  - What will be the form of the artifact? (Video, presentation, white paper, brochure, etc.).
  - Why do you think this is an appropriate form for your artifact

- Submit your Final AP (F12) competence statement.
Assignment 1/17 due 1/22

This week you will begin working on your paper. All submissions related to the paper must be in the appropriate format. Double-spaced, Times New Roman Font (12 point), 1 inch margins top, bottom and sides.

This is the beginning of your paper and should be formatted as such. Do not include the assignment questions – you should create the actual first section of your paper.

This assignment should be written in paragraph form – well proofread for punctuation, spelling, grammar, etc.

Section I of AP Paper - Introduction and Statement of the Problem OR Research Question

In several paragraphs introduce your Advanced Project. This section should include:

- One or two sentences that clearly state the main issue you are researching as a problem statement OR a research question.

- Advanced Project Goals (what you expect to learn from your research)

- Limitations of this research – explain what the paper will not cover. For instance, are you researching a particular demographic?

- This should NOT include any conclusions. This section merely states the purpose of the research and your research goals.
Assignment 1/24 due 1/29

Scholarly Sources (first six)

This is a critical assignment. You will draw upon it to ultimately prepare the Literature Review section of your paper. Consult the DePaul Library for assistance if needed. Accurate citations in APA format and clear, error-free writing are required.

- Identify four scholarly sources on the content (subject) or your Advanced Project
- Identify two scholarly sources on the form (video, presentation, white paper, etc.)
- Complete appropriate APA citation for each of the six scholarly sources
- In paragraph form, for each resource, provide the following information (you are required to cover all the questions below):
  - What is the primary concept, problem or question being addressed?
  - Describe the position the researcher takes in addressing the concept, problem or question being addressed.
  - What are the conclusions and/or recommendations from the research?
  - Identify one weakness AND one strength of the source.
  - How will this source contribute to the body of knowledge you are gathering on your Advanced Project topic?
Assignment 1/31 due 2/5

Section II of AP Paper - Research Methodology

Note: All submissions of sections of your paper must be in the appropriate format. Double-spaced, Times New Roman Font (12 point), 1 inch margins top, bottom and sides.

Provide a research methodology section where you briefly describe your literature search and review steps. Consider the following questions:

- What databases are you using to conduct this analysis? How do they relate to your research question?
- What search parameters are you using in your search? (e.g., “rain forest and climate change”)
- What types of sources came up from your search? (briefly describe them in one or two sentences). These can include your scholarly sources, surveys, photos, etc.
- On what basis will you decide to include or exclude in this analysis any of the resources from your search? Think of inclusion criteria and exclusion criteria.

Keep in mind the following lines from the AP Student Guide: “The sources in question may be quite varied. They might range from scholarly articles to professional studies to interviews with experts to consensus-based best practices.”
Assignment 2/7 due 2/12

Scholarly sources – final six

This is a critical assignment. You will draw upon it to ultimately prepare the Literature Review section of your paper. Consult the DePaul Library for assistance if needed. Accurate citations in APA format and clear, error-free writing are required.

- Identify six scholarly sources on the content (subject) or your Advanced Project
- Complete appropriate APA citation for each of the six scholarly sources
- In paragraph form, for each resource, provide the following information:
  - What is the primary concept, problem or question being addressed?
  - Describe the position the researcher takes in addressing the concept, problem or question being addressed.
  - What are the conclusions and/or recommendations from the research?
  - Identify one weakness AND one strength of the source.
  - How will this source contribute to the body of knowledge you are gathering on your Advanced Project topic?
Assignment 2/14 due 2/19

Section III of AP Paper – Literature Review and Data Collection

All submissions related to the paper must be in the appropriate format. Double-spaced, Times New Roman Font (12 point), 1 inch margins top, bottom and sides.

Drawing on the scholarly resources you have summarized in your two earlier research assignments, prepare the Literature Review section of your AP paper. **If, in addition to the 12 required sources, if you have used other data (surveys, questionnaires, photos, interviews, etc.) they should also be covered in this section.**

- Summarize the key points/conclusions from each of articles/books/research journals you have used in your literature review. This section should merely be summarizing what the article/book/research journals’ findings were. Tie any recurring themes together.

- **IMPORTANT:** This is NOT the section of your paper where you draw conclusions – it is merely a summary of the research you have conducted and where you have the opportunity to compare, contrast and summarize your research findings.

- Be certain that you address both the content of your Advanced Project and the form.

- Include in-text citations wherever necessary!!!
Assignment 2/21 due 2/26

Section IV of the AP Paper – Findings/Conclusions/Recommendations

All submissions related to the paper must be in the appropriate format. Double-spaced, Times New Roman Font (12 point), 1 inch margins top, bottom and sides.

- This is a very critical section of your paper. Please give it careful thought and analysis.
  - Summarize your key findings and conclusions in your own words.
  - Based on the research you have conducted, how would you solve your research problem or answer your initial research question? Substantiate your conclusion and bear in mind that your response to this question must be supported by the research findings. Cite when necessary.

- Illustrate and explain why your artifact is a viable model for addressing the initial research question articulated in your introduction.
Assignment 2/28 due 3/5

All submissions related to the paper must be in the appropriate format. Double-spaced, Times New Roman Font (12 point), 1 inch margins top, bottom and sides.

Section V of AP Paper - Learning Statement

- Write at least three paragraphs as your learning statement addressing:
  - What you expected to learn in this process
  - What you actually did learn
  - How might the knowledge gleaned from your library-based reading and analysis shape your life and work experience.
  - Why this level of learning is important to you

Section VI of AP Paper - References

- Provide a References list at the end of your paper in the appropriate APA format. Consult the Writing Center for assistance if necessary.

In-class presentation – due in class Tuesday – 11/15

Be prepared to make a five minute presentation in class – put preparation into this. You may use slides, handouts or any other materials you wish during your presentation.

Presentation must cover:

- Focus Area
- Advanced Project Topic and Competence Statement
- Why this topic is of interest to you
- What you learned in this process – about your topic, about academic research
- Your research conclusions
- A discussion of your artifact and its intent
- Sharing your artifact, or any portion thereof, with the class
- Q&A
Assignment 3/7 – Final Paper and Artifact – due 3/14 – NO CLASS

Submit final paper and artifact

- Paper must be in the appropriate format. Double-spaced, Times New Roman Font (12 point), 1 inch margins top, bottom and sides. This is your final AP product and should be the very best work that you can produce as evidence of competence in your Focus Area. **Bound copy must be submitted to instructor** (recommend bound copy for your FM and one for yourself). Instructor office: SNL – 14 East Jackson, 14th Floor.

- Paper to include:
  - Title Page
    - Include your Name, Email
    - F11 and F12 Competence Statements
  - Table of Contents listing all sections of the paper
  - Sections of the Paper:
    I. Introduction and Statement of the Problem
    II. Research Methodology
    III. Literature Review and Data Collection
    IV. Findings/Conclusions/Recommendations
    V. Learning Statement
    VI. References

- Artifact – in whatever form is appropriate

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